



GENERAL MEETING MINUTES

TUESDAY
18 DECEMBER 2018
at 9.00AM

- PRESENT** - R Jayo Mayor
ME Brown Deputy Mayor
AP Cripps Councillor
AJ Lancini Councillor
WG Skinner Councillor
MG Tack Councillor
- A Rayment Chief Executive Officer (CEO)
M Cox Chief Financial Officer (CFO)
J Devietti Acting Executive Manager Infrastructure Services Delivery (EMISD)
R Pennisi Executive Manager Development, Planning and Environmental Services (EMDPES)
B Edwards Executive Assistant (EA)

APOLOGY - An apology for non-attendance was received from Councillor KS Milton

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

PRAYER - Councillor WG Skinner opened the meeting with prayer

PREVIOUS MINUTES - *Moved Councillor Tack*
Seconded Councillor Cripps

Resolved that the Minutes of the General Meeting held on 27 November 2018 be approved as a correct record of proceedings and the Minutes be authorised and signed by the Mayor.

Carried 6-0
181218-00

BUSINESS

1. CORPORATE SERVICES

1.1 **CORPORATE SERVICES ACTIVITY REPORT**

Consideration of Report to Council from Chief Financial Officer dated 3 December 2018 regarding summary of activities undertaken during the month ending 30 November 2018.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That Council receive and note the information in the Report.

Carried 6-0
181218-01

1.2 **MONTHLY STATUS REPORT**

Consideration of Report to Council from Chief Financial Officer dated 3 December 2018 regarding monthly Corporate Services Status Report as at 30 November 2018.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That Council receive and note the information in the Report.

Carried 6-0
181218-02

1.3 FINANCIALS

Consideration of Report to Council from Chief Financial Officer dated 3 December 2018 regarding a report of financial activities as at 30 November 2018.

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
18181218-03**

2. INFRASTRUCTURE SERVICES DELIVERY

2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 3 December 2018 regarding summary of activities undertaken during the month ending 30 November 2018.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-04**

2.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 3 December 2018 regarding monthly Infrastructure Services Delivery Status Report as at 30 November 2018.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-05**

2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

Consideration of Report to Council from Water and Sewerage Manager dated 28 November 2018 regarding a report of water and sewerage operations as at 30 November 2018.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-06**

2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

Consideration of Report to Council from Works Engineer dated 3 December 2018 regarding a report civil operations as at 30 November 2018.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council:

- A. Receive and note the information in the Report; and**
- B. Acknowledge and thank those Council employees who worked during the recent rain event from ex-Tropical Cyclone Owen on Saturday night 15 December and Sunday 16 December 2018 to attend to emergent works.**

**Carried 6-0
181218-07**

2.5 APPLICATION for PERMANENT ROAD CLOSURE – BRUCE HIGHWAY adjoining LOT 11 on CWL671

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 29 November 2018 regarding correspondence from Department of Natural Resources, Mines and Energy on an application for Permanent Road Closure of land abutting Lot 11 on CWL671.

Moved Councillor Cripps
Seconded Councillor Lancini

Council Resolution - 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.

**Carried 6-0
181218-08**

2.6 APPLICATION for PERMANENT ROAD CLOSURE – IRWIN ROAD adjoining LOT 1 on RP714163

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 29 November 2018 regarding request received from resident for a permanent road closure of a section of Irwin Road adjoining Lot 1 on RP714163. The purpose of the road closure is for a straight fence line from one side of the property to the other.

Officer Recommendation - That Council offer no objection to the application for Permanent Road Closure of a section of Irwin Road abutting Lot 1 RP714163 on the condition that:

- A. Evidence is provided to Council that all existing properties fronting on to Irwin Road do not lose legal access to a road corridor where one existed prior to the application being made; and
- B. Evidence is provided to Council that consultation and consent to the proposed road closure is given by all existing properties fronting on to Irwin Road.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - 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.

**Carried 6-0
181218-09**

2.7 RF002757 – DESIGN and CONSTRUCT TOILET FACILITY in INGHAM CBD

Consideration of Report to Council from Water and Sewerage Manager dated 5 December 2018 seeking Council's approval to alter the location of the toilet facility within the Ingham CBD due to potential issues arising from nearby trees should the toilets be installed at the initial location. The new location will avoid Council having to remove or damage the trees, along with avoiding the associated delays and potential extra financial costs.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - 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.

**Carried 6-0
181218-10**

2.8 FORREST BEACH BOAT RAMP COST ESTIMATE and ECONOMIC BENEFIT

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 2 December 2018 providing an update on Technical Memorandum – Forrest Beach Boat Ramp P50 Estimate and progress to date information provided by Flanagan Consulting Group for the proposed Forrest Beach Jetty and Rock wall project.

Moved *Councillor Brown*
Seconded *Councillor Lancini*

Council Resolution - 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.

**Carried 6-0
181218-11**

The meeting adjourned at 10.37am for morning tea and resumed at 10.47am

Media and Communications Officer, D Purnell was not present when the meeting resumed

3. DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

3.1 DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 1 December 2018 regarding summary of activities undertaken during the month ending 30 November 2018.

Moved *Councillor Brown*
Seconded *Councillor Lancini*

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-12**

3.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 3 December 2018 regarding monthly Development, Planning and Environmental Services Status Report as at 30 November 2018.

Moved *Councillor Brown*
Seconded *Councillor Skinner*

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-13**

3.3 SITING RELAXATION – OWNER – 7 RED GUM COURT, ALLINGHAM – LOT 21 on SP181639

Consideration of Report to Council from Planning and Development Manager dated 3 December 2018 in relation to a Siting Relaxation Application received for a single detached dwelling to be sited at a minimum of 3m from the south-western boundary line at 7 Red Gum Court, Allingham.

Moved *Councillor Lancini*
Seconded *Councillor Tack*

Council Resolution – 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 the following conditions:

SITING RELAXATION CONDITIONS of APPROVAL – LOT 21 on SP181639								
Conditions		Compliance Timing						
Administration								
(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; and c. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.		At all times						
Currency Period								
(2) The currency period applicable to this approval. • Siting Relaxation – Two (2) years until 21 December 2020		As per condition						
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>Site Plan - 7 Red Gum Court, Forrest Beach</td><td>2018-17 DD01 P1</td><td>October 2018</td></tr></tbody></table>		Plan / Document Name	Number	Date	Site Plan - 7 Red Gum Court, Forrest Beach	2018-17 DD01 P1	October 2018	At all times
Plan / Document Name	Number	Date						
Site Plan - 7 Red Gum Court, Forrest Beach	2018-17 DD01 P1	October 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 prior to the submission of a Development Application for Operational Works.		As per condition						
Lawful Point of Discharge								
(6) 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.		At all times						
(7) The structure (dwelling) must include guttering which directs all stormwater to a legal point of discharge within the confines of the boundary to which the attached dwelling resides.		At all times						
(8) Where retaining walls, fences, buildings or other barriers, which would cause a “damming effect” and produce a concentrated flow at an outfall are constructed, a drainage system is installed to discharge the surface water such that it does not adversely affect surrounding properties or properties downstream from the development.		At all times						

SITING RELAXATION CONDITIONS of APPROVAL – LOT 21 on SP181639	
Conditions	Compliance Timing
Building	
(9) The class 1a (dwelling) structure requires a development permit for building works.	At all times
(10) The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.	At all times
(11) The class 1a (dwelling) structure requires compliance to relevant Fire Safety regulations as reflected in s.3.7.1.6 of the Building Code of Australia (Volume Two).	At all times
Construction and Operations	
(12) 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
(13) Any construction work associated with the access arrangements to the property from the road reserve is subject to a Private Works in a Road Reserve application and approval.	Prior to any construction work commencing
Damage to Infrastructure	
(14) In the event that any part of Council's existing sewer, water, channel and kerbing, or road infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/owner must notify Council immediately of the affected infrastructure and have it repaired or replaced by Council, at the developer's cost.	At all times

Carried 6-0
181218-14

3.4 RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT - LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 – ELPHINSTONE POCKET ROAD, ABERGOWRIE

Consideration of Report to Council from Planning and Development Manager dated 3 December 2018 in relation to a request for Reconfiguration of a Lot, Rearrangement of Boundaries over Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361 at Elphinstone Pocket Road, Abergowrie.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - 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 the following conditions:

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 CONDITIONS of APPROVAL								
Conditions		Compliance Timing						
Administration								
(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"> 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; and d. The conditions of the Infrastructure Charges Notice. 		At all times						
Currency Period								
(2) The currency period applicable to this approval. <ul style="list-style-type: none"> • CU/ROL – 6 years until 21 December 2024 		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" data-bbox="303 1227 1216 1357"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed Boundary Rearrangement Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361</td><td>Ref: 180960</td><td>October 2018</td></tr> </tbody> </table>		Plan / Document Name	Number	Date	Proposed Boundary Rearrangement Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361	Ref: 180960	October 2018	At all times
Plan / Document Name	Number	Date						
Proposed Boundary Rearrangement Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361	Ref: 180960	October 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 existing dwellings 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 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						

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 CONDITIONS of APPROVAL	
Conditions	Compliance Timing
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. (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. (11) That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	At all times At all times 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
Private Works in a Road Reserve (14) Works in a Road Reserve must be approved by Council through a Private Works in a road Reserve application. (15) Access to proposed allotment 17 to the north and the south of Elphinstone Road as well as to the east of Lot 6 must be addressed to the satisfaction of the Council.	At all times Prior to the Approval of Survey Plan
Other	
Existing Services (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
Construction (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
Damage to Infrastructure (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

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 CONDITIONS of APPROVAL	
Conditions	Compliance Timing
Electricity (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
Telecommunication (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
Refuse Storage (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
Sediment Management / Reef Protection (22) Earthworks must be undertaken in a responsible manner which includes measures to minimize the rates of soil loss and sediment movement impacts to the Barrier Reef.	At all times

Carried 6-0
181218-15

- 3.5 TRUSTEE LEASE – LONG POCKET RECREATION RESERVE – LOT 41 on SP204134 – HITCH 'N RIDE
 Consideration of Report to Council from Planning and Development Manager dated 3 December 2018 in relation to future use of Long Pocket Recreation Reserve and seeking the approval of 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.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - 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 the conditions as in Table 1;
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 the conditions as in Table 2.

Table 1

TRUSTEE LEASE CONDITIONS of APPROVAL – LOT 41 on SP204134	
Conditions	Compliance Timing
Administration	
(1) The lessee is responsible to carry out the approved Trustee Lease and comply with relevant requirements in accordance with: <ol style="list-style-type: none"> 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 use must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards 	At all times

TRUSTEE LEASE CONDITIONS of APPROVAL –LOT 41 on SP204134	
Conditions	Compliance Timing
Development Plans	
(2) A Site Development Plan (SDP) indicating proposed future uses must be submitted to council for approval.	Within 90 business days of the Trustee Lease being registered with DNRME
Trustee Lease	
Area (3) An area of approximately 2.34886ha.	To be confirmed by Council on survey of the Tennis Court Area
Lease Documentation / Registration (4) The applicant is responsible for the payment of a proportional cost of the drafting of the Trustee Lease as reflected in the Council's Commercial Charges, Regulatory Fees & Other Charges schedule. (5) The applicant is responsible for the payment of the DNRME Trustee Lease registration costs.	Prior to the Registration of the Trustee Lease Prior to the Registration of the Trustee Lease.
Currency Period	
(6) The currency period applicable to this approval. • Trustee Lease – Two periods not exceeding 9 years and 11 months each.	Annual / Term
Fees & Charges	
(7) Groups / Organisations: Sporting Clubs \$20.00 annual exclusive of GST; (8) Tenancy term – Annual; (9) Yearly increase as per Council's Commercial Charges, Regulatory Fees & Other Charges schedule.	Annual Annual Annual
External Works	
Lawful Point of Discharge (10) 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 (11) Access provision to all proposed allotments must be provided to the satisfaction of the Department of Transport and Main Roads. Future maintenance of all accesses is the responsibility of the lessee.	Prior to commencement of the use

TRUSTEE LEASE CONDITIONS of APPROVAL – LOT 41 on SP204134	
Conditions	Compliance Timing
Internal Works	
Building / Construction (12) Relevant building / construction permits must be obtained in accordance with legislative / regulatory / policy requirements. (with specific reference to Asbestos related and Structural Related work) (13) All building / construction works must be in accordance with regulated work under the applicable Acts / Regulations / Policies. (with specific reference to Asbestos related and Structural Related work)	Prior to commencement of development/work. Prior to commencement of development/work.
Toilets / Walkway (14) The lessee may not undertake renovations to the toilets and walkway without relevant Asbestos related and Structural Related advices and reports.	At all times
Plumbing (15) 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 unit	Prior to final building / plumbing certification
Operational	
Tennis Courts (16) The tennis courts does not form part of the lease and will be excised by Council at no cost to the Lessee	Prior to the registration of the Trustee Lease
Maintenance (17) The lessee is responsible for ongoing maintenance of the property is carried out in order to maintain visual amenity of the property and responsibilities as set out in Local Laws. (18) The renovation and maintenance of structures must be undertaken in terms of relevant applicable legislation (Asbestos & Structural & WHS) with due care in protecting the community. (19) The lessee must undertake the responsibilities in relation to the maintenance of the property as set out in the <i>Biosecurity Act 2014</i> .	At all times At all times At all times
Other	
Construction (20) 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. (21) 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.	

TRUSTEE LEASE CONDITIONS of APPROVAL –LOT 41 on SP204134	
Conditions	Compliance Timing
Damage to Infrastructure (22) 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
Vegetation Clearance (23) In the event of Vegetation clearances being required relevant approvals must be obtained.	At all times
Safety & Security (24) Animals on the property must be managed so as to not endanger or be a risk to road users.	At all times
(25) Animals on the property must be managed so as to not damage adjacent properties or the natural riverbank environment.	At all times

Table 2

RIGHT OF ENTRY PRIOR TO THE TRUSTEE LEASE REGISTRATION CONDITIONS OF APPROVAL –LOT 41 on SP204134	
Conditions	Compliance Timing
Administration	
(1) The Hitch-n-Ride Sporting Group Inc is to ensure that ongoing maintenance of the property is carried out in order to maintain visual amenity of the property and responsibilities as set out in Local Laws and the Biosecurity Act 2014.	At all times
Insurances	
(2) The Hitch-n-Ride Sporting Group Inc must obtain and maintain all relevant insurances.	At all times
(3) The Hitch-n-Ride Sporting Group Inc must provide Council; with a copy of relevant public liability insurance.	Prior to accessing the property
Safety & Security	
(4) Access to the property from Abergowrie Road must be undertaken in a safe manner.	At all times
(5) Animals on the property must be managed so as to not endanger or be a risk to road users.	At all times
(6) Animals on the property must be managed so as to not damage adjacent properties or the natural riverbank environment.	At all times

Carried 6-0
181218-16

Councillor ME Brown declared she has a conflict of interest in item 3.6 (as defined in Section 175D of the Local Government Act 2009) due to her business being located at the Ingham Aerodrome.

Councillor ME Brown advised the meeting that this personal interest is not of sufficient significance that it will lead her to making a decision on the matter that is contrary to the public interest and that she would best perform her responsibility of serving the overall public interest of the whole of the Council's area by participating in the discussion and voting on the matter.

Councillor ME Brown also acknowledged that the remaining Councillors must now determine, pursuant to Section 175E(4) of the Local Government Act 2009:

- (a) Whether she has a real conflict of interest in the matter or a perceived conflict of interest in the matter; and
- (b) If so, whether:
 - i. Councillor ME Brown must leave the meeting while this matter is discussed or voted on; or
 - ii. Councillor ME Brown may participate in the meeting in relation to the matter, including by voting on the matter.

Moved Mayor Jayo

Seconded Councillor Lancini

That Councillor ME Brown has a perceived conflict of interest in the matter and notwithstanding the conflict, Councillor ME Brown may participate in the matter, discuss and vote upon it.

Carried 5-0

3.6 INGHAM AERODROME – LOT 118 on CWL3455 – PROPOSED HANGAR SITES DEVELOPMENT – FLOOD MODELLING and HYDROLOGY ASSESSMENT

Consideration of Report to Council from Planning and Development Manager dated 13 December 2018 in relation to investigations into development of a new hangar facility at the Ingham Aerodrome.

Officer Recommendation – That Council approve the commencement of the project to obtain relevant (Ministers consent) Land Act 1994, (Native Title Assessment) Native Title Act 1993 and (Operational Works) Planning Act 2016 approvals in order to progress the project.

Moved Councillor Lancini

Seconded Councillor Tack

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

**Carried 6-0
181218-17**

3.7 RESERVE for RECREATION R465 – WINNIE PITCH CRICKET GROUNDS – MOUNT FOX – LOT 61 on WU46 – MOUNT FOX LIONS CLUB DISBANDED

Consideration of Report to Council from Planning and Development Manager dated 13 December 2018 regarding advice received from Mount Fox Lions Club of their disbandment as from 23 October 2018 and seeking Council's direction in relation to the maintenance of the Winnie Pitch Cricket Grounds.

Moved Councillor Cripps

Seconded Councillor Brown

Council Resolution - 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.

**Carried 6-0
181218-18**

Councillor AJ Lancini declared a perceived Conflict of Interest in Item 3.8 (as defined in section 175D of the Local Government Act 2009) due to his position as Vice President on the Halifax Progress Association Executive Committee and excluded himself from the meeting at 11.55am while the matter was debated and the vote taken.

3.8 2018/2019 COMMUNITY ACTIVITY GRANTS SPONSORSHIP – 1 JANUARY 2019 to 31 MARCH 2019

Consideration of Report to Council from Regional Event Coordinator dated 3 December 2018 regarding consideration of Community Activity Grant applications for the third quarter period of the 2018/2019 financial year.

Moved Councillor Brown

Seconded Councillor Cripps

Council Resolution - 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.

**Carried 6-0
181218-19**

Councillor AJ Lancini returned to the meeting at 12.10pm

3.9 FLYING FOX – REQUEST for TREE REMOVAL from HERBERT STREET COMMERCIAL PREMISES

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 10 December 2018 regarding correspondence received from a landowner dated 3 December 2018 requesting Council to subsidise removal of trees located on their private property abutting the recognised Flying Fox Roost established on property referenced as Lee's Block.

Moved Councillor Brown

Seconded Councillor Lancini

Council Resolution - 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.

**Carried 6-0
181218-20**

4. GOVERNANCE

4.1 OFFICE of the MAYOR and CEO ACTIVITY REPORT

Consideration of Report to Council from Chief Executive Officer dated 4 December 2018 regarding summary of activities undertaken during the month ending 30 November 2018.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-21**

4.2 MONTHLY STATUS REPORT

Consideration of Report to Council from Chief Executive Officer dated 10 December 2018 regarding monthly Mayor and Chief Executive Officer Status Report as at 30 November 2018.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-22**

4.3 CODE of CONDUCT for COUNCILLORS in QUEENSLAND

Consideration of Report to Council from Chief Executive Officer dated 3 December 2018 seeking adoption of Code of Conduct for Councillors in Queensland required by legislation setting out the principles and standards of behavior expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities.

Moved Councillor Lancini
Seconded Councillor Cripps

Council Resolution - That Council adopt and implement the Code of Conduct for Councillors in Queensland as presented.

**Carried 6-0
181218-23**

4.4 INVESTIGATION POLICY

Consideration of Report to Council from Chief Executive Officer dated 3 December 2018 seeking adoption of Investigation Policy required for Council to deal with complaints about the inappropriate conduct of Councillors and how they will be dealt with when referred by the Independent Assessor.

Moved Councillor Cripps
Seconded Councillor Brown

Council Resolution - That Council adopt and implement the Investigation Policy as presented.

**Carried 6-0
181218-24**

4.5 MEETING PROCEDURES AND SUPPORTING STANDING ORDERS FOR COUNCIL MEETINGS INCLUDING STANDING COMMITTEES "BEST PRACTICE GUIDE"

Consideration of Report to Council from Chief Executive Officer dated 10 December 2018 seeking adoption of Meeting Procedures and supporting Standing Orders for Council Meetings including Standing Committees "Best Practice Guide". Meeting Procedures set out certain procedures to ensure local government principles are reflected in the conduct of local government meetings and committee meetings. Best Practice Standing Orders have been developed to support local governments with a set of rules to conduct meetings in an orderly way.

Moved *Councillor Cripps*
Seconded *Councillor Lancini*

Council Resolution - 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.

**Carried 6-0
181218-25**

4.6 CORRESPONDENCE – LOCAL GOVERNMENT WORKCARE BANK GUARANTEE

Consideration of Report to Council from Chief Executive Officer dated 3 December 2018 regarding correspondence received from Local Government Association of Queensland dated 22 November 2018 advising of their intention on behalf of Local Government Workcare Compensation Self Insurance Scheme (LGW) members to request Queensland Treasury Corporation (QTC) to issue an updated bank guarantee from Council's current indemnity (maximum liability) to QTC towards that guarantee from the amount of \$227,446.32 to \$275,226.32.

Moved *Councillor Tack*
Seconded *Councillor Skinner*

Council Resolution - That Council receive and note correspondence received from Local Government Association of Queensland.

**Carried 6-0
181218-26**

4.7 CORRESPONDENCE – REEF COUNCILS' MAJOR INTEGRATED PROJECTS (MIP) PROPOSAL

Consideration of Report to Council from Chief Executive Officer dated 3 December 2018 regarding correspondence received from Local Government Association of Queensland dated 23 November 2018 seeking formal endorsement of the Reef MIP Proposal allowing LGAQ to publish the MIP to its timely use in advocacy at the Federal level.

Moved *Councillor Skinner*
Seconded *Councillor Lancini*

Council Resolution - 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)*.

**Carried 6-0
181218-27**

4.8 CORRESPONDENCE – WATER FORUM

Consideration of Report to Council from Chief Executive Officer dated 3 December 2018 regarding correspondence received from Local Government Association of Queensland dated 20 November 2018 providing feedback and clarification on aspects raised in correspondence from the Mayor following the Water Forum held in Ingham on 8 October 2018.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - That Council receive and note the correspondence received from Department of Natural Resources, Mines and Energy, Executive Director Andrew Buckley.

**Carried 6-0
181218-28**

4.9 CORRESPONDENCE – STORMWATER DRAINAGE in HERBERT STREET

Consideration of Report to Council from Chief Executive Officer dated 3 December 2018 regarding correspondence received from Department of Transport and Main Roads (DTMR) dated 30 November 2018 in response to Council letter dated 31 October 2018 wherein Council drew their attention to the severe impact the root systems of mature fig trees in Herbert Street was having on stormwater infrastructure. Council proposed an action plan of progressive tree removal occur and requested a consultative process with DTMR to negotiate a shared cost contribution towards the action plan. The Department responded that it is their view that the work is the sole responsibility of Hinchinbrook Shire Council.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council receive and note the correspondence from Department of Transport and Main Roads.

**Carried 6-0
181218-29**

4.10 COUNCILLOR ACTIVITY REPORT as at 30 NOVEMBER 2018

Consideration of Report to Council from Chief Executive Officer dated 10 December 2018 providing Councillor Activity Reports for the month ending 30 November 2018 to ensure transparency and public scrutiny.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That Council receive and note the information in the Report.

**Carried 6-0
181218-30**

CONFIDENTIAL ITEMS

5. INFRASTRUCTURE SERVICES DELIVERY

Moved Mayor Jayo
Seconded Councillor Lancini

That Council close the meeting to the public under Section 275(1)(e) of the *Local Government Regulation 2012*, to discuss the following items as a contract is proposed to be made for all three items referenced as 5.1, 5.2 and 5.3:

- Item 5.1– HSC 18/11 – Hinchinbrook Water Security Project – Water Treatment Plant Works Project;
- Item 5.2– HSC 18/12 – Hinchinbrook Water Security Project – Pipelines Works; and
- Item 5.3 – Dungeness Dredging – Ecological Survey and Environmental Impact Assessment.

Carried 6-0

Moved Councillor Lancini
Seconded Mayor Jayo

That Council now move into Closed Meeting to discuss the above referred items at 12.29 pm.

Carried 6-0

Moved Councillor Cripps
Seconded Councillor Lancini

That Council move out of the Closed Meeting at 12.57 pm.

Carried 6-0

- 5.1 HSC 18/11 - HINCHINBROOK WATER SECURITY PROJECT – WATER TREATMENT PLANT WORKS PROJECT
Consideration of Report to Council from Water and Sewerage Manager dated 12 December 2018 regarding tenders received for HSC 18/11 Hinchinbrook Water Security Project – Water Treatment Plant Works Project.

Moved Councillor Lancini
Seconded Councillor Cripps

Council Resolution - That Council:

- A. Accept the tender for HSC 18/11 Hinchinbrook Water Security Project – Water Treatment Plant Works Project 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.

Carried 6-0
181218-31

5.2 HSC 18/12 - HINCHINBROOK WATER SECURITY PROJECT – PIPELINES WORKS PACKAGE

Consideration of Report to Council from Water and Sewerage Manager dated 26 November 2018 regarding tenders received for HSC 18/12 Hinchinbrook Water Security Project – Pipelines Works Package.

Moved Councillor Cripps

Seconded Councillor Lancini

Council Resolution - 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.**

**Carried 6-0
181218-32**

5.3 DUNGENESS DREDGING – ECOLOGICAL SURVEY AND ENVIRONMENTAL IMPACT ASSESSMENT

Consideration of Report to Council from Executive Manager Infrastructure Services Delivery dated 2 December 2018 seeking Council approval to engage a consultant to undertake the ecological survey and environmental impact assessment required when preparing an application for the Dungeness Enterprise Channel Dredging project. Such a report forms part of documentation required in order to lodge applications with State and Federal agencies.

Moved Councillor Skinner

Seconded Councillor Brown

Council Resolution - 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.**

**Carried 6-0
181218-33**

LATE BUSINESS

6. GOVERNANCE

6.1 2019-21 WORKS for QUEENSLAND (W4Q) FUNDING PROGRAM

Consideration of Report to Council from Chief Executive Officer dated 14 December 2018 regarding correspondence received from Department of Local Government, Racing and Multicultural Affairs Director-General dated 13 December 2018 advising that The Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has announced an amount of \$2,400,000 under the 2019-21 round of the W4Q Program is available to Council.

Moved Councillor Brown

Seconded Councillor Lancini

Council Resolution - That Council receive and note the advice from the Department of Local Government, Racing and Multicultural Affairs Director-General.

**Carried 6-0
181218-34**

CONFIDENTIAL ITEM

7. INFRASTRUCTURE SERVICES DELIVERY

Moved *Mayor Jayo*
Seconded *Councillor Lancini*

That Council close the meeting to the public under Section 275(1)(a) of the *Local Government Regulation 2012*, to discuss Item 7.1- Executive Manager Infrastructure Services Delivery Contract Renewal as the matter is regarding the appointment of an employee.

Carried 6-0

Moved *Councillor Brown*
Seconded *Councillor Tack*

That Council now move into Closed Meeting to discuss the above referred item at 1.00pm.

Carried 6-0

Moved *Mayor Jayo*
Seconded *Councillor Lancini*

That Council move out of the Closed Meeting at 1.35pm.

Carried 6-0

7.1 EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY CONTRACT RENEWAL

Consideration of Report to Council from Chief Executive Officer dated 13 December 2018 concerning the Executive Manager Infrastructure Services Delivery Contract Renewal. The existing contract is due to cease on 26 April 2019 unless an extension is negotiated.

Moved *Councillor Lancini*
Seconded *Councillor Skinner*

Council Resolution – That Council authorise the Mayor, Chief Executive Officer and Councillor Brown to negotiate a contract extension for Mr James Stewart.

Carried 6-0
181218-35

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

APPROVED, CONFIRMED and ADOPTED on 29 January 2019

Councillor R Jayo - MAYOR

REPORT TO COUNCIL

CORPORATE SERVICES ACTIVITY REPORT - 30 NOVEMBER 2018

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 4 – Council's Role in Creating an Enviably Lifestyle and Contribution to the Whole of Life Liveability of our Shire	Action 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. Staff engagement with Kelly Theatre and Aquatic Centre Lessees.

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 five months ended 30 November 2018.

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Author: [insert author name]
Position: [insert position name]
Date: [insert date]

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.
-

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

Budget Policy

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Local Government Regulation 2012

Consultation

Nil

Attachments

- Corporate Services Capital Progress Report
 - Community Asset Uses
-

COMMUNITY ASSETS - USES							
Table 1	Month	Halifax Hall	Ingham Showground	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
2018	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

Ingham Showground

Operation Fit – 4 days a week

Alliance Boxing Club - 5 days a week

Private Birthday Function

Sugar City Horse Sports

Shire Hall

Gilroy Santa Maria Graduation Nil

Seniors Morning Tea

Hinchinbrook Meeting Place

Nil

Park Use

Rotary Park Markets

Mercer Lane Markets

CURRENT YEAR FIGURES								
2018	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
	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

COMPARITIVE FIGURES FOR PREVIOUS YEARS								
2017	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
	November	20 regulars x 4 sessions per week	10 regulars x 7 sessions per week	10-14 regulars twice a week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	1155
2016	November	Nil	32-40 regulars over regular sessions	12-15 regulars x 3 sessions a week	Approx. 300 children	All local primary schools utilising, no figures provided	6 clients weekly	1290

Table 2						
WHOLE OF PROJECT FIGURES <i>(may include more than one financial years)</i>						
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. Acquittal completed	\$1,257,000	\$1,036,000	\$132,000	\$89,000	\$1,257,000	Jan-19
W4Q2 Toilet Block Contract awarded.	\$300,000	\$1,407	\$2,000	\$296,593	\$300,000	Jun-19
W4Q2 Shade Mercer Lane/Johnstone St - Mercer Lane section Spina's Glass awarded contract - completion expected mid Jan19	\$52,000	\$2,000	-	\$50,000	\$52,000	Jan-19
W4Q2 Shade Mercer Lane/Johnstone St - Johnstone St Carpark section Shade n Net awared 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	\$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 years)						
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.	\$18,000	-	-	\$18,000	\$18,000	Jun-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.	\$25,000	-	-	\$25,000	\$25,000	Mar-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	Dec-18
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	-	\$4,000	\$17,000	\$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 <i>(may include more than one financial years)</i>						
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	Jun-19

CHIEF FINANCIAL OFFICER STATUS REPORT - 30 NOVEMBER 2018

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
<p>Strategic Direction</p> <ul style="list-style-type: none"> 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 	<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 Corporate Services.

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

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

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

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 271118-04– Herbert River Jockey Club Request for Rate Relief

That Council:

- A. Approve a relief of rates under the Rate Rebates & Concessions Policy 2018/2019 Items 4 C (a) and (b) to the value of \$1,081.85 for general rates and \$72.68 for interest accrued on all rates and charges outstanding to 31 October 2018 totalling the sum of \$1,154.53;
- B. Defer payment, on an interest free basis, of utility, emergency management and water consumption charges including those associated with watering of the track for a period of twelve(12) months with payment to be negotiated at the expiration of that period; and
- C. Is not in a position to assist with supplying trucks to cart and spread sand.

Status:

December 2018 Update – A letter has been sent to Herbert River Jockey Club advising of Council's resolution. The write off of General Rate of \$1081.85 and interest charges of \$72.68 from July to December 2018 has been actioned in the Property and Rating system. The amount payable by the Herbert River Jockey Club but deferred is \$2067.99.

Matter Closed

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

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

Status:

December 2018 Update – New CBA cards have been issued to cardholders and the old ANZ cards collected and destroyed.

Matter Closed

November 2018 Update – Testing is complete and currently in the process of migrating to the live environment. Once the new Purchase Card System is commissioned, new CBA cards will be rolled out to cardholders and the old ANZ cards collected and destroyed.

October 2018 Update – Progress has been made with import of data, however, still requires further adjustments to be fully functional. Continue to work closely with Tech1 and CBA for a successful outcome.

September 2018 Update – New CBA corporate cards now received & 2 have been activated in order to generate transactions to test the download process from Mastercard & import process into T1. Mastercard process was successful however import into T1 has errors which T1 are investigating.

August 2018 Update – Application process is now complete and CBA are in the process of generating the corporate cards. TechOne have made minimal configuration changes which we need to test in conjunction with CBA.

July 2018 Update – Nearing completion of application process with CBA. CBA and TechOne implementing necessary file formats, however, slow process due to TechOne consultant availability.

June 2018 Update – All documentation has been complete. We are now waiting on CBA to establish an implementation plan.

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

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

REPORT TO COUNCIL

CORPORATE SERVICES FINANCE SUMMARY - 30 NOVEMBER 2018

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 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	Action 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 five months ended 30 November 2018, 42% of the financial year.

For Council Decision – Recommendation

That Council receive and note the information in the Report.

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 30 NOVEMBER 2018

Officers Summary

1. Overview

- The operating financial results for the fifth 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 financial year 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 21% of full year budget at 42% of the financial year. After taking into account expenditure commitments totalling approximately \$2 million at reporting date year to date spend and committed represents 30% of full year budget.

At 30 November 2018	Financial Year Budget	YTD Spend
	\$000	\$000
Infrastructure Services Delivery	17,811	4,295
Development, Planning & Environmental Services	2,316	89
CEO	260	37
Corporate Services	1,865	223
TOTAL	22,252	4,644

Historical Information

Not applicable concerning acceptance of this Report.

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 : November 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 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		na	Operating Income	11,672	11,876	48%	-	8,246	1,190	2,440	-
1,235	1,169		na	Rates	634	642	55%	1	42	573	25	-
887	899		na	Fees and charges	90	233	26%	-	-	2	231	-
2,279	2,626		na	Private Works	634	719	27%	41	507	72	100	151
1,542	945		na	Grants	388	530	56%	(8)	413	119	6	(4)
30,301	30,593	-	0%	Other								
				OPERATING INCOME	13,418	14,000	46%	34	9,208	1,956	2,802	147
14,933 15,085 8,039 9,772			na 0%	Operating expenses								
				Employee Related costs	5,694	6,166	41%	736	1,101	1,630	2,702	85
				Non Employee Related costs	3,217	2,935	30%	216	492	1,367	861	662
				Comprising:								
				Materials	289	313		7	27	76	202	8
				Contracts	305	297		0	27	48	222	4
				Contractors	651	567		0	27	449	91	508
				Fleet	270	286		8	0	1	277	-
				Property (electricity etc)	362	342		1	72	46	223	0
				Insurance	401	280		10	101	38	131	-
				Contributions/sponsorship	179	131		1	3	118	10	-
				Consultants	208	79		14	9	43	13	128
				Internal loan interest	-	-		-	-	102	(102)	-
				Internal recharges	(717)	(436)		9	(83)	228	(590)	8
				Other	1,257	1,065		164	299	219	384	6
Finance Costs	11	10		-	9	1	-	-				
22,972	24,857	na	na	OPERATING COSTS	8,911	9,101	37%	952	1,593	2,997	3,563	747
7,329	5,736			SURPLUS / (DEFICIT)	4,507	4,899	85%	(918)	7,615	(1,041)	(760)	(600)
6,237	2,897			Capital Income	1,611	224	8%	-	30	4	189	723

Office of Mayor and CEO Financial Performance : November 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	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	10	41	37%	-	3	-	-	-	38
				Other	0	(8)		-	-	-	(14)	6	-
27	110	110	100%	OPERATING INCOME	11	34	31%	1	3	-	(14)	6	38
1,698	1,723	1,723	100%	Operating expenses									
322	371	371	100%	Employee Related costs	641	736	43%	305	196	-	204	4	28
				Non Employee Related costs	187	216	58%	125	12	17	15	22	25
				Comprising:									
				Materials	0	7		1	0	-	-	-	6
				Contracts	2	0		-	-	-	0	-	0
				Contractors	-	0		0	-	-	-	0	-
				Fleet	1	8		0	-	-	-	8	-
				Property (electricity etc)	1	1		0	-	0	-	1	-
				Insurance	10	10		1	-	-	-	9	-
				Contributions/sponsorship	1	1		0	-	-	1	0	-
				Consultants	15	14		(2)	0	16	-	-	-
				Internal recharges	12	9		-	4	-	6	-	-
				Other	145	164		124	7	1	8	4	19
2,020	2,094	2,094	100%	OPERATING COSTS	828	952	45%	430	207	17	218	26	53
(1,993)	(1,984)			SURPLUS / (DEFICIT)	(817)	(918)	46%	(429)	(205)	(17)	(232)	(20)	(15)

Corporate Services Financial Performance : November 2018
Operational Activities

7,615

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	8,130	8,246	50%	-	8,246	-	-	-	-	-									
94	94	94	100%	Rates	44	42	45%	-	27	-	-	0	-	15									
0	-	-	na	Fees and charges	-	-	-	-	-	-	-	-	-	-									
2,052	1,981	1,981	100%	Private Works	537	507	26%	-	15	-	15	15	462	-									
1,372	727	727	100%	Grants	340	413	57%	-	83	17	(0)	-	310	2									
19,412	19,263	19,263	100%	Other																			
OPERATING INCOME				9,052	9,208	48%	-	8,371	17	15	15	772	17										
			100%	Operating expenses																			
2,430	2,748	2,748		Employee Related costs	915	1,101	40%	98	175	178	128	188	113	221									
1,529	2,007	2,007		Non Employee Related costs	793	492	25%	(63)	78	3	191	27	16	239									
				Comprising:																			
				Materials	4	27		2	0	-	0	0	0	25									
				Contracts	41	27		1	-	-	-	2	-	23									
				Contractors	113	27		1	-	-	0	-	-	25									
				Fleet	0	0		0	-	-	-	-	-	0									
				Property (electricity etc)	82	72		-	0	-	-	-	-	72									
				Insurance	285	101		-	-	-	9	-	27	66									
				Contributions/sponsorship	8	3		-	-	-	-	-	-	3									
				Consultants	(2)	9		-	9	-	-	-	-	-									
				Internal recharges	(193)	(83)		(69)	-	-	-	-	(28)	14									
				Other	445	299		2	60	3	182	25	17	10									
				Finance Costs	10	9		-	9	0	-	-	-	-									
3,960	4,756	4,756	100%	OPERATING COSTS										1,708	1,593	33%	35	253	182	319	215	129	459
15,452	14,508			SURPLUS / (DEFICIT)										7,343	7,615	52%	(35)	8,118	(164)	(304)	(200)	643	(442)
1,026	240			Capital Income	243	30	13%	-	-	-	-	-	-	-	30								

Operational Activities

Infrastructure Services Delivery Financial Performance : November 2018
Operational Activities

Excluding NDRRA			Forecast as % of budget		Core Activities												NDRRA
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19			Last Year YTD (excl NDRRA)	TOTAL YTD (excl NDRRA)	Actual percentage of Full Year Budget	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	
6,145	6,137	6,137	100%	Operating Income	2,374	2,440	40%	-	-	1,171	1,269	-	-	-	-	-	-
109	72	72	100%	Rates	72	25	35%	1	(0)	16	3	4	-	0	1	-	(0)
873	892	892	100%	Fees and charges	87	231	26%	-	-	-	-	-	-	-	18	214	(0)
103	463	463	100%	Private Works	35	104	22%	20	-	-	-	4	-	-	80	-	-
2	5	5	100%	Grants	6	6	125%	-	2	0	7	-	-	-	(0)	-	(4)
7,231	7,569	7,569	100%	Other													
				OPERATING INCOME	2,574	2,806	37%	21	2	1,187	1,280	8	-	0	98	214	(5)
6,744	6,739	6,739	100%	Operating expenses	2,612	2,702	40%	329	542	289	254	239	94	95	399	85	376
2,809	3,636	3,636	100%	Employee Related costs	863	862	24%	(831)	575	189	192	87	12	3	304	109	224
				Non Employee Related costs													
				Comprising:													
				Materials	226	203		11	29	41	27	6	1	-	49	18	21
				Contracts	244	222		36	80	16	15	1	-	-	11	11	54
				Contractors	153	91		2	(0)	19	11	21	-	-	9	(0)	30
				Fleet	268	277		273	2	0	0	0	-	-	-	0	1
				Property (electricity etc)	242	223		4	86	75	27	1	0	-	14	8	8
				Insurance	102	131		37	0	30	7	36	0	-	17	-	4
				Contributions/sponsorship	6	10		-	3	1	0	1	-	-	3	-	2
				Consultants	95	13		-	7	-	6	-	-	-	-	-	-
				Internal loan interest	(108)	(102)		-	-	(102)	-	-	-	-	-	-	-
				Internal recharges	(761)	(590)		(1,215)	367	87	63	11	7	-	(69)	58	103
				Other	396	384		22	1	23	35	9	3	3	271	15	2
9,553	10,375	10,375	100%	OPERATING COSTS	3,476	3,564	34%	(503)	1,117	478	446	325	106	98	703	194	600
(2,322)	(2,806)				(902)	(758)	27%	524	(1,115)	709	834	(317)	(106)	(98)	(605)	20	(605)
4,673	2,397			Capital Income	985	189	8%	-	147	6	1	34	-	-	-	-	2

Hinchinbrook Shire Council Historic Bank Summary

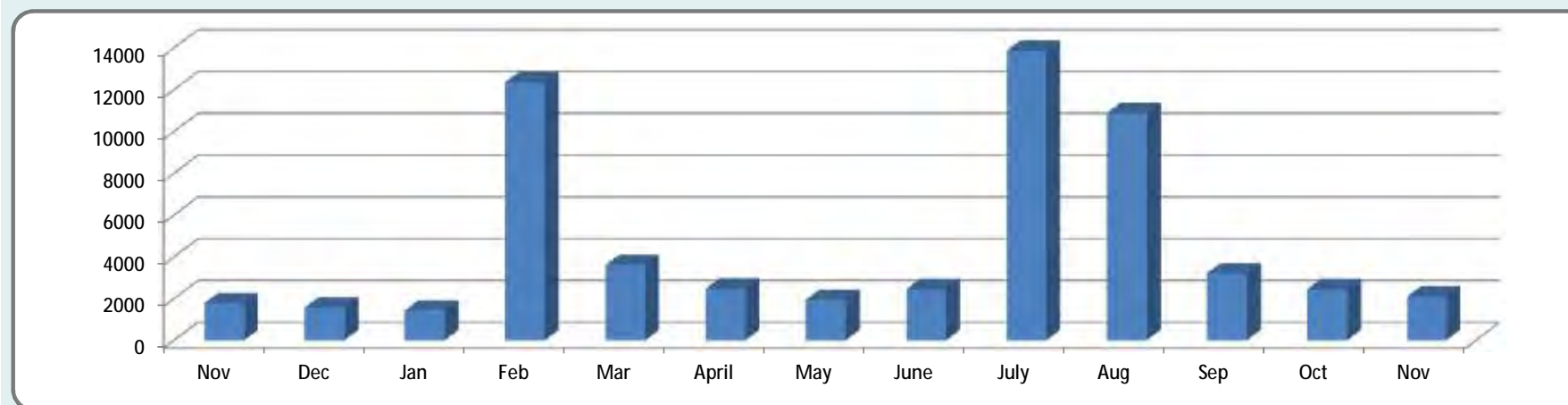
\$m

	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA non staff costs	Closing Bal
Nov	31.6	2.0	0.0	(1.4)	(2.5)	0.0	29.7
Dec	29.7	2.2	0.0	(1.1)	(2.0)	0.0	28.8
Jan	28.8	1.0	0.0	(1.0)	(0.9)	0.0	27.9
Feb	27.9	2.0	0.0	(1.1)	(1.8)	0.0	27.0
Mar	27.0	9.2	0.0	(1.0)	(2.0)	0.0	33.2
Apr	33.2	2.3	0.0	(1.1)	(1.4)	0.0	33.0
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

Forecast Bank Balances

Dec	28.5	1.2	0.0	(1.2)	(3.2)	0.0	25.3
Jan	25.3	1.3	0.0	(1.3)	(3.0)	0.0	22.3
Feb	22.3	5.0	0.0	(1.2)	(2.8)	0.0	23.2
Mar	23.2	5.0	0.0	(1.2)	(2.8)	0.0	24.2
Apr	24.2	1.3	0.0	(1.2)	(3.0)	0.0	21.2
May	21.2	1.4	0.0	(1.2)	(3.2)	0.0	18.2
Jun	18.2	1.2	0.0	(1.2)	(3.2)	0.0	15.0

HSC Rates and Levies Debtors as at 30 November 2018



figures in \$000s

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

Status of Rates and Levies Debtors Outstanding

	Number of Properties	Amount \$
Council Payment Arrangements	184	464,743
Properties held pending further land status adjustments (QVAS)	22	162,458
Properties in Liquidation	9	153,653
Payment Arrangements with Debt Collection Agency	148	497,997
Reminder Notices sent from Debt Collection Agency	84	40,467
Statement of Claim Issued 30 November	118	777,590
Properties with balances <\$100	133	1,807
Total	698	\$2,098,715

Rates prepayment balance \$849,693

Note: the rates prepayment balance includes properties in credit due to incorrect notice issues.

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 30/11/2018	Adjusted Budget (Sept Review)	audited	audited	audited	audited	audited
Income								
	Recurrent revenue							
	Rates, levies & charges	11,876	24,953	24,842	24,390	24,140	22,929	22,377
	NDRRA	-		27	50	7,212	17,008	20,636
	Other	2,124	5,634	5,463	6,480	5,384	5,369	4,676
		<u>14,000</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>224</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>
Total Income		14,224	33,467	36,280	34,417	44,316	48,419	53,074
Expenses								
	Recurrent expenses							
	Employee benefits	(6,166)	(14,956)	(15,415)	(14,111)	(13,342)	(13,424)	(13,036)
	Materials and Services	(2,925)	(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>(3,542)</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>(12,643)</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>-</u>	<u>(16)</u>	<u>(2,600)</u>	<u>(230)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
Total expenses		(12,643)	(33,288)	(35,256)	(30,607)	(34,925)	(47,386)	(62,836)
Net result		1,581	179	1,025	3,810	9,391	1,033	(9,762)
Operating Surplus ratio		10%	-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

INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT – 30 NOVEMBER 2018

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

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

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

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

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

Nil

WORKSHOP AND FLEET MANAGEMENT

Prestart each morning.

Main Activities of the month

- Work Orders: 64 complete
- 19 Services – 9 Light vehicles, 3 Truck, 3 Heavy Plant, 9 Light Plant
- Tyres and Alignments:
 - Light Vehicle – 8
 - Truck – 2
 - Heavy Fleet – 2
 - Light Fleet - 0
 - Alignments – 2
 - Puncture Repairs - 3
 - Windscreen – 0
 - Window Repairs – 0

17/18 Fleet Replacement

RFQ Approved - PO Placed

- RF002007 - Supply & Delivery of One Crew Cab Truck-1 – Has been inspected and delivery is expected on 29 or 30 November 2018.
- RF002008 - Supply & Delivery of One Crew Cab Truck-2 - Body Fabrication 95%

18/19 Fleet Replacement

- Currently preparing procurement documentation, estimate to release to the market and finalise in the first or second quarter of 2019.

WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- Footpath Rehabilitation Program and Kerb and Chanel Rehabilitation Program (19FR & 19KR) – (Tweak Fitness) The exposed aggregate concrete pours are now completed. Crews will then commence profiling of the pavement adjacent to the kerbing. This project is approximately 80% completed.
- Elphinstone Pocket Road (19T4) – This project is now complete.
- Taylors Beach Road (19T5) – Sealing works are completed. Line marking has been scheduled.
- Four Mile Road (19T7) – Project is now complete.
- Lucinda Groynes (18LG) – Maintenance scheduled for the next window of favourable tides early December.
- Barberos Road Rehabilitation (18R4) – Haul out traffic and cane cutting is complete in the vicinity of this project. Crews are scheduled to recommence the final stages of construction, which includes mix, compact, final trim and then seal on Monday, 3 December 2018.
- Zammits Road Upgrade (18R5) – Pavement works are nearing completion. Works will cease during cane harvesting operations occurring in the area. Crews will move to Barberos Road and complete all works up until the sealing stage. Crews will then move back to Zammits Road and complete that project to the sealing stage. Sealing of both these projects are scheduled for Monday, 3 December 2018.
- Annual Reseal Program (19RS) – This project is now complete.
- Replace Grated Entry with Kerb Entry (19D1) – Gardiner Street and Palm Avenue have been completed, crews will now commence construction on Abbott Street.

DESIGN

- Helens Hill Road Maintenance Extension – Public consultation has been held with the adjacent land owners to discuss local issues. Preliminary plans and estimate to be further developed to cater onsite discussion and capital bid development.
- Enterprise Channel Dredging – Request for Quote (RFQ) for the Ecological Survey and Environmental Impact Assessment consultancy services has been released. Evaluation of RFQ for hydrodynamic modelling has been completed, evaluated and in the process of award to Water Technology Pty Ltd.
- Industrial Estate Signage – DTMR provided a 'Letter of No Objection' for the installation of the industrial estate signage at both the proposed, Challands Street advanced and intersection locations. Received quotation and artwork proof from the signage supplier. Currently awaiting artwork approval from DTMR to proceed with printing of signage so a Road Corridor Permit application can be submitted for the installation.
- Sealing Turn Out Program (19R2) – Two design plans and estimates have been reviewed and amended.
- Cassady Beach Access Road Improvements (19CBA) – Preliminary design progressing.

PARKS AND OPEN SPACES

- An inspection has been carried out on the Mt Fox Park (Winnie Pitch Cricket Ground) to establish costings for maintenance after the Mt Fox Lions Club surrendered the park back to the Council.
- The double electric BBQ has been installed under the shelter in Nazzari Park Taylors Beach.
- The Lucinda Swimming Enclosure net has been installed ready for the Christmas period.
- General maintenance in all parks continues.

SURVEY

Projects underway this month include:

- Warrens Hill Landfill – As Constructed Survey, position and level, of new Ground Water Monitoring Bores completed.
- Warrens Hill Landfill – As constructed Survey of leachate collection system. Survey new leachate recycling bores and connecting pump lines.
- Warrens Hill Landfill – Search design/construction details for existing weighbridge for Environment and Waste Management Officer.
- Fraser Street – Detail survey McIlwraith Street to Cooper Street for design of new water mains completed.
- Floor Height Project – Mobile Laser Scanning quality control project at Trebonne in conjunction with Schlencker Mapping. Control marked, scanned, coordinated and levelled.
- Ingham Water – As constructed survey of water main Churchill Street to Palm Creek. Field work complete.
- Ingham Pathway Seating Project – Check construction sites for preservation of survey marks.
- Mt Gardiner Road – Preservation of survey marks and set out construction control line 1900 to 2500.
- New Ingham Cemetery – Locate back boundary for limit of proposed road works.
- Ingham Showground – Drafting of user License Area Plans for Boxing, gymnastics and Kennel Club commenced.
- E-titles access arranged for Michelle Chinotti.
- Attend SSSI conference Townsville.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Yanks Jetty – Annual Inspection and Maintenance has been scheduled for 14 January 2019, after the Christmas break to minimise disruptions to the public.
- Dungeness Floating Walkway:
 - o Construction works on site are progressing well with practical completion expected to be reached prior to the Christmas holiday period.
- QDRRA Program – March 2018 Flood Events:
 - o Wallaman Falls Road Slips – work is progressing well, no issues to report.
 - o Restoration Works (REPA) – Milestone reached - 100% of the submissions to the Queensland Restoration Authority (QRA).
 - o Total value of the submissions including Counter Disaster Operations, Emergent Works and Restoration Works is \$6,549,030.95 ex GST.

Submission			Event	Value	Status
1	CDO	HSC.181.18	1	\$ 168,336.95	Completed
2	CDO	HSC.180.18	2	\$ 14,547.20	Completed
3	EW	Emergent	1	\$ 414,934.12	Completed
4	EW	Emergent	2	\$ 469,180.26	Completed
5	REPA	18-01Pk01 - Barbagallos	1	\$ 30,425.00	Completed
6	REPA	18-02Pk01 - Wallaman	2	\$ 1,872,926.67	Approved
7	REPA	18-02Pk02 - Wallaman minor works	2	\$ 97,516.10	Under QRA Assessment
8	REPA	18-01Pk02 - Map 1	1	\$ 304,792.07	Under QRA Assessment
9	REPA	18-01Pk03 - Map 3	1	\$ 331,114.16	Under QRA Assessment
10	REPA	18-01Pk04 - Map 5	1	\$ 78,341.78	Approved
11	REPA	18-01Pk05 - Map 4	1	\$ 549,137.24	Under QRA Assessment
12	REPA	18-01Pk06 - Map 1a	1	\$ 52,827.73	Under QRA Assessment
13	REPA	18-01Pk07 - Cooks La	1	\$ 11,470.00	Approved
14	REPA	18-02Pk03 - Map 3	2	\$ 399,375.29	Under QRA Assessment
15	REPA	18-02Pk04 - Map 1	2	\$ 192,579.67	Under QRA Assessment
16	REPA	18-02Pk05 - Map 5	2	\$ 1,100.00	Approved
17	REPA	18-02Pk06 - Map 4	2	\$ 695,964.26	Under QRA Assessment
18	REPA	18-02Pk07 - Map 1a	2	\$ 88,591.41	Under QRA Assessment
19	REPA	18-01Pk08 - Map 2	1	\$ 619,829.47	Under QRA Assessment
20	REPA	18-02Pk08 - Map 2	2	\$ 156,041.58	Under QRA Assessment
		TOTAL		\$ 6,549,030.95	

Other activities this month:

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

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS

- ISD Portfolio Councillor Inspections – Wednesday, 7 November 2018
- Cyber Governance Seminar, Ingham - Friday, 16 November 2018
- Dungeness Boat Ramp Meeting with Contractor - Thursday, 22 November 2018
- Councillor Legislation Amendment Training, Ingham – Friday, 23 November 2018
- Blueprint Engineered Sheds, Project Followup – Monday, 26 November 2018
- Stormwater Drainage and Pavement Design Training – Wednesday, 28 November 2018

EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY STATUS REPORT - 30 NOVEMBER 2018

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

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 Infrastructure Services Delivery.

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Not applicable concerning acceptance of this Report.

Historical Information

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

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

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 271118-33 – Lucinda Swimming Enclosure

That Council:

- A. Receive and note the Reports submitted by GHD regarding the investigation into options for the Lucinda swimming enclosure including consideration of environmental and planning approvals; and
- B. Defer a decision concerning action in relation to the Lucinda swimming enclosure until consideration of a Report to Council from Executive Manager Infrastructure Services Delivery concerning this matter.

Status:

December 2018 Update – Enclosure usage statistics are being obtained over the holiday period and a report will be presented to February General Meeting for Council direction.

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:

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:

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

Resolution Number – 271118-10 - HSC 18/07 – Offer to Undertake Regulatory Pavement Marking of Road Network

That Council accept submitted rates for HSC 18/07 - Offer to Undertake Regulatory Pavement Marking of Road Network and add all offers to a Panel of Providers of Regulatory Pavement Markings for a period up to 30 June 2020.

Status:

December 2018 Update – Correspondence has been sent to offerers.

Matter Closed

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:

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

Resolution Number - 291018-16 – Review of Private Works in Road Reserve Policy

That Council adopt the revised Private Works in Road Reserve Policy as presented.

Status:

December 2018 Update – Updated policy signed by CEO and referenced on website and intranet.

November 2018 Update – Policy with CEO for signature.

Matter Closed

Resolution Number - 291018-14 – Review of Vehicle Access Policy

That Council adopt the revised Vehicle Access Policy as presented, subject to the amendment of Clause 5.4.2 by inclusion of the words "and not fit for purpose" following the words "remove the unapproved".

Status:

December 2018 Update – Updated policy signed by CEO and referenced on website and intranet.

November 2018 Update – Policy with CEO for signature.

Matter Closed

Resolution Number - 291018-12a – Unmaintained Roads Policy

That Council review the current Unmaintained Roads Policy.

Status:

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

November 2018 Update – Review to be commenced.

*Resolution Number - 291018-12 – Proposed Change to Road Register – Hobbs Road**That Council:*

- A. Upgrade Assessment Area 1 of Hobbs Road (Ch. 0 – Ch. 1717) and add the section of road to the maintained Road Register as it satisfies current policy guidelines;
- B. Resolve to consider a capital budget provision to upgrade Assessment Area 1 of Hobbs Road (Ch. 0 – Ch. 1717) as part of the 2019/2020 financial year capital works budget;
- C. Does not upgrade Assessment Area 2 of Hobbs Road (Ch. 1717 – Ch. 2785) and does not add the section of road to the maintained Road Register as it does not satisfy current policy guidelines;
- D. Authorise the Executive Manager Infrastructure Services Delivery via the Chief Executive Officer to progress this matter.

*Status:**December 2018 Update – Road has been added to the road register and upgrade will be presented to Council for consideration in the Capital Works program for 2019/2020.**November 2018 Update – Correspondence sent to applicant 05/11/18 (ECM # 2268847).**Matter Closed**Resolution Number - 281117-08 – Request for approval to install tables and chairs in Neilsen Park**That Council defer the matter until the next General Meeting pending receipt of further information.**Status:**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:

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.

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:

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.

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

That Council:

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

Status:

December 2018 Update – Works are programmed to be complete by 20 December 2018.

November 2018 Update – Works are programmed to be complete by 20 December 2018.

October 2018 Update – Works approximately 75% complete with crews to progress at the next available opportunity due to harvesting operations in the area.

September 2018 Update – Works approximately 75% complete with crews to progress at the next available opportunity due to harvesting operations in the area.

August 2018 Update – Crew commenced Allendale Road pipes work but had to move due to harvesting machinery. Works will progress at next available opportunity.

July 2018 Update – Due to recent wet weather, works have been scheduled for Monday, 9 July 2018.

June 2018 Update – Works forecast to be completed by 30 June 2018.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Matter Closed

WATER and SEWERAGE WORKS PROGRAM REPORT - 30 NOVEMBER 2018

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction	Action
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	1.1.1 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 Ensure that proposed extensions to road, water or sewerage networks have a demonstrated social and economic imperative	1.3.1 Progress the Como Road Bores duplication and Ingham WTP upgrade project to completion and commissioning by June 2019

Budget, Financial and Resource Implications

- Capital Works Budget
 - Operational Works
-

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.

Executive Summary

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

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Works Currently in Progress:

Major Works Performed During November 2018

- 18W-TPTU-N1 - Hinchinbrook Water Security Project – Pipeline Tender Evaluation Complete
- 18W-TPTU-N1 - Hinchinbrook Water Security Project – Water Treatment Plant Tender Evaluation Complete
- 19W-MAIN-R1 - Works have commenced in Lyon Street
- 19W-GENT-N1 - Emergency generator for Lucinda has been evaluated
- Installation of new sewer connection completed under Stone River Road, Trebonne
- 6 Monthly water meter readings have commenced

Works Scheduled to Commence During December 2018

- 18W-TPTU-N1 - New Como Road Production Bore installation as part of the Hinchinbrook Water Security Project
 - 19W-PUMP-R1 - Lucinda BPS Pump Replacement – Design and Procurement Documentation
-

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

Not applicable concerning acceptance of this Report.

Consultation

Nil

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
-



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 30 NOVEMBER 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															
2017-2018 Carry Over Capital Projects																		
Press Monitoring Replacements 17-18 (18W-INST-R1)	\$60,000	\$0	\$60,000	\$55,981	• Project complete.													
					Lifetime Expenditure = \$87,838		Lifetime Budget = \$150,000											
					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									P		C		
					Actual									P				
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	P			C									
					Actual	P					C							
Water Main Replacements 17-18 (18W-MAIN-R1)	\$170,000	\$0	\$170,000	\$144,218	• Project complete.													
					Lifetime Expenditure = \$156,854		Lifetime Budget = \$200,000											
					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	A				A		P				C		
					Actual	A									P	A	P	
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												
Bitumen Seal Base Lucinda Low Level Reservoir (18W-RESR-R2)	\$3,000	\$0	\$3,000	\$2,723	• Project completed.													
					Lifetime Expenditure = \$22,709		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					C								
					Actual												C	
					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 30 NOVEMBER 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"> Equipment ordered. Waiting on contractors to install.
					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
					Actual
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
Install Flowmeter SPS1 (17S-FLOW-N1)	\$14,000	\$0	\$14,000	\$0	<ul style="list-style-type: none"> NO Excavations awarded the contract to supply and install ultrasonic flowmeters. Currently trying to source a suitable tapping band for the installation of the flowmeters. Estimated time of completion will be based on the ability to source a tapping band.
					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
					Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
					Actual



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 30 NOVEMBER 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															
Install Flowmeter SPS4 (17S-FLOW-N2)	\$15,000	\$0	\$15,000	\$5,937	<ul style="list-style-type: none">NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.Currently trying to source a suitable tapping band for the installation of the flowmeters.Estimated time of completion will be based on the ability to source a tapping band.													
					Lifetime Expenditure = \$22,177 Lifetime Budget = \$30,000													
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								P			C		
					Actual												P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								C					
					Actual					P								
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Forecast																		
Actual																		
Install Flowmeter SPS5 (17S-FLOW-N3)	\$14,000	\$0	\$14,000	\$0	<ul style="list-style-type: none">NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.Currently trying to source a suitable tapping band for the installation of the flowmeters.Estimated time of completion will be based on the ability to source a tapping band.													
					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								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																		



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 30 NOVEMBER 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">Project complete.																
					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">Works to be carried out by contractors. Possible collaboration with Burdekin SC.																
					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">PDM have provided reports on manholes from LiDAR Scanning. Reports currently being reviewed.											
										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 30 NOVEMBER 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 30 NOVEMBER 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	• Platform and pole for SPS 8 completed. Currently determining appropriate location for construction.													
					Lifetime Expenditure = \$74,545 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	P										A		C
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	A		C										
					Actual	A												
Capital Works Carry Overs	\$565,000	\$0	\$565,000	\$297,134														



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 30 NOVEMBER 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	• Looking at different types of storage tanks.														
					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	\$11,116	• To be delivered by Council staff. • New connections installed as required.														
					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	\$0	• To be delivered by Council staff. • Replacements as required.														
					Project Completed					Assets Created/Project Capitalised									
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	C													
					Actual														
Emergency Generator Lucinda BPS (19W-GENT-N1)	\$60,000	\$0	\$60,000	\$52	• Generator procurement waiting on sign off.														
					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	• To be delivered by Council staff. • Replacements as required.														
					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 30 NOVEMBER 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	\$23,877	<ul style="list-style-type: none"> Lyons Street water main replacement has commenced.
					<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>C</div> <div></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"> Works to be undertaken by contractors with consultation from I.T.
					<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"> Sizing of pumps being checked.
					<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></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"> Works to be undertaken by contractors with consultation from I.T.
					<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	\$170,030	<ul style="list-style-type: none"> Tenders for the Water Treatment Plant Upgrade Works and Pipeline Works have closed. Both are currently being evaluated by Council staff and GHD.
					<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>C</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 30 NOVEMBER 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"> To be delivered by Council staff. Replacements as required.
					<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"> Looking at different types of storage tanks.
					<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	\$15,677	<ul style="list-style-type: none"> Envelope pipes for Sartoresi Street bypass main completed. Designs for Sartoresi Street and Davidson Street bypass main being completed.
					<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>
Reline 150mm Gravity Sewers 18-19 (19S-MAIN-R1)	\$250,000	\$0	\$250,000	\$0	<ul style="list-style-type: none"> Works to be undertaken by contractors. Looking at collaboration with Burdekin SC.
					<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"> Works to be undertaken by consultants.
					<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 30 NOVEMBER 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"> To be delivered by Council staff and contractors.
					<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">
					<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"> To be delivered by Council staff. Replacements as required.
					<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	\$2,072	<ul style="list-style-type: none"> Works to be undertaken by contractors. AECOM is finalising design and creating tender documents.
					<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"> Works to be undertaken by contractors. Lahtinen Electrical & Refrigeration have been awarded the contract to supply switchboards.
					<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 30 NOVEMBER 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	\$253,093													

Water and Sewerage Operational Costs Progress Report

Work Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
	Reactive	Scheduled	Operational			Reactive	Scheduled	Operational			
Water Connection Operations & Maintenance	\$41,521.07	\$19,010.03	\$1,279.01	\$61,810.11	\$17,829.05	\$33,757.76	\$31,625.49	\$2,156.11	\$67,539.36	\$228,867.00	\$40,392.73
Water Fire Hydrant Operations & Maintenance	\$14,257.98	\$1,802.93	\$3,086.40	\$19,147.31	\$600.97	\$25,808.43	\$793.76	\$1,170.57	\$27,772.76	\$19,365.32	\$4,329.92
Water Mains Operations & Maintenance	\$9,735.61	\$0.00	\$692.23	\$10,427.84	\$1,787.66	\$1,088.23	\$0.00	\$1,894.07	\$2,982.30	\$26,680.51	\$490.24
Water Valve Operations & Maintenance	\$2,541.78	\$0.00	\$781.98	\$3,323.76	\$62.63	\$3,686.46	\$0.00	\$3,129.91	\$6,816.37	\$9,117.80	\$122.03
Water Pump Station Operations & Maintenance	\$783.87	\$5,511.90	\$65,228.48	\$71,524.25	\$22,611.26	\$7,768.58	\$2,401.13	\$101,451.22	\$111,620.93	\$293,966.06	\$25,699.69
Water Pumps Operations & Maintenance	\$13,581.03	\$0.00	\$0.00	\$13,581.03	\$2,550.55	\$20,723.42	\$0.00	\$0.00	\$20,723.42	\$47,328.51	\$4,133.70
Water Switchboard Operations & Maintenance	\$4,187.36	\$6,329.22	\$0.00	\$10,516.58	\$3,476.04	\$15,410.49	\$4,215.13	\$0.00	\$19,625.62	\$15,874.74	\$117.30
Water Treatment Plant Operations & Maintenance	\$606.27	\$29,342.80	\$88,748.31	\$118,697.38	\$17,354.52	\$0.00	\$11,359.48	\$80,122.14	\$91,481.62	\$302,920.56	\$19,385.21
Water Tower Operations & Maintenance	\$0.00	\$0.00	\$2,129.64	\$2,129.64	\$587.71	\$0.00	\$0.00	\$3,943.97	\$3,943.97	\$8,659.76	\$574.00
Water General Operations	\$0.00	\$0.00	\$43,322.86	\$59,262.21	\$8,310.87	\$0.00	\$0.00	\$50,392.64	\$50,392.64	\$79,306.21	\$14,689.14
Sewer Connection Operations & Maintenance	\$0.00	\$0.00	\$3,032.88	\$3,032.88	\$3,032.88	\$1,239.07	\$124.03	\$0.00	\$1,363.10	\$14,434.28	\$0.00
Sewer Mains Operations & Maintenance	\$7,916.73	\$4,486.60	\$1,209.74	\$13,613.07	\$0.00	\$1,355.89	\$1,047.36	\$723.47	\$3,126.72	\$8,914.12	\$771.22
Sewer MHoles Operations & Maintenance	\$1,159.79	\$0.00	\$745.90	\$1,905.69	\$0.00	\$961.12	\$0.00	\$1,043.01	\$2,004.13	\$1,501.13	\$446.74
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$72,035.82	\$72,035.82	\$20,827.28	\$0.00	\$0.00	\$60,569.64	\$60,569.64	\$280,979.73	\$21,082.36
Sewer Switchboard Operations & Maintenance	\$9,882.21	\$4,576.04	\$0.00	\$14,458.25	\$4,199.55	\$11,350.46	\$4,903.38	\$0.00	\$16,253.84	\$36,274.11	\$1,410.07
Sewer Treatment Plant Operations & Maint	\$7,163.46	\$830.93	\$77,129.73	\$85,124.12	\$14,071.12	\$2,965.91	\$1,709.51	\$89,859.72	\$94,535.14	\$253,688.22	\$19,184.73
Sewer Pumps Operations & Maintenance	\$17,918.17	\$0.00	\$0.00	\$17,918.17	\$2,220.63	\$25,605.94	\$2,862.92	\$0.00	\$28,468.86	\$56,362.30	\$6,000.59
Sewer General Operations	\$0.00	\$0.00	\$32,933.25	\$32,933.25	\$6,344.95	\$0.00	\$0.00	\$40,551.02	\$40,551.02	\$91,176.99	\$5,444.17
Sewer Wetlands Operations & Maintenance	\$0.00	\$0.00	\$13,997.22	\$13,997.22	\$503.77	\$0.00	\$723.39	\$18,499.31	\$19,222.70	\$31,604.00	\$4,504.52
	\$131,255.33	\$71,890.45	\$406,353.45	\$625,438.58	\$126,371.44	\$151,721.76	\$61,765.58	\$455,506.80	\$668,994.14	\$1,807,021.35	\$168,778.36
	• Total Water Budget			\$1,000,609.00							
	• Total Sewerage Budget			\$1,195,625.00							

New Sewer Connection - Stone River Road



Lyons Street Water Main Replacement



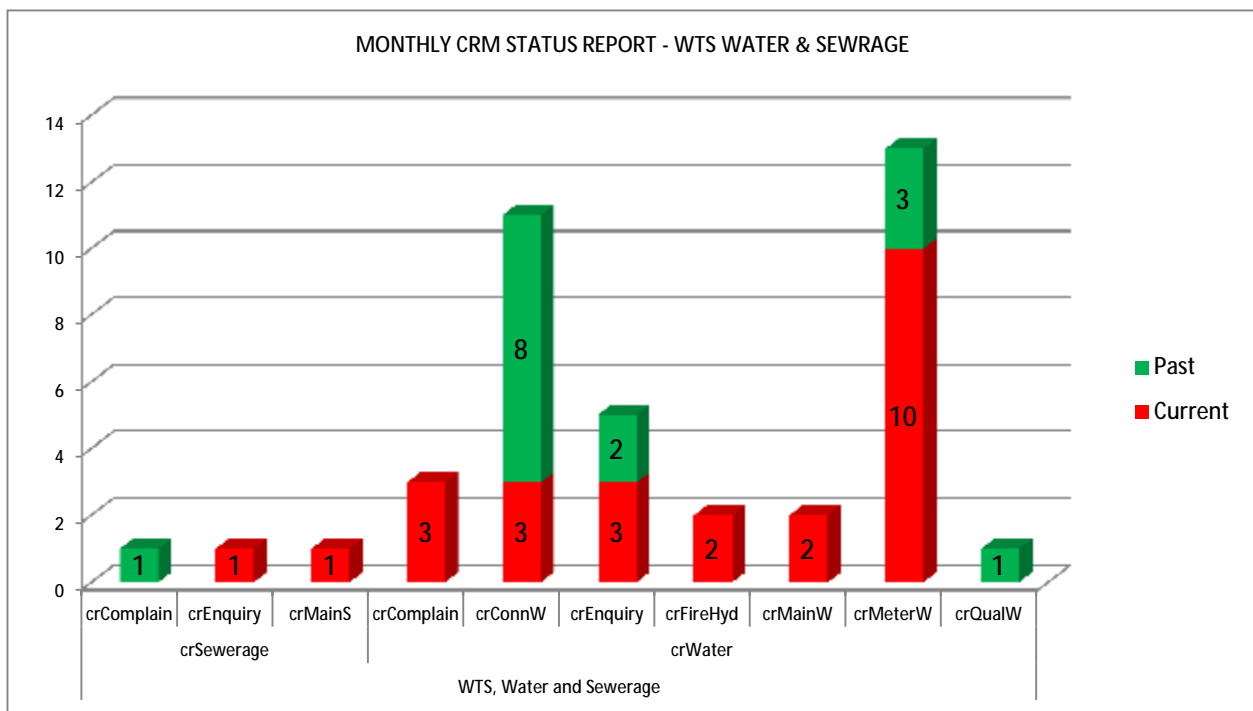
Lyons Street Water Main Replacement



CUSTOMER REQUEST MANAGEMENT (CRM) REPORT

Water and Sewerage Requests - Month of November 2018

Row Labels	Current	Past	Grand Total
Water and Sewerage	25	15	40
<u>Sewerage</u>	2	1	3
Complaint		1	1
Enquiry	1		1
Sewer Main	1		1
<u>Water</u>	23	14	37
Complaint	3		3
Water Connection	3	8	11
Enquiry	3	2	5
Fire Hydrant	2		2
Water Main	2		2
Water Meter	10	3	13
Water Quality		1	1
<u>Grand Total</u>	25	15	40



HINCHINBROOK SHIRE COUNCIL

SHIRE WATER and SEWERAGE SCHEMES REPORT NOVEMBER 2018



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	81156	56626	0	24127	22313
Previous Month	98074	67693	0	28910	26636
	Halifax Depot	Ing to F/Boh Flow			
Total KI Pumped	13305	5040			
Previous Month	16386	5724			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	119437	3981	6265	0	631	637
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	37432	1248	2406	0	408	414
SCHEME 3 - Forrest Beach	22313	1110	984	310	572	573

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Total KI	Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	31433	1164	1234	984	36392	1174
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	21227	816	1585	67	33404	1078
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	0	0	0	0	0	0
Hinchinbrook Community Wetlands - Inlet Flow	21664	699	1678	0	36546	1179
Hinchinbrook Community Wetlands - Outlet Flow - W1	26702	861	1513	0	45330	1462
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	384	15	28	7	845	27
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	1683	65	75	52	1899	61

Escherichia Coli Health Compliance Quarterly Report

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

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

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	18	16	0	0	34
Tests Failures	0	0	0	0	0
Tests Passed	18	16	0	0	34
% Passed	100%	100%	#DIV/O!	#DIV/O!	100%

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

Forrest Bch Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	2	1	0	0	3
Tests Failures	0	0	0	0	0
Tests Passed	2	1	0	0	3
% 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	8	0	1	22
Tests Failures	0	0	0	0	0
Tests Passed	13	8	0	1	22
% Passed	100%	100%	#DIV/O!	100%	100%

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

Lower Herbert Water Supply - TREATED Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	2	1	0	0	3
Tests Failures	0	0	0	0	0
Tests Passed	2	1	0	0	3
% 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	12	0	0	29
Tests Failures	0	0	0	0	0
Tests Passed	17	12	0	0	29
% Passed	100%	100%	#DIV/O!	#DIV/O!	100%

	NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM Reticulation	17	17	0	100%
TREBONNE Reticulation	6	6	0	100%
TOOBANNA Reticulation	5	5	0	100%
BLACKROCK Reticulation	6	6	0	100%
FORREST BCH Reticulation	21	21	0	100%
TAYLORS BCH Reticulation	7	7	0	100%
MKD/BEM Reticulation	7	7	0	100%
HALIFAX Reticulation	8	8	0	100%
LUCINDA Reticulation	5	5	0	100%
CORDELIA Reticulation	2	2	0	100%
TOTAL	84	84	0	100%

SCHEME 1 - INGHAM SUPPLY	34	34	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	29	29	0	100%
SCHEME 3 FORREST BCH SUPPLY	21	21	0	100%
HINCHINBROOK WATER SUPPLY	84	84	0	100%

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT – 30 NOVEMBER 2018

Strategic Considerations

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

Budget, Financial and Resource Implications

- Capital Works Budget
 - Operational Works
-

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.

Executive Summary

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

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

Works Currently in Progress:

Major Works Performed During November 2018

- 18R4 - Barberos Road Rehabilitation to Rural Standard
- 18RS - 2017/2018 Reseal Program
- 19RS - 2018/2019 Reseal Program
- 18ESU - Emulsion Storage Tank
- 19T4 - Elphinstone Pocket Road Resealing Works
- 19T7 - Four Mile Resealing Works
- 19T5 - Taylors Beach Road - Resealing Works
- 19P1 - Palm Street – Bitumen Reseal of Gravel Car Park
- 19KR - K&C Rehabilitation Program
- 18R2 - Insitu Stabilising of Class 5 Roads (Altofts Road and Mudies Road)
- 19D1 - Grated Kerb Entry Replacement Program
- 19FR - Footpath Rehabilitation Program
- 18R5 - Zammits Road Rehabilitation Works

Works Scheduled to Commence During December 2018

- 19T9 - Mt Gardiner Road Seal Extension
- 19CBA - Cassady Beach Access Road Improvements
- 19T3 - Hawkins Creek Road – Pavement Sealing and Drainage Works

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

Not applicable concerning acceptance of this Report.

Consultation

Nil

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	<div>• Construction works are scheduled on completion of NDDRA works on the range.</div> <div>• After discussions with the NDRRA contractor Kelita Services, they are scheduled to be completed NDRRA works by mid February 2019 (weather permitting). Sealing works have been scheduled accordingly.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="7">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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Forecast		A							P	C																																																		
Actual		A																																																										
Hawkins Creek Road - Pavement Sealing and Drainage Works (19T3)	\$25,000	\$25,000	\$50,000		\$0	<div>• Proposed sites confirmed between Design and the Works Department.</div> <div>• Design received by Works Department.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="7">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 colspan="2">A</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></td><td colspan="2">A</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		\$62,062	<div>• Line marking is completed.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td>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							
	Project Completed					P	Assets Created/Project Capitalised																																																					
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Forecast		A			P	C																																																						
Actual	A		P	C		C																																																						
Taylor's Beach Road - Resealing Works (19T5)	\$57,500	\$57,500	\$115,000		\$8,508	<div>• Sealing works were completed 16 November 2018. Line marking commenced on 27 November 2018.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="7">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>P</td><td>C</td><td></td><td>C</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	C		C							
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Forecast		A			P	C																																																						
Actual	A	P	C		C																																																							
Four Mile Road - Resealing Works (19T7)	\$39,000	\$39,000	\$78,000		\$45,215	<div>• Sealing works are now complete, line marking works were completed on 22 November 2018.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td>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>P</td><td>C</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					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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Forecast		A			P	C																																																						
Actual	A	P	C		C	C																																																						
Cooks Lane (19T8)	\$85,000	\$85,000	\$170,000		\$781	<div>• Construction plans have been received by the Works Department.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="7">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 colspan="4">A</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 colspan="4">A</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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Forecast		A					P	C																																																				
Actual		A																																																										

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		\$0	• Construction Plans have been received by the Works Department. Pre-construction meeting was held on 22 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		C						
						Actual			A			P									
Bridge Projects																					
Bridge Inspections and Design (19B1)	\$150,000	\$0	\$150,000		\$0	• 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). • Balance of budget required for completion of design works to be undertaken this financial year (at 3 bridges) - procurement to commence following completion of inspections (above).															
							Project Completed						Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast			A												
						Actual				A											
Dalrymple Creek Bridge - Hawkins Creek Road (19B2)	\$120,000	\$0	\$120,000		\$0	• Request for Quotation for design works to be prepared and issued.															
							Project Completed						Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast											P		C		
						Actual															
Macknade Creek Bridge - Old Wharf Road (19B3)	\$70,000	\$0	\$70,000		\$0	• Request for Quotation for design works to be prepared and issued.															
							Project Completed						Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast											P		C		
						Actual															
Rehabilitation Programs																					
K&C Rehabilitation Program (19KR)	\$150,000	\$0	\$150,000		\$32,630	• Funds to be directed to Covell Street K&C rehabilitation and Lannercost Street adjacent to Tweak Fitness. • Kerbing at Tweak Fitness Lannercost Street is complete. Reinstatement of the pavement adjacent to the kerbing commenced on 28 November 2018.															
							Project Completed						Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast				P		C					A	P		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															
Footpath Rehabilitation Program (19FR)	\$171,000	\$0	\$171,000		\$83,736	• Funds to be directed to Lannercost Street adjacent to Tweak Fitness. • 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.												
							Project Completed			Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast				P		C						
						Actual				A	P		C					
Annual Reseal Program (19RS)	\$355,920	\$0	\$355,920		\$311,031	• 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						
Replace Grated Entry with Kerb Entry (19D1)	\$20,000	\$0	\$20,000		\$10,866	• The Gardiner Street and Palm Avnue sites are complete. Crews will now commence construction on the last site in Abbott Street.												
							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	• Request for Quotation for replacing fender posts, arch fenders, handrails and bollards to be prepared and issued.												
							Project Completed						Assets Created/Project Capitalised					
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast					P		C					
						Actual												
Taylors Beach Dredging (19TBAM)	\$100,000	\$0	\$100,000		\$68,292	• Works completed.												
							Project Completed			P			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		\$0	• RFQ was issued and closed on 28 November 2018.												
							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						
Drainage Projects																		
Drainage Upgrade Program (19D2)	\$258,000	\$0	\$258,000		\$0	• 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						



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 30 NOVEMBER 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															
Road Projects																		
Lyons Street (19R1)	\$493,000	\$0	\$493,000		\$0	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Priority site determined and design in progress.												
						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													
Nielsen Street (19R3)	\$220,000	\$0	\$220,000		\$10,540	<ul style="list-style-type: none">Survey completed.RFO 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		\$10,420	<ul style="list-style-type: none">Survey completed.RFO 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													
River Avenue (19R5)	\$38,000	\$0	\$38,000		\$0	<ul style="list-style-type: none">To be progressed by Design.												
						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	<ul style="list-style-type: none">Scope of works confirmed between Design and Works Department.												
						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												
Footpath Projects																		
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$290,000	\$0	\$290,000		\$39,820	<ul style="list-style-type: none">Kerb crossings at Macrossan Street (TYTO) and Abbott Street (Our Lady of Lourdes) 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			
Actual			P		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">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											
Palm Creek Walkway - Boardwalk (19PK1)	\$80,000	\$0	\$80,000		\$228	<ul style="list-style-type: none">Scope of works confirmed by Works Department.RFQ released to market for boardwalk and outcomes indicate a review in project budget is required to facilitate works.															
							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">Request to Council submitted for budget provision to be directed at alternative projects.															
							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		\$5,181	<ul style="list-style-type: none">Scope of works has been confirmed with adjacent land owner and Works Manager.Preliminary shoulder and drain cleaning is completed. Consultation with land owner is continuing and works are scheduled in conjunction with earth works scheduled for Zammit's Road.															
							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		\$321,863	<ul style="list-style-type: none">This project commenced on 28 August 2018 and the last coat seal was completed on 24 October 2018.This project is now complete.Post construction meeting is scheduled for 11 December 2018.															
							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											



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																
Barberos Road Rehab to Rural Standard (18R4)	\$134,000	\$0	\$134,000		\$152,024	• Cane harvesting crews have now completed cutting in the immediate vicinity of this project. Crews commenced the final stages of construction on 22 November 2018. Bitumen sealing works is scheduled to commence on 5 December 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		C							
						Actual						C		C					
Zammits Road - Road Rehabilitation (18R5)	\$130,000	\$0	\$130,000		\$80,840	• Drainage structures are completed. Construction on this project will cease due to cane harvesting traffic. Pavement construction was completed on 29 November 2018. Bitumen sealing works has been scheduled for 5 December 2018.													
							Project Completed			Assets Created/Project Capitalised									
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
						Forecast					P	C							
						Actual						C		C					
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		\$240,385	• 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 have been scheduled for completion when the cane in the immediate vicinity has been cut and cane harvesting traffic is at a minimum.													
							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		\$22,140	• 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							



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																		
Lucinda Groynes (18LG)	\$164,000	\$0	\$164,000		\$12,615	• Construction is scheduled for the next set of favourable tides in early December.															
							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		\$72,288	• 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		\$504,656	• Footpath construction works are at practical completion. Awaiting finalisation of three Telstra pits to fully complete 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														
Long Pocket Road - Road Widening (17R9)	\$700,000	\$0	\$700,000		\$699,093	• 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		\$46,930	Four Rain Gauges have been installed and comissioned. Scoping an RFQ for the installation of two river height CCTV systems.															
							Project Completed						Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast									P	C					
						Actual															
Bridge Inspections and Design (18B1)	\$150,000	\$0	\$150,000		\$17,653	• Currently working on an RFQ to release to market															
							Project Completed						Assets Created/Project Capitalised								
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
						Forecast									P	C					
						Actual															
Ballies Road Bridge - Ballies Road (18B2)	\$449,000	\$0	\$449,000		\$56,217	• Working towards advertising the open tender and are aiming to have construction commence just after the 2019 wet season finalising the tender documentation.															
							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															

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															
DTMR Boating Infrastructure - Dungeness Pontoon (17M1)	\$713,000	\$0	\$713,000		\$685,554	• Works are progressing well estimate completion of the project by early December 2018.												
						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		\$63,562	• Crews are currently constructing the foundations and bunded area for installation. Concrete pour was completed on 23 November 2018. The bund wall will be constructed depending on the availability of a Brick Layer after the Emulsion Storage Unit has been installed mid December or mid January.												
						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 for Queensland (W4Q) - Carry Overs																		
Lucinda Swimming Enclosure (18SE)	\$43,755	\$0	\$43,755		\$20,305	• Design and development assessment consultant has been awarded with pre-lodgement meeting held to determine development requirements.												
						• Consultant has undertaken design options review for potential solutions. Presented to Council for consideration.												
						• Report to Council will be provided regarding alternatives, usage data and proposed direction.												
						Project Completed			Assets Created/Project Capitalised									
2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
Forecast	A																	
Actual	A																	
Bosworth Road (18R11)	\$441,118	\$91,118	\$532,236		\$0	• Design currently in progress.												
						• Includes \$182,236 of TIDS funding.												
						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																	
Wallis Street Trebonne (18R8)	\$91,025	\$0	\$91,025		\$3,200	• Public consultation has been undertaken.												
						• Design in final stages.												
						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																	
Taylors Beach Boat Ramp Road (18R9)	\$112,624	\$0	\$112,624		\$4,951	• RFQ has closed and Timrith Transport were the successful tenderer.												
						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														



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			
Stone Street (18R10)	\$190,381	\$0	\$190,381		\$16,560	• Langtree Consulting currently progressing design.
						Project Completed
						Assets Created/Project Capitalised
						2018/2019 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
						Forecast
Palm Street Parking (19P1)	\$60,000	\$0	\$60,000		\$52	• Three contractors were approached to submit tenders only two contractors supplied quotes. • Timrith Transport were the successful tenderer. • Pre construction meeting was conducted on 22 November 2018.
						Project Completed
						Assets Created/Project Capitalised
						2018/2019 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
						Forecast
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
	\$8,859,652	\$534,297	\$9,393,949	\$0	\$4,095,158	

Roads Operational Costs 2018/2019

Work Type	Financial Year 18/19 YTD Costs					Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Costs					Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			
Administration	\$ 6,324.67					\$ 6,324.67	\$ -	\$ 13,701.68					\$ 13,701.68	\$ 18,747.31	\$ 9,980.69
Drainage		\$ 19,819.70	\$ 33,601.97	\$ 11,805.52	\$ 20,781.86	\$ 86,009.05	\$ 9,327.59		\$ 16,565.43	\$ 20,546.47	\$ 30,486.13	\$ 20,078.75	\$ 87,676.78	\$ 186,430.77	\$ 33,574.42
Footpath		\$ 15,587.07	\$ 36,909.34	\$ 220.00	\$ 1,944.95	\$ 54,661.36	\$ 3,704.21		\$ 9,996.28	\$ 52,399.80	\$ 321.61	\$ 3,088.28	\$ 65,805.97	\$ 110,545.85	\$ 11,465.79
Kerb & Channel		\$ 11,371.81	\$ 63,206.72			\$ 74,578.53	\$ 2,919.07		\$ 15,601.89	\$ 48,397.47			\$ 63,999.36	\$ 117,724.68	\$ 1,416.35
Not Applicable	\$ 5,647.90					\$ 5,647.90	\$ -	\$ 109.04					\$ 109.04	\$ 2,398.72	\$ 109.04
Pavement		\$ 37,305.20	\$ 40,995.14	\$ 19,328.93	\$ 209,409.57	\$ 307,038.84	\$ 20,636.85		\$ 53,859.94	\$ 64,788.49	\$ 123,342.13	\$ 289,547.54	\$ 531,538.10	\$ 841,857.28	\$ 114,640.33
Road Traffic Devices		\$ 9,430.63	\$ 10,353.83	\$ 2,639.66	\$ 1,642.55	\$ 24,066.67	\$ 1,898.88		\$ 3,159.66	\$ 14,902.29	\$ 1,288.71	\$ 10,614.54	\$ 29,965.20	\$ 59,565.01	\$ 7,730.72
Signage		\$ 11,188.09	\$ 23,317.97	\$ 2,271.69	\$ 3,885.28	\$ 40,663.03	\$ 5,031.11		\$ 6,589.34	\$ 33,233.73	\$ 4,102.13	\$ 6,137.07	\$ 50,062.27	\$ 138,851.54	\$ 22,743.98
Surface		\$ 22,782.41	\$ 16,835.58			\$ 39,617.99	\$ 5,014.80		\$ 16,279.44	\$ 54,750.72			\$ 71,030.16	\$ 157,364.28	\$ 5,690.80
Sweeping		\$ 11,583.37	\$ 20,057.06			\$ 31,640.43	\$ 2,775.22		\$ 4,442.84	\$ 20,265.26			\$ 24,708.10	\$ 55,813.87	\$ 4,430.57
Vegetation Control		\$ 15,954.36	\$ 161,957.32	\$ 3,719.07	\$ 29,077.72	\$ 210,708.47	\$ 7,726.55		\$ 16,136.92	\$ 69,564.90	\$ 7,546.58	\$ 15,843.47	\$ 109,091.87	\$ 386,473.19	\$ 33,983.13
	\$ 11,972.57	\$ 155,022.64	\$ 407,234.93	\$ 39,984.87	\$ 266,741.93	\$ 880,956.94	\$ 59,034.28	\$ 13,810.72	\$ 142,631.74	\$ 378,849.13	\$ 167,087.29	\$ 345,309.65	\$ 1,047,688.53	\$ 2,075,772.50	\$ 245,765.82

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

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 30 NOVEMBER 2018

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

Road Classification	Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
Classification not allocated	\$ 11,972.57	\$ -	\$ 13,810.72	\$ 21,146.03	\$ 10,089.73
Rural	\$ 653,795.21	\$ 42,101.01	\$ 821,739.61	\$ 1,606,300.16	\$ 208,088.33
State Controlled Road	\$ 3,944.15	\$ -	\$ 12,150.90	\$ 29,805.66	\$ 4,530.75
Urban	\$ 211,245.01	\$ 16,933.27	\$ 199,987.30	\$ 418,520.65	\$ 23,057.01
	\$ 880,956.94	\$ 59,034.28	\$ 1,047,688.53	\$ 2,075,772.50	\$ 245,765.82

• 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 - Sorted by Park Type and Highest to Lowest 18/19 YTD Total Costs

Park Name	Park Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
		Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Ingham Memorial Gardens	District		\$337.05	\$47,167.60	\$47,504.65	\$5,911.23		\$2,088.02	\$43,184.84	\$45,272.86	\$103,728.99	\$8,977.54
Garbutt Park	District		\$14,971.63	\$3,635.15	\$18,606.78	\$790.63		\$800.00	\$7,752.54	\$8,552.54	\$19,564.64	\$2,356.26
Palm Creek Lakes	District		\$464.08	\$3,620.57	\$4,084.65	\$635.49		\$628.99	\$4,731.84	\$5,360.83	\$14,359.76	\$1,057.76
Interact Park	District		\$296.34	\$2,922.59	\$3,218.93	\$94.63		\$65.29	\$1,946.97	\$2,012.26	\$6,893.77	\$434.55
Leo Park	District		\$0.00	\$3,182.86	\$3,182.86	\$557.72		\$148.83	\$4,720.24	\$4,869.07	\$11,138.17	\$986.31
Cassady Park	District		\$839.76	\$2,196.08	\$3,035.84	\$1,302.44		\$132.54	\$810.77	\$943.31	\$2,077.76	\$196.92
Johnson Park	District		\$487.78	\$2,117.81	\$2,605.59	\$176.53		\$22.98	\$190.64	\$213.62	\$1,294.94	\$0.00
Ingham Skate Park	District		\$356.03	\$1,489.58	\$1,845.61	\$273.96		\$609.05	\$1,422.82	\$2,031.87	\$4,532.69	\$352.35
Lucinda Lions Park	District		\$0.00	\$1,459.29	\$1,459.29	\$295.27		\$212.50	\$1,876.74	\$2,089.24	\$3,805.51	\$284.41
Heard Park	District			\$413.84	\$413.84	\$0.00			\$422.31	\$422.31	\$1,603.43	\$71.13
Taylors Beach Foreshore Park	Local		\$557.11	\$8,474.08	\$9,031.19	\$423.17		\$2,009.97	\$7,310.31	\$9,320.28	\$21,335.62	\$1,274.15
Palm Creek Park	Local		\$800.00	\$6,194.08	\$6,994.08	\$994.46		\$1,846.21	\$10,540.88	\$12,387.09	\$26,503.41	\$3,240.24
John Dory Park	Local		\$5,267.10	\$909.09	\$6,176.19	\$2,416.96		\$48.00	\$608.34	\$656.34	\$7,246.77	\$0.00
Periwinkle Park	Local		\$0.00	\$2,844.80	\$2,844.80	\$149.50		\$0.00	\$724.16	\$724.16	\$4,651.23	\$0.00
Jack Bonning Park	Local		\$542.20	\$1,460.06	\$2,002.26	\$1,124.26		\$0.00	\$511.13	\$511.13	\$3,671.87	\$5.91
Rural Youth Park	Local		\$632.29	\$827.21	\$1,459.50	\$559.28		\$105.27	\$2,077.32	\$2,182.59	\$2,976.99	\$530.61
Rotaract Park	Local		\$39.27	\$1,415.32	\$1,454.59	\$74.76		\$0.00	\$797.70	\$797.70	\$4,880.42	\$271.18
Lions Merv Wacker Park	Local		\$100.47	\$1,258.17	\$1,358.64	\$485.62		\$0.00	\$2,145.17	\$2,145.17	\$5,181.15	\$501.97
Stone River Park	Local		\$784.91	\$412.04	\$1,196.95	\$0.00		\$0.00	\$42.51	\$42.51	\$1,415.88	\$0.00
Neilsen Park	Local		\$181.59	\$816.55	\$998.14	\$74.76		\$0.00	\$739.06	\$739.06	\$2,425.90	\$362.12
Apex Park	Local		\$255.75	\$668.44	\$924.19	\$74.76		\$5.40	\$1,207.59	\$1,212.99	\$3,383.25	\$421.22
Fred Heard Memorial Park	Local		\$0.00	\$449.41	\$449.41	\$0.00		\$0.00	\$497.89	\$497.89	\$1,509.72	\$88.10
Park Operations	Not Applicable			\$81,004.04	\$81,004.04	\$16,159.60			\$74,472.83	\$74,472.83	\$184,707.93	\$13,616.33
Parks Staff Training	Not Applicable	\$1,930.84			\$1,930.84	\$0.00	\$4,445.25			\$4,445.25	\$7,501.09	\$731.09
Parks & Garden Drug & Alcohol Testing	Not Applicable		\$425.84		\$425.84	\$0.00		\$71.99		\$71.99	\$71.99	\$71.99
Vandalism	Not Applicable		\$407.26		\$407.26	\$146.62		\$526.52		\$526.52	\$2,221.19	\$182.21
Rotary Park	Regional		\$11,531.16	\$17,731.64	\$29,262.80	\$4,876.23		\$5,643.69	\$20,134.27	\$25,777.96	\$78,958.35	\$5,438.23
Forrest Beach Foreshore Park	Regional		\$3,808.95	\$7,605.68	\$11,414.63	\$1,135.14		\$1,630.93	\$3,606.60	\$5,237.53	\$13,127.40	\$1,968.70
Borello Park	Regional		\$1,862.87	\$7,556.07	\$9,418.94	\$1,551.99		\$2,145.78	\$5,422.79	\$7,568.57	\$16,759.05	\$1,085.36
Lucinda Foreshore Park	Regional		\$4,079.63	\$5,320.40	\$9,400.03	\$1,177.96		\$822.29	\$6,400.94	\$7,223.23	\$19,510.68	\$5,240.80
Forrest Beach Progress Park	Regional		\$100.27	\$5,848.98	\$5,949.25	\$1,125.94		\$935.63	\$4,548.49	\$5,484.12	\$12,420.27	\$877.07
Forrest Beach Lions Park	Regional		\$4,918.75	\$960.21	\$5,878.96	\$116.89		\$415.00	\$140.94	\$555.94	\$1,173.97	\$0.00
Dungeness Park	Regional		\$0.00	\$4,289.97	\$4,289.97	\$758.09		\$628.74	\$5,297.19	\$5,925.93	\$20,765.03	\$1,180.29
Taylors Beach Progress Park	Regional		\$972.06	\$2,061.34	\$3,033.40	\$980.75		\$1,182.53	\$2,934.76	\$4,117.29	\$7,969.61	\$525.95
Vince Corbett Park	Regional		\$275.39	\$2,513.15	\$2,788.54	\$553.59		\$1,036.78	\$2,055.24	\$3,092.02	\$6,245.41	\$357.05
Lucinda Foreshore Riparian	Regional		\$0.00	\$682.94	\$682.94	\$137.65		\$8,457.42	\$0.00	\$8,457.42	\$43,097.29	\$8,457.42
Taylors Beach Lions Park	Regional		\$0.00	\$284.67	\$284.67	\$79.50		\$0.00	\$0.00	\$0.00	\$429.65	\$0.00
Melvin Park	Reserve		\$571.36	\$3,937.37	\$4,508.73	\$1,141.17		\$7.04	\$3,020.45	\$3,027.49	\$5,786.09	\$285.71
Jackson Park	Reserve		\$1,400.00	\$1,779.53	\$3,179.53	\$130.01		\$230.48	\$1,216.99	\$1,447.47	\$3,544.53	\$465.75
Sandy Waterhole Park	Reserve		\$22.73	\$1,071.61	\$1,094.34	\$0.00		\$0.00	\$1,509.78	\$1,509.78	\$4,424.31	\$326.53
Acacia Park	Reserve		\$0.00	\$872.34	\$872.34	\$336.39		\$0.00	\$230.06	\$230.06	\$4,136.63	\$0.00
Cockburn Park	Reserve			\$727.46	\$727.46	\$74.76			\$217.14	\$217.14	\$926.95	\$0.00
Mungalla Park	Reserve		\$180.29	\$485.17	\$665.46	\$388.44		\$0.00	\$346.82	\$346.82	\$2,264.75	\$0.00
Thynne Park	Reserve		\$149.42	\$323.84	\$473.26	\$174.37		\$0.00	\$379.68	\$379.68	\$1,249.38	\$125.12
Henry Stone Park	Reserve			\$421.52	\$421.52	\$105.85			\$298.96	\$298.96	\$1,537.51	\$108.63
Eddie Burke Park	Reserve		\$0.00	\$298.99	\$298.99	\$74.76		\$0.00	\$470.61	\$470.61	\$4,744.07	\$181.05
Euclid Park	Reserve		\$0.00	\$268.97	\$268.97	\$37.37		\$72.40	\$72.38	\$144.78	\$482.38	\$36.21
Mylrea Park	Reserve		\$0.00	\$74.71	\$74.71	\$0.00		\$44.99	\$455.89	\$500.88	\$1,428.71	\$37.42
Herb Gough Park	Sports		\$1,296.02	\$229.38	\$1,525.40	\$282.90		\$0.00	\$989.19	\$989.19	\$2,763.33	\$0.00

Parks Operational Costs 2018/2019 - Sorted by Park Type and Highest to Lowest 18/19 YTD Total Costs

Park Name	Park Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
		Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Ingham Lions Park	Unknown		\$161.78	\$998.42	\$1,160.20	\$281.50		\$96.95	\$919.75	\$1,016.70	\$2,844.92	\$297.03
Riverdowns Estate Park	Unknown		\$0.00	\$619.05	\$619.05	\$0.00		\$0.00	\$433.98	\$433.98	\$1,567.05	\$0.00
Mt Fox Playground	Unknown		\$40.16	\$475.83	\$515.99	\$322.08		\$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		\$1,930.84	\$59,117.30	\$242,391.20	\$303,439.34	\$48,564.98	\$4,445.25	\$32,672.21	\$229,992.38	\$267,109.84	\$707,329.66	\$63,008.67

• 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

Parks Operational Costs 2018/2019

Park Name	Park Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
		Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Acacia Park	Reserve		\$0.00	\$872.34	\$872.34	\$336.39		\$0.00	\$230.06	\$230.06	\$4,136.63	\$0.00
Apex Park	Local		\$255.75	\$668.44	\$924.19	\$74.76		\$5.40	\$1,207.59	\$1,212.99	\$3,383.25	\$421.22
Borello Park	Regional		\$1,862.87	\$7,556.07	\$9,418.94	\$1,551.99		\$2,145.78	\$5,422.79	\$7,568.57	\$16,759.05	\$1,085.36
Cassady Park	District		\$839.76	\$2,196.08	\$3,035.84	\$1,302.44		\$132.54	\$810.77	\$943.31	\$2,077.76	\$196.92
Cockburn Park	Reserve			\$727.46	\$727.46	\$74.76			\$217.14	\$217.14	\$926.95	\$0.00
Dungeness Park	Regional		\$0.00	\$4,289.97	\$4,289.97	\$758.09		\$628.74	\$5,297.19	\$5,925.93	\$20,765.03	\$1,180.29
Eddie Burke Park	Reserve		\$0.00	\$298.99	\$298.99	\$74.76		\$0.00	\$470.61	\$470.61	\$4,744.07	\$181.05
Euclid Park	Reserve		\$0.00	\$268.97	\$268.97	\$37.37		\$72.40	\$72.38	\$144.78	\$482.38	\$36.21
Forrest Beach Foreshore Park	Regional		\$3,808.95	\$7,605.68	\$11,414.63	\$1,135.14		\$1,630.93	\$3,606.60	\$5,237.53	\$13,127.40	\$1,968.70
Forrest Beach Lions Park	Regional		\$4,918.75	\$960.21	\$5,878.96	\$116.89		\$415.00	\$140.94	\$555.94	\$1,173.97	\$0.00
Forrest Beach Progress Park	Regional		\$100.27	\$5,848.98	\$5,949.25	\$1,125.94		\$935.63	\$4,548.49	\$5,484.12	\$12,420.27	\$877.07
Fred Heard Memorial Park	Local		\$0.00	\$449.41	\$449.41	\$0.00		\$0.00	\$497.89	\$497.89	\$1,509.72	\$88.10
Garbutt Park	District		\$14,971.63	\$3,635.15	\$18,606.78	\$790.63		\$800.00	\$7,752.54	\$8,552.54	\$19,564.64	\$2,356.26
Heard Park	District			\$413.84	\$413.84	\$0.00			\$422.31	\$422.31	\$1,603.43	\$71.13
Henry Stone Park	Reserve			\$421.52	\$421.52	\$105.85			\$298.96	\$298.96	\$1,537.51	\$108.63
Herb Gough Park	Sports		\$1,296.02	\$229.38	\$1,525.40	\$282.90		\$0.00	\$989.19	\$989.19	\$2,763.33	\$0.00
Ingham Lions Park	Unknown		\$161.78	\$998.42	\$1,160.20	\$281.50		\$96.95	\$919.75	\$1,016.70	\$2,844.92	\$297.03
Ingham Memorial Gardens	District		\$337.05	\$47,167.60	\$47,504.65	\$5,911.23		\$2,088.02	\$43,184.84	\$45,272.86	\$103,728.99	\$8,977.54
Ingham Skate Park	District		\$356.03	\$1,489.58	\$1,845.61	\$273.96		\$609.05	\$1,422.82	\$2,031.87	\$4,532.69	\$352.35
Interact Park	District		\$296.34	\$2,922.59	\$3,218.93	\$94.63		\$65.29	\$1,946.97	\$2,012.26	\$6,893.77	\$434.55
Jack Bonning Park	Local		\$542.20	\$1,460.06	\$2,002.26	\$1,124.26		\$0.00	\$511.13	\$511.13	\$3,671.87	\$5.91
Jackson Park	Reserve		\$1,400.00	\$1,779.53	\$3,179.53	\$130.01		\$230.48	\$1,216.99	\$1,447.47	\$3,544.53	\$465.75
John Dory Park	Local		\$5,267.10	\$909.09	\$6,176.19	\$2,416.96		\$48.00	\$608.34	\$656.34	\$7,246.77	\$0.00
Johnson Park	District		\$487.78	\$2,117.81	\$2,605.59	\$176.53		\$22.98	\$190.64	\$213.62	\$1,294.94	\$0.00
Leo Park	District		\$0.00	\$3,182.86	\$3,182.86	\$557.72		\$148.83	\$4,720.24	\$4,869.07	\$11,138.17	\$986.31
Lions Merv Wacker Park	Local		\$100.47	\$1,258.17	\$1,358.64	\$485.62		\$0.00	\$2,145.17	\$2,145.17	\$5,181.15	\$501.97
Lucinda Foreshore Park	Regional		\$4,079.63	\$5,320.40	\$9,400.03	\$1,177.96		\$822.29	\$6,400.94	\$7,223.23	\$19,510.68	\$5,240.80
Lucinda Foreshore Riparian	Regional		\$0.00	\$682.94	\$682.94	\$137.65		\$8,457.42	\$0.00	\$8,457.42	\$43,097.29	\$8,457.42
Lucinda Lions Park	District		\$0.00	\$1,459.29	\$1,459.29	\$295.27		\$212.50	\$1,876.74	\$2,089.24	\$3,805.51	\$284.41
Melvin Park	Reserve		\$571.36	\$3,937.37	\$4,508.73	\$1,141.17		\$7.04	\$3,020.45	\$3,027.49	\$5,786.09	\$285.71
Mt Fox Playground	Unknown		\$40.16	\$475.83	\$515.99	\$322.08		\$0.00	\$141.98	\$141.98	\$462.47	\$0.00
Mungalla Park	Reserve		\$180.29	\$485.17	\$665.46	\$388.44		\$0.00	\$346.82	\$346.82	\$2,264.75	\$0.00
Mylrea Park	Reserve		\$0.00	\$74.71	\$74.71	\$0.00		\$44.99	\$455.89	\$500.88	\$1,428.71	\$37.42
Neilsen Park	Local		\$181.59	\$816.55	\$998.14	\$74.76		\$0.00	\$739.06	\$739.06	\$2,425.90	\$362.12
Palm Creek Lakes	District		\$464.08	\$3,620.57	\$4,084.65	\$635.49		\$628.99	\$4,731.84	\$5,360.83	\$14,359.76	\$1,057.76
Palm Creek Park	Local		\$800.00	\$6,194.08	\$6,994.08	\$994.46		\$1,846.21	\$10,540.88	\$12,387.09	\$26,503.41	\$3,240.24
Palm Scrub	Unknown			\$13.30	\$13.30	\$0.00			\$12.90	\$12.90	\$25.80	\$0.00
Park Operations	Not Applicable			\$81,004.04	\$81,004.04	\$16,159.60			\$74,472.83	\$74,472.83	\$184,707.93	\$13,616.33
Parks & Garden Drug & Alcohol Testing	Not Applicable		\$425.84		\$425.84	\$0.00		\$71.99		\$71.99	\$71.99	\$71.99
Parks Staff Training	Not Applicable	\$1,930.84			\$1,930.84	\$0.00	\$4,445.25			\$4,445.25	\$7,501.09	\$731.09
Periwinkle Park	Local		\$0.00	\$2,844.80	\$2,844.80	\$149.50		\$0.00	\$724.16	\$724.16	\$4,651.23	\$0.00
Riverdowns Estate Park	Unknown		\$0.00	\$619.05	\$619.05	\$0.00		\$0.00	\$433.98	\$433.98	\$1,567.05	\$0.00
Rotaract Park	Local		\$39.27	\$1,415.32	\$1,454.59	\$74.76		\$0.00	\$797.70	\$797.70	\$4,880.42	\$271.18
Rotary Park	Regional		\$11,531.16	\$17,731.64	\$29,262.80	\$4,876.23		\$5,643.69	\$20,134.27	\$25,777.96	\$78,958.35	\$5,438.23
Rural Youth Park	Local		\$632.29	\$827.21	\$1,459.50	\$559.28		\$105.27	\$2,077.32	\$2,182.59	\$2,976.99	\$530.61
Sandy Waterhole Park	Reserve		\$22.73	\$1,071.61	\$1,094.34	\$0.00		\$0.00	\$1,509.78	\$1,509.78	\$4,424.31	\$326.53
Stone River Park	Local		\$784.91	\$412.04	\$1,196.95	\$0.00		\$0.00	\$42.51	\$42.51	\$1,415.88	\$0.00
Taylors Beach Foreshore Park	Local		\$557.11	\$8,474.08	\$9,031.19	\$423.17		\$2,009.97	\$7,310.31	\$9,320.28	\$21,335.62	\$1,274.15
Taylors Beach Lions Park	Regional		\$0.00	\$284.67	\$284.67	\$79.50		\$0.00	\$0.00	\$0.00	\$429.65	\$0.00

Parks Operational Costs 2018/2019

Park Name	Park Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	November 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	November 17/18 Total Costs
		Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Taylors Beach Progress Park	Regional		\$972.06	\$2,061.34	\$3,033.40	\$980.75		\$1,182.53	\$2,934.76	\$4,117.29	\$7,969.61	\$525.95
Thynne Park	Reserve		\$149.42	\$323.84	\$473.26	\$174.37		\$0.00	\$379.68	\$379.68	\$1,249.38	\$125.12
Vandalism	Not Applicable		\$407.26		\$407.26	\$146.62		\$526.52		\$526.52	\$2,221.19	\$182.21
Vince Corbett Park	Regional		\$275.39	\$2,513.15	\$2,788.54	\$553.59		\$1,036.78	\$2,055.24	\$3,092.02	\$6,245.41	\$357.05
Grand Total		\$1,930.84	\$59,117.30	\$242,391.20	\$303,439.34	\$48,564.98	\$4,445.25	\$32,672.21	\$229,992.38	\$267,109.84	\$707,329.66	\$63,008.67

• 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		• 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 (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		• Developing specifications for RFQ documents.														
					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		• 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 Dual Cab Style Side Body (PA00078)	\$55,000.00	\$0.00	\$55,000.00		• 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 (PA00116)	\$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													

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		• Developing specifications for RFQ documents.																
					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		• 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 (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 Linemarkers (PA00141)	\$8,000	\$0	\$8,000.00		• Developing specifications for RFQ documents.																
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															

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	\$44,714	• 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 - Isuzu FRR Auto Crew has been delivered, final fitout has been completed and will be in operation Dec 2018. Job Truck 2 - 95% complete, estimate delivery prior to Christmas shutdown.														
					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, will be released prior to Christmas and will be finlised end of January, with a report to Council aimed for February 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	\$1,049,920															



(18R5) Zammits Road Upgrade

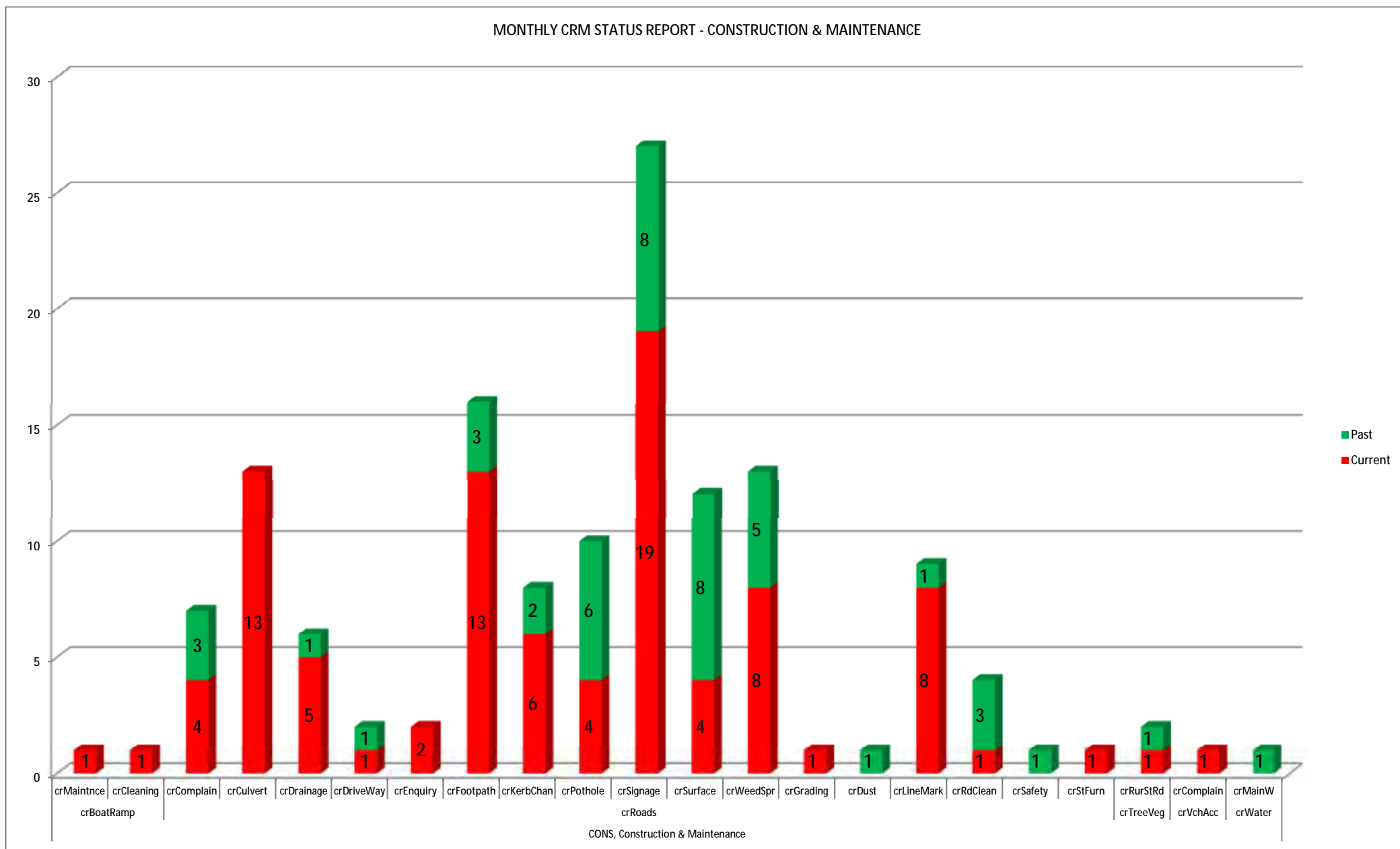


(19FR&19KR) Footpath and Kerb and Channel Rehabilitation

CUSTOMER REQUESTS MANAGEMENT (CRM) REPORT

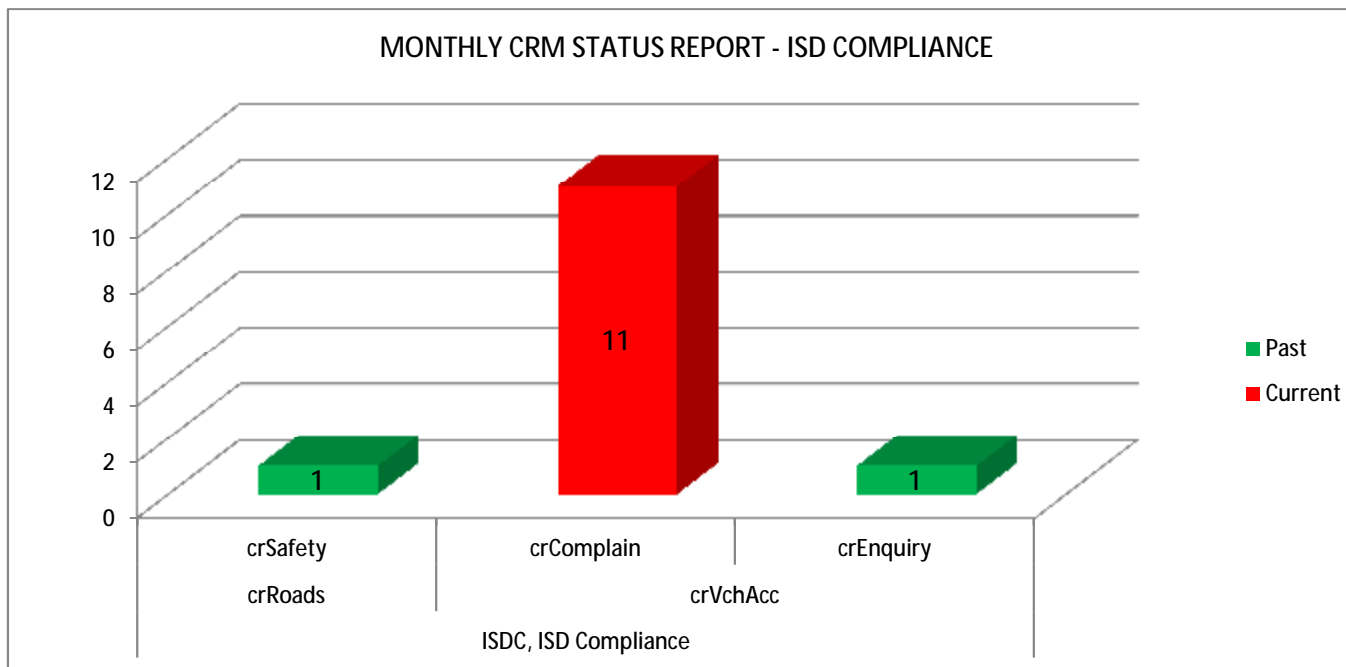
ISD Construction and Maintenance Requests – Month of November 2018

Row Labels	Requests Open	Request Closed	Number of Requests Received
Construction and Maintenance	94	45	139
Boat Ramp	2		2
Maintenance	1		1
Cleaning	1		1
Roads	90	43	133
Complaint	4	3	7
Culvert	13		13
Drainage	5	1	6
Drive Way	1	1	2
Enquiry	2		2
Footpath	13	3	16
Kerb and Channel	6	2	8
Pothole	4	6	10
Signage	19	8	27
Surface	4	8	12
Weed Spray	8	5	13
Grading	1		1
Dust		1	1
Line Marking	8	1	9
Road Clean	1	3	4
Safety		1	1
Street Furniture	1		1
Trees and Vegetation	1	1	2
Rural Street/Road	1	1	2
Vehicle Access	1		1
Complaint	1		1
Water		1	1
Water Main		1	1
Grand Total	94	45	139



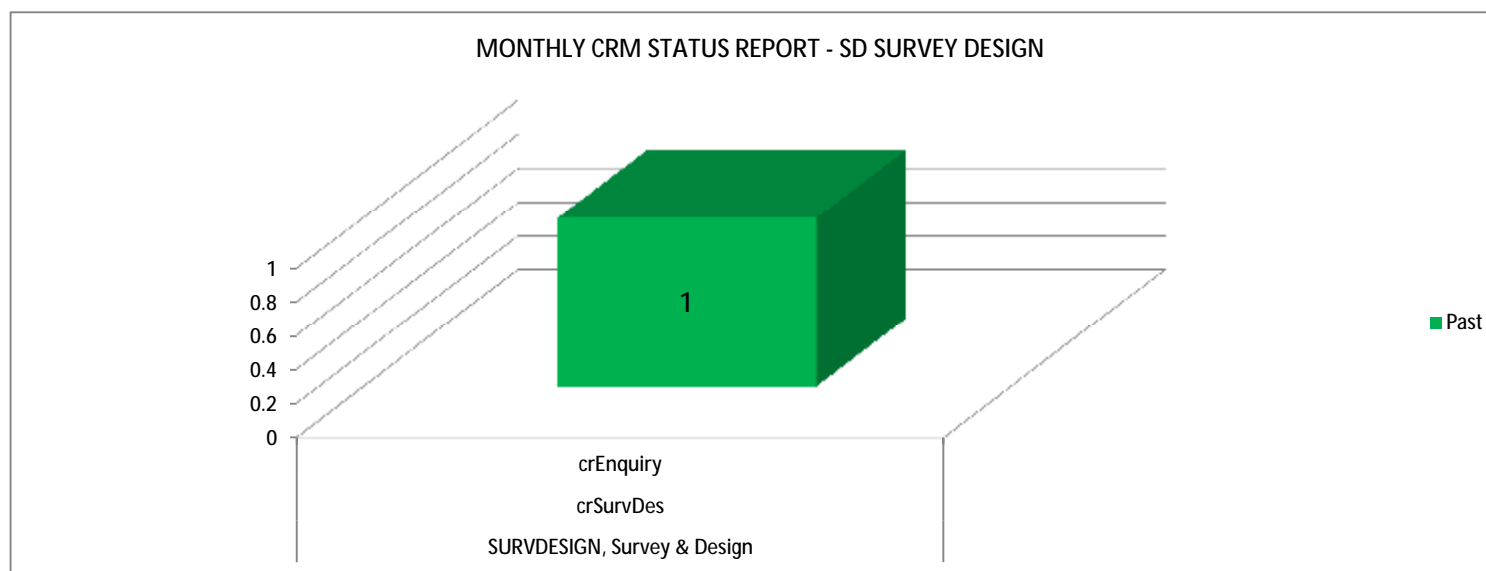
ISD Compliance Requests – Month of November 2018

Row Labels	Requests Open	Requests Closed	Number of Requests Received
ISD Compliance	11	2	13
<u>Roads</u>		1	1
Safety		1	1
<u>Vehicle Access</u>	11	1	12
Complaint	11		11
Enquiry		1	1
<u>Grand Total</u>	11	2	13



Survey and Design Compliance Requests – Month of November 2018

Row Labels	Requests Closed	Number of Requests Received
Survey and Design	1	1
Grand Total	1	1



APPLICATION for PERMANENT ROAD CLOSURE - BRUCE HIGHWAY adjoining LOT 11 on CWL671

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 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.	Action Nil

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This Report addresses a request for a permanent road closure of a section of the Bruce Highway abutting Lot 11 on CWL671.

For Council Decision – Recommendation

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.

Officers Summary

This Report is following correspondence from the Department of Natural Resources, Mines and Energy on an application for Permanent Road Closure as per Figure 1. Figure 1 shows the subject land abutting Lot 11 on CWL671.



Figure 1 – Image of Plan extracted from the application for permanent road closure.

The purpose of the road closure is understood to be for a straight fence line from one side of the property to the other.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

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

Council typically objects to a road closure application if one of the following applies:

- Removes legal access to any existing property.
 - Removes access to natural watercourses, creeks or rivers.
 - There is a high probability the road gazettal will be required for future needs, development infrastructure (road creation or road widening/realignment).
-

Risk Management Implications

Closure of this road is unlikely to present a risk to Council.

Statutory Environment

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

Consultation

Acting Land Administration Officer, Land Services – Department of Natural Resources, Mines and Energy

Attachments

Correspondence from Acting Land Administration Officer, Land Services – Department of Natural Resources, Mines and Energy

From: Deanna Marmara
Sent: Fri, 9 Nov 2018 14:52:06 +1000
To: t1connect
Subject: FW: Request for Views: Application for Permanent Road Closure (Elvas Case: 2018/004901)
Attachments: Gazette Notice.pdf, Drawing CNS 18 043p Reduced.pdf, Council views letter.pdf

#ECMBODY
#QAP 1
#SILENT

Kind Regards,

Deanna Marmara | Records/Customer Service Officer | Hinchinbrook Shire Council
P: (07) 4776 4783 | F: (07) 4776 3233 | E: dmarmara@hinchinbrook.qld.gov.au
W: <http://www.hinchinbrook.qld.gov.au>

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From: Hinchinbrook Shire Council
Sent: Friday, 9 November 2018 2:47 PM
To: Deanna Marmara
Subject: FW: Request for Views: Application for Permanent Road Closure (Elvas Case: 2018/004901)

Regards,

Enquiries | Records & Customer Service | Hinchinbrook Shire Council
P (07) 4776 4600 | F (07) 4776 3233 | E: council@hinchinbrook.qld.gov.au
W <http://www.hinchinbrook.qld.gov.au>

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From: DEWIS Joelene [<mailto:Joelene.Dewis@dnrme.qld.gov.au>]
Sent: Friday, 9 November 2018 1:42 PM
To: Hinchinbrook Shire Council
Subject: Request for Views: Application for Permanent Road Closure (Elvas Case: 2018/004901)

Good morning,

Please find attached the department's letter seeking Councils written views regarding application for Permanent Road Closure as per the attached Drawing CNS18/043 and Gazette notice.

Can you please also display the notice at your office for the purpose of being views by the public in terms of Section 100 of the *Land Act 1994*.

Your views and/or requirements are also requested in respect of the application.

Please forward your written views and/or requirements in relation to this application to Townsville.SLAMS@dnrme.qld.gov.au by close of business on **20 December 2018**.

If you offer an objection to the application, a full explanation stating the reasons for such an objection should be forwarded to this office.

Should you wish to discuss this application, please contact Nicole Stremouchiw on telephone number (07) 4447 9169.

Please quote reference number 2018/004901 in any future correspondence.

Kind regards



Joelene Dewis

Acting Land Administration Officer

Land Services | State Land Asset Management

Department of Natural Resources, Mines and Energy

P: 07 4447 9182

E: joelene.dewis@dnrme.qld.gov.au

A: Level 9 Verde Tower, 445 Flinders Street, Townsville QLD 4810 | PO Box 5318, Townsville QLD 4810

W: www.dnrme.qld.gov.au



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Land Act 1994

**OBJECTIONS TO PROPOSED ROAD CLOSURE
NOTICE (No 43) 2018**

Short title

1. This notice may be cited as the *Objections to Proposed Road Closure Notice (No 43) 2018*.

Application for road closure [s.100 of the Act]

2. Applications have been made for the permanent and temporary closure of the roads mentioned in the Schedule.

Objections

3.(1) An objection (in writing) to a proposed road closure mentioned in the Schedule may be lodged with the Regional Service Director, Department of Natural Resources, Mines and Energy, at the regional office for the region in which the road is situated.

(2) Latest day for lodgement of objections is **20 December 2018**.

(3) Any objections received may be viewed by other parties interested in the proposed road closure under the provisions of the *Right to Information Act 2009*. If you lodge an objection, please include in your objection letter whether you would like to be consulted if this issue becomes the subject of an access request under the *Right to Information Act 2009*.

Plans

4. Inspection of the plans of the proposed road closures may be made at-

- (a) the Department of Natural Resources, Mines and Energy Offices at Townsville and Toowoomba; and
- (b) the Local Government Offices of Hinchinbrook Shire Council, Toowoomba Regional Council and Burdekin Shire Council;

for a particular plan in that district or that local government area.

SCHEDULE

PERMANENT CLOSURE

North Region, Townsville Office

1. An area of about 944 m² being part of the road abutting Lot 11 on CWL671 (locality of Bambaroo) and shown as plan of Lot A, proposed permanent road closure on Drawing CNS18/043. (2018/004901)

South Region, Toowoomba Office

2. An area of 1007 m² being the unnamed road separating Lot 1 on RP100377 from Lot 3 on SP209433 (locality of Oakey) and shown as road proposed to be permanently closed on Drawing 18/216. (2018/003923)

TEMPORARY CLOSURE

North Region, Townsville Office

3. Areas totalling about 10.73 ha being part of McNee and Cussen Roads abutting Lot 193 on SP146827 (locality of Clare) and shown as plan of Lots A and B, proposed temporary road closures on Drawing CNS18/042. (2018/005606)

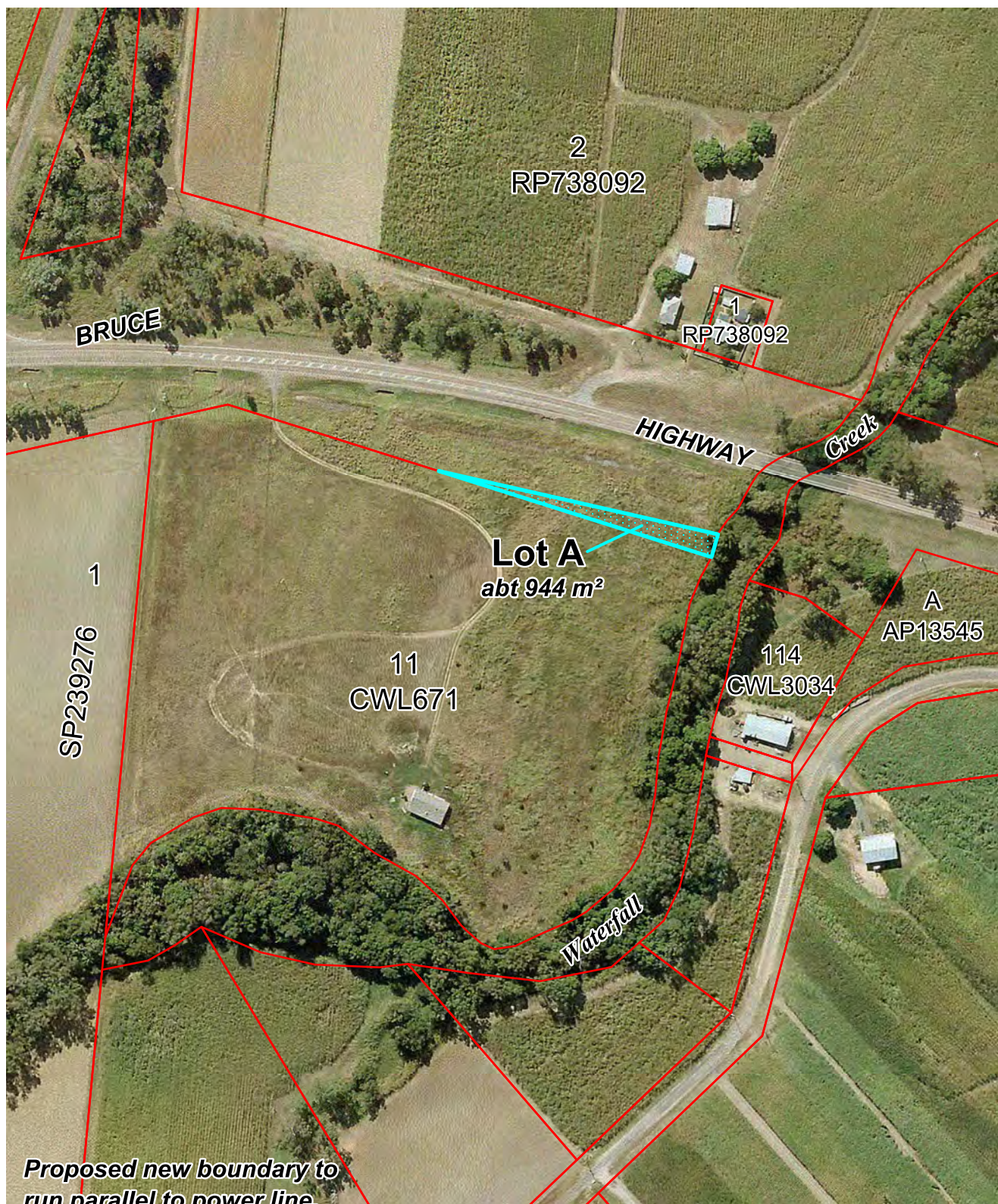
ENDNOTES

- 1. Published in the Gazette on 9 November 2018.
- 2. Not required to be laid before the Legislative Assembly.
- 3. The administering agency is the Department of Natural Resources, Mines and Energy.

Gov. Gaz., 9 November 2018, No. 55 page 271

Brisbane

© The State of Queensland 2018



*Proposed new boundary to
run parallel to power line.*

0 150 m 300 m 450 m

Plan of Lot A (Proposed permanent road closure)
Covering road abutting Lot 11 on CWL671

SCALE
1:3000



**Queensland
Government**

LOCAL AUTH OF HINCHINBROOK SC
LOCALITY OF BAMBAROO

CNS18/043

Map 8160-31233 Compiled from DCDB, sketch P18-076(a) on file & NQ 2015 10cm mosaic

Elvas Reference 2018/004901

Prepared by Ken Rogers Date 25-10-2018

Notings D/B No. 18N2381

Author Nicole Stremouchiw
File / Ref number 2018/004901
Directorate / Unit State Land Asset Management
Phone (07) 4447 9169

20 October 2018

Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Sir,

Proposed Permanent Road Closure over part of road abutting Lot 11 on CWL671

The department has received the above application. The enclosed Plan shows the subject land and the highlighted Proposed Permanent Road Closure.

Please advise if Council has any issues, including any local non-indigenous cultural heritage values that the department should consider when assessing this application in terms of Section 167 (1) of the Land Act 1994.

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 **20 December 2018**.

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.

Please find enclosed a copy of the Notice published in the Government Gazette of 09 November 2018 at page 271, relative to the above application.

You are requested to display the notice at your office for the purpose of being viewed by the public in terms of Section 100 of the *Land Act 1994*.

The applicant advises that the proposed use of the subject area, if the road closure is approved would be for the purpose of straightening the fence line and allow for grazing.

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.

Any objections received may be viewed by other parties interested in the proposed road closure in accordance with the provisions of the *Right to Information Act 2009*.

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. 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.

If you wish to discuss this matter please contact Nicole Stremouchiw on (07) 4447 9169. Please quote reference number 2018/004901 in any future correspondence.

Yours sincerely

Nicole Stremouchiw
Land Administration Officer

APPLICATION for PERMANENT ROAD CLOSURE – IRWIN ROAD adjoining LOT 1 on RP714163

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 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.	Action Nil

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This Report addresses a request for a permanent road closure of a section of Irwin Road.

For Council Decision – Recommendation

That Council offer no objection to the application for Permanent Road Closure of a section of Irwin Road abutting Lot 1 RP714163 on the condition that:

- A. Evidence is provided to Council that all existing properties fronting on to Irwin Road do not lose legal access to a road corridor where one existed prior to the application being made; and
- B. Evidence is provided to Council that consultation and consent to the proposed road closure is given by all existing properties fronting on to Irwin Road.

Officers Summary

This report is following correspondence from Spina Kyle Waldon representing the property owner of Lot 1 RP 714163, seeking a response from Council prior to making an application for Permanent Road Closure on a section of Irwin Road as per Figure 1. Figure 1 shows the subject land abutting Lot 1 RP714163.



Figure 1 – Image of Plan extracted from the application for permanent road closure.

The purpose of the road closure is understood to be for a straight fence line from one side of the property to the other.

Historical Information

Not applicable concerning acceptance of this Report.

Policy Implications

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

Council typically objects to a road closure application if one of the following applies:

- Removes legal access to any existing property.
- Removes access to natural watercourses, creeks or rivers.
- There is a high probability the road gazettal will be required for future needs, development infrastructure (road creation or road widening/realignment).

Risk Management Implications

Closure of this road is unlikely to present a risk to Council.

Statutory Environment

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

Consultation

Spina Kyle Waldon

Attachments

Nil

RF002757 – DESIGN and CONSTRUCT TOILET FACILITY in INGHAM CBD

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 5.1 Our Ingham CBD is attractive, alive and diverse	Action 5.1.4 Lannercost Street Revitalisation Project 30 December 2018

Budget, Financial and Resource Implications

This project is budgeted for as part of funding obtained by Council through the Works for Queensland (W4Q) program.

The current budget for the project is \$320,000. There is the potential that this variation will increase the current cost of the project however the works are still expected to come in within budget. On site construction time may increase as well but the project is still expected to be completed within the required timeframe.

Asset Management

The toilet facility has a minimum expected life of 30 years before requiring replacement.

Construction of this essential infrastructure will increase depreciation allocation that will necessitate yearly operational budgetary costs.

Executive Summary

Council has received funding from the Works for Queensland (W4Q) program to construct a new toilet facility in within the Ingham CBD. Since the initial location for the facility to be constructed on was selected, it has been determined that if construction was to proceed at this location there may potentially be a number of issues that could arise due to nearby trees. To avoid having to remove or damaging the trees, along with the associated delays and potential extra financial costs, it has been determined that altering the location of the facility will provide the best outcome.

For Council Decision – Recommendation

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.

Officers Summary

The original location for the toilet facility was in close vicinity to a number of large trees. It was noticed that these trees could potentially cause delays and additional costs during construction due to the high possibility of existing roots needing to be removed to allow works to continue. It was also discussed that even if the roots were to be removed for construction, that further roots could continue growing and cause major damage to the facility in the future. The only way to completely avoid this from occurring would be to completely remove the trees which again would cause delays and large additional costs for the project.

To avoid both of these scenarios occurring it has been determined that the best outcome would be to alter the position of the toilet facility. The slight increase in price for the extra footpath required to reach this new location will be significantly less than the cost to remove the trees that are currently within the worksite. The new location of the facility will be approximately 10 metres down the footpath towards Hawkins Street.

Historical Information

Council has been discussing the proposition of constructing a toilet facility in the Ingham CBD as part of the funding it has received from the Works for Queensland (W4Q) program. This project is part of Council's ongoing commitment to improve infrastructure facilities throughout the community.

An initial location in Lannercost Street was selected and a request for quotation to build this facility was released. Fabranamics Pty Ltd was selected as the successful contractor and discussions regarding the works have commenced. After reviewing the selected location it was determined that there could potentially be a number of issues with trees within the selected area. These issues could potentially range from delaying works to causing damage to the facility in the future.

Policy Implications

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

Risk Management Implications

As this project is funded through Council's 2017-2019 Works for Queensland (W4Q) program it is necessary that the project be delivered within budget. Shifting the facility could potentially increase the cost of construction of this facility.

The location of trees in the vicinity of the current location could cause major damage to the toilet facility in the future. Moving the facility away from these trees could save major repair works from being required if damage was to occur.

Statutory Environment

Purchasing arrangements are in accordance with State Procurement Policy.

Consultation

- Chief Executive Officer
 - Executive Manager Infrastructure Delivery Services
 - Water & Sewerage Manager
-

Attachments

HSC Locality Plans



Original Location of CBD Toilet Facility

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Date: 05/12/2018

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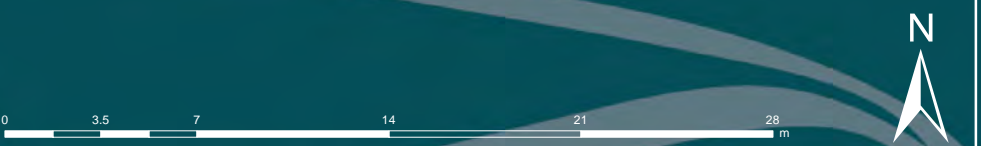
Proposed New Location of CBD Toilet Facility

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Complied By: haydn1753 Date: 05/12/2018 Path: G:\Sandpit\HaydnGrazioli\Masterfile V10.5.1.mxd

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FORREST BEACH BOAT RAMP COST ESTIMATE and ECONOMIC BENEFIT

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 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	Action 1.5.2 Carry out Quantity Surveyor Report and Business Plan for Forrest Beach marine access

Budget, Financial and Resource Implications

This project is funded under the 2018/2019 Capital Works Office of the Mayor and CEO - \$100,000 and 2018/2019 Marine Access Dungeness and Forrest Beach \$100,000.

Flanagan Consulting Group have been engaged to Carry out Quantity Surveyor Report and Business Plan for Forrest Beach marine access \$34,900 (excl. GST).

Dungeness Dredging Project – Specialist Consultants Water Technology engaged to complete Hydrodynamic Modelling \$70,415 (excl. GST).

Asset Management

This project is aimed at improving marine access at the Forrest Beach boat ramp.

Executive Summary

This Report provides Council the Technical Memorandum and progress to date information provided by Flanagan Consulting Group for the proposed Forrest Beach Jetty and Rock wall project.

For Council Decision – Recommendation

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 feedback; and
- C. Instruct Flanagan Consulting Group to proceed with completing the full report on the current Jetty and Rock Breakwater design.

Officers Summary

Two previous options analysis have been carried out - Department of Transport and Main Roads in November 2013 and by Council - GHD in August 2010. These reports indicated cheaper capital options available similar to those mentioned in the Flanagan Consulting Group Technical Memorandum, however they also raised significant concern around the amount of dredging required to maintain these solutions long term.

In order to accurately evaluate the alternative options would require modelling of the effects and at this stage the Jetty and break wall concept provided by the Forrest Beach Recreational Boating and Tourism Committee (FBRB&TC) is the only design to date which has been modelled.

Flanagan Consulting Group verbally indicated that to complete the options analysis/feasibility study referred to at page 14/26 would cost in the order of \$100,000. This would need to be repriced in the market and a budget allocated.

Historical Information

Flanagan Consulting Group (FCG) together with Water Technology have been engaged by Council to provide engineering advice and a P50 accuracy cost estimate for a proposed Forrest Beach Boat Ramp upgrade inclusive of new jetty and breakwater structures, endorsed by the (FBRB&TC) located at She Oak Street, Forrest Beach.

Hold point has been reached and FCG are seeking a direction from Council to:

1. Proceed and finalise their report on the existing infrastructure design; and
 2. Investigate alternative options.
-

Policy Implications

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

Risk Management Implications

The attached Technical Memorandum from Flanagan Consulting group has produced due to the concern that based on the capital cost estimate Council may not wish to complete the remainder of the Consultant engagement due to the inability to afford the project in its current form. FCG proposes the options for Council to consider before progressing.

Statutory Environment

Purchasing arrangements are in accordance with State Procurement Policy.

Consultation

- Chief Executive Officer
 - Councillors
-

Attachments

Technical Memorandum – Forrest Beach Boat Ramp P50 Estimate

23rd November 2018

Hinchinbrook Shire Council
25 Lannercost Street Ingham 4850 QLD
PO Box 366 Ingham QLD 4850

Attention: James Stewart

TECHNICAL MEMORANDUM
FORREST BEACH BOAT RAMP P50 ESTIMATE

Introduction

Flanagan Consulting Group together with Water Technology have been engaged by Hinchinbrook Shire Council (HSC) to provide engineering advice and a P50 accuracy cost estimate for a proposed Forrest Beach Boat Ramp (FBBR) upgrade inclusive of new jetty and breakwater structures, endorsed by the Forrest Beach Recreational Boating and Tourism Committee (FBRB&TC) located at She Oak Street, Forrest Beach.

This report provides a summary of the coastal, civil and structural engineering challenges and opportunities associated with HSC's proposed jetty and breakwater design, together with high level cost estimate to inform decision making moving forward.

Design drawings were provided by HSC to FCG and are attached at **Attachment A**.

Following a high-level coastal, civil and structural engineering review, suggested amendments were made to the design as shown in the red pen mark-ups found in **Attachment B**, to overcome immediate concerns relating to coastal impacts and boat ramp access.

Following a meeting held at HSC's offices on 22nd October 2018, involving FCG's project team, HSC and the FBRB&TC, the following broad project objectives were identified:

1. Provide a boat ramp facility that improves amenity, useability and encourages fishing, boating and tourism at Forrest Beach
2. Ensure the ability for launching and retrieval of boats at low tide
3. Ensure safer boat launching and retrieval in high winds and swells
4. Provide a recreational function beyond just boat launching (ie. land-based fishing)
5. Allow access for commercial charter boats
6. Encourage commercial and economic growth in Forrest Beach

Meta Ocean Data

Water levels

The tidal planes for Lucinda are presented in the below table.

TABLE 1: TIDE TABLES FOR LUCINDA, 2018 (MSQ)

Tide	mLAT	mAHD
Highest Astronomical Tide (HAT)	3.96	2.12
Australian Height Datum (AHD)	1.844	0
Lowest Astronomical Tide (LAT)	0	-1.84

Storm tide levels for Forrest Beach are analysed in the Hinchinbrook Storm Surge Study (Connell Wagner, 2004) and are presented in **Table 1**. The presented storm tide levels are offshore levels and therefore do not include wave setup and runup on the beach. They are also exclusive of any considerations of climate change.

Climate change is expected to have the following impacts on the coast:

- 0.8m sea level rise by 2100
- 10% increase in cyclone intensity

The increase in cyclone intensity will increase future storm tide levels and wave heights, however, this effect would need to be modelled and is outside of the scope of this study. The increase in sea level rise can be accounted for by adding it to the storm tide level as presented in

Table 2.

TABLE 2: STORM TIDE LEVELS AT FORREST BEACH, 100YR ARI (1%AEP)

	1% AEP including 0.8m sea level rise by 2100 (mAHD)
Storm tide level excluding wave setup and runup	3.43

Wind

Winds are predominately from the south and south-east direction based on wind data from Lucinda Weather Station. The Shoreline Erosion Management Plan (WBM 2009) presents a wind rose based on records from 1996 to 2007 **Figure 1**.

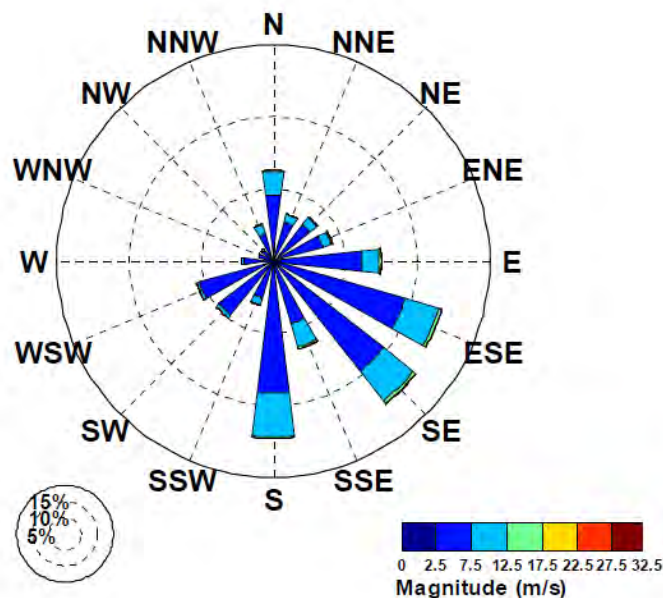


FIGURE 1: LUCINDA WIND ROSE (WBM, 2009)

Waves

Forrest Beach is sheltered from open ocean swell by Palm Islands and the Great Barrier Reef. The predominant waves are locally generated wind waves from the south east. A wave rose is presented in **Figure 2**.

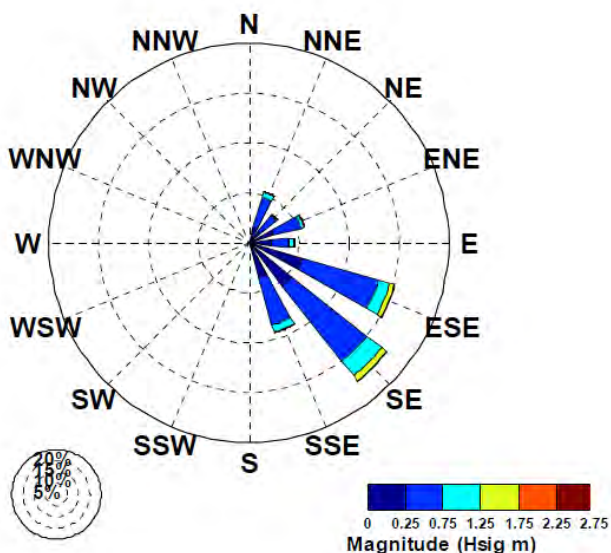


FIGURE 2: FORREST BEACH WAVE CLIMATE (WBM, 2009)

The 100-year ARI (1%AEP) significant wave height for Forrest Beach is 3.35m (WBM 2009). Other return periods can be estimated from the below **Figure 3**.

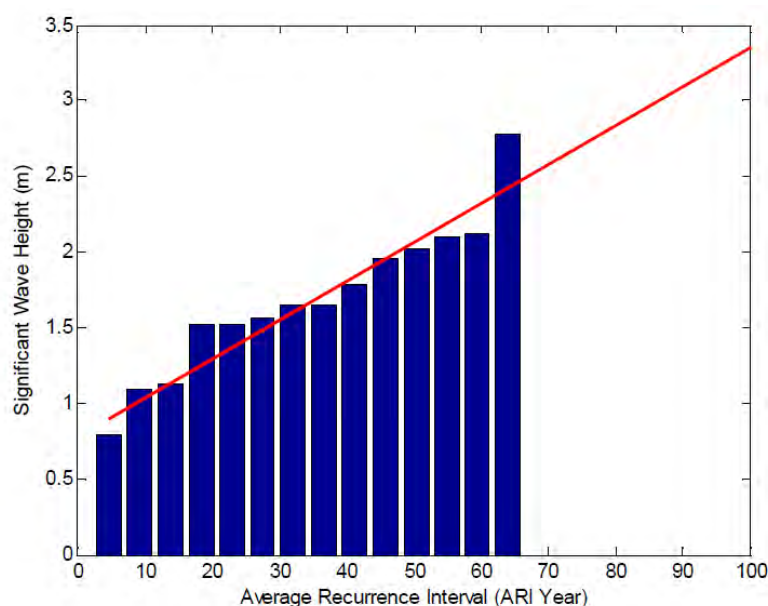


FIGURE 3: FORREST BEACH STORM WAVE HEIGHTS (WBM, 2009)

Sand transport

Sand transport along the Forrest Beach foreshore is in a northerly direction due to the governing south easterly winds and waves. The Shoreline Erosion Management Plan (WBM 2009) estimates the yearly net northerly sand transport to 25,000m³, with a gross amount of 45,000 m³ per year. This means that in times of north to north easterly wind and wave conditions a considerable amount of sand is also transported in a southerly direction (20,000 m³).

HSC has sourced a sediment transport study based on the proposed jetty and breakwater design. Sediment will accumulate in between the beach and the breakwater which will require regular maintenance. More detail on accumulation rates can be found in the Sand Transport Study (Hydrobiology 2017).

Importantly, sediment accumulation is likely to occur against the proposed breakwater structure, due to a shadowing effect. It is expected that regardless of whether this breakwater is located offshore or extends from the mainland as a 'groyne', ongoing maintenance and management is likely.

Jetty

Coastal Engineering Advice

AS4997-2005 recommends the deck levels of jetties to be as low as possible to keep with their function to provide access to the water. However, the minimum deck height is recommended to exceed the 100yr water level and waves as presented in **Table 3**.

TABLE 3: RECOMMENDED JETTY DECK ELEVATION FOR FORREST BEACH

		100yr storm tide level excl wave setup and runup (mAHD)	100yr H_{sig} (m)	Recommended jetty deck elevation (mAHD)
Breakwater	causing reduced wave heights, inclusive of 0.8m sea level rise	3.43	1.85	4.36

With the breakwater in place wave heights will be reduced which will lower the required deck heights. The Sand Transport Study (Hydrobiology 2017) estimates up to 60% reduction in wave height at the new boat ramp. The new boat ramp is located at the landward side of the breakwater and is therefore in the most protected location. Wave heights at the jetty structure are estimated to be reduced by 55% based on the governing wave direction from SE and the data provided in the Sand Transport Study. It must be noted that the Sand Transport Study only modelled one year (mid 2014 to mid 2015) which is very likely to not include any major storm events. Wave reductions can therefore vary in bigger storm events and detailed modelling is recommended for later design stages. The reduced wave height due to the sheltering from the breakwater is presented in the last row of **Table 3** with a resulting recommended deck elevation of 4.36 mAHD.

It should be noted that the presented wave heights do not include wave setup and runup and do not include an increased wave height from increased storm intensities due to climate change. Similarly, the presented storm tide levels do not include an increase due to increased storm intensities from climate change.

It may not be feasible to build a structure to be completely outside of the 100yr storm tide and wave impact. Although not allowed for in this report, the jetty can be designed to allow for periodic inundation during storm events. If HSC decide to proceed with this jetty and breakwater approach, it is recommended then that in detailed design the Jetty will need to allow for the lateral and uplift forces from the elevated water levels and waves during severe storms and cyclones, which will likely increase costs beyond those accounted for in the P50 estimate presented with this document.

Structural Engineering Advice

The jetty has been conceptually positioned with at a deck height of 4.95 mAHD to allow for an estimated deck thickness of 590 mm and therefore an approximate soffit level at the recommended soffit level of 4.36 mAHD. This allows for reduced uplift forces on structural members, to influence the extent of foundation structure. Therefore, uplift from wave action has not been applied for the structural capacity of members at this stage and allowance for these forces may be required if design is progressed.

Wave uplift forces have significant impact on the design of foundations for support of the jetty structure. In lieu of adequate geotechnical information the pile depths of 15 m have been found based on an assumed dense to very dense sand media to depth 12 m and stiff material beyond 12 m depth. It has been further assumed that significant rock is not present near the deep foundations. A socket or anchor detailed design is required should a geotechnical investigation find refusal on rock within the 15 m depth from seabed. Regardless of the preferred boat ramp upgrade solution, geotechnical investigation is necessary to confirm ground conditions and inform design.

The structure has been conceptually designed for a 25-year design life (AS4997 2005, TBL 6.1 CAT 2). Additionally, consideration for Department for Transport and Main Roads (TMR) specifications have also influenced the design. The bridge deck units have been designed as standard 13 m length pre-stressed reinforced concrete deck units. With cast insitu headstock over 759 nominal diameter steel CHS piles. For the purpose of cost planning the piers have been spaced at 13 m centres in line with the length of standard TMR deck units.

Due to the coastal nature and potential corrosion of structural members and components particularly within tidal and splash zones, all concrete used is to be S50 high durability concrete. The 50 MPa concrete aids to improve the structures resistance to corrosion. All exposed or penetrating steel components in concrete should also be stainless steel. Whilst this potentially raises the capital expense initially, stainless steel components have been found to be more durable and therefore require less maintenance than structural steel or marine grade aluminium.

Civil Engineering advice

The proposed jetty structure has been extended to approximately 250 m long (HSC concept design suggested 150 m long) to ensure the boat ramp can be constructed to 0.5 m below Lowest Astronomical Tide (LAT) resulting in a toe level of -2.344 mAHD (-0.5 mLAT), allowing for access in all tide conditions. Further detail on the boat ramp design requirement is provided in the following sections of this technical memorandum.

Carriageway width of the jetty has been taken widened to 6m (HSC concept design suggested 5m width) to allow adequate space for two-way traffic. The carriageway width has also been checked against swept path representative of a vehicle and trailer using Austroads 2013 vehicle templates. Whilst TMR 's bridge design manual nominates 8.6m minimum carriageway width, the TMR minimum dimension has been considered cost prohibitive for this project.

A pedestrian gangway has also been added for pedestrian access to the breakwater. This path may also allow for fishing and recreational use of the jetty and breakwater.

Lighting is also assumed as necessary on the jetty structure and breakwater. Lighting will provide safe pedestrian access and visibility for drivers when using the boat ramp facility overnight. Solar lighting has been considered for ease of construction and reduced maintenance cost. Further analysis to determine lighting layouts, illumination and acceptance of lighting in a marine environment is necessary.

Breakwater & Boat Ramp

Coastal Engineering Advice

Tidal levels range from -1.84 to +2.12mAHD. As a result, the majority of the proposed breakwater will be exposed during low water levels. Waves around the breakwater are therefore mostly depth limited during normal tidal ranges (0.26m water depth during LAT, 4.22m during HAT). However, during a 100yr storm event the water depth around the breakwater is 5.5m and the breakwater should be designed to the 100yr significant wave height of 3.35m.

Based on the HSC proposed crest level of 3.00 mAHD and the expected storm tide level of 2.63 mAHD (excluding climate change) and 3.35m wave height, huge amounts of overtopping may occur. Should overtopping occur the breakwater will not be safe for vehicle or pedestrian access and great damage to the road surface and possibly the crest itself would be expected.

The breakwater has been raised from the HSC proposed level to 4.475 mAHD to more closely align with the recommended breakwater level. Further consideration should be made to raising this level to ensure the useable space for vehicles and pedestrians is above the expected storm tide level and wave height.

Using Van der Meer formulae (Van der Meer, 1988), the rock sizing for the armour layer D_{n50a} needs to be 1.45m with a weight W_{50a} of 8 tons. An underlayer is required below the armour layer with a rock size D_{n50u} of 0.6m and weight W_{50u} of 650kg. The armour layer should be two layers thick as well as the underlayer. The slope can be steepened to 1:1.5.

The toe of the breakwater will be susceptible to scour and therefore allowance will have to be made in the toe design. This means that additional rocks will be placed on the toe that will fall into the developing scour hole without destabilising the remainder of the breakwater.

The crest width of the breakwater should be three to four rock sizes wide from a coastal engineering perspective. However, due to vehicle access being required on the crest, considerations need to be given to turning circles of cars with trailers in order to determine the final crest width for the breakwater. The crest design has to allow for 2-3 armour rock unit to either side of the road surface.

The breakwater is expected to settle after its initial construction. This needs to be considered in later detailed design stages to detail the interface between the jetty and the breakwater; and also in designing the road surface on the breakwater.

Floating walkway structures are typically included next to boatramps to allow people to tie up their boat while they return their car and trailer to the car park. Although this has not been included in the costing at this stage, it should be considered by HSC and is strongly recommended if the project progresses to detailed design stage.

Civil Engineering advice

The breakwater needs to be accessible to people and vehicles. As such the breakwater must have sufficient hardstand area for a representative vehicle and trailer to drive in on and off the breakwater. Sufficient room is also required for a representative vehicle and trailer to manoeuvre around the breakwater and access the boat ramp. A swept path analysis has found the hardstand area of the breakwater requires approximately 25 m width for manoeuvrability. This area does not allow permanent parking but will allow temporary standing for rigging and queueing for the boat ramp.

The boat ramp may require re-positioning in detailed design phase of the project. For costing purposes, the boat ramp has been kept in HSC's proposed position relative to the breakwater and

jetty, however a rotation more perpendicular to the breakwater and translation of the boat ramp away from the jetty may allow for improved vehicle access. The boatramp itself is considered able to be constructed to TMR specification using cast insitu anchor slab and pre-cast concrete plank design. Core rock material can be provided under the boat ramp with grouted rock batters.

TMR specification calls for boatramps to be constructed with toe at -0.5 mLAT (TMR 2015, tbl 7.3) for all tide access. Important to the function of the boatramp is also the grade of the ramp, which is recommended as between 1:8 and 1:10. This is a balance, whereby too steep may reduce traction and recovery of vehicles, whilst too shallow may extend the depth and length of trailer submersion (TMR 2017, tbl 7).

The hardstand pavement on top of the breakwater must withstand continual wetting and strong wind conditions. It is also expected that over time the breakwater will settle, causing deflection and potentially isolated failures within the pavement. For this purpose, a cement modified base (CMB) granular pavement is recommended with a bitumen spray seal. Granular pavements are readily maintainable with local knowledge and materials, some alternatives such as foamed bitumen stabilised material is not readily available in the area. A concrete pavement has also been considered but not suggested as it may not adequately resist the expected differential settlement and be subject to continued cracking and movement. A perimeter concrete nib wall has been allowed for which will reduce moisture ingress on the side of the pavement. The nib wall will also provide a box to contain the pavement material and resist lateral ground forces from vehicle or other surcharges.

P50 Capital Cost Estimate

A P50 certainty cost estimate is provided to estimate the design and construction of this proposed jetty, breakwater and boatramp. The cost plan includes estimate of the actual construction costs such as materials, plant, and equipment, as well as overhead costs such as contractor margins and principal staff costs, etc.

The cost to design and construct the complete jetty and breakwater is estimated in the order of **\$26M**, inclusive of \$3M worth of contingency.

This estimate is broken down in **Table 4** and presented in full in **Attachment C**.

TABLE 4: CONCEPT ESTIMATE SUMMARY

Item	Amount (\$)
Construction Cost:	
Contractors loading facility	1,100,000
Jetty	4,333,100
New breakwater	7,118,000
Boat ramp	485,000
Contractors on and offsite overheads and margin	5,540,00
Allowance for realistic risk (settlements, weather)	2,000,000
Sub-Total	20, 576,000
Non-Construction Cost:	
Design fee, inclusive of modelling etc	900,000
Client cost allowance, authority approvals etc.	1,520,000
Sub-Total	3,000,000
Contingency:	3,000,000
TOTAL CONCEPT COST ESTIMATE (Excl GST)	25,996,000

Qualifications and Assumptions

The following dot point list of qualifications, assumptions and existing non-compliances apply to the engineering advice, cost plan and drawing mark-ups that have been provided in this technical memo.

These qualifications remain due to either one of the following reasons:

1. A lack of information available (ie. Geotechnical conditions);
 2. Design changes required that would substantially alter HSC's design intent;
 3. Increase to structure that in our opinion would become cost-prohibitive; or
 4. The need for further investigation, design and approvals
- Allowance has been made for a 50mm AC14 A5S asphalt surfacing on bridge deck;
 - Piers to have prime and epoxy coating, AkzoNobel Interzone 954 or similar;

- Epoxy coating on piers to extend 3000mm into sea bed;
- Piers to be HDP wrapped to sea bed, DENSO Seashield or similar;
- Jetty guardrail and handrail to have epoxy coating, Intercure 4500 or similar;
- Uplift forces on jetty from wave action has not been applied for the structural capacity of members. Allowance for these forces may be necessary if design progresses which could substantially influence cost;
- The structure has been conceptually designed for a 25-year design life (AS4997 2005, TBL 6.1 CAT 2);
- A geotechnical investigation has not been completed to date. An investigation is required to inform footing and foundation design;
- No allowance for socket or anchor of piers if rock is encountered;
- Assumed dense to very dense sand down to 12m for pier design;
- Assumed stiff material beyond 12m depth below seabed, for pier design;
- Penetrations, protrusions and exposed steel components (such as lifting lugs) in pre-cast members to be SS316;
- An approximation of the 1/200 year design event has been taken as consisting of the joint occurrence of 1/100 year storm tide level and 1/100 wave characteristics. A more rigorous analysis is required for detailed design;
- An assumed reduced wave height beneath jetty structure has been accounted for due to shielding by breakwater;
- Width of jetty carriageway is taken as 6 m to allow for adequate passing of vehicles. (TMR bridge design manual requires 8.6m minimum carriageway width, however this has been considered excessive and cost prohibitive for this particular application)
- No allowance for parking on the breakwater beyond short term rigging spaces;
- Breakwater width allows for the swept path of a passenger vehicle and trailer to manoeuvre;
- Position of boat ramp in relation to the jetty has not been altered from the HSC proposed design. The boat ramp may require relocating in relation to jetty, to allow improved vehicle manoeuvring;
- No allowance has been made for treatment or investigation of Potential or actual Acid Sulphate Soils (ASS/PASS)
- No allowance made for dredging beneath rock footings at the breakwater

Staging

Should the proposed concept design progress, a staged construction may be considered to allow funding over multiple financial years and reduce the upfront capital cost. A staged approach could occur as follows:

1. Design and documentation of jetty and breakwater
2. Construct breakwater
3. Construct Jetty and boatramp

The first stage in advancing the project may be to develop the detailed design to 'For Tender' stage for both the jetty and breakwater which can ensure continuity in the design of both the jetty and breakwater.

The second stage of constructing the breakwater is expected to provide some wave attenuation to the existing Forrest Beach Boat Ramp. Then the existing boat ramp could be utilised with increased functionality and access at higher wind speeds. No hardstand, guardrail, lighting or recreational facility should be constructed on the breakwater at this stage.

The final stage proposed would be to construct the jetty between the mainland and the breakwater, creating a bridge and access to the breakwater. At this stage the breakwater becomes publicly accessible and should then have lighting, guardrail and hardstand constructed. The Boatramp on the breakwater may also be constructed at this stage.

Summary

Following a high-level coastal, civil and structural engineering review, suggested amendments were made to the design as shown in the red pen mark-ups found in **Attachment B**, to overcome immediate concerns relating to coastal impacts and boat ramp access.

Prior to HSC undertaking this jetty and breakwater concept design, several options had been previously considered to improve the amenity and useability of the Forrest Beach boat ramp. Studies by both TMR and GHD reveal options that provide shelter to the existing Forrest Beach boat ramp which impact on the longshore sand transport, requiring ongoing management and maintenance. It is understood the HSC proposed jetty and breakwater concept design was initially proposed to respond to the FBRB&TC request to further explore a breakwater and new boatramp solution in the hope to limit sand accumulation behind a new structure from the foreshore.

It is noted the jetty and breakwater structure may not entirely reduce the need for ongoing maintenance associated with sand transport and replacement. Importantly, sediment accumulation is likely to occur against the proposed breakwater structure, due to a shadowing effect. It is expected that regardless of whether this breakwater is located offshore or extends from the mainland as a 'groyne', ongoing maintenance and management is likely.

Cost Estimate

The cost to design and construct this proposed jetty and breakwater is estimated in the order of **\$26M**, inclusive of \$3M worth of contingency.

This high-level investigation reveals the HSC proposed jetty structure and breakwater boat ramp design incurs significant costs in order to achieve the objective of boat launch and retrieval in all tide events. This is partly due to the 250m long jetty, and partly due to the extensive rock protection and structure required for a standalone breakwater in this region. High costs are also attributed to the proposed breakwater construction due to temporary structures and barge transport assumed necessary for construction of the *off-shore* breakwater.

Pending approval from the Great Barrier Reef Marine Park Authority (GBRMPA) and other authorities such as TMR, this proposed jetty and breakwater solution is possible, but is not considered the most cost-effective or practical approach to achieve the project objectives set out on the first page of this document.

If Council is adamant to proceed to the next phase of analysis for this proposed breakwater and jetty solution, it is suggested the project objectives be reconsidered to relax the need for "all tidal" access which could significantly reduce the length of the jetty structure, and in turn reduce the breakwater overall depth

Possible Alternatives



Alternatively, other options should also be considered. Various other options that have not been previously considered might be more feasible to provide safer access to the Forrest Beach boat ramp. A potential alternative is to provide a breakwater structure attached to the mainland, such as a 'groyne'. This would allow for construction of the breakwater from the bank and is likely to significantly reduce the construction costs of a standalone breakwater.

All tide access may also be achieved with a boat ramp extension and any of the proposed alternatives mentioned below in **Table 5**. This may allow the breakwater to be designed in shallower water and additionally without the height requirements demanded of the jetty structure. A significant cost

reduction in the breakwater design and by removal of the jetty appears possible, should a 'groyne' alternative be considered.

A number of alternate options are presented below in **Table 5**, which are considered more appropriate in this instance should Council not wish to progress with the jetty and breakwater solution.

TABLE 5: ALTERNATIVE OPTIONS FOR SAFE BOATRAMP ACCESS AT FORREST BEACH

	Description (and example)	Pros	Cons
1	<p>L shaped groyne on one side of the boatramp</p> 	<ul style="list-style-type: none"> - More cost efficient compared to jetty and breakwater structure - Boatramp protected from most wave directions 	<ul style="list-style-type: none"> - Regular maintenance required to move sand to the other side of the boatramp to limit downdrift erosion. - The net sand transport is north, but there is still a considerable amount of sand transported southwards. Sand would be trapped inside of the breakwater during those conditions and the boatramp would be not usable until the sand is cleared. - Marine Parks approvals need to be managed
2	<p>Groynes on both sides of the boatramp</p> 	<ul style="list-style-type: none"> - More cost efficient compared to jetty and breakwater structure - Boatramp protected from offshore waves and not impacted by sand accumulation in front of the boatramp 	<ul style="list-style-type: none"> - Regular sand maintenance required - Marine Parks approvals need to be managed
3	<p>Offshore breakwater only</p> 	<ul style="list-style-type: none"> - No vehicle access to the breakwater required (cost saving) - No jetty structure required (cost saving) - Boatramp protected from offshore waves 	<ul style="list-style-type: none"> - Breakwater has to be reasonable close to shore in order to provide the required shelter from SE winds and waves, however, this will limit the access channel for boats - Regular sand maintenance required

Possible Next Steps

Two options appear to exist moving forward:

1. Proceed with current scope and further develop a concept design for this proposed jetty and breakwater structure based on current assumptions and qualifications; or
2. Expand on the previous reporting prepared to date and undertake a feasibility assessment on two to three preferred options to determine the most appropriate, suitable, feasible, economically viable and safe boat launching and retrieval solution for Forrest beach. A feasibility study should consider including as a minimum:
 - a. Defined project objectives
 - b. Engagement with relevant authorities
 - c. Undertake preliminary geotechnical investigatory works
 - d. Undertake preliminary environmental investigation
 - e. Undertake desktop planning investigation to assess code compliance
 - f. Prepare cost planning and economic study

References:

BMT WBM 2009, *Hinchinbrook Shoreline Erosion Management Plan*, BMT WBM, Brisbane, QLD

Forrest Beach Sediment Transport Study, Hydrobiology 2017

the Hinchinbrook Storm Surge Study (Connell Wagner, 2004)

Report for Forrest Beach Boat Ramp Options Report, GHD 2010

GHD 2017, *Queensland Recreational Boating Facilities Demand Forecasting Study*, Brisbane, QLD

Department of Transport and Main Roads (TMR) 2013, *Forrest Beach and Cassady Creek Boat Ramp Options*, Queensland Government, Brisbane, QLD

Maritime Safety Queensland (MSQ) 2018, *2018 Semidiurnal and diurnal tidal planes*, Queensland Government, Brisbane, QLD. <https://www.msq.qld.gov.au/Tides/Tidal-planes> Viewed on 20th November 2018

Department of Transport and Main Roads (TMR) 2015, *Manual Design Criteria for Boat Ramps*, Queensland Government, Brisbane, QLD

Yours faithfully

FLANAGAN CONSULTING GROUP



(AUTHOR)

GLENDON MCCONNELL

Civil Engineer



(REVIEWER)

JARROD BROWN

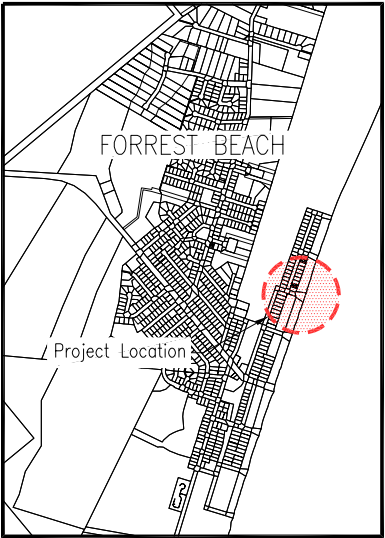
Principal Civil Engineer (RPEQ 19349)

Attachment A: HSC Concept Design Drawings

Attachment B: FCG Marked Up Concept Design Drawings

Attachment C: P50 Cost Estimate

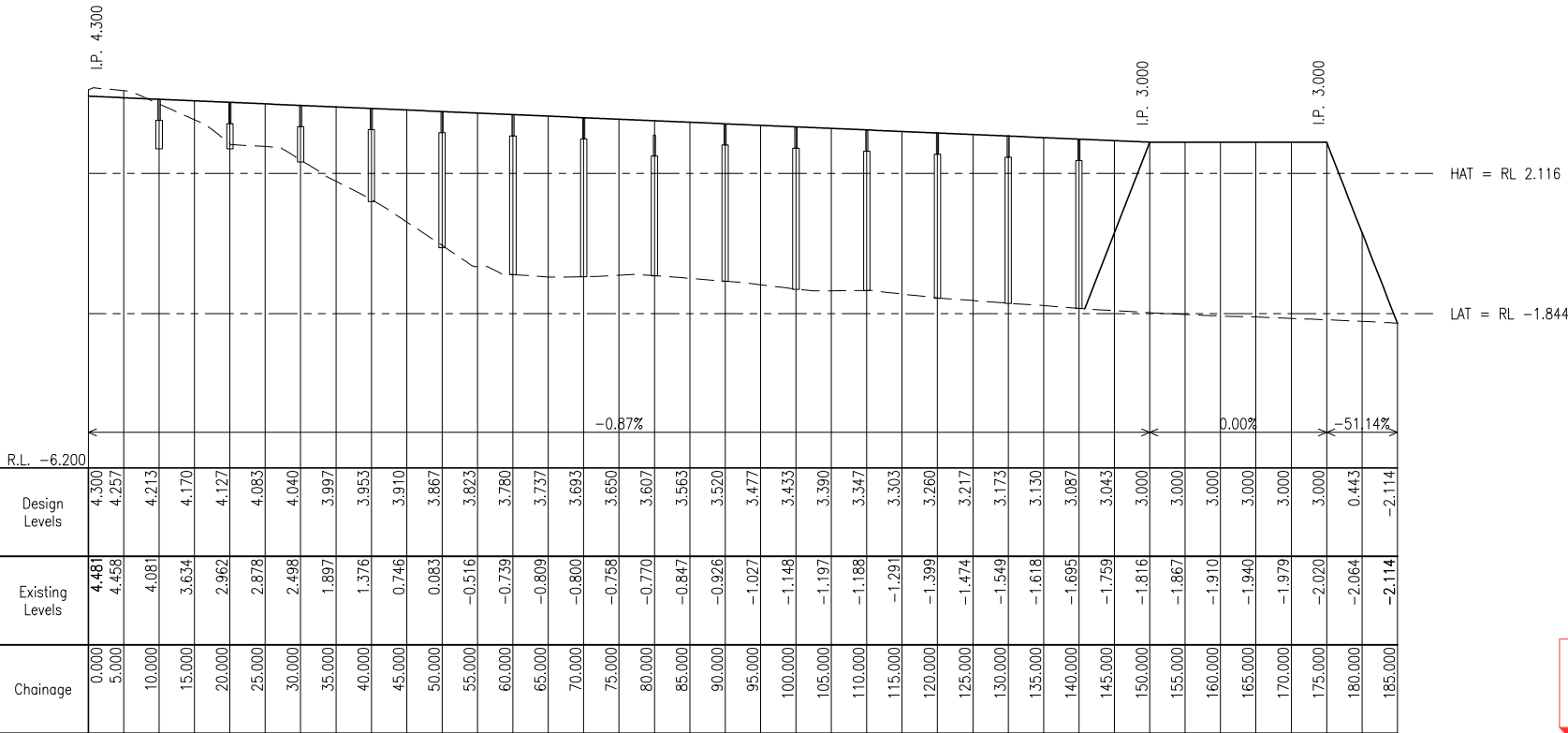
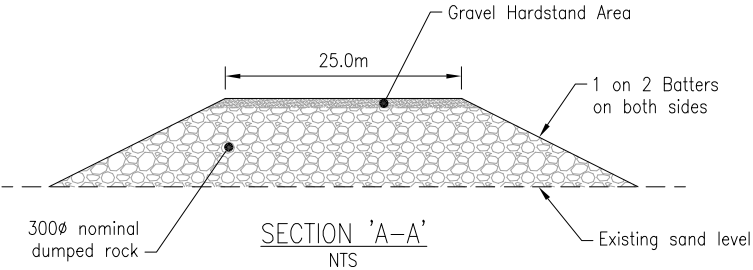
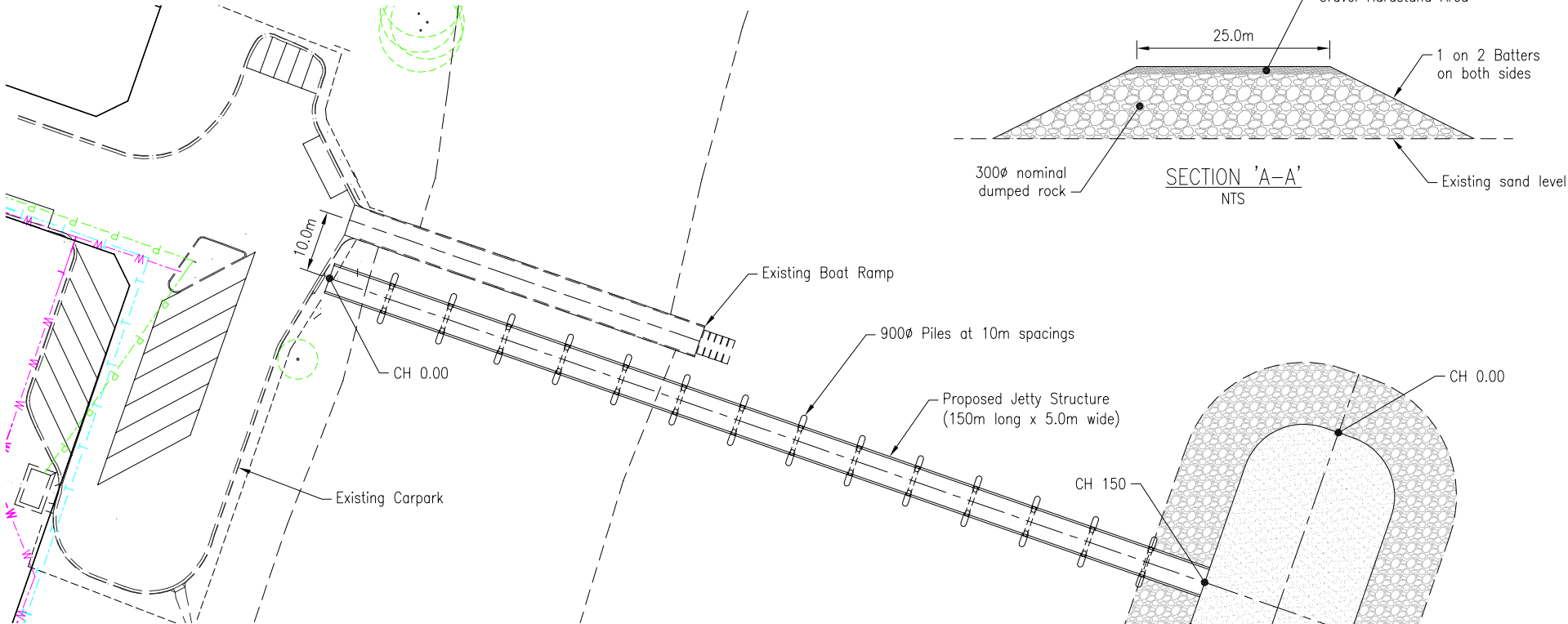
- NOTES:
1. This plan is to be read in conjunction with the cross sections provided.
 2. All information on these plans is indicative only and is to be confirmed during the detailed design stage.
 3. All dimensions are in millimetres unless noted otherwise.



LOCALITY PLAN
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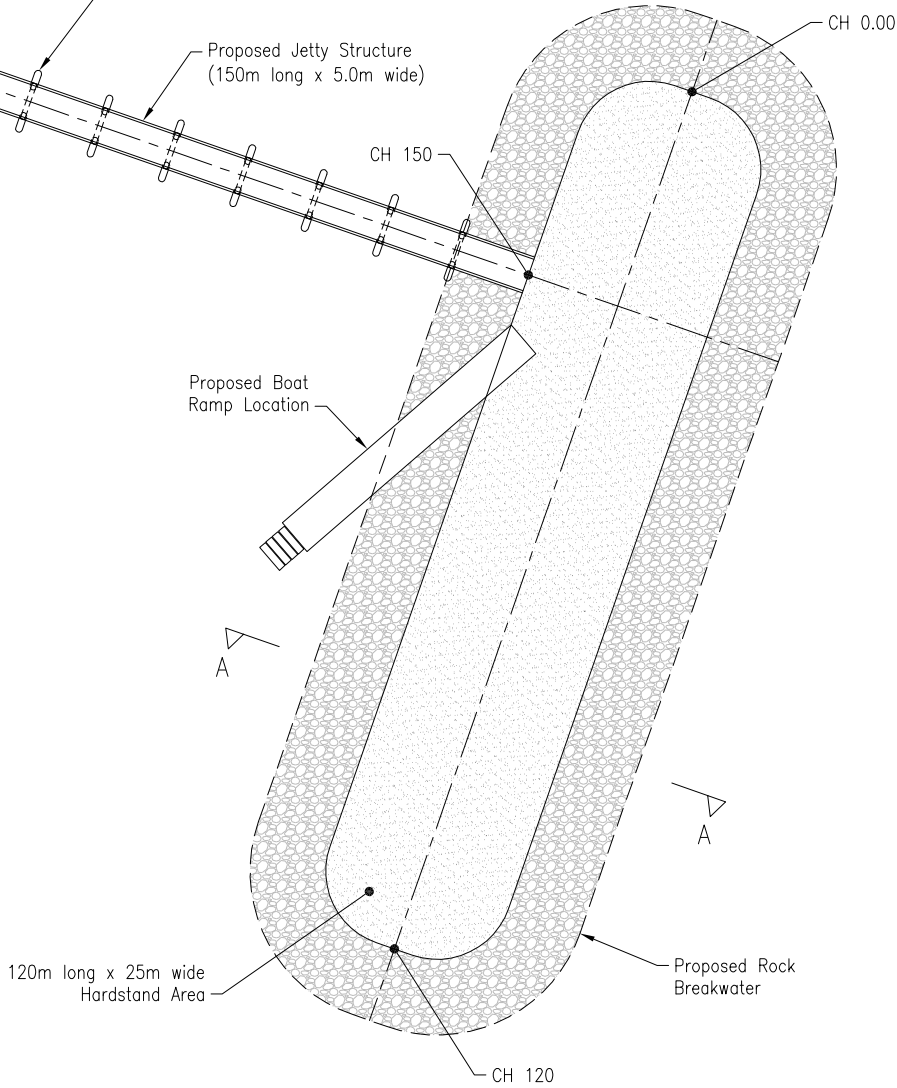
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- Existing Water
- Existing Power




JETTY LONGSECTION
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PROPOSAL

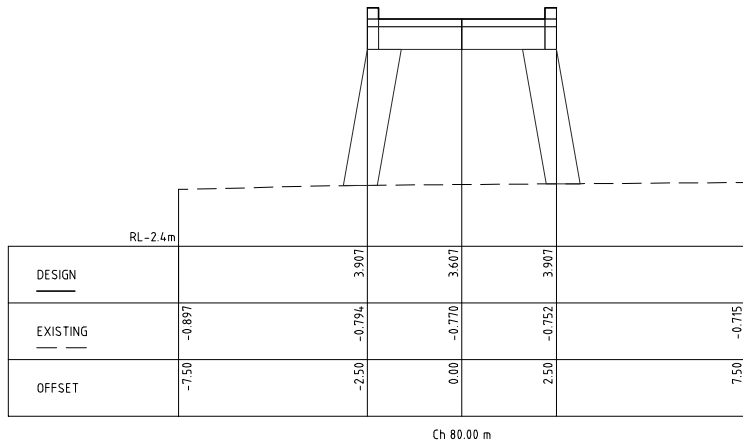
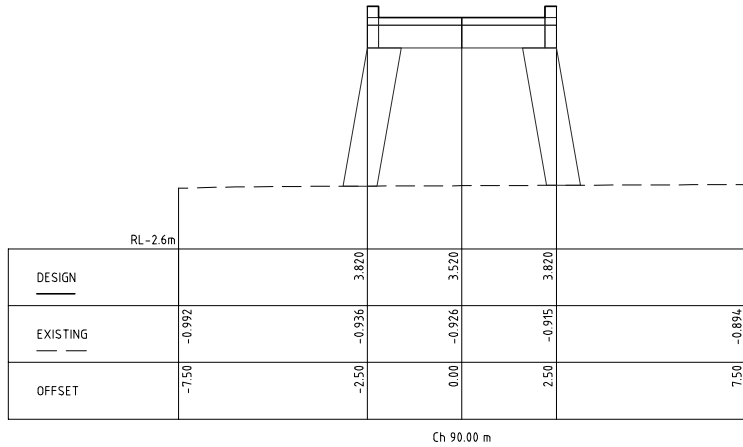
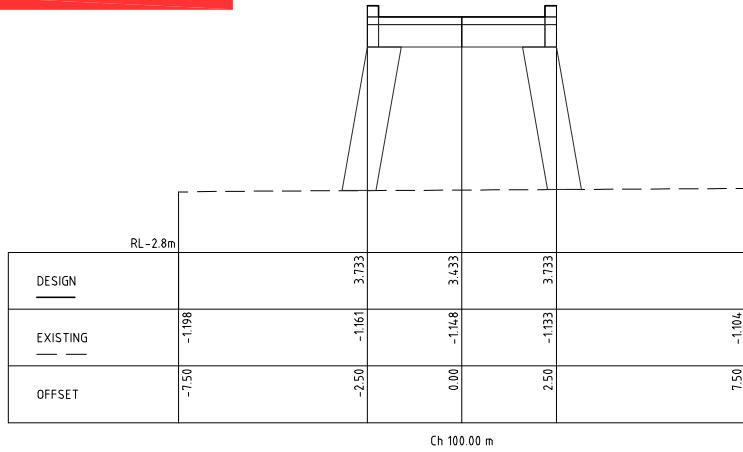
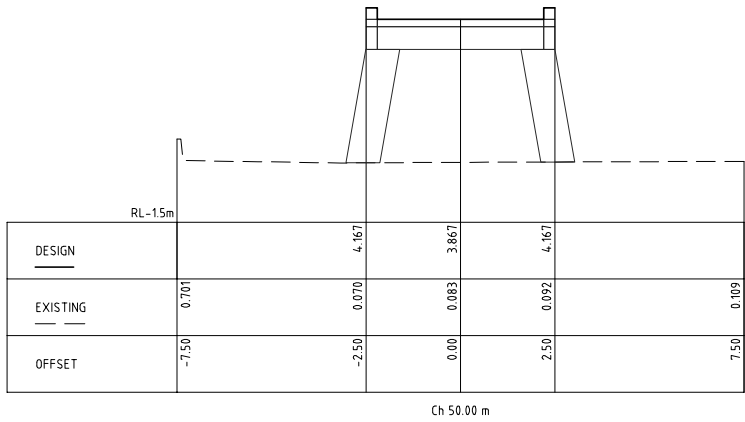
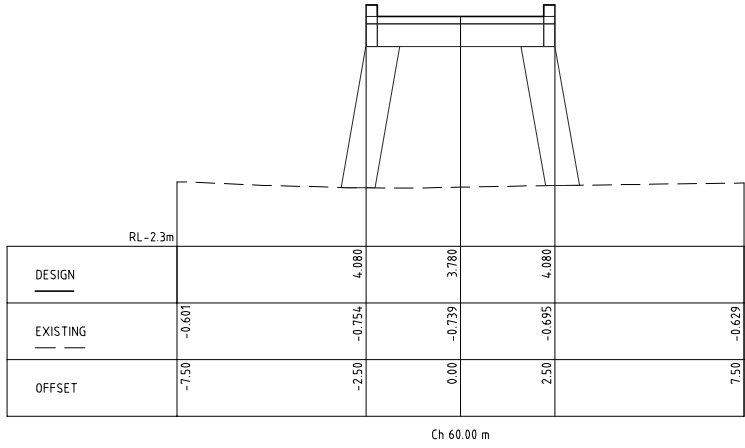
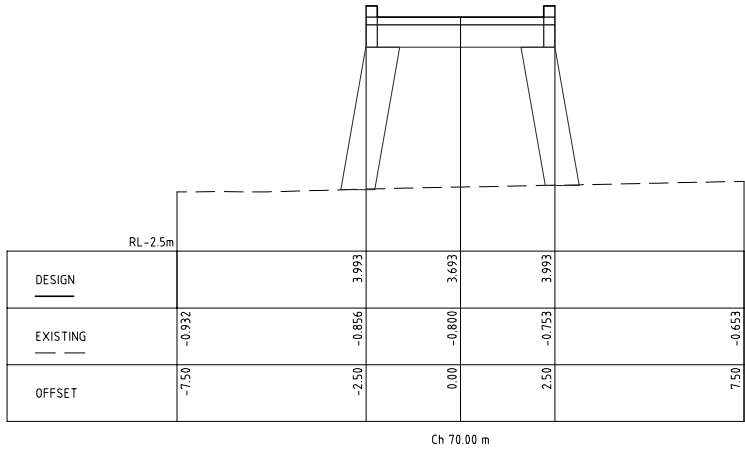
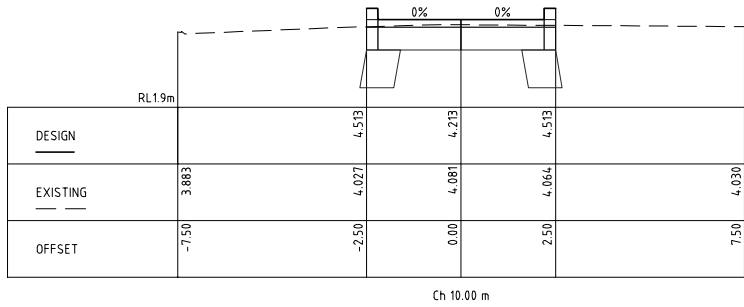
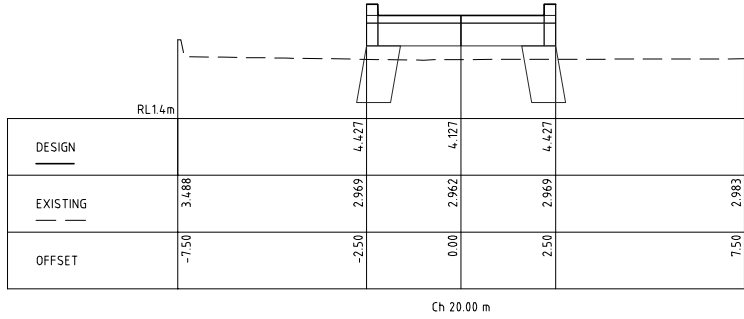
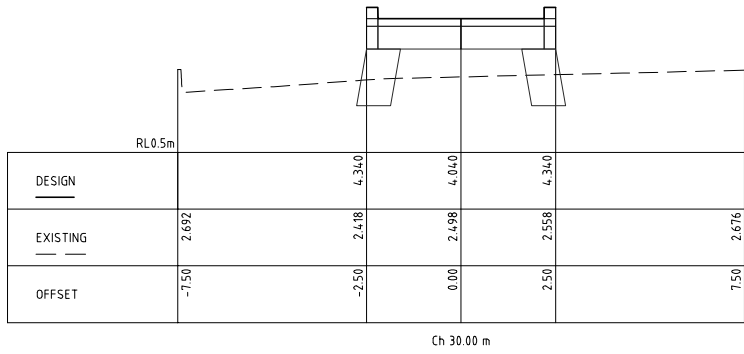
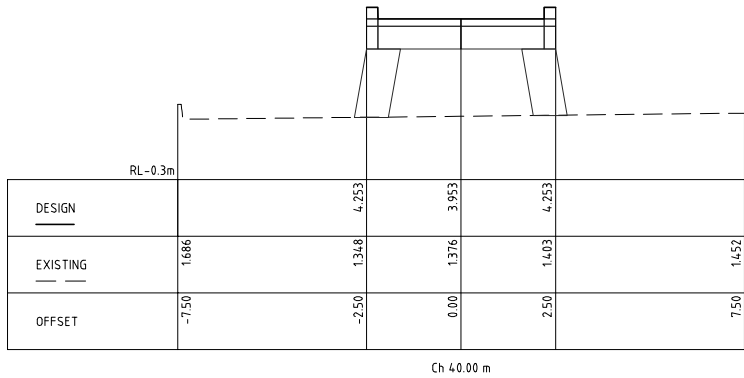


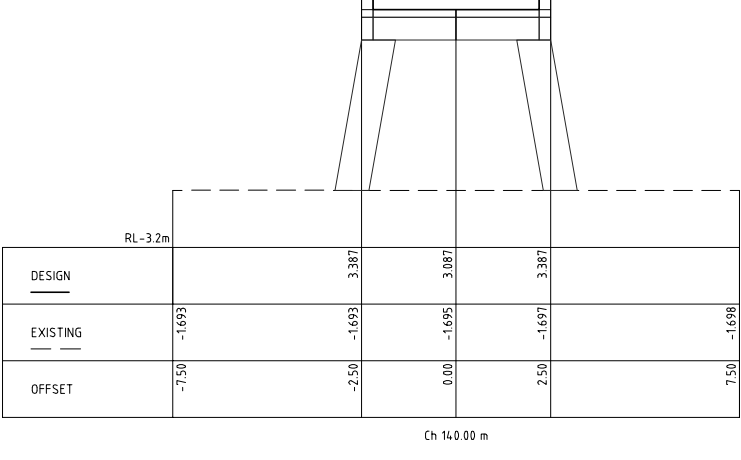
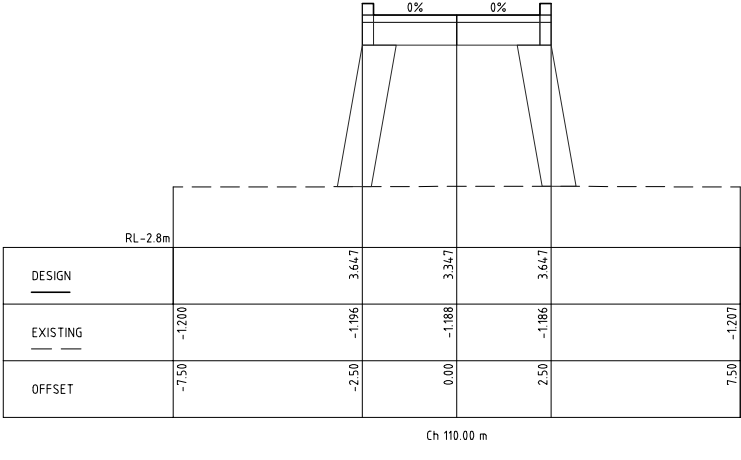
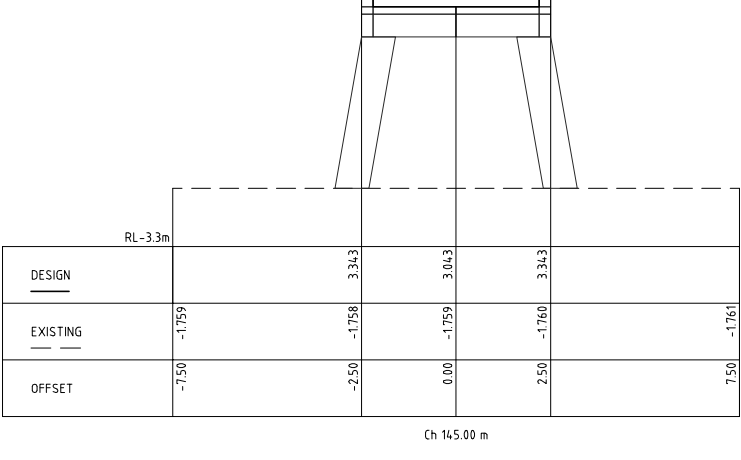
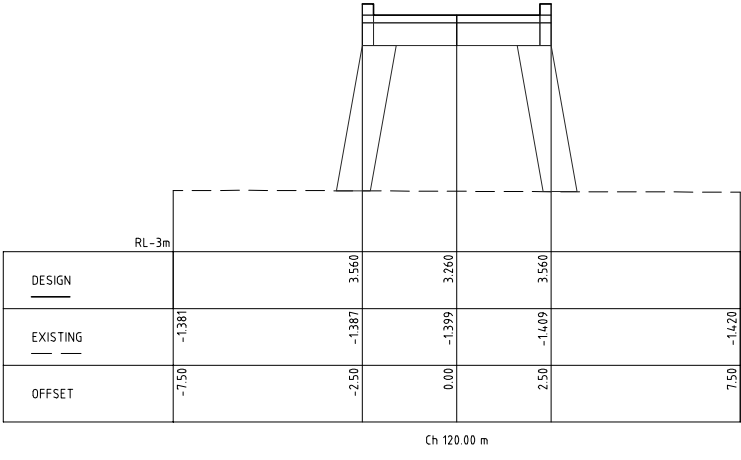
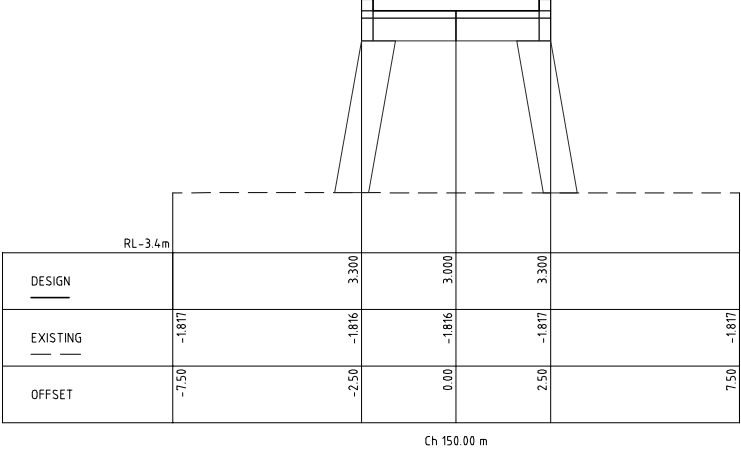
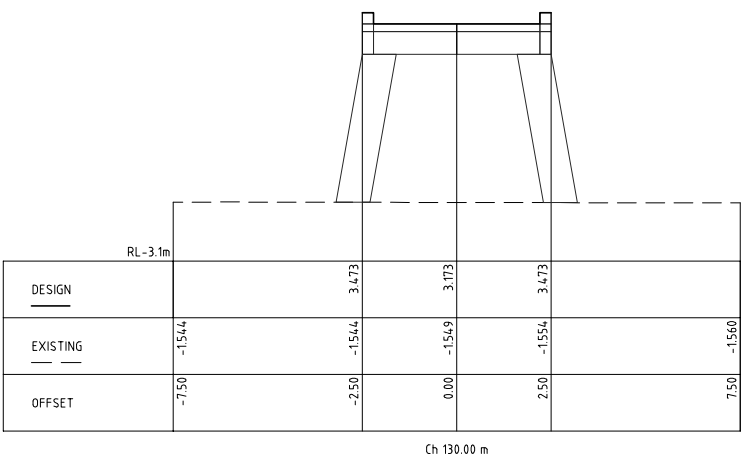
LAYOUT PLAN
NTS




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PROPOSAL

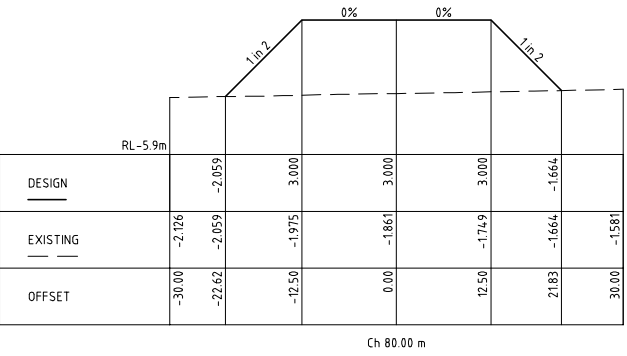
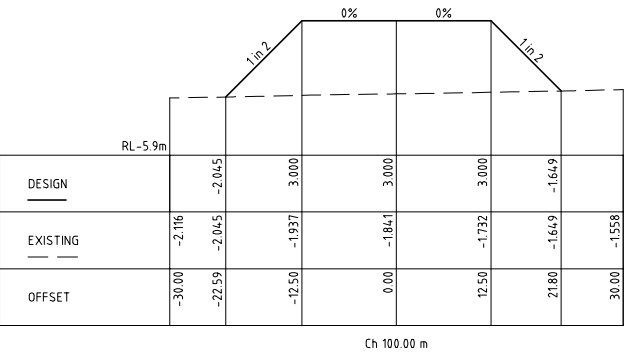
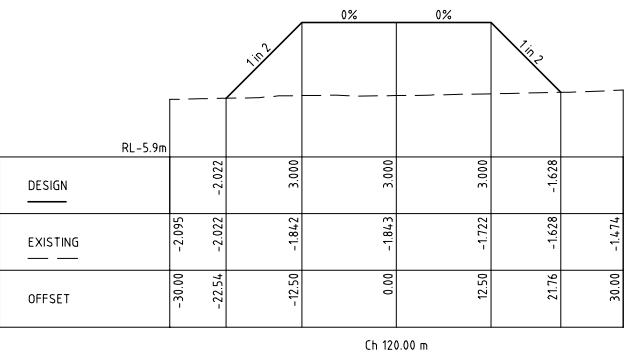
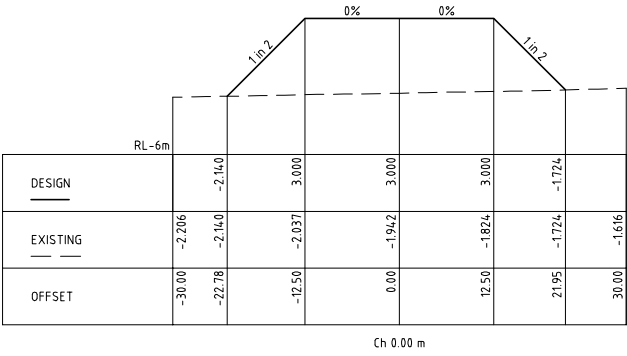
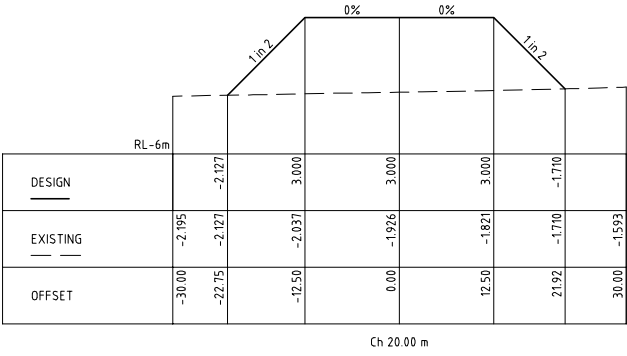
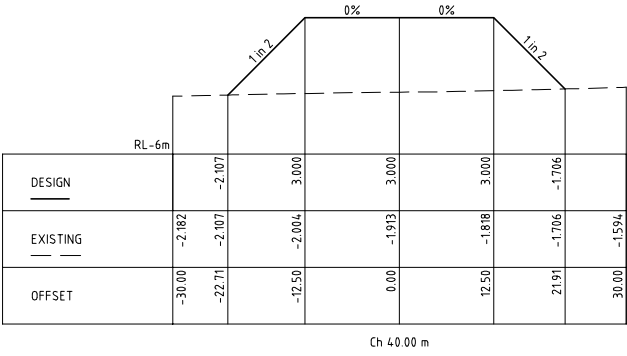
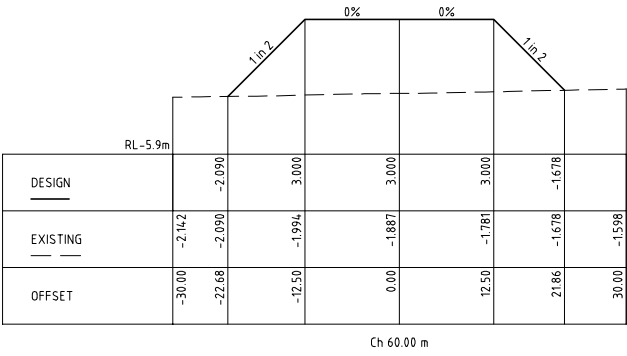





PROPOSAL

			As Shown	LEVEL DATUM: AHD der	Drafted:	Designed:	Examined By Client:	Approved by Council's EMISD:	Survey Number XXXX	Field Books XXXX	Level Books XXXX		HINCHINBROOK SHIRE COUNCIL	Job No -
				Associated Plans:	Checked:	Checked:							FORREST BEACH BOAT RAMP	Plan No -
													PROPOSED JETTY CROSS SECTIONS	
A	19/09/2017	Original		Plan No. 3 of 4			Date: __/__/__	RPEQ No. 16571					SHEET 2 OF 2	A

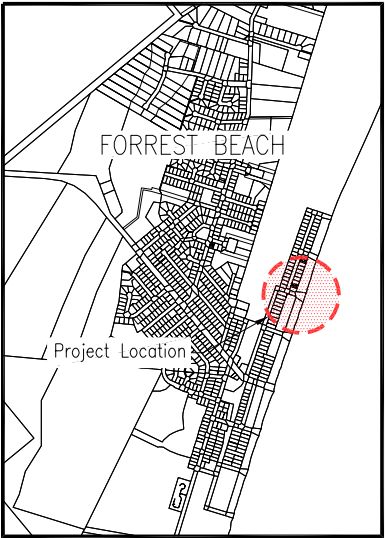
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PROPOSAL

			As Shown	LEVEL DATUM: AHD der	Drafted:	Designed:	Examined By Client:	Approved by Council's EMISD:	Survey Number XXXX	Field Books XXXX	Level Books XXXX		HINCHINBROOK SHIRE COUNCIL				Job No										
														FORREST BEACH BOAT RAMP				-									
A	19/09/2017	Original			Associated Plans:	Checked:	Checked:						Date: ____/____/____	PROPOSED BREAKWATER				Plan No									
FILEPATH: O:\TECHNICAL SERVICES\DESIGN\BOAT RAMPS\FORREST BEACH\PROPOSED JETTY & BREAKWATER\DRAWINGS\MODEL.DWG DATE PLOTTED: Wednesday, 20 September 2017 2:45:29 PM			Scale	Plan No. 4 of 4			Date: ____/____/____	RPEQ No. 16571					HINCHINBROOK SHIRE COUNCIL				CROSS SECTIONS				-						
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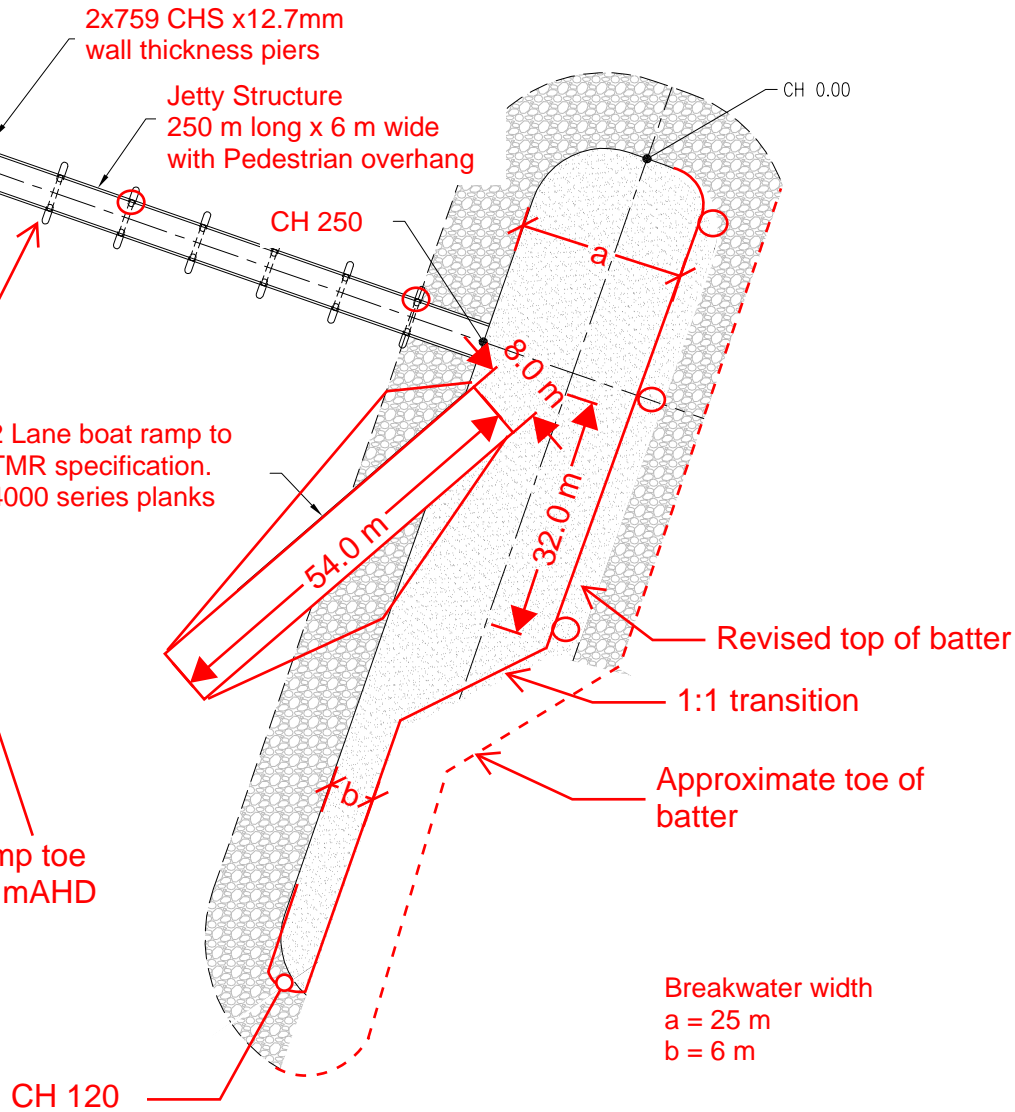
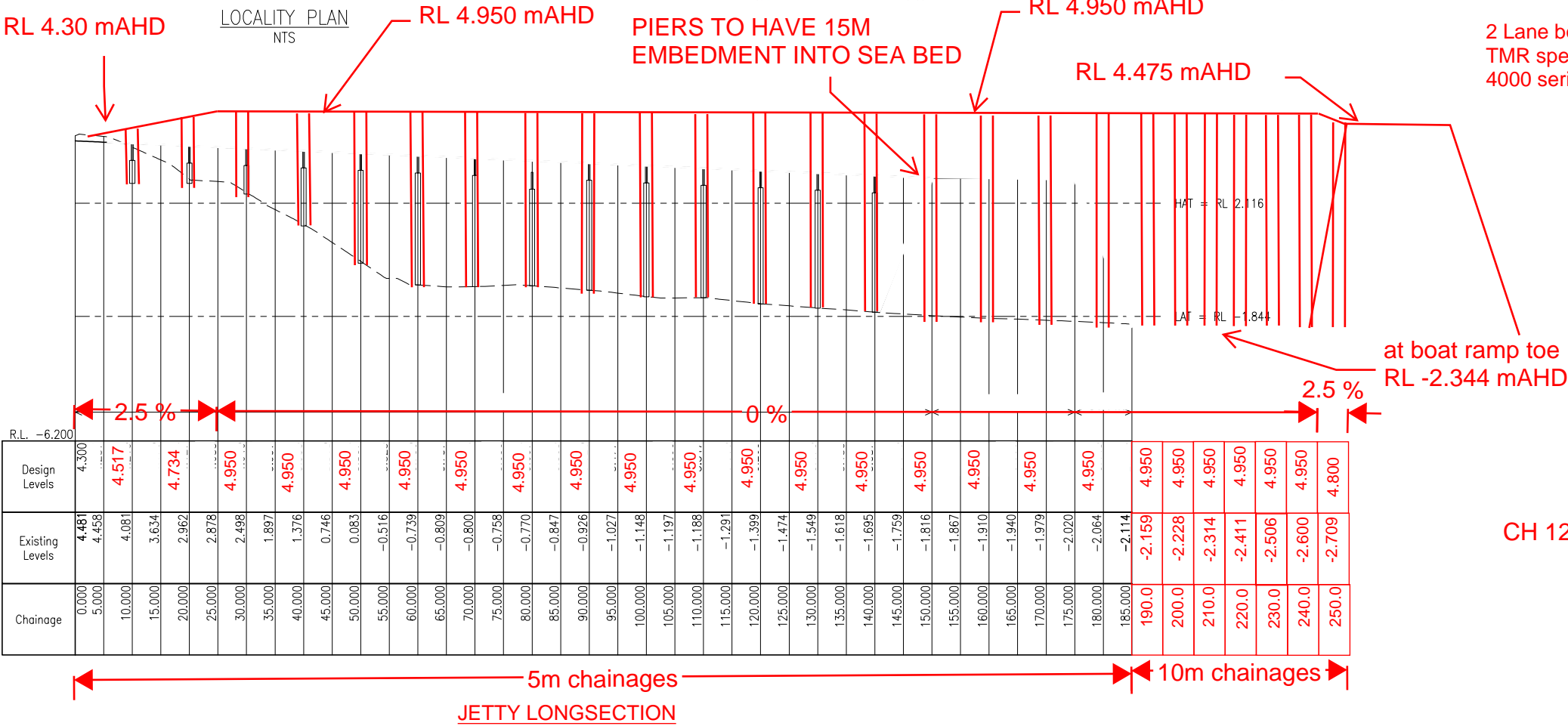
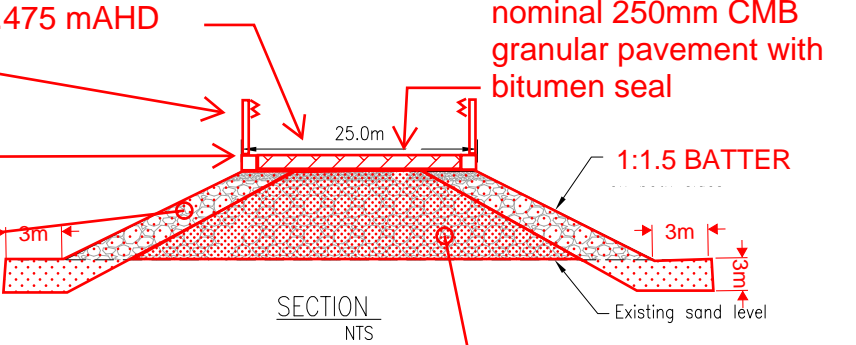
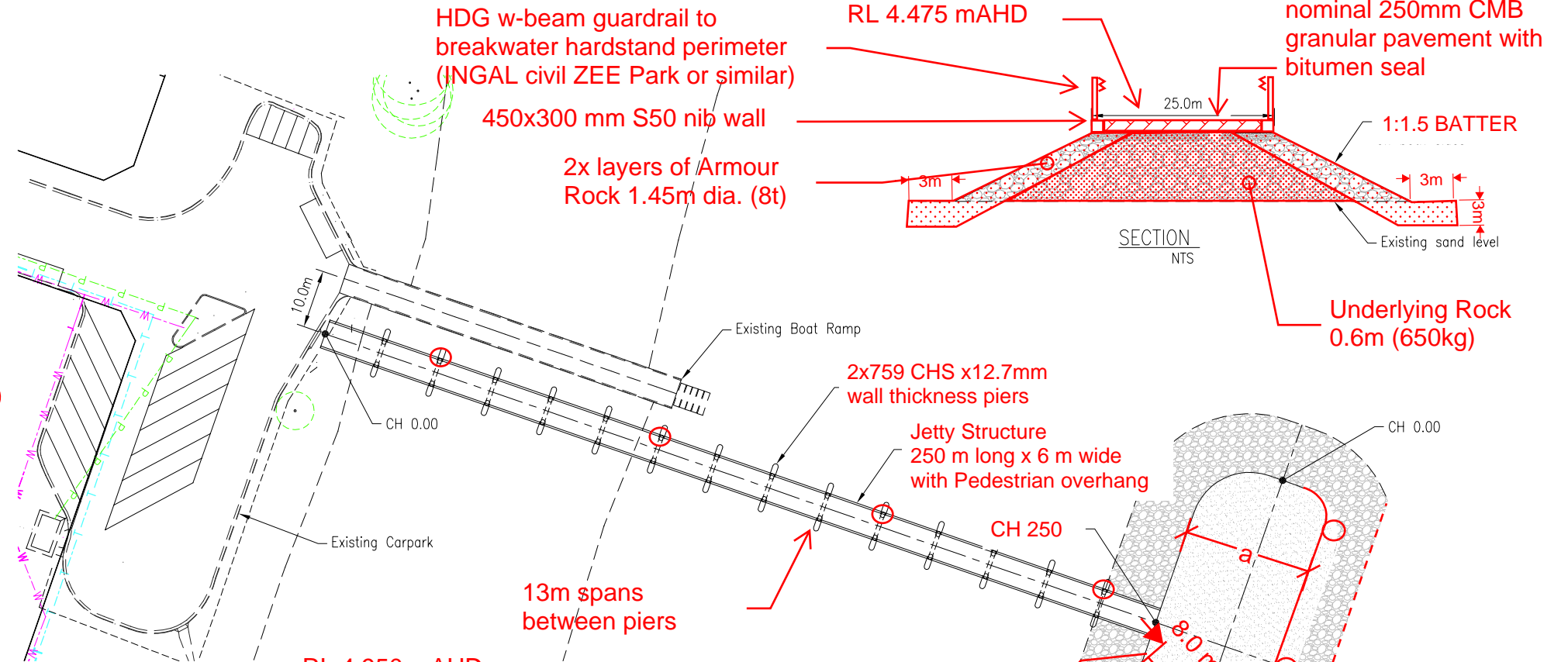
- NOTES:
- 1. This plan is to be read in conjunction with the cross sections provided.
 - 2. All information on these plans is indicative only and is to be confirmed during the detailed design stage.
 - 3. All dimensions are in millimetres unless noted otherwise.

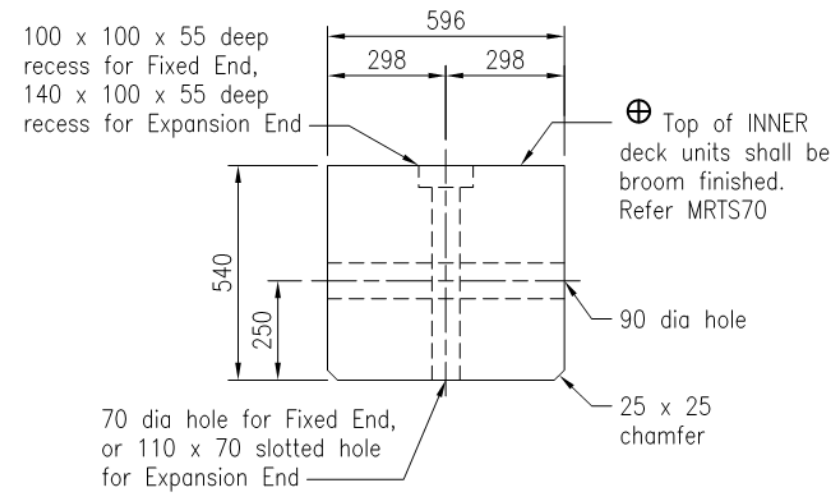


LEGEND:

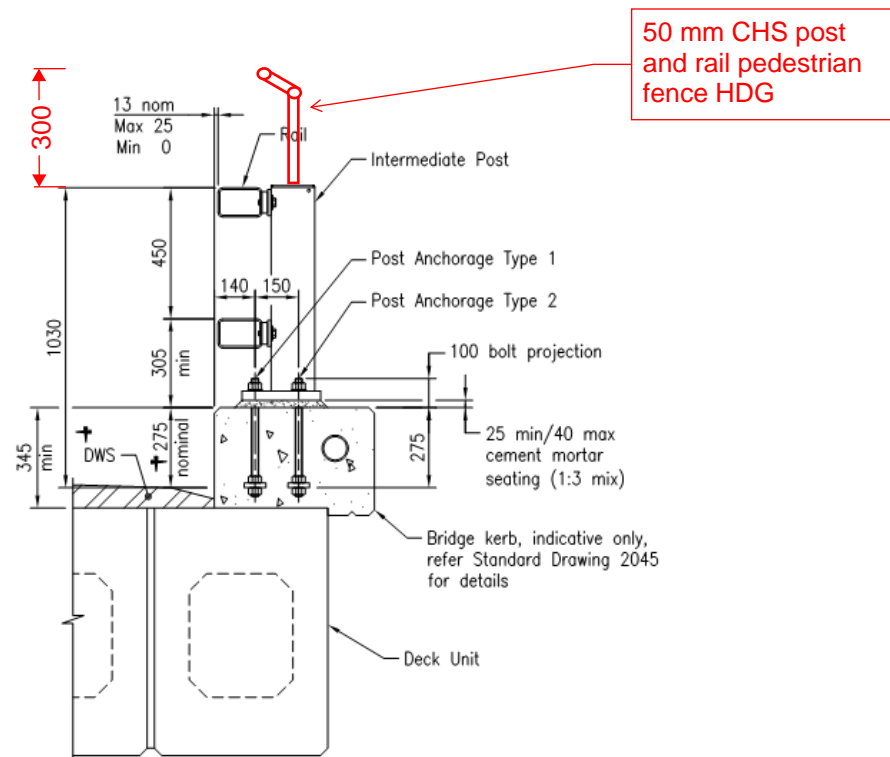
- Existing Telstra
- Existing Water
- Existing Power

Light pole

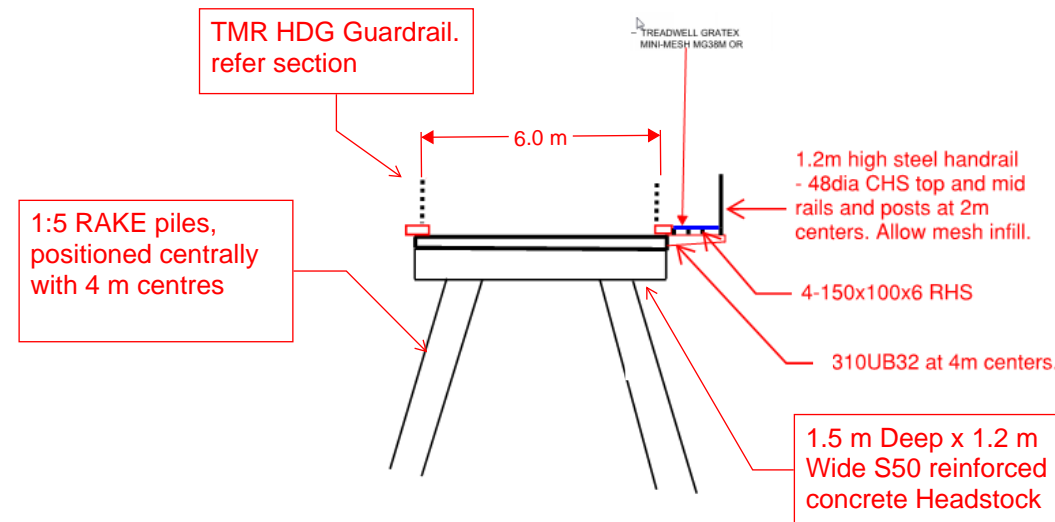




DECK UNIT TYPICAL SECTION




JETTY GUARDRAIL TYPICAL SECTION



TYPICAL JETTY CROSS SECTION

NOTES:

- ALLOW 50MM AC14 A5S ASPHALT SURFACING ON BRIDGE DECK PLUS
- PIERS TO HAVE PRIME AND EPOXY COATING (AKZONOBEL INTERZONE 954 OR SIMILAR)
- EPOXY COATING ON PIERS TO EXTEND 3000MM INTO SEA BED
- PIERS TO BE HDP WRAPPED TO SEA BED (DENSO SEASHIELD OR SIMILAR)
- JETTY GUARDRAIL AND HANDRAIL TO HAVE EPOXY COATING (INTERCURE 4500 OR SIMILAR IN SAFETY YELLOW)
- 25 YRS DESIGN LIFE (AS4997 2005, TBL 6.1 CAT 2)
- S50 HIGH DURABILITY CONCRETE

			As Shown	LEVEL DATUM: AHD der	Drafted:	Designed:	Examined By Client:	Approved by Council's EMISD:	Survey Number XXXX	Field Books XXXX	Level Books XXXX		HINCHINBROOK SHIRE COUNCIL FORREST BEACH BOAT RAMP PROPOSED JETTY CROSS SECTIONS SHEET 2 OF 2	Job No -
			Scale	Associated Plans:	Checked:	Checked:	Date: ____/____/____	Date: ____/____/____						Plan No -
A	19/09/2017	Original		Plan No. 3 of 4				RPEQ No. 16571						A

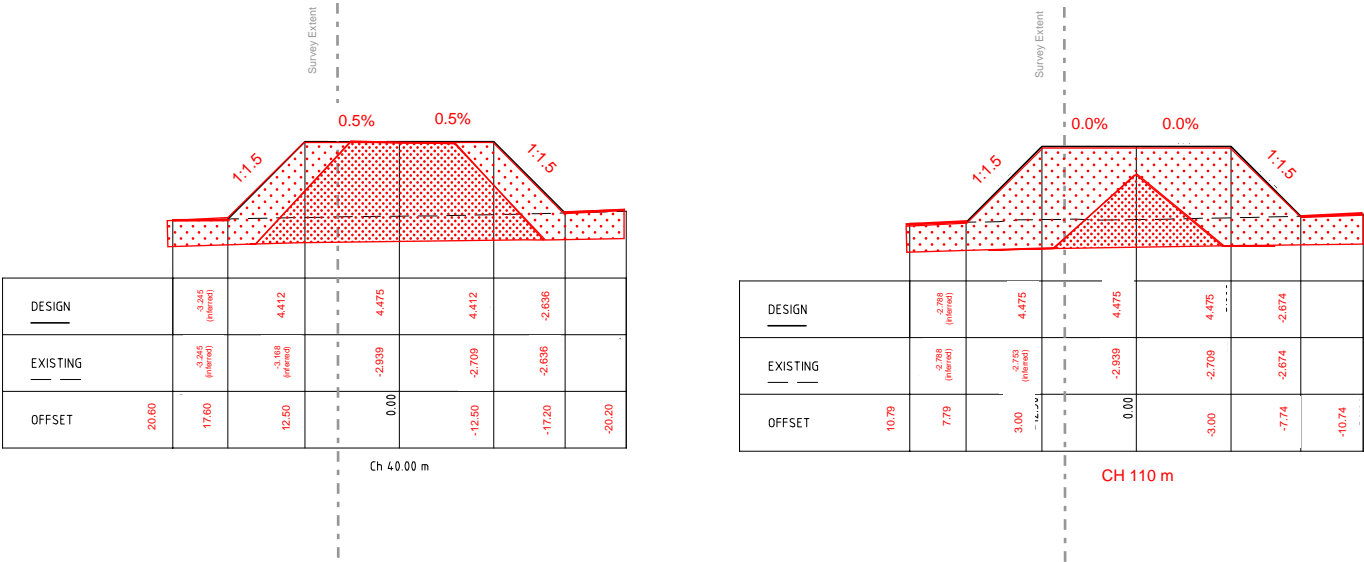
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DATE PLOTTED: Wednesday, 20 September 2017 2:44:57 PM

LEGEND:

2x layers of Armour Rock 1.45m dia. (8t)

Underlying Rock 0.6m dia. (650kg)

NOTES:
- hardstand and furniture omitted for clarity



CM:KR:13225L001

16 November 2018

Flanagan Consulting Group
PO Box 891
TOWNSVILLE QLD 4810

Attention: Glendon McConnell

Dear Glendon

FORREST BEACH

We have prepared a P50 Level Cost Estimate and report on the above as follows:

1.0 DOCUMENTS AND INFORMATION

We have relied upon the following information as the basis of the Cost Estimate:

- Drawings titled Proposed Jetty and Breakwater from Flanagan Consulting received on 12 November 2018:
 - Layout plan and details
 - Jetty cross sections
 - Breakwater cross sections
- Memorandum from Flanagan Consulting (Ref: 4431 dated 8 November 2018)
- General correspondence.

2.0 BASIS OF ESTIMATE

We have relied on the documents in Item 1.0 above, and have made the following assumptions:

- The project will be delivered using a Construct only contract under a competitive tender process on the open market;
- The project is to be constructed from a temporary jetty to provide plant working platform. The costs for the temporary jetty are included in the contractor's costs
- Rocks will be available from different quarries and assuming that the rocks available will meet the volume and specification;
- The project will be constructed in 1 package;
- Labour will be a combination of permanent and contract labour;
- Productivity rates are as expected in the industry for a project of this nature;
- Construction duration is assumed to be approximately 12 months;
- The Principal will provide a lay down area in the vicinity of the project (assumed at no charge);
- The number of spans of the bridge is 19. Length of spans is 13m (as per jetty long sections plan 1 of 4). The total length of bridge is 247m;
- The length of the headstock is 6.235m, as deck units are 596mm wide, with a 25mm gap between;
- The lights are solar lights, so no conduits or electrical infrastructure is required;
- The depth of 1.45m rock in 2 layers equates to 2.9m deep. The rock will be delivered by barge;
- Construction and demobilisation of a temporary dock has been included in the contractor's costs for loading of the rock onto the barge;
- The geotechnical investigation costs are included in the Design costs (not with Contractor);
- All approvals will be provided to the Contractor prior to the start of construction;

We have made the following specific exclusions:

- Principal's cost
- No allowance for dredging beneath rock footings at breakwater
- No allowance for ASS/PASS material
- Escalation
- GST

3.0 CONCEPT ESTIMATE

Our Estimate is attached and is summarised as follows:

Construction Cost:

▪ Contractors loading facility	\$ 1,100,000
▪ Jetty	\$ 4,333,000
▪ New breakwater	\$ 7,118,000
▪ Boat ramp	\$ 485,000
▪ Contractors on and offsite overheads and margin	\$ 5,540,000
▪ Allowance for realistic risks (settlements, weather)	\$ 2,000,000
Sub Total - Construction	\$ 20,576,000

Non Construction Cost:

▪ Design fee, inclusive of modelling etc	\$ 900,000
▪ Client cost allowance, authority approvals etc.	\$ 1,520,000
Sub Total – Non Construction	\$ 2,420,000

Contingency	\$ 3,000,000
Total Concept Cost Estimate (Excl GST)	\$ 25,996,000

We trust this meets with your requirements. Should you have any questions or require clarification on any item, please do not hesitate to call.

Yours faithfully

Chris Marais
Director
Rider Levett Bucknall
chris.marais@au.rlb.com

Forrest Beach Boat Ramp Proposed Jetty and Breakwater

Date: 16 Nov 2018

Item	Description	Quantity	Unit	Rate	Total
Contractor's loading facility					
	Allowance for a loading dock for loading rocks onto barge	1.0	Item	500,000.00	500,000
	Allowance for mobilisation and demobilisation of temporary jetty	1.0	Item	600,000.00	600,000
Subtotal Contractor's loading facility				1,100,000.00	1,100,000
New Jetty 247m long x 6m wide					
	Jetty abutments	2.0	each	24,241.68	48,483
	Jetty Pier Headstocks	18.0	each	26,057.05	469,027
	Jetty Piles	36.0	No	25,868.15	931,253
	Jetty Deck - 247m x 6m wide	1,500.0	m2	1,609.85	2,414,770
	Jetty furniture: TMR HDG Guardrail, Solar lights, pedestrian walkway	1.0	LS	413,750.00	413,750
	Jetty deck wearing surface AC 14	1,500.0	m2	37.50	56,250
	Rounding				-534
Subtotal Jetty					4,333,000
NEW BREAKWATER (Construction using Barge)					
Breakwater with jetty structure access					
Assumed: 10.414m uniform depth, 120m length X variable cross section, 46,296 cu.m.					
	0.65t Rock core	30,515.0	m3	141.01	4,303,068
	8t Armour Rock	15,781.0	m3	160.55	2,533,663
	Geotextile	7,026.0	m2	5.45	38,292
	Breakwater Surfacing - Road base & Bitumen chip seal	2,230.5	m2	71.13	158,662
	Breakwater Concrete Nib wall & Guardrail	280.1	m		incl
	Breakwater Nib	280.1	m	106.96	29,959
	Guardrail	280.1	m	195.00	54,620
	Rounding				-263
Subtotal New Breakwater constructed by Barge Transport					7,118,000
New Precast Concrete Boat Ramp					
	New 6.0m wide boat ramp	1.0	LS	484,410.47	484,410
	Rounding				590
Subtotal Boat Ramp					485,000
Onsite Overhead and Preliminaries					
	Allow for Onsite Overhead and Preliminaries on Direct Job Cost	1.0	LS		3,900,000
Margin and Profit					
	Allow for Margin and Profit	1.0	LS		1,640,000
Contingency					
	Allowance for expected risks such as settlement, availability of plant and material, etc.	1.0	LS		2,000,000
Subtotal Construction Cost					20,576,000
Client Cost					
	Design Fee, modelling etc.	1.0	LS	900,000.00	900,000
	Client Cost allowance (approvals, direct cost, staff and PM, etc)	1.0	LS	1,520,000.00	1,520,000
	Allow for Contingency for unknown but possible risks (weather conditions, Acid soils, etc)	1.0	LS		3,000,000
Subtotal Client Cost					5,420,000
Total Project Cost					25,996,000

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 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	Action 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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

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

For Council Decision – Recommendation

That Council receive and note the Report

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

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

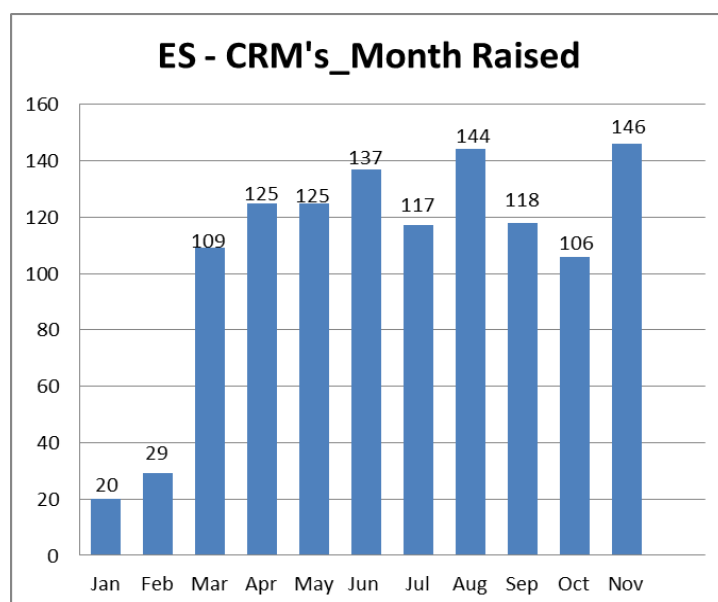
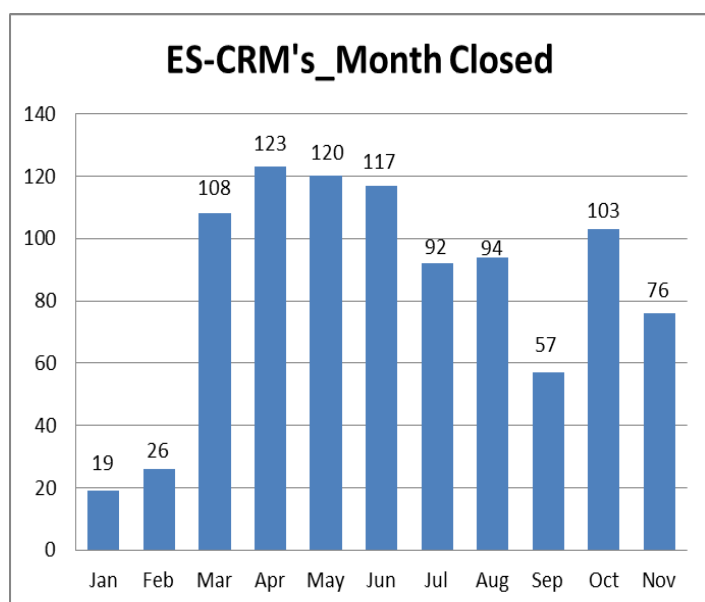
Nil

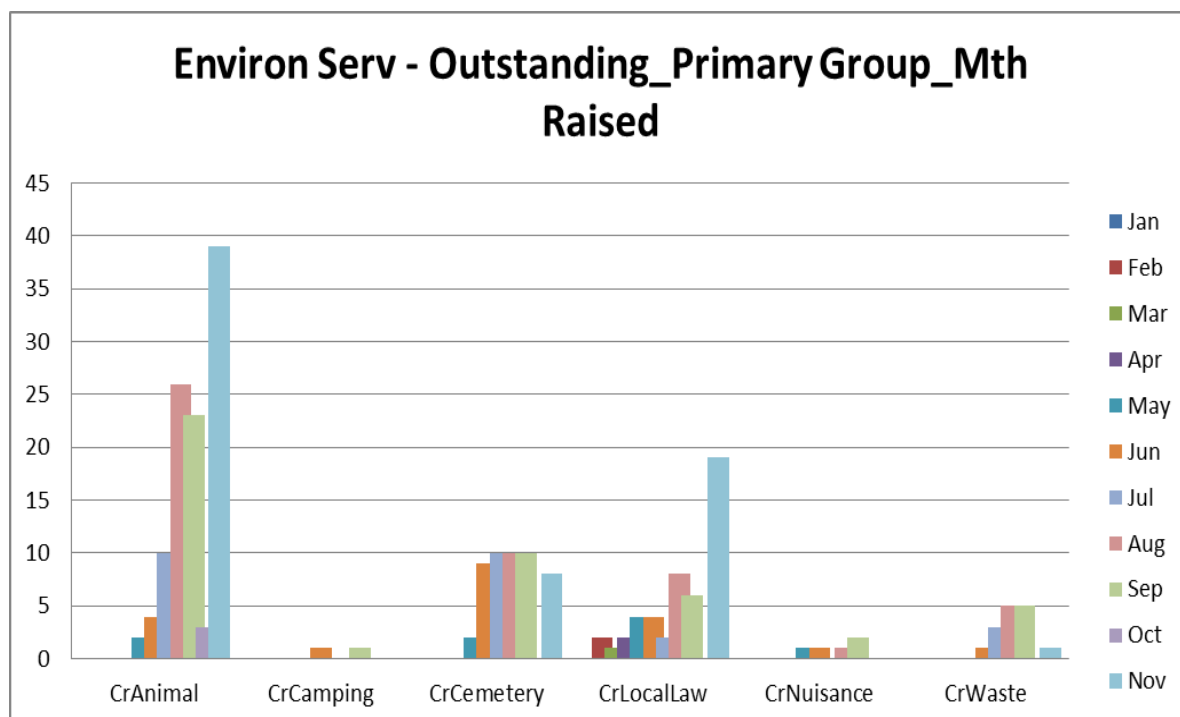
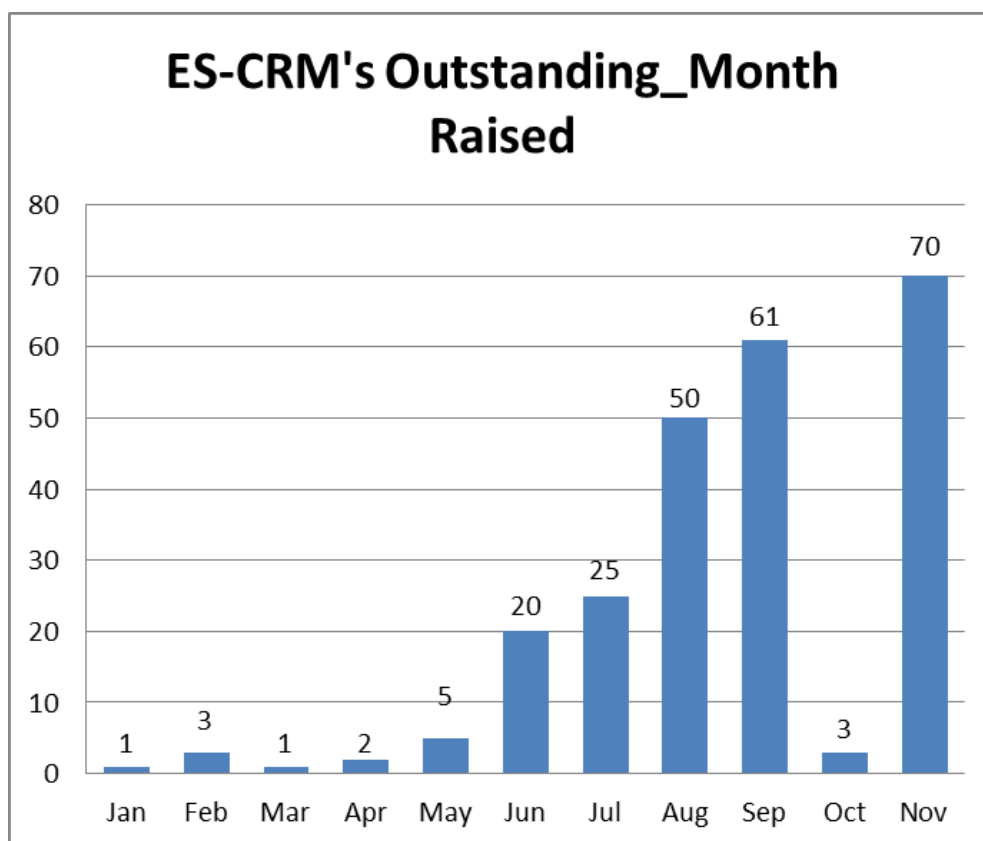
Attachments

- 2a_TYTO Economic Development Infographic_Nov 2018 (2)
- 2b_Rosemary Pennisi_Capital Projects_NOVEMBER_2018

Environmental Services

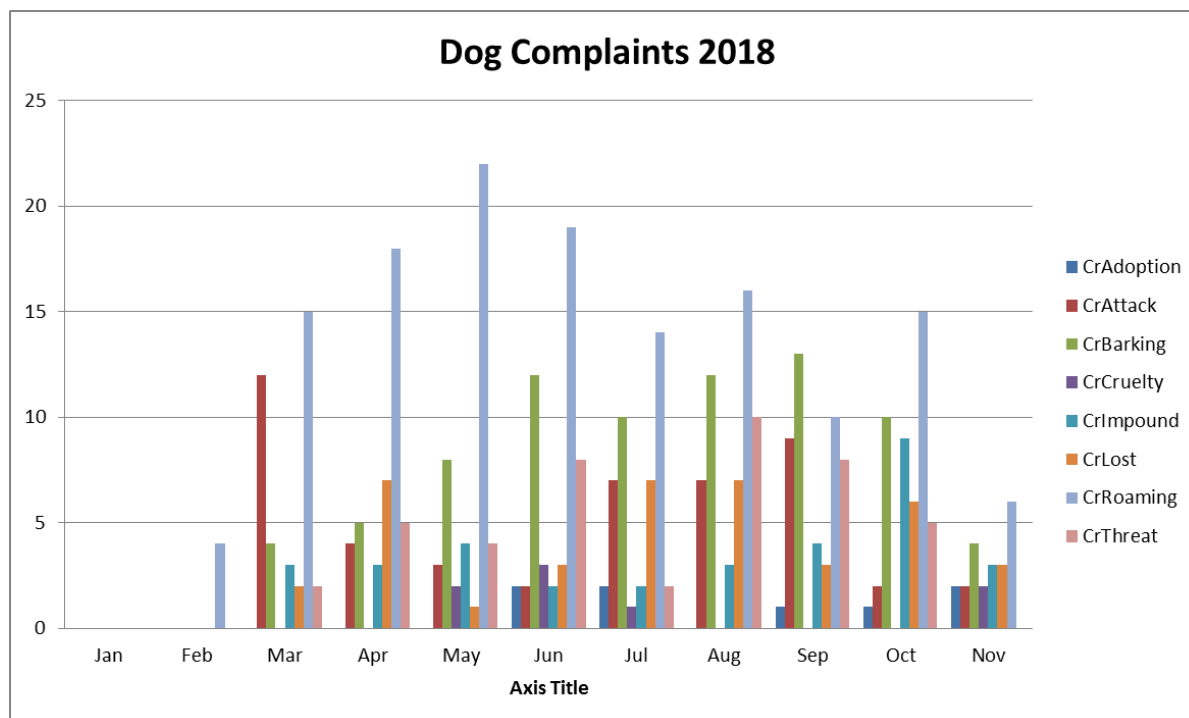
The below graphs demonstrate the departments Customer Request Management (CRM) processes for the month of November. It can be noted that there was an increase in CRM's raised which was primarily due to the hot weather conditions and subsequent influx of deceased Flying Fox complaints in the last week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





Animal /complaint response for November 2018

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

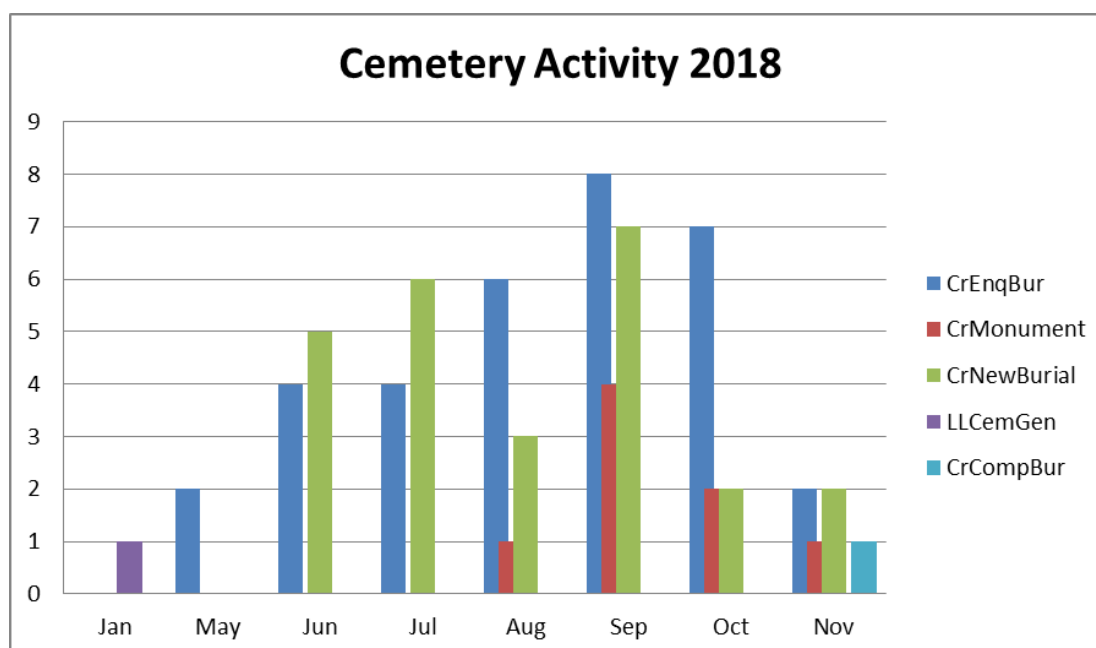


POUND OPERATION

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

CEMETERY OPERATIONS

The Cemetery Activity Graph depicts the number of CRM's raised in relation to the cemeteries so far this year. This month we have reported on the cemetery complaint field. One complaint was received during the month of November, regarding damage to a headstone in the Old Ingham Cemetery.



NATURAL RESOURCE MANAGEMENT

It was a busy month for the Natural Resource Management team with control activities carried out on priority species such as Hygrophila and Singapore daisy. Weed management activities were carried out in the TYTO Wetlands, the Showgrounds and in Palm Creek.

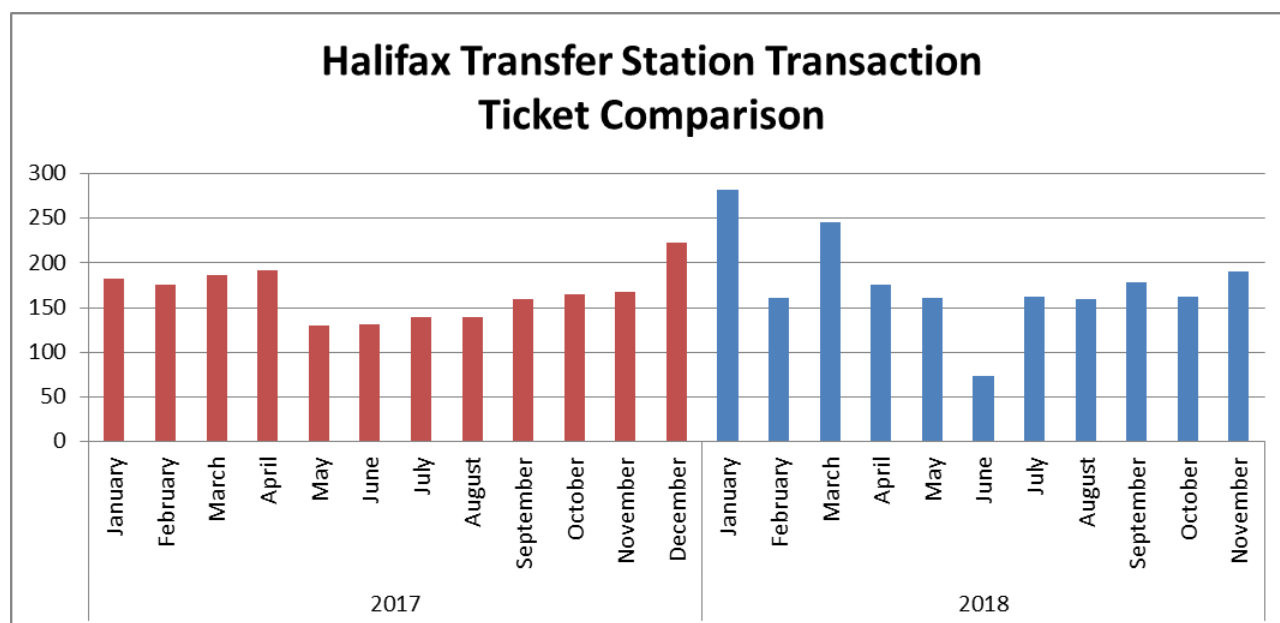
Aerial activities were also carried out this month which included an aerial shoot along the coastal fringe from Mungalla to Insulator Creek (excluding the National Parks estate) with 10 pigs controlled. The shoot was cut short due to the weather conditions not being conducive to pigs being active. An aerial spray of Palm Creek and Insulator Creek wetlands was also carried out.

The Bi-Annual Wild dog Baiting Program took place with 15 landholders participating.

WASTE MANAGEMENT**Halifax Waste Facility**

Gross Revenue \$1,186.00

ITEM	TRANSACTIONS
Batteries	0
Green waste	18
Household waste	10
Voucher Green waste	70
Voucher household waste	57
Steel	23
Waste oil	25
Disaster Waste	0
Total transactions	190



DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

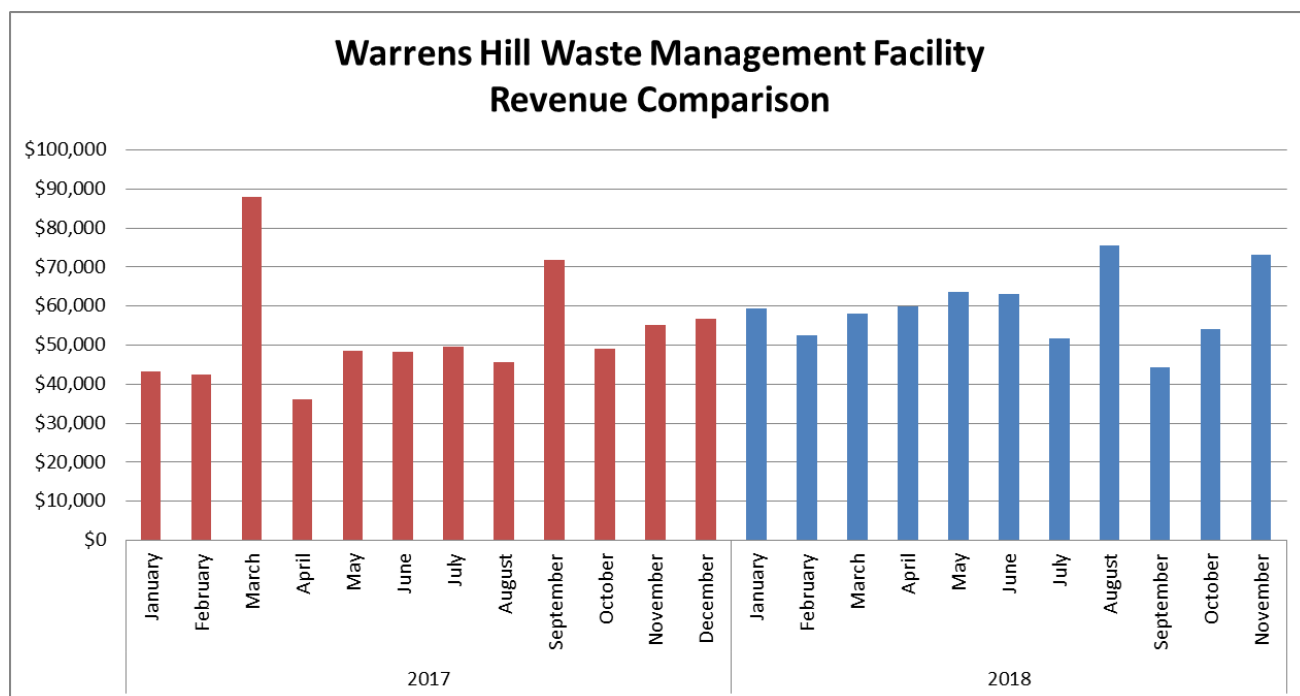
The Rural Clean Up was successfully implemented across the following various rural locations throughout November with total of 28.88 tonnage recorded and a value of \$ 2100.36

Location	Dates	Equipment	Location
Long Pocket	26 October - 2 November	Hooklift skip	Abergowrie Rd, Near Ashton Hotel
Crystal Creek	1 - 8 November	Hooklift skip	East end Crystal Creek Road
Mount Fox	2 - 9 November	Hooklift skip	Mt Fox Road - At waste transfer pad
Stone River	9 - 16 November	Hooklift skip	Stone River Road - Near Wilmar Farm
Abergowrie	16 - 23 November	Hooklift skip	Abergowrie Rd - Cnr Venables Road
Bambaroo	23 - 30 November	Hooklift skip	Beside fire shed
Hawkins Creek	30 November - 7 December	Hooklift skip	Hawkins Creek Rd - Old bulk bin site

Warren's Hill Waste Management Facility

Gross Revenue -	\$73,113
Total transactions -	1567
Total waste -	1923 tonnes

ITEM	AMOUNTS
Clean fill	276 tonnes
Commercial and industrial waste	997 tonnes
Construction and demolition	9.12 tonnes
Commercial green waste	19 tonnes
Domestic green waste	31 tonnes
Halifax skip transfer	8.3 tonnes
Household self haul waste	14.8 tonnes
Household waste – Contractor	304.46 tonnes
Illegal dumping	1.98
Oil Waste	202 litres
Regulated waste asbestos	14.06 tonnes
Disaster waste	0
Vouchers green	199 deliveries
Vouchers household	302 deliveries



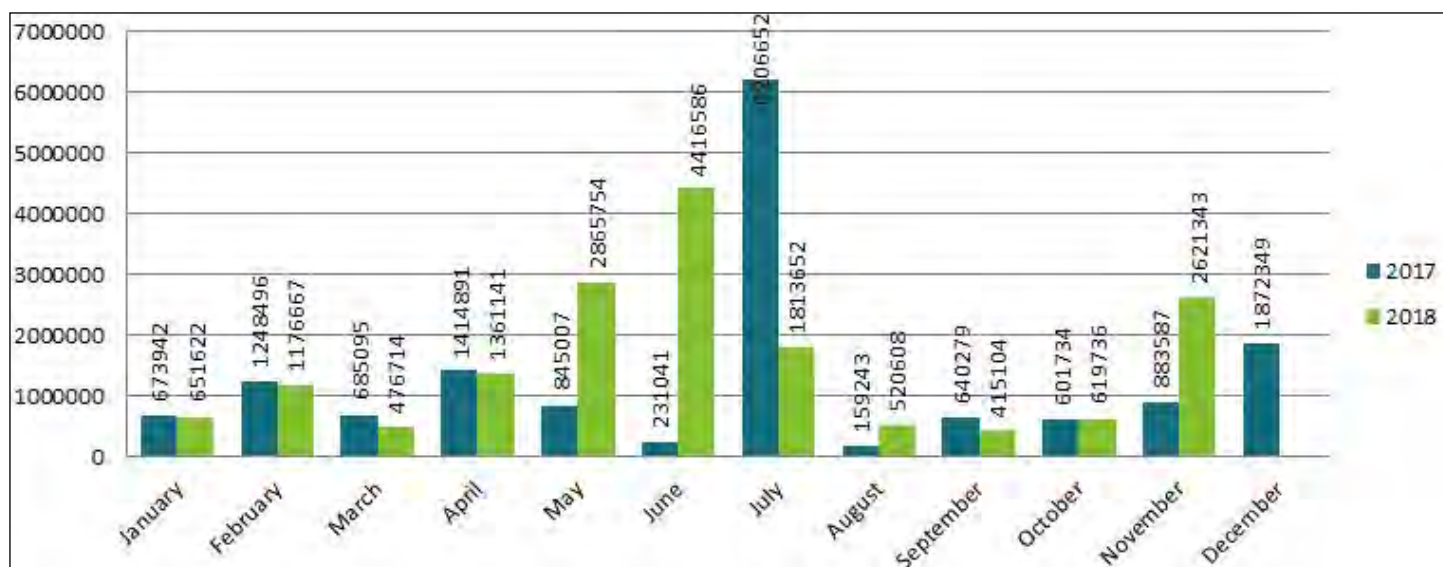
Planning & Development Services

The Planning and Development Services Activity report presents six levels of service undertaken by the service during the month namely:

1. Building Certification
2. Plumbing & Drainage
3. Land Dealings
4. Town Planning
5. Compliance
6. Project Management

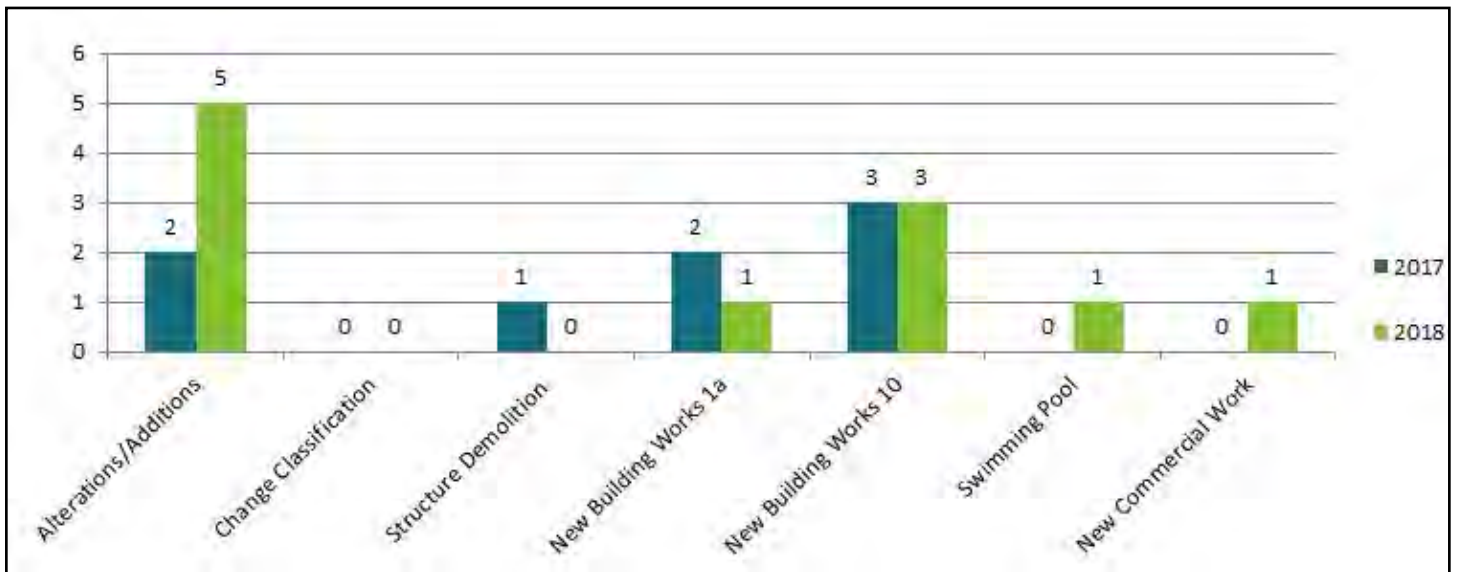
Building Certification Report November

Approved Building Application Comparison table



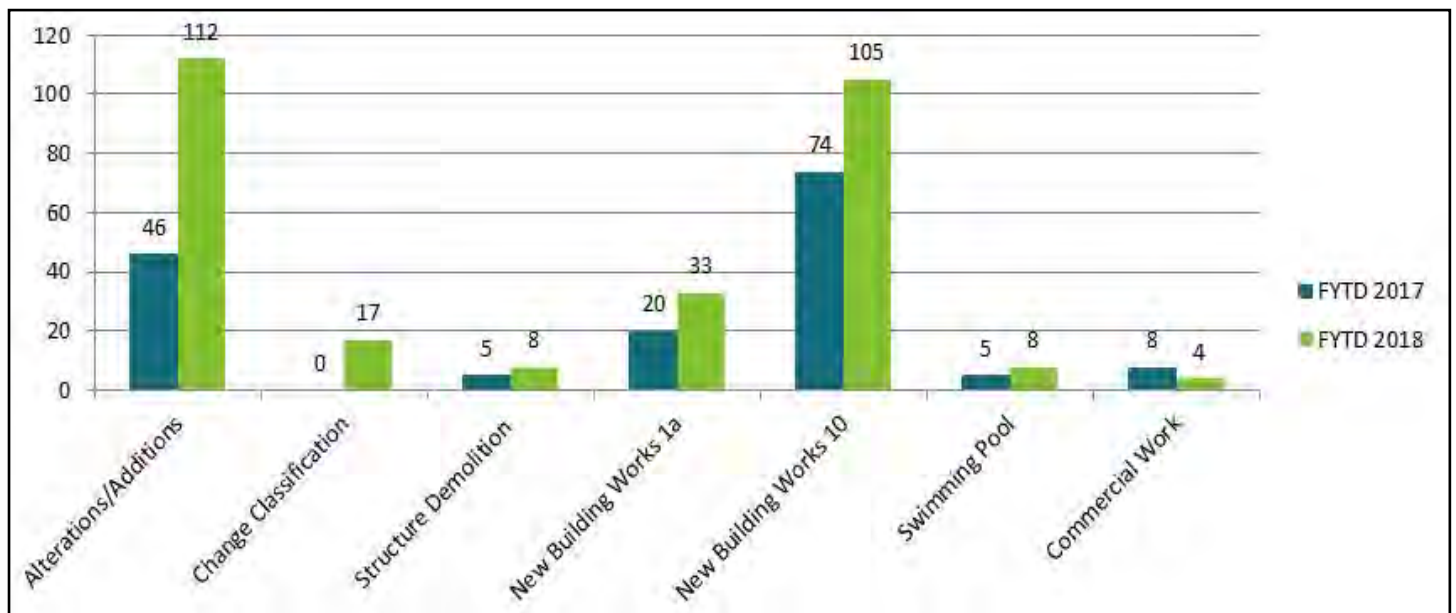
DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

Approved Building Applications for month of November



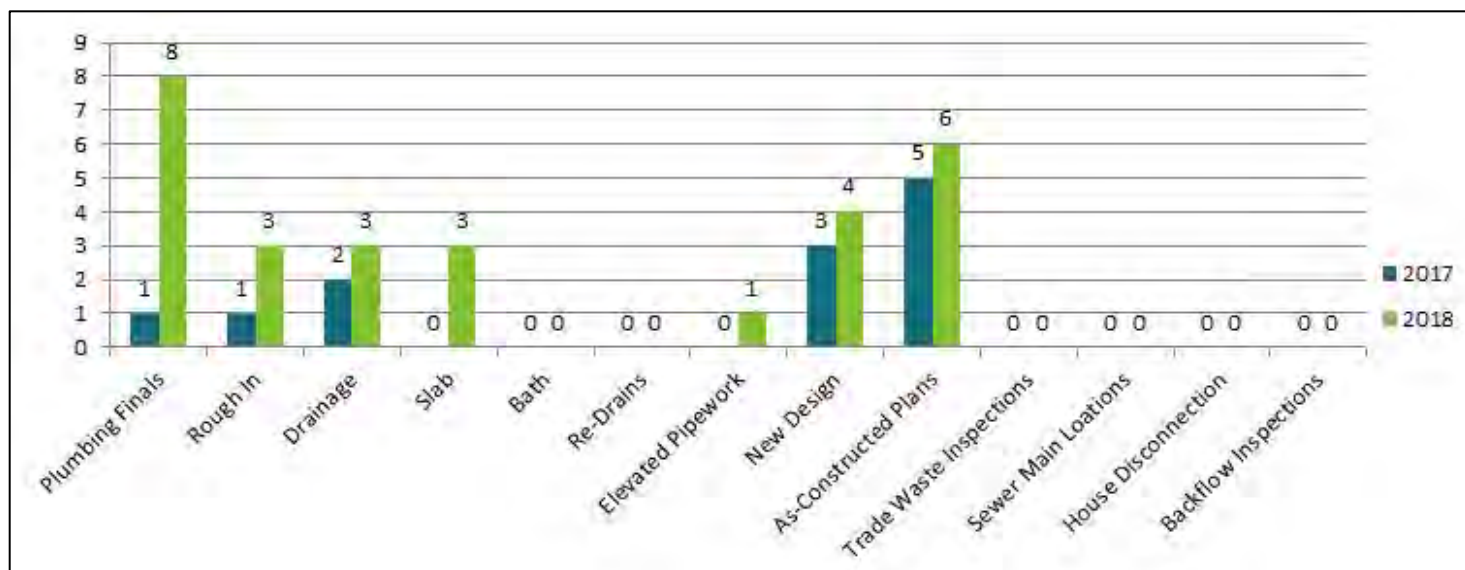
- This data has been audited by the Planning Development Manager and is a correct record

Approved Building Applications Financial Year to Date



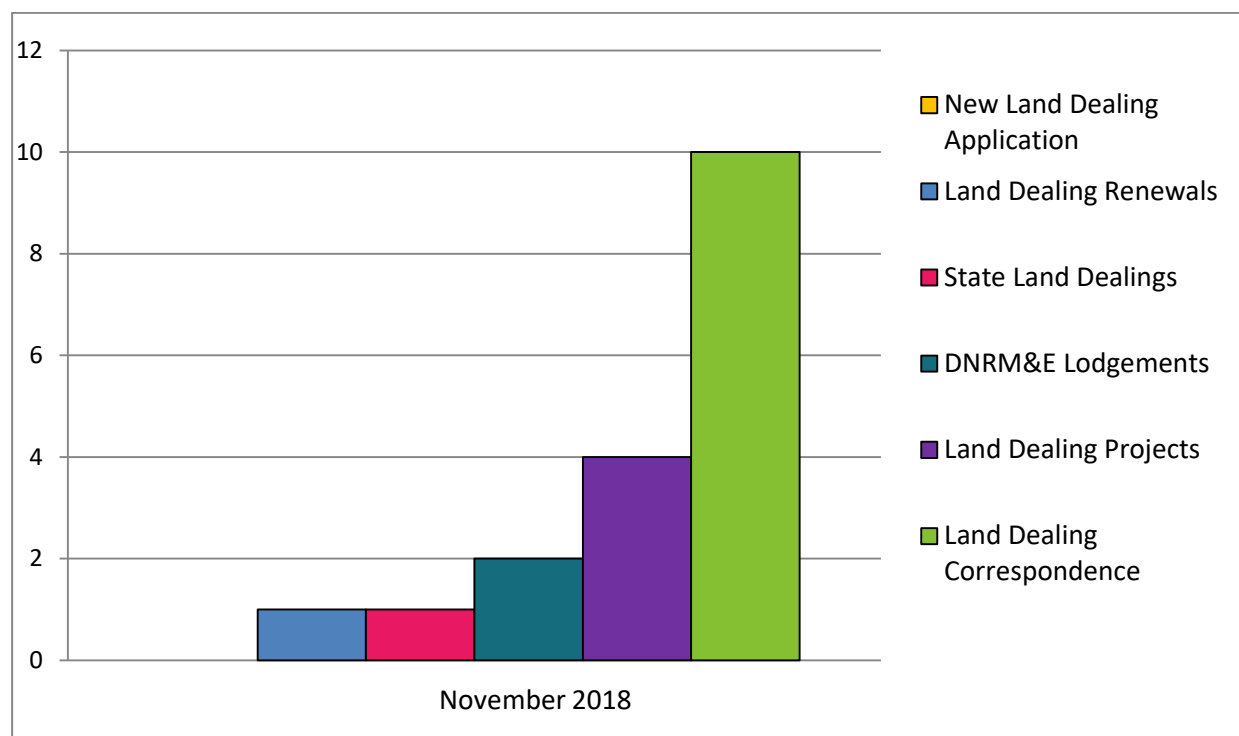
- This data has been audited by the Planning Development Manager and is a correct record

Plumbing Inspections Conducted for month of November

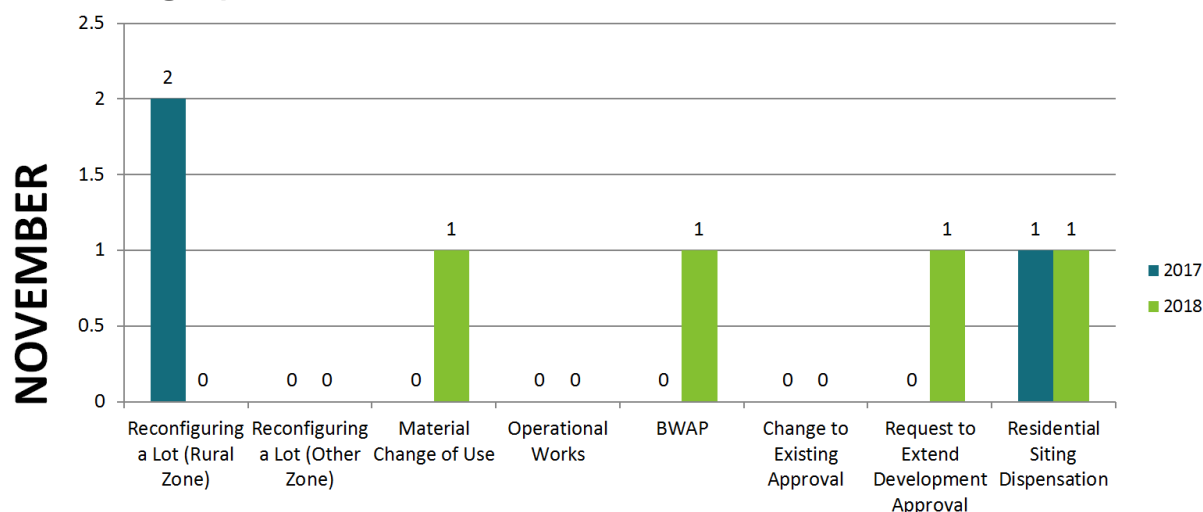


- This data has been audited by the Planning Development Manager and is a correct record

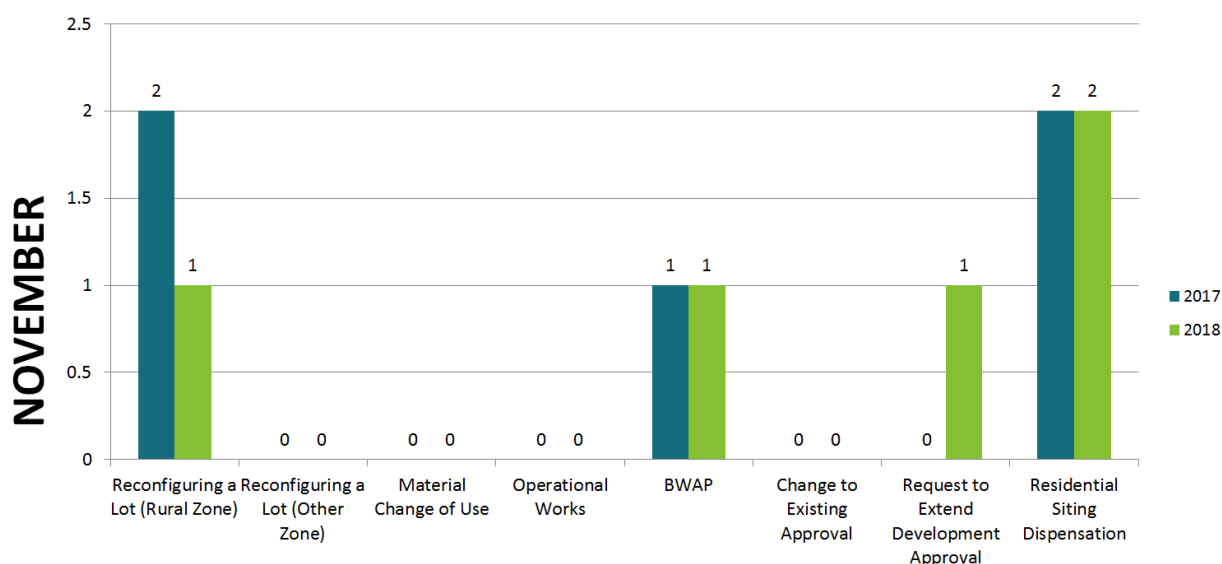
Land Dealings Report for the Month of November



Town Planning Report for the month of November



Applications Received by Hinchinbrook Shire Council



Approvals Issued by Hinchinbrook Shire Council

Project Management Report

Project Management Activities undertaken for November 2018

1. Aged Friendly Seating & Shelters Project

- The revised RFQ closed on 12 September 2018
- All submitter have been informed of the outcome of the RFQ
- Concrete pads are being installed
- Road Corridor Permits for all pads adjacent to Main Roads have been approved
- Shelters have been finished and waiting inspection

Economic Development Overview

Tourism

Full 2017/18 data will not be released until October for any data, however as previously advised this is RTO modelling and specific Hinchinbrook data is not available as we are too small of a sample size. This has not been available for November.

Projects Capital Expenditure

See current capital expenditure for key update on projects inclusive of CBD redevelopment.

Project non Capital Expenditure:

1. Tender for Sole Supplier re ED Graphic Design draft complete and with EMT/MC.
2. Design and install tourist information signage in Rotary Park – November – *Rotary Park banners design to be reviewed due to error found in EDS versus Destination guide and changes to thematics. Contractor has been contacted to advise this.*
3. Install Free Wi Fi network in Rotary Park – November – *Stickers re advertising for footpath have arrived, delay as footpaths were cleaned will be up in the next 7 days.*
4. 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 – *In progress. Have requested changes as current design lettering is too small for the entry statement. Await response.*

Conference Attendee Review

2018 Asia-Pacific Tourism Conference - Global Eco Conference, Townsville, 26–28 November. HSC sent two delegates MECD and EDO to the conference and following presents an overview.

The Global Eco Conference brought together all sectors of the tourism industry that play a role in delivering experiential, responsible and ecotourism.

The conference was attended by tourism operators, national park agencies, state and national tourism organisations, industry organisations, conservation bodies, marine and reef tourism organisations and a large number of international tourism representatives.

The conference theme 'Ecotourism - It's time' focused on the evolving role of ecotourism in a world challenged on so many fronts.

How Ecotourism is playing an even more important role in economic development, good conservation outcomes, and cultural understanding.

- *It's time to bring the benefits of ecotourism to communities;*
- *It's time to recognise the business benefits of ecotourism;*
- *It's time to embrace ecotourism for the conservation of natural and cultural heritage; and*
- *It's time to celebrate the existing and emerging leaders in ecotourism.*

Highlight of local content from Hinchinbrook and adjoining areas.

Ross McLennan was highly popular with his entertaining personality and provided a passionate insight into our region and his work at Hidden Valley Cabin.

Key take away: Business development takes time, having vision and knowing your market, letting your market tell you what it wants not vice versa, development of environmentally friendly power source of solar and how it change the economics of his business.

Jacob Cassady proudly presented his clip from The Hinchinbrook Way website, which certainly set the scene and delivered a very informative and emotive presentation.

He detailed the work at Mungalla, their Conservation Land Management Practices and indigenous employment and enterprise development.

Key take away: The social and economic impacts that Mungalla provides, there is an international and national demand for indigenous tourism especially from the over 50's.

The demand for an experience that is about education, sharing, being active and authentic.

We met and had discussions with key advocates that have been actively involved in the Wallaman Falls and Broadwater Master Plan consultation process.

Dr Claire Ellis, Chair of Ecotourism Australia, former Director of Infrastructure and Industry Development, at Tourism Tasmania spoke about her development of Three Capes Track.

Claire is also a Board member of Australian Wildlife Journeys, Volunteering Tasmania, and NRM Southern Tasmania and an Honorary Research Associate at the University of Tasmania.

Rod Hillman, Chief Executive Officer, Ecotourism Australia, he also managed the Kokoda Track, a wealth of knowledge and a great communicator.

David Edwards, Projects Chief Executive, Special Projects Unit, Department of Innovation, Tourism Industry Development and the Commonwealth Games.

The unit is currently overseeing the detailed design of the Wangetti Trail, a proposed dual use track along the coastal plains and mountain hinterland stretching between Palm Cove and Port Douglas in North Queensland.

The development of the trail's Business Case will define the commercial viability and management arrangements as well as the capital costs for construction and ongoing maintenance requirements.

David Edwards met with the Mayor, Councillor Mary Brown and EDO to discuss current projects in Hinchinbrook.

David Edwards offered his teams support and resources to assist the development of Wallaman Falls and Broadwater. This essentially was the highlight of the 3 day conference as it enables HSC to have an active working relationship with the key influencers in the State Government, the social credibility and access to a knowledge base of tier 1 consultants.

RV Market

Ingham was presented as a case study via *Sustainability Aspects of the Recreational Vehicle Market* - Gary Rebgetz MBA, Director, CMCA Ltd workshop with CMCA benchmarking other sites via their experience with HSC as they expand their reach. Marketing video highlighted Ingham and facilities well.

Marketing

Re Brand Strategy, HSC are well placed via current destination branding to incorporate and facilitate eco-tourism.

Sustainable Tourism

HSC would do well to consider a Tourism Strategy, Recreational Fishing Strategy as it grows tourism base to ensure it addresses sustainable tourism to avoid over-tourism, especially in more sensitive areas.

Local Government Benchmarking

HSC well placed in relation to other local governments that presented product and forward focus.

Eco Tourism Resort / Accommodation Development

Peter Gash, Managing Director, Lady Elliot Island Eco Resort presented strong solutions in sensitive areas and will be a positive peer for future work.

Indigenous Tourism

While Mungalla represents the Shire well in this area, there is opportunity across Indigenous / Torres Strait and South Sea Islanders to tell their story/ present product and contribute to a high growth area especially with the RV / Grey Nomad Market.

Intellectual Property

Trade Marks and Intellectual Property: The Three Capes Experience Jen Fry, Manager, Visitor Strategy, Tasmania Parks and Wildlife presented a full overview and key pitfalls as IP changes rapidly in current technology environment. A recommendation for a full review of all company IP is warranted with policy to accompany to ensure proactivity and comprehensive coverage as minor failure can be costly.

Annual QICA (Queensland Information Centres Association) Conference

Hinchinbrook Visitor Information Supervisor attended the Annual QICA (Queensland Information Centres Association) Conference in Hughenden in October. 45 Visitor Centre Managers from across the state attended the Conference. Included on the conference program were updates from Tourism and Events Queensland, update from

Visit Queensland regarding accreditation criteria and a very good workshop from “Mindworks” on dealing with stress in the workplace.

On the program also was a very interesting segment title “What do VIC’s do out of the Ordinary”. This round table presentation focused on activities that were outside of “normal” Visitor Centre Activities. Listed below are some that could be utilised (with some changes) in the Hinchinbrook Region

Fraser Coast Tourism ran a Certificate 3 in Tourism over a 3 month period for the first time in early 2018. All attendees guarantee 1 day per week as a Volunteer in one of their region’s Information Centres over the duration of the course. Of the 16 participants who successfully completed the Certificate, 15 stayed on as a volunteer

Julia Creek VIC organises a monthly BBQ for their RV users in the peak winter season. Local Service clubs rotate the catering amongst themselves. As the BBQ location is away from the RV area the local council provides a bus at a small cost for participants

Gladstone VIC are the sole booking agent for many events in their district. They take a small booking fee as the main aim is to drive locals into visiting their centre

A growing number of VIC’s manage a RV area in their district. Quite a few have a sealed box for receipts to prove local expenditure

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018**Regional Events****Community Activity Grants**

Round 3 - Commenced on 20 October and ran until 16 November for 2018/2019 Financial year – Events taking place from 1 January 2019 – 31 March 2019. Nine applications received – see below table. Budget remaining for 18/19 financial year is \$89,272.00.

Community Activity Grant Expenditure for 2018/2019 financial year to date

Organisation	Event	Amount Approved ex GST	Date Approved
Herbert River Museum Gallery	Annual Assistance	\$4,000.00	26.06.2018
Herbert River Quilters	Jane Grove workshop and Show n Tell Day	\$1,867.00	6.06.2018
Macknade Bowls Club	Macknade Mixed Fours Competition	\$500.00	6.06.2018
Ingham Arts Festival Association Inc.	Ingham Arts Festival	\$1,900.00	6.06.2018
Ingham Tennis Association Inc.	Ingham Open Tennis Championship	\$1,000.00	6.06.2018
Ingham Bowls Club Inc.	Ingham Bowls Club Invitation Fours	\$400.00	6.06.2018
St Teresa's College	St Teresa's Naidoc Day Celebrations	\$1,500.00	6.06.2018
Australian Italian Festival Inc.	Australian Italian Festival	\$30,000.00	6.06.2018
Forrest Beach Progress Association Inc.	Forrest Beach Markets and Fun Day	\$2,500.00	26.06.2018
Herbert River Pastoral and Agricultural Association Inc.	Ingham Show	\$24,00.00	26.06.2018
Ingham Meals on Wheels	Annual Assistance	\$3,600.00	26.06.2018
Ingham Sugar City Rodeo	Ingham Sugar City Rodeo	\$3,500.00	26.06.2018
Deegan Mancinelli	Dirt Bike Riding World Titles	\$250.00	11.07.2018
Mungalla Aboriginal Business Corporation Inc.	On Country	\$10,000.00	31.07.208
Hitch n Ride Horse Sports Club	Horse Sports Event	\$1,000.00	19.07.2018
Hinchinbrook Community Support Centre	Out and About Bus	\$3,000.00	25.09.2018
Ingham State School P&C Association	Romanello Shield	\$2,000.00	25.09.2018
Ingham Maraka Festival Inc.	MMM Radio Ingham Maraka Festival	\$12,000.00	25.09.2018
Noorla Bowls Club Inc.	Noorla 4's Bowls Competition	\$500.00	25.09.2018
Forrest Beach Surf Life Saving Club	Forrest Beach Surf Life Saving Carnival	\$1,711.00	05.10.2018
Ingham Family History Association Inc.	Re-Discovering Buk-Ti: Chinese Settlers in the Lower Herbert Valley Exhibition	\$8,000.00	29.10.2018
Cathedral School of St Anne & St James	Cleaning up Pelorus Island	\$1,500	31.10.2018
Total Sponsorship supported		\$90,728.00	
Total Community Activity Grant Funds remaining		\$157,272.00	

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

Applications Pending Approval	Taylors Beach Progress Association	859.00	
	Café Connect Alzheimer Australia	500.00	
	Raintree Markets	780.00	
	Women in Sugar Herbert	3,500.00	
	Lachlan Buckman	250.00	
	Hinchinbrook Sportfishing Club	3700.00	
	Halifax Progress & Tourism Association	3,800.00	
	Lucinda Progress Association	900.00	
To Amount Pending Approval		14,289.00	
Total Community Activity Grant Funds remaining*		\$74,983.00	

**Grant budget of \$68,000.00 for Hinchinbrook Community Support Centre Community Services activities reallocated to Community Services budget*

Regional Event Review

Teatro Alla Scala Ballet – Street Fiesta in Halifax

Teatro Alla Scala Ballet Street Fiesta took place Saturday 10 November, commencing at 5pm and concluding at 10.30pm. Event bought in at least 620 participants. Very positive feedback received. Vendors ran out of food by 7.00pm and Halifax Hotel ran out of food by the end of the evening.

While it is acknowledged the events cover different disciplines the increase in attendance for them, captured as the Cultural Event market, equates to 156.19% for free events. With 183 for the last paid event in 17/18 FY, it is clear continuing to include Cultural Events within the event mix is warranted supported by this growth.

Christmas in Hinchinbrook – Seniors Morning Tea

The Christmas in Hinchinbrook Seniors Morning Tea took place 30 November, commencing at 9.30am and concluding at 11.30am at the Shire Hall. Once again the Seniors Morning Tea is a very popular event with the event reaching 370 capacity and a waitlist for cancelations. We had a great line up of entertainers including Choirs, solo singers and a dance group performance. Unfortunately we really struggled to secure volunteers to help with this function.

TYTO

November had an overall -25.75 drop in patronage equating to -19.07% YTD in comparison to the last financial year.

The largest drop is in tourist numbers through the HVIL with unprecedented heat and dry conditions contributing to overall decline in visitor numbers in the region.

Reporting has also been altered with Regional Events previously referenced as TYTO Inflight Programming is no longer reported within the TYTO statistical data which has contributed to YTD drop.

Key Outcomes

Christmas in Hinchinbrook Commenced with the Seniors Morning Tea 30 November which was enjoyed by 370 pax an increase of 26.27% from last years.

The ***Digital Honour Roll Launch*** was a great success on Saturday 10 November with 180 attendees, which with only 88 RSVP'd. Staff did well to accommodate everyone. Key contributor Stephen Bourke advised: "Fantastic event for all concerned. Glowing reviews from everyone who attended. Choir, Poetry, Roll Call with students placing poppies in a bowl, ode, observe the silence, bugler playing Last Post and Revielle, speeches and a wonderful morning tea. 88 RSVP'd but 180 attended. There are not enough superlatives to describe the effort everyone has put in. A massive THANKS to everyone!"

Key Outcomes per outlet

Hinchinbrook Visitor Information Lounge (HVIL)

Visitor numbers for the month were down by just over 30%. Decrease across all demographics

The TYTO RV area showed a slight increase from the previous year and will close on 30th November 2018 to reopen, weather permitting 1st March 2019

Hinchinbrook Shire Library (HSL) including Halifax Sub Branch

Visitor Numbers of 8, 109 for November 2018. This is a 26% decrease from November 2017. The decrease as per previous months has been impacted by the absolute enforcement of all 'Conditions of Entry' relating to unaccompanied minors.

27 new memberships for the month of November 2018. This is an 8% increase compared to November last year.

330 patrons of above participated in the various activities on offer for the month of November.

See Key highlight for Digital Honour Roll Launch.

TYTO Regional Art Gallery (TRAG)

A total of 561 patrons visited the Gallery during November 2018. This is a decrease of 118pax or 17.38% compared to November 2017.

A considerable factor contributing to this decrease is that November 2017 had high visitation from GSMC students (81 students transported to the Gallery on 1/11/2018) that November 2018 did not have due to GSMC cancelling their exhibition for 2018. ISHS do not have the capacity to transport students to the exhibition.

Sunday figures decreased by 67pax or 61.47% - 42 in 2018 compared to 109 in 2017. This decrease can be explained by a morning tea opening for Arthouse kids on Sunday 26 November 2017, an exhibition for children that attended private art lessons, which had 77 in attendance. The Gallery was unable to accommodate Arthouse Kids in 2018, instead the exhibition was hosted by JK's Delicatessen.

Conference and Events Centre

November 2018 saw the TYTO Conference and Events Centre host 19 bookings, of those 14 were external, 4 for Hinchinbrook Shire Council, and 1 was for TYTO. This month there were no scheduled events in the Event Programme.

The external bookings included six Government bookings and eight corporate groups, with only one cancelled event.

The TYTO Conference and Events Coordinator assisted the Regional Events Coordinator with the Teatro Alla Scala Ballet, the International Fishing Series and December events of the Festival of Small Halls, and the Christmas in Hinchinbrook events Seniors Morning Tea and Carols by Candlelight.

Tables include: TCEC Activity Report, Booking numbers and usage which are summarised from the activity report and overall monthly comparatives which show again TCEC figures in both patronage and room bookings. All of these reports assist with formation of the Visitor Driven Activity Infographic.

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

Venue Name	Event name	Event type (select only one)	Industry sector of event owner/ organiser (select only one)	Hirer	Total Number of Visitors per Event (Daily delegates x days)
Monarch	Hinchinbrook Resilience Project	Meeting	Government	External	1
Wagtail Room	Advanced Personal Management	Meeting	Corporate	External	6
Wagtail Room	Infrastructure Service Delivery	Meeting	Government	HSC	88
Whistler	Coordinators Meeting	Meeting	Government	TYTO	12
Jacana	Insurance Council of Australia	Meeting	Corporate	External	50
Whistler	Think Business	Workshop	Government	External	8
Whistler	Educators United	Meeting	Government	External	10
Jacana	Town Planning Workshop	Workshop	Government	HSC	40
Jabiru	Liddle & Sons	Meeting	Corporate	External	7
Jabiru	Liddle & Sons	Meeting	Corporate	External	7
Wagtail Room	Advanced Personal Management	Meeting	Corporate	External	6
Jacana	Townsville Public Health Unit	Meeting	Government	External	30
Jacana	Hinchinbrook Shire Council - Annual Reports Update	Meeting	Government	HSC	15
Whistler	AstraZeneca	Meeting	Corporate	External	10
Whistler	QLD Government Department of Tourism	Meeting	Government	External	6
Whistler	Hinchinbrook Shire Council - General Meeting Update	Meeting	Government	HSC	15
Whistler	Liddle & Sons	Meeting	Corporate	External	8
Wagtail Room	Advanced Personal Management	Meeting	Corporate	External	6
Jacana	Department of Natural Resources, Mines and Energy	Workshop	Government	External	50

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

	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	6	102	0	0	0	0	0	0	0	0	0	0	0	0	102	12,072	-54.87%	-6.84%
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%
TCEC 13/14	3	75	8	7,040	6	305	4	323	7	449	3	70	2	28	4	99	5	315	5	342	14	329	4	190	65	9,565	71.05%	82.47%
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	59	-47.32%	10411	113.03%	20	-50.00%	683	-46.72%	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
TCEC 13/14	39	50.00%	7611	57.02%	15	50.00%	744	152.20%	10	900.00%	347	1635.00%	0	28
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			

DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT - 30 NOVEMBER 2018

VIC Visitor Data Form

		Australian States or Territories											Overseas Visitors											TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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DEVELOPMENT, PLANNING and ENVIRONMENTAL SERVICES ACTIVITY REPORT – 30 NOVEMBER 2018

Self-Contained RV Visitation

The TYTO RV area showed an increase in total bookings of 16% for the month of November comparative to 2017.

	TYTO Open 1 March to 30 November									
	Total nights	Total bookings	Avg RV per venue/Night	Avg length of stay (days)	Total feedback received	Percentage reported	Actual reported total spend	Actual spend/feedback received	Est. spend per night	Est. total monthly spend
2018										
Jan-18	-	-	-	NA	-	0%	0.0	NA	NA	-
Feb-18	-	-	-	NA	-	0%	0.0	NA	NA	-
Mar-18	-	-	-	NA	-	0%	0.0	NA	NA	-
Apr-18	26	22	0.87	1.18	10	45%	4,163.15	416.32	352.27	9,158.93
May-18	154	125	4.97	1.23	66	53%	14,772.72	223.83	181.68	27,978.64
Jun-18	283	206	9.43	1.37	98	48%	26,916.95	274.66	199.93	56,580.53
Jul-18	361	256	11.65	1.41	116	45%	25,979.48	223.96	158.82	57,334.02
Aug-18	340	229	10.97	1.48	104	45%	31,887.61	306.61	206.51	70,214.06
Sep-18	182	129	6.07	1.41	55	43%	15,227.10	276.86	196.23	35,714.47
Oct-18	76	60	2.45	1.27	21	35%	6,844.70	325.94	257.32	19,556.29
Nov-18	29	23	0.97	1.26	9	39%	1,914.00	212.67	168.67	4,891.33
Dec-18	-	-	-	NA	-	0%	0.0	NA	NA	-
Season Total	1,451.00	1,050.00	NA	NA	479.00	NA	127,705.71	NA	NA	281,428.27
Season Average	203.14	146.71	6.63	1.34	67.14	45%	17,970.24	292.60	221.82	39,505.28
2017										
Jan-17	-	-	-	NA	-	NA	-	NA	NA	-
Feb-17	-	-	-	NA	-	NA	-	NA	NA	-
Mar-17	11.00	8.00	0.35	1.38	3.00	38%	1,217.00	405.67	295.03	3,245.33
Apr-17	27.00	25.00	0.90	1.08	10.00	40%	2,736.00	273.60	253.33	6,840.00
May-17	101.00	68.00	3.26	1.49	31.00	46%	6,710.00	216.45	145.73	14,718.71
Jun-17	286.00	204.00	9.53	1.40	95.00	47%	21,817.00	229.65	163.81	46,849.14
Jul-17	370.00	273.00	11.94	1.36	87.00	32%	23,702.00	272.44	201.01	74,375.24
Aug-17	375.00	248.00	12.10	1.51	98.00	40%	27,228.00	277.84	183.74	68,903.51
Sep-17	203.00	146.00	6.77	1.39	56.00	38%	15,626.00	279.04	200.69	40,739.21
Oct-17	55.00	34.00	1.77	1.62	15.00	44%	4,418.00	294.53	182.08	10,014.13
Nov-17	25.00	20.00	0.83	1.25	8.00	40%	1,665.00	208.13	166.50	4,162.50
Dec-17	-	-	-	NA	-	NA	-	NA	NA	-
Total	1,453.00	1,026.00	NA	NA	403.00	NA	105,119.00	NA	NA	269,847.78
Average	161.44	114.00	5.27	1.39	44.78	40%	11,679.89	273.04	199.10	29,983.09
%Change/ Difference Nov-18 vs Nov-17	16.00%	15.00%	0.13	1.09%	12.50%	-0.01	14.95%	2.18%	1.30%	17.51%

Please note CMCA and Forrest Beach are not open for November.

Grants Activities – 30 November 2018 Update

Currently we have 11 applications submitted awaiting an outcome from their associated department. It is expected that Hinchinbrook Shire Council should receive notification on 7 of the 11 prior to the Christmas shutdown period.

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
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
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
Department of Infrastructure and Regional Development – Stronger Communities Program Round 4 – TYTO Community Parkland and Wetland Circuit Connector. Total Project Cost \$38,950; Funding \$19,475; HSC Cost \$19,475	Awaiting Outcome
Australian Sports Commission – Community Sport Infrastructure Grant Program – Multi purpose arena lighting and sound system. Total Project Cost \$470,000; Funding \$450,000; HSC Cost \$10,000; HSC In Kind \$10,000	Awaiting Outcome
Department of National Parks, Sport and Racing – Get Playing Places and Spaces – Round 7 – Multi-purpose Sports Arena Lighting. Total Project Cost \$543,950; Funding \$543,950; HSC Cost \$nil	Awaiting Outcome
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
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	Awaiting Outcome
2018/19 Local Government Get Ready Grants Program – Waste Disposal Levy – Mandalay. Total Project Cost \$78,100; Funding \$54,670; HSC Cost \$23,430	Awaiting Outcome
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
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	Awaiting Outcome

VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



1,743 PATRONS IN NOVEMBER,
26,714 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 **↓25%** IN
COMPARISON TO NOVEMBER 2017 [8]

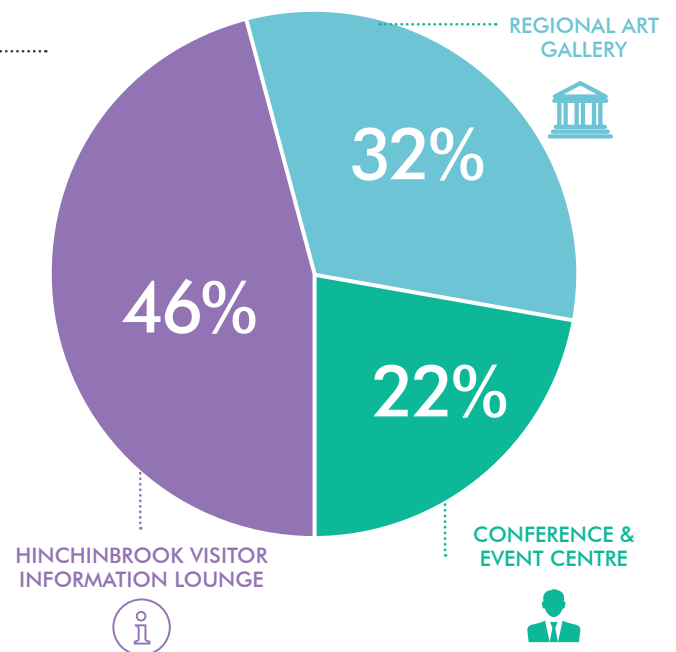
NOVEMBER 2018 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

5 YEAR COMPARISON [10]

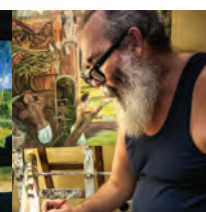
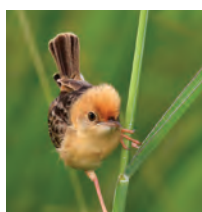
	NOVEMBER 2018 EVENTS	AV GROWTH PER ANNUM SINCE NOVEMBER 2014/15
	CONFERENCE & EVENT CENTRE 375 PATRONS	↑46% PA
	REGIONAL ART GALLERY 561 PATRONS	↑3% PA
	HINCHINBROOK VISITOR INFORMATION LOUNGE 807 PATRONS	↓-3% PA

TYTO VISITATION [11]

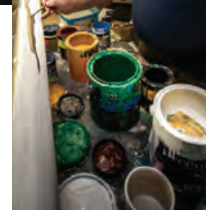
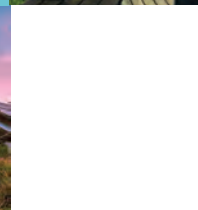


AMBASSADOR CONTRIBUTIONS NOVEMBER [12]

	REGIONAL ART GALLERY 57 HOURS		HINCHINBROOK VISITOR INFORMATION LOUNGE 364 HOURS		TYTO CONFERENCE AND EVENTS CENTRE 8 HOURS		TOTAL WAGES SAVED 2018/19 \$65,757
--	--	---	--	---	--	---	---



TYTO is owned and operated by Hinchinbrook Shire Council



CONFERENCE & EVENT CENTRE: A GROWING REVENUE STREAM

EVENT TYPES ^[4]


Year On Year Monthly Comparison ONLY



DIRECT SPEND
(ROOM HIRE AND
F&B) **↑34%**
COMPARED TO NOV
LAST YEAR ^[1]



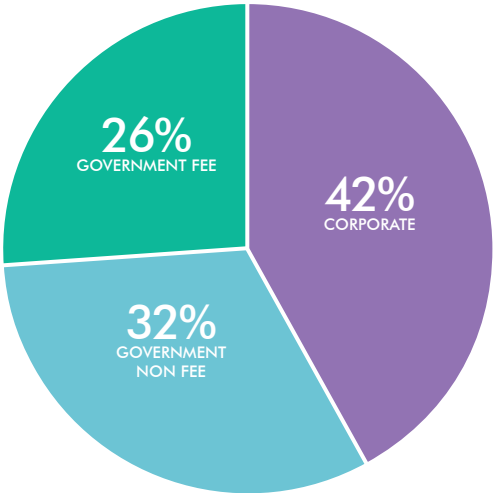
20 DELEGATES
PER DAY PER EVENT,
COMPARED TO
20 IN NOV 2017 ^[2]

NOV 2018 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE NOV 2014	
EVENT	0	↓1 BOOKING	0
WORKSHOP	3	↑3 BOOKINGS	98
CONFERENCE	0	NO CHANGE	0
MEETING	16	↑108%	277
OTHER	0	NO CHANGE	0

NOVEMBER 2018 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

EVENT USAGE ^[5]



EVENT BOOKINGS & PAX ^[3]

5 Year Comparison*

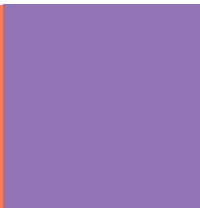
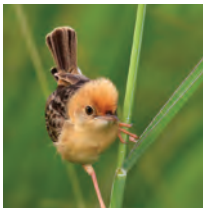


% CHANGE PA SINCE 2014/15 ^[6]

GOVERNMENT - NON FEE	↑125% *
GOVERNMENT - FEE	↑100%
CORPORATE	↑75%
PRIVATE	NO CHANGE
OVERALL BOOKINGS	↑94%

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

* TYTO 1 Booking; HSC 2 Bookings; Government External 3 Bookings





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



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

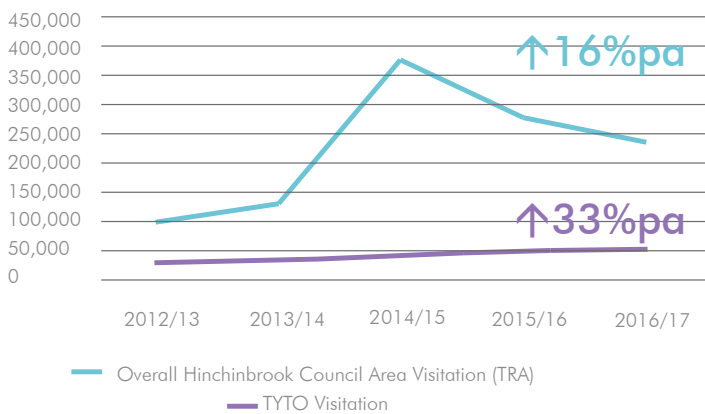
FINANCIAL YEAR 2017/18 HIGHLIGHTS

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]

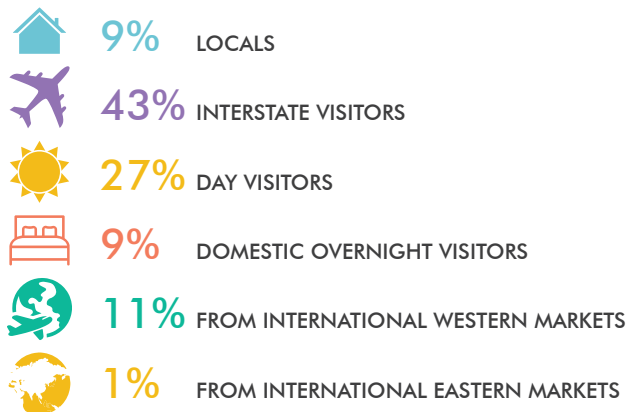
Since data collection began, patronage to TYTO has received **consistent growth despite decreases in regional visitation**.



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 **575**
HOURS
=
TOTAL WAGES SAVED
2018/19 **\$15,942**

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 ^[1-19]

1. Figures provided by Council on spend on site for F&B and room Hire, comparing the month of November 2018 with November 2017.
2. Figures provided by Council on the number of event delegates of the average number per day, comparing the month of November 2018 with November 2017.
3. Figures provided by Council on the number of patrons per day at events and number of event bookings, comparing the month of November in 2014-2018.
4. Figures provided by Council on the number of bookings by type of event, comparing November 2018 with November 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 November 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 November 2018.
6. Figures provided by Council on number of event users by type, comparing the month of November 2018 with November 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 November 2018 and in July–November 2018.
8. Figures provided by Council on patrons to the visitor driven attractions, comparing the month of November 2018 to November 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 November 2018, comparing November 2018 figures with November 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 November 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.

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	\$0	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	Ongoing													
						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 launch date. Marketing to be provided to M&C - in progress. Digital screen has arrived to the DEPOT and currently arranging the installation by Command which will be													
						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	\$0	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 released and bins in progress. RFQ for seating to be determined.													
						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	\$8,921	QR code URLs sent to manufacturers for final production of signage. Await Signage delivery date.													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													

EXECUTIVE MANAGER DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES STATUS REPORT - 30 NOVEMBER 2018

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 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	Action All areas under the Operational Plan as referred throughout sections one to five

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.

EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY STATUS REPORT - 30 NOVEMBER 2018

Officers Summary

Not applicable concerning acceptance of this Report

Historical Information

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

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

Consultation

Chief Executive Officer

Attachments

Status of Actions

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
STATUS REPORT - 30 NOVEMBER 2018**

Resolution Number 271118-26 – Councillor Opportunities – Attendance at Queensland Pest Animal and Weed Symposium

That Council authorise two Councillors to attend the Symposium in the Gold Coast from 20 – 23 May 2019.

Status:

December 2018 Update – Pest Management Officer to formerly invite Portfolio Councillors and bookings will be made closer to the date. **Matter Closed**

Resolution Number 271118-25 – Notice to Conduct or Commission an Environmental Evaluation

That Council receive and note the information in the Report and continue to progress monitoring and rectification works.

Status:

December 2018 Update – No further action required. **Matter Closed**

Resolution Number 271118-23 – Museum of Tropical Queensland Community Pass Agreement Renewal

That Council:

- A. Renew the Community Pass Agreement with the Museum of Tropical Queensland, Townsville for the next three (3) years totalling \$18,453 (incl. GST); and
- B. Authorise the Chief Executive Officer to execute the appropriate three (3) year agreement.

Status:

December 2018 Update – Letter to Museum of Tropical Queensland regarding the Community Pass Agreement Renewal sent 7 December 2018. **Matter Closed**

Resolution Number 271118-22 – Hire of TYTO Regional Gallery Tenancy Offices

That Council:

- A. Approve an extension of the current hire agreement with GP One Consulting Pty Ltd beyond the 24 month period, to encompass an additional 12 months from 1 January 2019 to 31 December 2019 at a monthly rate of \$500.00 (excl. GST).
- B. Authorise the Chief Executive Officer to execute the contract tenancy agreement.

Status:

December 2018 Update – Letter to GP One Consulting Pty Ltd informing of extension of current hire agreement sent 7 December 2018. **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:

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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
STATUS REPORT - 30 NOVEMBER 2018**

Resolution Number 271118-20 – Request to Apply a Superseded Planning Scheme – Storm Tide Level 2004 – Lot 8 on A77416 – Pandanus Street, Forrest Beach

That Council approve the request to apply a Superseded Planning Scheme, Hinchinbrook Shire Planning Scheme 2005, at 44 Pandanus Street, Forrest Beach for the development of a Class 1a (habitable) structure subject to a number of conditions.

Status:

December 2018 Update – Correspondence dated 4 December 2018 sent to Applicant and Council's Building Services for notation. Applicant has until 3 December 2020 to finalise development. **Matter Closed**

Resolution Number 271118-19 – Purchase of Reserve in Title – Department of Natural Resources, Mines and Energy Allocation of Reservation in Title – Lot 5 on SP214781

That Council offer no objection to the application for the purchase of the floating reservation in title designated for road purposes over Lot 5 on SP214781.

Status:

December 2018 Update – Correspondence dated 30 November 2018 sent to Department of Natural Resources Mines and Energy outlining Council resolution. **Matter Closed**

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:

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:

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

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
STATUS REPORT - 30 NOVEMBER 2018**

Resolution Number 271118-16 – Reconfiguration of Land – Gilvear Planning Pty Ltd for Norcomm Pty Ltd – Subdivision of one (1) Lot into two (2) Lots – Lot 32 on CWL74 – Mount Separation Road, Bemerside.

That Council resolve to approve a development permit for Reconfiguration of Land – Subdivision over Lot 32 on CWL74, Mount Separation Road, Bemerside, one (1) Lot into two (2) Lots and access easement, subject to a number of conditions.

Status:

December 2018 Update – Correspondence dated 4 December 2018 sent to Applicant outlining Council resolution and conditions of approval. Applicant has six (6) years to complete development. **Matter Closed**

Resolution Number 271118-15 – Siting Relaxation – Owner – 7 Barramundi Street, Taylors Beach – Lot 80 on RP724089

That Council approve front / street boundary siting relaxation from the permissible 6m to 3m and side boundary siting relaxation from 1.5m to 200mm for the construction of an open carport on Lot 80 on RP724089, at 7 Barramundi Street, Taylors Beach, subject to the applicant being required to construct a concrete surface between the existing shed and the proposed structure and boundary fence line, and subject to a number of further conditions.

Status:

December 2018 Update – Correspondence dated 03 December 2018 sent to Applicant and Council's Building Services for notation. Applicant has until 05 December 2020 to finalise development. **Matter Closed**

Resolution Number 271118-14 – Siting Relaxation – Owner – 7 Carr Crescent, Lucinda – Lot 1325 on L46927

That Council approve front/street boundary siting relaxation from the permissible 6m to 4.2m for the construction of an attached garage extension on Lot 1325 on L46927 located at 7 Carr Crescent, Lucinda, subject to a number of conditions.

Status:

December 2018 Update – Correspondence dated 03 December 2018 sent to Applicant and Council's Building Services for notation. Applicant has until 05 December 2020 to finalise development. **Matter Closed**

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.
- 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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
STATUS REPORT - 30 NOVEMBER 2018**

Status:

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:

December 2018 Update – Request for quotation 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 240418-16 – Marine Media Group: Recreational Fishing Event / Marketing Proposal

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

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

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

Status:

December 2018 Update – The Australian Fishing Championships (AFC) Barra Series and Footy Series presented in the Hinchinbrook region 22 October 2018. A combination of the best Australian Barramundi anglers and NRL players whom have a passion for angling were filmed whilst competing in Hinchinbrook waters from Gorge to open water throughout the week, and finished off the event with a Champion Ceremony 26 October 2018.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
STATUS REPORT - 30 NOVEMBER 2018**

Anglers included NRL legend Matt Sing, NRL Cowboy Ben Hampton, Craig Griffiths, Karim de Ridder, Jon Millard and Luke Katsaros. The Championship Ceremony took place at Bursill Park, Dungeness where a complimentary sausage sizzle and refreshments were available to AFC crew and public.

The International Fishing Series (IFS) presented in Hinchinbrook 18 November where competing and filming took place between Team China and Team South Korea in the Hinchinbrook offshore waters. The series wrapped up on 20 November 2018 with the Final IFS Champion Ceremony, where the John Heard Trophy was awarded to Team China with their catch featured Tuna and Trevally and ended their championship with a total bag length of 402cm's. Championship Ceremony took place in the TYTO Amphitheatre, where a complimentary sausage sizzle and refreshments were available to IFS crew and public.

Both events were open where the Mayor, Councillors and public were invited to attend the championship ceremonies through formal invitation, Media Release, Herbert River Express and Social Media.

Through these great events Hinchinbrook Shire will be showcased to Asia and Australia throughout 2019. Marine Media Group will provide additional marketing material and footage to Hinchinbrook Shire council in January.

Matter Closed

November 2018 Update – Final of series to be conducted at the end of November with a presentation held on the 20 November 2018.

October 2018 Update – Schedule for filming and competition :

AFC Barra and AFC Footy Schedule

- Anglers arrive on Oct 20 to begin pre-fishing.
- Crew and myself together with VIPs will arrive afternoon of Oct 24.
- NRL Legend Matt Sing arrives afternoon of Oct 24.
- NRL Cowboy Ben Hampton arrives afternoon of Oct 26.
- October 25 AFC Barra Finale Dungeness 6am

There will be three crew boats chasing the two tournament boats. We have a spot available on a boat for a HSC observer.

October 26 free production day allocated to HSC and to collect pretty overlay vision for AFC & IFS.

October 27 Liddle's hosting AFC Footy Series on the Upper Herbert River

September 2018 Update – Formal three year contract signed. THW logo amended for use on T-shirts for series to ensure better pick up via film media re branding. Dates yet to be finalised for filming in October (pencilled in), will advise once confirmation is complete. IFS Director will be in the Shire over forthcoming school holidays for a review of the planned schedule. MECD is currently working on full film schedule ie imagery and video shot list/scope for production and stock film.

August 2018 Update - Planning in progress. Tentative date of early October for filming.

July 2018 Update – Meeting successful, action plan for event/s in progress.

June 2018 Update – Meeting in early July for formal contract for review and approval. Acquittal to be conducted by January 2019.

May 2018 Update – Nil movement.

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:

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

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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:

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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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:

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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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:

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.

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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.

EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY STATUS REPORT - 30 NOVEMBER 2018

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**EXECUTIVE MANAGER DEVELOPMENT PLANNING AND ENVIRONMENTAL SERVICES DELIVERY
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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.

SITING RELAXATION APPLICATION - OWNER, 7 RED GUM COURT, ALLINGHAM, LOT 21 ON SP181639

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 4 Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire	Action 4.5 Regulatory Functions that underpin liveability

Budget, Financial and Resource Implications

The fees for Siting Relaxation Applications are established in the Budget process and are reviewed annually. There is no impact on the Hinchinbrook Shire Council Budget unless a Council decision is contested.

Asset Management

Nil.

Executive Summary

Council is in receipt of a request for a siting dispensation for the approval of a single detached dwelling at 7 Red Gum Court, Allingham (SR18\0013). The application is seeking approval for a front/street boundary dispensation with the structure (dwelling) to be sited at a minimum of 3m from the south-western boundary line in lieu of the 6m requirement set out within the Queensland Development Code (QDC).

The 780m² general residential zoned subject site is accessed via Red Gum Court, Allingham and is currently improved with an existing shed. The allotment is surrounded by General Residential zoned properties with established residences and ancillary buildings.

The proposed 3mm front/street boundary setback, will not detrimentally impact upon the amenity of neighbouring properties or result in unsightly impacts to the streetscape.

The dispensation is recommended for approval, subject to conditions.

Table 1

Summary of Application and Site Details	
Applicant:	Owner
Street Address:	7 Red Gum Court, Allingham
RP Description:	Lot 21 on SP181639
Land Area:	780m ² (Approx)
Plan Zoning:	General Residential

REPORT TO COUNCIL – SITING RELAXATION APPLICATION

Existing Use of Land:	Shed
Application Type:	Siting dispensations: <ul style="list-style-type: none"> Front/Street Boundary – 3m
Easements:	The site is not encumbered by any easements.

It is considered appropriate to support the application due to the following reason(s):

- The structure (dwelling) will not obstruct daylight and ventilation to habitable rooms on the adjoining properties and will not impede on the privacy of neighbouring residences;
- The proposed structure (dwelling) is to be sited of a sufficient distance from the road frontage as not to impede on traffic or pedestrian safety and visibility;
- The structure (dwelling) will not have an overshadowing effect on neighbouring residences;
- The structure (dwelling) will not negatively impact the amenity of the adjoining land or the residential character of the locality; and
- Both adjoining neighbours were notified of the proposal and one (1) has consented to the residential siting relaxation for the structure. The remaining adjoining owner failed to make a comment regarding proposal.

For Council Decision – Recommendation

That Council:

- A. 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 the following conditions:

SITING RELAXATION CONDITIONS OF APPROVAL – LOT 21 ON SP181639								
Conditions		Compliance Timing						
Administration								
(1)	The developer is responsible to carry out the approved development and comply with relevant requirements in accordance with:- <div><div>a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the technical reports;</div><div>b. The development must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards</div><div>c. The conditions of approval, the requirements of Council’s Planning Scheme and best practice engineering.</div></div>	At all times						
Currency Period								
(2)	The currency period applicable to this approval. <div><div>• Siting Relaxation – Two (2) years until 21 December 2020</div></div>	As per condition						
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>Site Plan - 7 Red Gum Court, Forrest Beach</td><td>2018-17 DD01 P1</td><td>October 2018</td></tr></table>	Plan / Document Name	Number	Date	Site Plan - 7 Red Gum Court, Forrest Beach	2018-17 DD01 P1	October 2018	At all times
Plan / Document Name	Number	Date						
Site Plan - 7 Red Gum Court, Forrest Beach	2018-17 DD01 P1	October 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						

REPORT TO COUNCIL – SITING RELAXATION APPLICATION

SITING RELAXATION CONDITIONS OF APPROVAL – LOT 21 ON SP181639	
Conditions	Compliance Timing
(5) Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council prior to the submission of a Development Application for Operational Works	As per condition
Lawful Point of Discharge	
(6) 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.	At all times
(7) The structure (dwelling) must include guttering which directs all stormwater to a legal point of discharge within the confines of the boundary to which the attached dwelling resides.	At all times
(8) Where retaining walls, fences, buildings or other barriers, which would cause a “damming effect” and produce a concentrated flow at an outfall are constructed, a drainage system is installed to discharge the surface water such that it does not adversely affect surrounding properties or properties downstream from the development.	At all times
Building	
(9) The class 1a (dwelling) structure requires a development permit for building works.	At all times
(10) The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier	At all times
(11) The class 1a (dwelling) structure requires compliance to relevant Fire Safety regulations as reflected in s.3.7.1.6 of the Building Code of Australia (Volume Two).	At all times
Construction and Operations	
(12) 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
(13) Any construction work associated with the access arrangements to the property from the road reserve is subject to a Private Works in a Road Reserve application and approval.	Prior to any construction work commencing
Damage to Infrastructure	
(14) In the event that any part of Council's existing sewer, water, channel and kerbing, or road infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/ owner must notify Council immediately of the affected infrastructure and have it repaired or replaced by Council, at the developer's cost.	At all times

Officers Summary

The siting dispensation application in relation to the front/street boundary of the subject lot from 6m to 3m for the construction of a single detached dwelling exceeds the guidelines of the Queensland Development Code MP 1.2 as at Table 3.

REPORT TO COUNCIL – SITING RELAXATION APPLICATION

- The structure (dwelling) will not obstruct daylight and ventilation to habitable rooms on the adjoining properties and will not impede on the privacy of neighbouring residences;
- The proposed structure (dwelling) is to be sited of a sufficient distance from the road frontage as not to impede on traffic or pedestrian safety and visibility;
- The structure (dwelling) will not have an overshadowing effect on neighbouring residences;
- The structure (dwelling) will not negatively impact the amenity of the adjoining land or the residential character of the locality;
- Sufficient recreational space is available on the on the site and the application complies with the performance criteria as at s. A3 of MP 1.2
- The structure can be conditioned to comply with the light, privacy and amenity performance criteria as set in s.A5 of MP 1.2. Sufficient open space is available on the subject site, with the proposal resulting in total site coverage of approximately $\pm 40.8\%$.

A summary of the application's sought outcomes is provided below:

Table 1

Purpose	Street	Boundary	Proposed Setback	Boundary (MP 1.2) Clearance	HSC Policy
Dwelling	Red Gum Court, Allingham	Front/Street	3m	6m	6m

The maximum area covered by all buildings and structures roofed with impervious materials, existing and proposed is as reflected hereunder:

Table 2

Purpose	Street	MP 1.2	Existing	Proposed
Dwelling & Shed	Red Gum Court, Allingham	50%	8.07%	40.8%

An assessment against the applicable provisions of the *Queensland Development Code MP1.2* has been undertaken as reflected hereunder:

Table 3

Queensland Development Code MP1.2		
Code (Structures)	Purpose	Assessment
Building or Structure	<p>The location of a building or structure facilitates an acceptable streetscape, appropriate for –</p> <p>(a) the bulk of the building or structure; and</p> <p>(b) the road boundary setbacks of neighbouring buildings or structures; and</p> <p>(c) the outlook and views of neighbouring residents; and</p> <p>(d) nuisance and safety to the public.</p>	<p>The application does not adversely impact on character of the area.</p> <p>The proposed dwelling is sited to be unobtrusive to the streetscape, will not affect traffic visibility and will not be a nuisance or public safety issue.</p>
Height	<p>The height of a building is not to unduly –</p> <p>(a) overshadow adjoining houses; and</p> <p>(b) obstruct the outlook from adjoining lots.</p>	<p>The 1a (dwelling) structure will not overshadow adjoining houses or obstruct outlook from adjoining lots. In addition, the structure will not exceed 5.7m in height.</p>

REPORT TO COUNCIL – SITING RELAXATION APPLICATION

Setbacks	<table><tr><th rowspan="3">Road Frontage in metres</th><th colspan="2">Side and Rear Boundary Clearances</th></tr><tr><th colspan="2">Height in metres</th></tr><tr><th>4.5 or less</th><th>4.5 to 7.5</th></tr><tr><td>14.501 – 15.000</td><td>1.425</td><td>1.900</td></tr><tr><td>14.001 – 14.500</td><td>1.350</td><td>1.800</td></tr><tr><td>13.501 – 14.000</td><td>1.275</td><td>1.700</td></tr><tr><td>13.001 – 13.500</td><td>1.200</td><td>1.600</td></tr><tr><td>12.501 – 13.000</td><td>1.125</td><td>1.500</td></tr><tr><td>12.001 – 12.500</td><td>1.050</td><td>1.400</td></tr><tr><td>11.501 – 12.000</td><td>0.975</td><td>1.300</td></tr><tr><td>11.001 – 11.500</td><td>09.00</td><td>1.200</td></tr><tr><td>10.501 – 11.000</td><td>0.825</td><td>1.100</td></tr><tr><td>10.500 or less</td><td>0.750</td><td>1.000</td></tr></table>	Road Frontage in metres	Side and Rear Boundary Clearances		Height in metres		4.5 or less	4.5 to 7.5	14.501 – 15.000	1.425	1.900	14.001 – 14.500	1.350	1.800	13.501 – 14.000	1.275	1.700	13.001 – 13.500	1.200	1.600	12.501 – 13.000	1.125	1.500	12.001 – 12.500	1.050	1.400	11.501 – 12.000	0.975	1.300	11.001 – 11.500	09.00	1.200	10.501 – 11.000	0.825	1.100	10.500 or less	0.750	1.000	The application is not for a side or rear boundary dispensation.
Road Frontage in metres	Side and Rear Boundary Clearances																																						
	Height in metres																																						
	4.5 or less	4.5 to 7.5																																					
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Code	Purpose	Assessment																																					
Privacy	Buildings are sited and designed to provide adequate visual privacy for neighbours.	The proposed structure is sited to be unobtrusive to adjoining residences and will not detract from the streetscape of Red Gum Court, Allingham.																																					
Maintenance	The location of a building or structure facilitates normal building maintenance	The proposed development is not for a side and/or rear boundary dispensation and will have sufficient space to facilitate normal building maintenance.																																					
Code (Site)	Purpose	Assessment																																					
Open space and landscaping	The maximum area covered by all buildings and structures roofed with impervious materials, does not exceed 50% of the lot area.	The current site coverage being an existing dwelling site is ±8.07%. The proposed site cover will be approximately ±40.8%.																																					
Parking	Sufficient space for on-site car parking to satisfy the projected needs of residents and visitors	The development site provides existing sufficient parking space on the site.																																					
Truncation	Fences, screens, and retaining walls and other structures are not more than 1m high within a truncation made by 3 equal chords of a 6m radius curve at the corner of the 2 road frontages	The proposal does not include fences, screens, retaining walls or other structures.																																					
Code (Works)	Purpose	Assessment																																					
Filling or Excavation	Filling or excavation must not impact adversely on the visual amenity or privacy of surrounding properties.	The application does not involve any filling or excavation of land.																																					
Filling or Excavation	Filling or excavation must not worsen any flooding or drainage problems on the site or on neighbouring properties.	The application does not involve any filling or excavation of land.																																					
Code (Stormwater)	Purpose	Assessment																																					
Roof water and surface water	Roof water and surface water must not cause a health risk to the occupants of a building or damage to adjoining land or buildings.	The proposed development will be conditioned to comply with these requirements.																																					
Natural flow of surface water	The natural flow of surface water from the property or adjoining properties must not be altered so as to cause a health risk to the occupants of a building or damage to adjoining land or buildings, in the immediate area.	The proposed development will be conditioned to comply with these requirements.																																					
Code (Fire)	Purpose	Assessment																																					
Safety	The parts of the structure within the prescribed boundary clearance are not closer than 1.5m to a window in a habitable room of an adjoining dwelling.	The proposed dwelling is not located within 1.5m to an opening or a habitable room in an adjoining dwelling.																																					

Historical Information

The proposed dwelling is primarily orientated to Red Gum Court, Allingham, with access supporting the use set to this frontage. The Applicant proposes the construction of a new residence and seeks siting dispensation to allow for construction on the allotment which has been shaped to fit within the confines of a cul-de-sac frontage configuration.

The outermost projections of the proposed dwelling will be set back, along the south-western end of the allotment frontage, at a minimum of 3m from the front/street boundary, in lieu of the 6m requirement set out within the Queensland Development Code (QDC). The north-western projection of the proposed dwelling will be in excess of 7m from the front/street boundary.

The proposal meets all Queensland Development Code (QDC) siting requirements for side and rear boundaries.

Policy Implications

Council has resolved to determine siting requirements for Class 1 and associated Class 10 Buildings and Structures with the provisions and performance criteria stated in the Queensland Development Code MP 1.2, NMP17, NMP 1.8, Section 3.7 and in accordance with the *Building Act 1997* and Standard Building Regulation which states assessment is to be made with alternative provisions and performance criteria of the Queensland Development Code MP 1.2.

Risk Management Implications

The risk to Council is negligible.

Statutory Environment

Council is required to deal with and assess siting concerns with reference to the following legislation, codes and planning instruments: - *Planning Act 2016*; *Building Code of Australia*; Queensland Development Code MP 1.2, NMP17, NMP 1.8, Section 3.7; and the *Hinchinbrook Shire Planning Scheme (2017)*.

Consultation

Not Applicable.

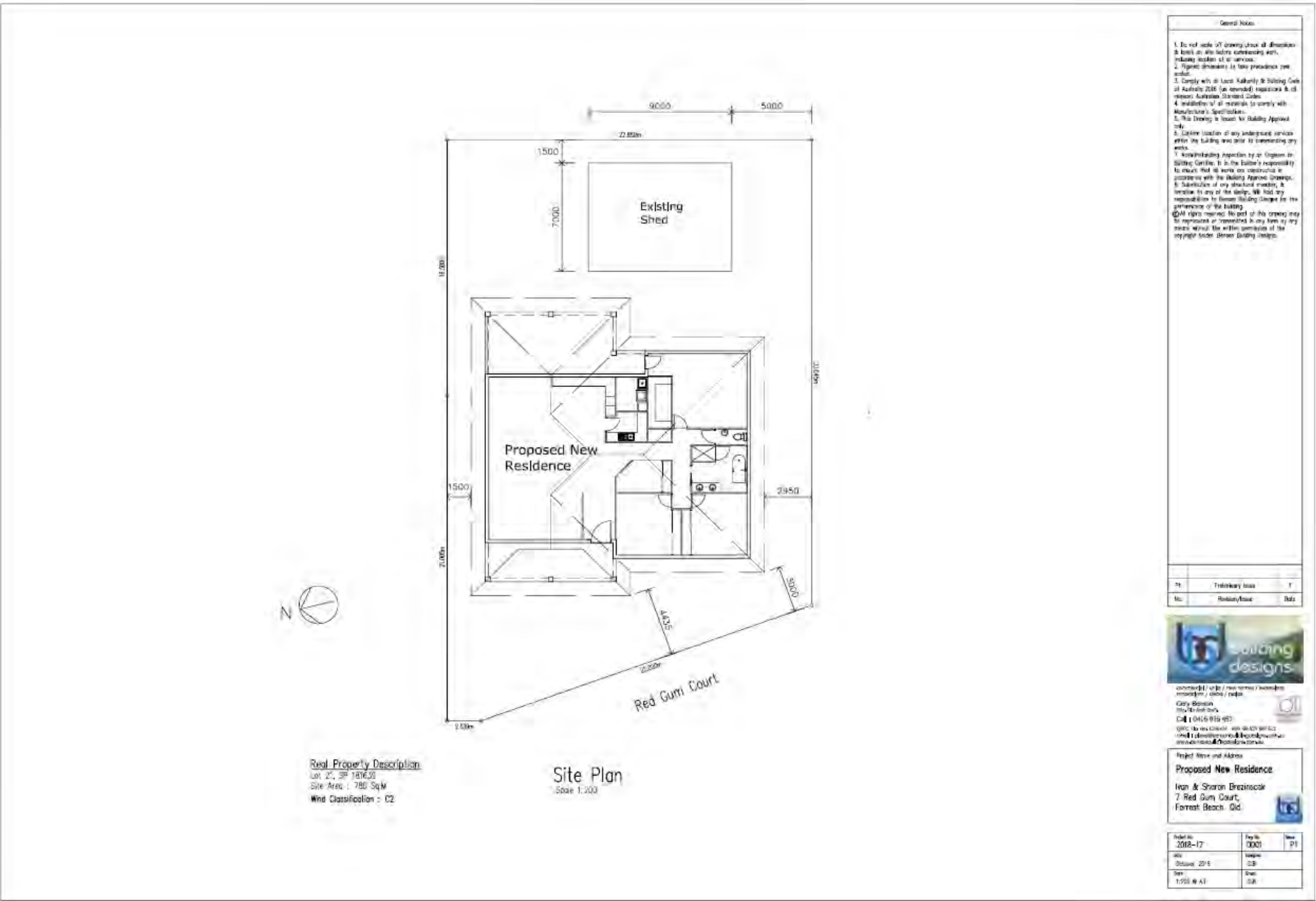
Attachments

Attachments	
Attachment A:	Locality Plan
Attachment B:	Applicant's Development Plans
Attachment C:	Neighbours Consent



V:\REPORTS TO COUNCIL\DECEMBER 2018\2_Gerhard Visser_SR18_0013 - 7 Red Gum Court Allingham - Printed.docx

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Date: 6/11/18

Full Name	_____
Doc. No.	_____
St. A. No.	_____
St. B. No.	_____
St. C. No.	_____



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

Dear Sir,

RE: Residential Siting Relaxation

Forest Bend

I am the registered owner of 25 Hibiscus St and have been informed and shown approximate size and location of the proposed structure to be constructed by my neighbour(s), I & S Brezinscak, towards the front boundary of their property at 7 Red Gum Court, Allingham.

After discussion with I & S Brezinscak, I agree that the proposal will have negligible effect on my neighbouring property.

I am in agreement that the siting relaxation be granted and have no objection to their application.

Kindest regards,

[Signature] (Signature)
NAME: Alicia Hoffman
ADDRESS: 24 Sommers Ct
ADDRESS: Enniskillen QLD 4850

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT – LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 – ELPHINSTONE POCKET ROAD, ABERGOWRIE

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 2. Responsive and responsible management of land 4 Council's role in creating and supporting the economic prosperity of our Shire	Action 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 4.5 Regulatory Functions that underpin liveability 5.4 Natural Disaster Management

Budget, Financial and Resource Implications

The application does not trigger infrastructure charges under Council's Adopted Infrastructure Charges Resolution 2018 (AICR).

Asset Management

Not Applicable

Executive Summary

Council is in receipt of a development application for Reconfiguration of Land, being a rearrangement of boundaries (4 lots into 3 lots) located along Elphinstone Road, Abergowrie. The proposed reconfiguration involves 57.09ha. The application proposed the creation of three Rural zoned allotments.

- Proposed Lot 18 of 3.37ha
- Proposed Lot 17 of 36.15ha and
- Proposed Lot 90 of 18.64ha

Table 1

Summary of Application & Site Details	
Applicant:	Hansen Surveys Pty Ltd
Street Address:	147 Elphinstone Pocket Road
RP Description:	Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361
Land Area:	57.09ha
Plan Zoning:	Rural Zone
Relevant Codes & Overlays	ZONE: - Rural Zone Code. DEVELOPMEN: Reconfiguration Code OVERLAYS: Environmental Significance Overlay Flood Hazard Overlay Bushfire Hazard Overlay Agricultural Land Overlay

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

Application Type:	Reconfiguration of a lot – boundary rearrangement
Assessment Type:	Code assessment
Existing Use of Land:	Cane production & natural environment
Proposed Development:	Dwelling house class 1a (Lot 18 on SP126361)

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

- the development does not compromise the long term sustainability of agricultural use, given the proposed lot sizes is in excess of the required 30ha for agricultural production in the planning scheme;
- the development will not result in a material change in the way the land is used;
- the development is not considered to result in an incompatible land use intruding on (or compromising) the development and continuation of the primary use of the lots;
- the development will not compromise riparian vegetation and stream bank stability, remnant areas of native vegetation;
- the development provides allotments that facilitate the existing uses at an intensity appropriate to the existing use of the land and local area; and
- The risks associated with natural hazards are avoided protecting persons and property enhancing the community's resilience to natural hazards.

For Council Decision – Recommendation

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 the following conditions:

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 CONDITIONS of APPROVAL		
	Conditions	Compliance Timing
Administration		
(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"> 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
Currency Period		
(2)	The currency period applicable to this approval. <ul style="list-style-type: none"> • MCU/ROL – 6 years until 21 December 2024 	At all times
Approved Plans		

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 CONDITIONS of APPROVAL								
Conditions		Compliance Timing						
(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 Boundary Rearrangement Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 & 18 on SP126361</td><td>Ref: 180960</td><td>October 2018</td></tr> </tbody> </table>		Plan / Document Name	Number	Date	Proposed Boundary Rearrangement Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 & 18 on SP126361	Ref: 180960	October 2018	
Plan / Document Name	Number	Date						
Proposed Boundary Rearrangement Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 & 18 on SP126361	Ref: 180960	October 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 existing dwellings 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 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. <div style="margin-left: 40px;">(i) surface drainage must be catered for in a manner that lessens possible impacts in receiving areas.</div>		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						

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

RECONFIGURATION of a LOT – BOUNDARY REARRANGEMENT LOT 90 on CWL1874, LOT 1 on SP139305, LOTS 17 and 18 on SP126361 CONDITIONS of APPROVAL	
Conditions	Compliance Timing
Private Works in a Road Reserve (14) Works in a Road Reserve must be approved by Council through a Private Works in a road Reserve application. (15) Access to proposed allotment 17 to the north and the south of Elphinstone Road as well as to the east of Lot 6 must be addressed to the satisfaction of the Council.	At all times Prior to the Approval of Survey Plan
Other	
Existing Services (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
Construction (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
Damage to Infrastructure (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
Electricity (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
Telecommunication (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
Refuse Storage (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
Sediment Management / Reef Protection (22) Earthworks must be undertaken in a responsible manner which includes measures 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 a lot (rearrangement of boundaries) and is subject to Code Assessment in accordance with the provisions of the planning scheme and the *Planning Act 2016*.

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

The proposed development is considered to be consistent with the relevant overall outcomes of the Planning Scheme i.e.

- the development does not compromise the long term sustainability of agricultural use;
- the development will not result in a material change in the way the land is used;
- the development is not considered to result in an incompatible land use intruding on (or compromising) the development and continuation of the primary use of the lots;
- the development will not compromise riparian vegetation and stream bank stability, remnant areas of native vegetation;
- the development provides allotments that facilitate the existing uses at an intensity appropriate to the existing use of the land and local area; and
- the risks associated with natural hazards are suitably managed.

Historical Information

Development proposal

The development application is for Reconfiguration of Land, being a boundary rearrangement of four (4) allotments into three (3) allotments. The proposed reconfiguration involves 57.09ha over Lot 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361, Abergowrie. The proposed rearrangement will result in the following lot configuration:

Table 3

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 90 on CWL1874, Lot 1 on SP139305, Lots 17 and 18 on SP126361	Cane Production	57.09ha (141.07 acre)	Elphinstone Road	Lot 17	Cane Production	36.15ha (89.32 acre)	73m / 201m
				Lot 18	Cane Production	3.373ha (8.33 acre)	114m
				Lot 90	Cane Production	18.64ha (46.06 acre)	772m

(refer Attachment A: Location Map)
(refer Attachment F: Reconfiguration Map)

Location and surrounding land uses

Located northwest of Ingham, the subject land is located along Elphinstone Road, Abergowrie. The land is improved for cane production with natural environment along the banks of the Herbert River and Elphinstone Creek. The surrounding uses are predominantly environmental uses to the north and cane production land to the south, east and west.

The Applicant's lot is zoned Rural under the *Hinchinbrook Shire Planning Scheme 2017*.

(refer Attachment A: Location Map)

Policy Implications

Nil

Risk Management Implications

Nil

Statutory Environment

Planning Act 2016

Hinchinbrook Shire Planning Scheme 2017

Decision Making Period

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

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.

Development Assessment Rules - Assessment Period -20 business days, inclusive of 5 days Decision Notice period.

PLEASE NOTE

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

Table 2

IDAS item	Date
Application lodged with Hinchinbrook Shire Council	08 October 2018
Action Notice Issued	16 October 2018
Confirmation Notice Issued	26 November 2018
<i>Planning Act 2016</i> - Decision Making Period Concludes	09 January 2019
Applicant agreed Decision Making Period Extension Concludes	Not Applicable
Council General Meeting	18 December 2018
Decision Notice preparation and mail-out Period Concludes	03 January 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* prescribes referral to the state assessment and referral agency (SARA). Pursuant to Schedule 10 in the *Planning Regulations 2017* it was determined that the application does not 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*.

Table 4

Reconfiguring a Lot			The application triggers assessment against:	
Proposed Use	Zoning	Zone Codes	Overlay Codes	Overlay Maps
Rearrangement of Boundaries	Rural	Rural	Reconfiguring a Lot Landscape Parking & Access Flood Hazard Infrastructure, Services & Works	Natural Hazard Overlay - Flood Hazard (Low, Med, High) - Flow Hazard (Stone River) - Bushfire Hazard (High, Med) Environmental Significance Overlay - Vegetation (Very High, High) Agricultural - Class A

An assessment against the applicable provisions of the *Hinchinbrook Shire Planning Scheme 2017* has been undertaken as reflected in **Table 5**, hereunder.

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

Table 5

Hinchinbrook Shire Planning Scheme 2017		
Code	Purpose	Assessment
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 use.
Overlay Codes	Purpose	Assessment
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 lots
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 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.	The proposed development does not impact on or change the existing access arrangement from Elphinstone Road to proposed allotments 18 & 90. Access arrangements to allotment 17 are not suitably addressed and could impact on the use of Elphinstone Road creating a potential risk impact.
Flood Hazard	To ensure that development— avoids unacceptable exposure of people to flood hazard; minimises damage to property and the environment from flooding; does not increase the potential for flood damage on-site or to other property; minimises impacts from flood hazards on the community in terms of infrastructure function and economic productivity; and where flood hazard cannot be reasonably avoided and the risk is acceptable, development must appropriately mitigate the flood hazard.	The application does not make provision for additional residences to be constructed on the properties. The existing dwelling is NOT located in a flood area. No structures are located or proposed in the Hi Hazard Floodway area.
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.	The proposed realignment of boundaries does not change the existing provision of on-site services.
Overlay Maps	Overlay	Assessment
Natural Hazard	Flood Hazard (Low, Med, High)	The application is affected by flood hazard.
Natural Hazard	Bushfire Hazard (High)	The proposed development is partially affected by high and medium Bushfire hazard zones mostly located along the river and creek banks. No habitable structures are located in or near areas identified as Bushfire Hazard areas.
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.
Agricultural	Class A (land that is capable of sustaining and is suitable for agriculture.)	The application does not impact on or cause degradation of agricultural land.

REPORT TO COUNCIL – RECONFIGURATION of a LOT: BOUNDARY REARRANGEMENT

An assessment against the ‘applicable’ provisions of the relevant State Interests has been undertaken as reflected in **Table 6**.

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

Table 6

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

The relevant State Interest triggered through this application is **Agriculture, Biodiversity 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 application protects the resources on which agriculture depends and supports the long-term viability and growth of the agricultural sector. The risks associated with natural hazards, including the projected impacts of climate change, are avoided or mitigated to protect people and property and enhance the community’s resilience to natural hazards.

Assessment: The application does not adversely impact on the natural environment as the river/creek banks are not impacted upon by the development. The application supports the agricultural viability in the consolidation of viable agricultural parcels. The existing habitable structure is not impacted by flood or bushfire hazards.

Consultation

Infrastructure Services Delivery (Water & Sewerage)

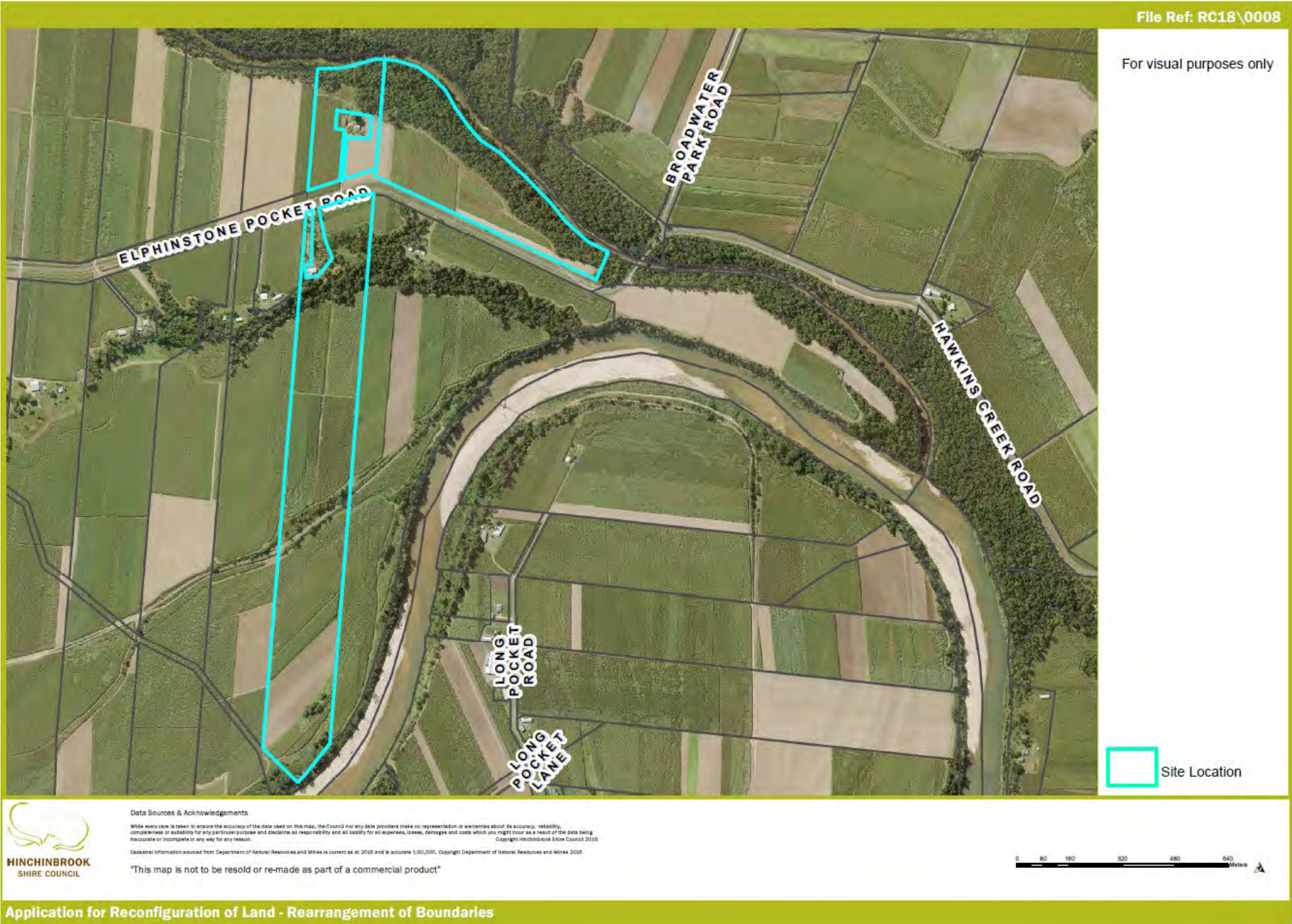
- The application is supported subject to conditions.

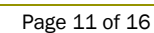
Infrastructure Services Delivery (Infrastructure Services)

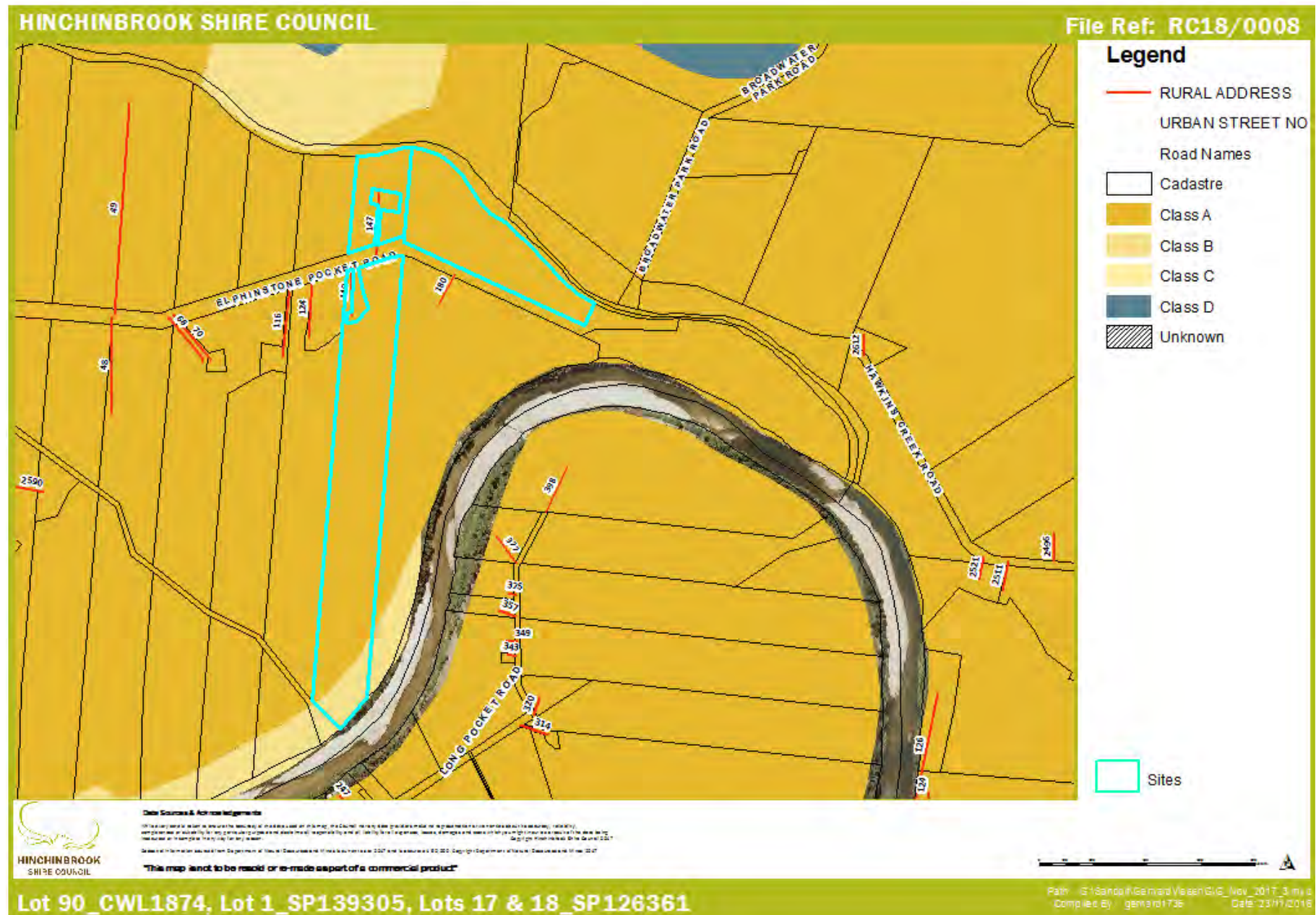
- The proposed development does not impact on or change the existing access arrangement from Elphinstone Road to proposed allotments 18 & 90. Access arrangements to allotment 17 are not suitably addressed and could impact on the use of Elphinstone Road creating a potential risk impact.
- The application is supported subject to conditions.

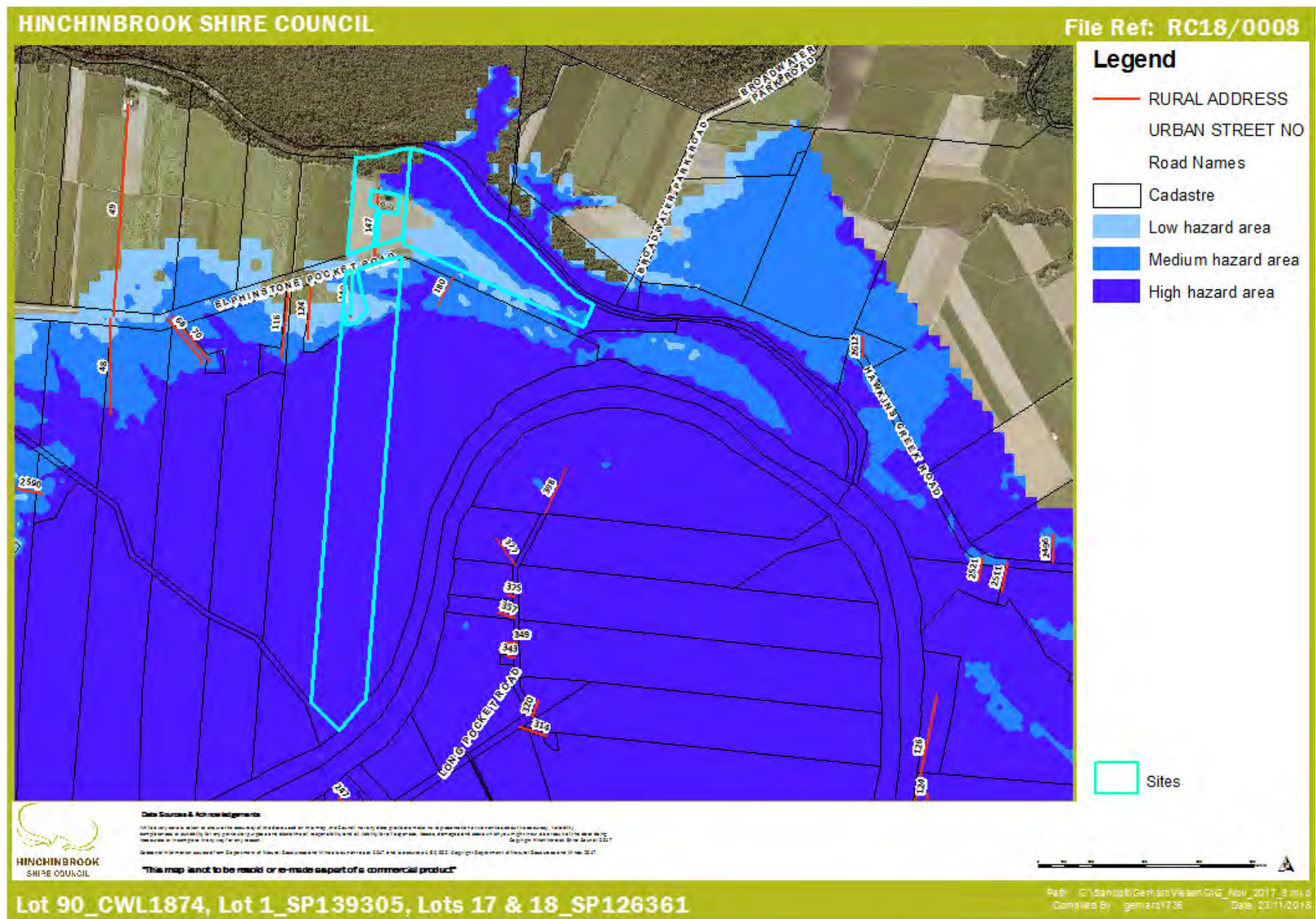
Attachments

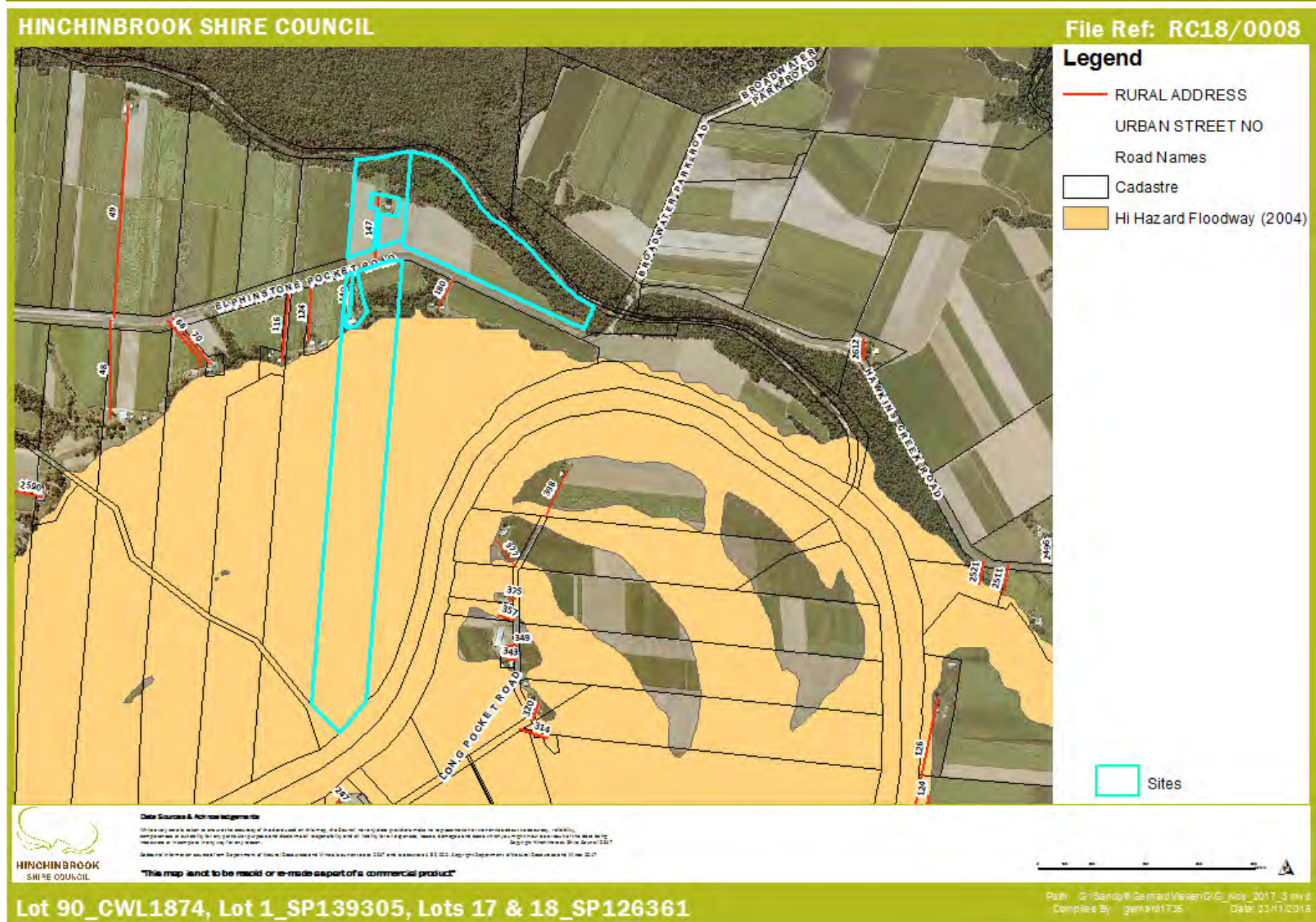
- Locality Map
 - Environmental Significance Map
 - Agricultural Land Map
 - Agricultural Land Map
 - Bushfire Risk Map
 - Bushfire Risk Map
-

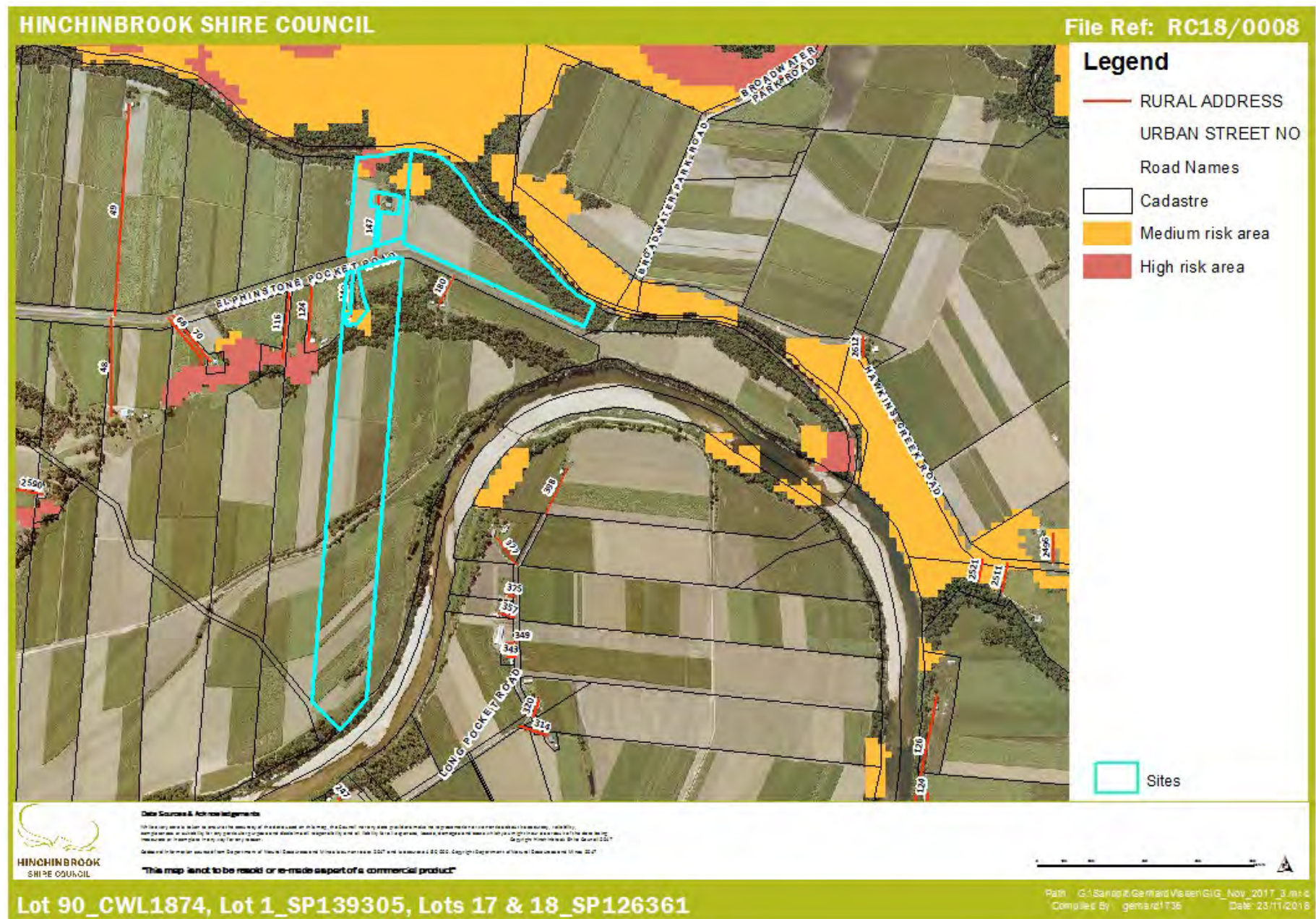


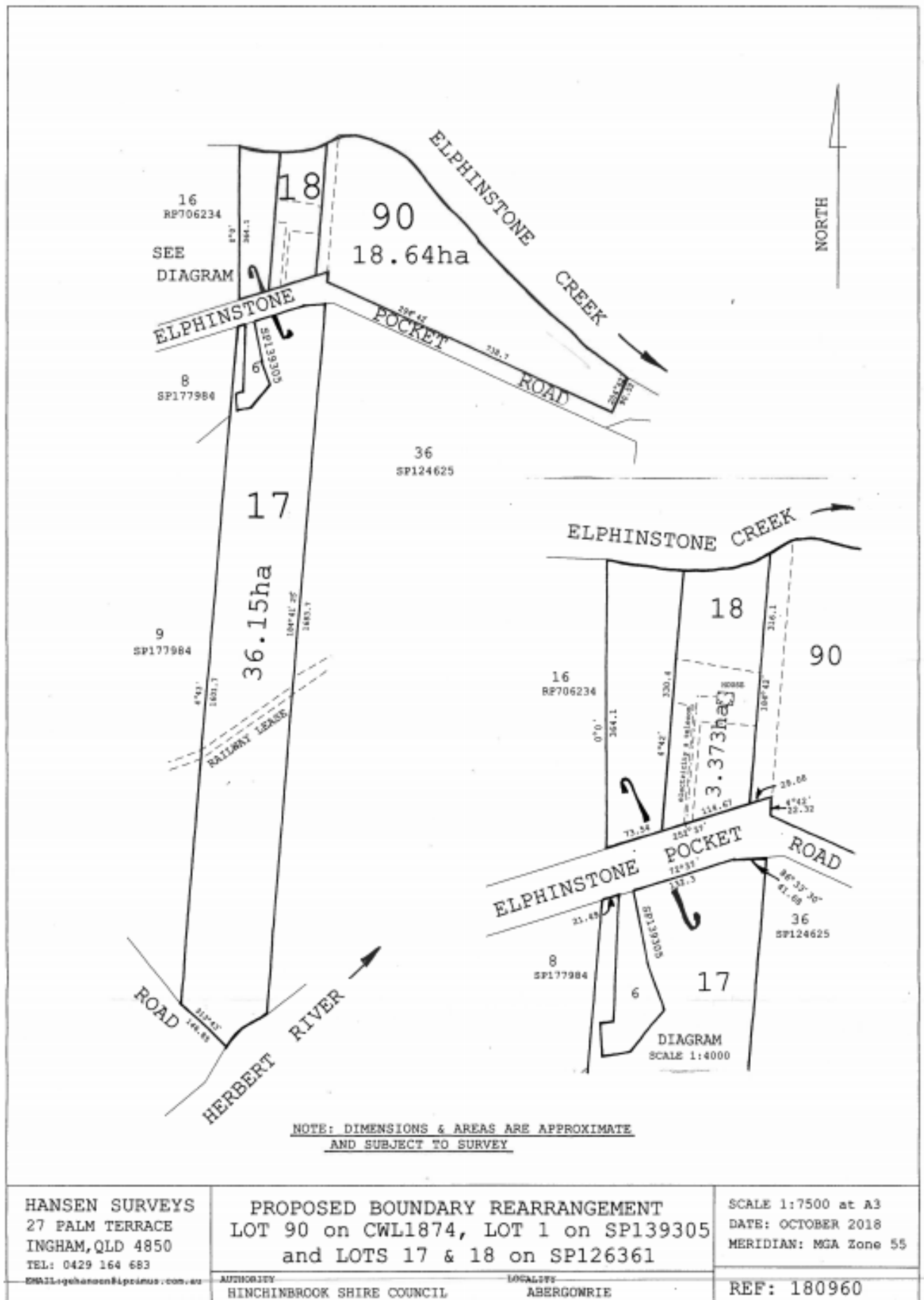












TRUSTEE LEASE - LONG POCKET RECREATION RESERVE - LOT 41 on SP204134 - HITCH 'N RIDE

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 2. Responsive and responsible management of land	Action 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 4.2 Provision of Recreation Opportunities 4.5 Regulatory Functions that underpin liveability

Budget, Financial and Resource Implications

No current budget allocation however there could be a financial implication depending on the options taken as reflected hereunder.

With the cancellation of the Trustee Lease Council would incur the following maintenance costs:

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

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

- **Maintenance cost** of the facilities estimated cost of \$1,880.00 per year
- **Capital cost** (Due to a very dilapidated state of the facilities and a health and safety risk)
 - Removal of toilet block / walkway structure \$25,000
 - Rebuild of new toilet block \$50,000.00 including:
 - Water, septic tank, trench & power

If the land is handed back to the Department of Natural Resources, Mines & Energy

- Removal of toilet block / walkway structure \$25,000

Trustee Lease with the Hitch-n-Ride Sporting Group

- Trustee Lease at \$20.00 per year income.
- No general maintenance costs
- Maintenance cost of Tennis Courts
- **Capital cost** (Due to a very dilapidated state of the facilities and a health and safety risk)
 - Removal of toilet block / structures \$25,000
- **Maintenance cost** of Tennis Courts
 - Estimated cost of \$1,880.00 per year

Asset Management

Nil

Executive Summary

Council had a Community Meeting on Tuesday 24 July 2018 to obtain input from the community for the future use of the Long Pocket Reserve. The Community Meeting was attended by 15 community members. Three options for the use of the reserve were discussed namely by Hitch and Ride, Tennis and use of a part of the reserve by a neighbouring property.

Reason(s) for Decision

- The proposed use of a part of the Long Pocket Recreation Reserve by the Hitch-n-Ride Group is compliant with the relevant purpose of the Reserve for Recreation ;
- The conditions of approval safeguard the use of the tennis courts by community members.

For Council Decision – Recommendation

That Council:

- A. 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 the conditions as in Table 1;
- B. 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 the conditions as in Table 2.

Table 1

TRUSTEE LEASE CONDITIONS OF APPROVAL –LOT 41 on SP204134		
Conditions		Compliance Timing
Administration		
(1)	The lessee is responsible to carry out the approved Trustee Lease and comply with relevant requirements in accordance with:- <ol style="list-style-type: none"> 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 use must unless otherwise stated, be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards 	At all times
Development Plans		
(2)	A Site Development Plan (SDP) indicating proposed future uses must be submitted to council for approval.	Within 90 business days of the Trustee Lease being registered with DNRME

TRUSTEE LEASE CONDITIONS OF APPROVAL –LOT 41 on SP204134	
Conditions	Compliance Timing
Trustee Lease	
Area (3) An area of approximately 2.34886ha	To be confirmed by Council on survey of the Tennis Court Area
Lease Documentation / Registration (4) The applicant is responsible for the payment of a proportional cost of the drafting of the Trustee Lease as reflected in the Council's Commercial Charges, Regulatory Fees & Other Charges schedule.	Prior to the Registration of the Trustee Lease
(5) The applicant is responsible for the payment of the DNRME Trustee Lease registration costs.	Prior to the Registration of the Trustee Lease.
Currency Period	
(6) The currency period applicable to this approval. <ul style="list-style-type: none"> Trustee Lease – Two periods not exceeding 9 years and 11 months each 	Annual / Term
Fees & Charges	
(7) Groups / Organisations: Sporting Clubs \$20.00 annual exclusive of GST;	Annual
(8) Tenancy term – Annual;	Annual
(9) Yearly increase as per Council's Commercial Charges, Regulatory Fees & Other Charges schedule.	Annual
External Works	
Lawful Point of Discharge (10) 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 (11) Access provision to all proposed allotments must be provided to the satisfaction of the Department of Transport and Main Roads. Future maintenance of all accesses is the responsibility of the lessee.	Prior to commencement of the use
Internal Works	
Building / Construction (12) Relevant building / construction permits must be obtained in accordance with legislative / regulatory / policy requirements. (with specific reference to Asbestos related and Structural Related work)	Prior to commencement of development/work.
(13) All building / construction works must be in accordance with regulated work under the applicable Acts / Regulations / Policies. (with specific reference to Asbestos related and Structural Related work)	Prior to commencement of development/work.
Toilets / Walkway (14) The lessee may not undertake renovations to the toilets and walkway without relevant Asbestos related and Structural Related advices and reports.	At all times
Plumbing (15) 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 unit	Prior to final building / plumbing certification

<p>TRUSTEE LEASE CONDITIONS OF APPROVAL –LOT 41 on SP204134</p>	
Conditions	Compliance Timing
Operational	
<p>Tennis Courts (16) The tennis courts does not form part of the lease and will be excised by Council at no cost to the Lessee</p>	Prior to the registration of the Trustee Lease
<p>Maintenance (17) The lessee is responsible for ongoing maintenance of the property is carried out in order to maintain visual amenity of the property and responsibilities as set out in Local Laws.</p>	At all times
<p>(18) The renovation and maintenance of structures must be undertaken in terms of relevant applicable legislation (Asbestos & Structural & WHS) with due care in protecting the community.</p>	At all times
<p>(19) The lessee must undertake the responsibilities in relation to the maintenance of the property as set out in the Biosecurity Act 2014</p>	At all times
Other	
<p>Construction (20) 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.</p>	At all times
<p>Damage to Infrastructure (21) 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.</p>	At all times
<p>Vegetation Clearance (22) In the event of Vegetation clearances being required relevant approvals must be obtained.</p>	At all times
<p>Safety & Security (23) Animals on the property must be managed so as to not endanger or be a risk to road users.</p>	At all times
<p>(24) Animals on the property must be managed so as to not damage adjacent properties or the natural riverbank environment.</p>	At all times

Table 2

RIGHT OF ENTRY PRIOR TO THE TRUSTEE LEASE REGISTRATION CONDITIONS OF APPROVAL –LOT 41 on SP204134	
Conditions	Compliance timing
Administration	
(1) The Hitch-n-Ride Sporting Group Inc is to ensure that ongoing maintenance of the property is carried out in order to maintain visual amenity of the property and responsibilities as set out in Local Laws and the Biosecurity Act 2014.	At all times
Insurances	
(2) The Hitch-n-Ride Sporting Group Inc must obtain and maintain all relevant insurances.	At all times
(3) The Hitch-n-Ride Sporting Group Inc must provide Council; with a copy of relevant public liability insurance.	Prior to accessing the property
Safety & Security	
(4) Access to the property from Abergowrie Road must be undertaken in a safe manner.	At all times
(5) Animals on the property must be managed so as to not endanger or be a risk to road users.	At all times
(6) Animals on the property must be managed so as to not damage adjacent properties or the natural riverbank environment.	At all times

Officers Summary

The Long Pocket Reserve is a Recreation Reserve previously a Reserve for Public Hall as still indicated in the Management Plan as at **Attachment D**.

The Community Consultation Meeting on 24 July 2018 Chaired by Cr Brown was attended by 15 Community members. The main groups represented were Hitch-n-Ride, Tennis players, the neighbouring property owner and other members of the community.

Hitch-n-Ride indicated that they are very interested in taking over part of the Long Pocket Recreation Reserve but due to insurance restrictions will not be able to accommodate other users such as:

1. The Tennis Club
2. The use of a part of the Reserve by the neighbouring property owner.

Hitch-'n-Ride has followed the discussions with emails as at **Attachment C**.

Hitch-'n-Ride furthermore supplied a report from their own appointed Asbestos Manager in support of their request to renovate the existing structures. The renovation will occur under guidance of their appointed Asbestos Manager.

Long Pocket Reserve

The proposed use of the Reserve by Hitch-n-Ride is compliant with the overall Tenure of Recreation Reserve.

Tennis Courts

The Tennis Courts and use of this facility

Hitch-n-Ride horse sports indicated that they have insurance with Aon and are fully covered with the lease area including the tennis court but would like to put a clause in the lease agreement that council is responsible for the maintenance of the tennis courts. Hitch-n-Ride will mow and maintain the area around the courts.

Land Management Plan

The Management Plan for the Reserve will be updated to reflect relevant and correct information based on the decision of Council.

Existing Toilet and other structures

The existing toilet on the Long Pocket Reserve is on the Councils Register for Structures with identified Asbestos.

The structure is dilapidated with exposed asbestos and has been identified as to be condemned by the Asbestos Consultant of council. A High Risk of potential Asbestos Exposure exists.

The covered walkway is in a dilapidated state with high levels of rust and cracking prevalent throughout the structure.

The septic system has not been used since TC Yasi and is not in a state to be used or refurbished.

The indicative cost for the removal of the structures has calculated at being around \$25,000. This cost indication can be refined during a tender process for the removal of the structure and responsible disposal of the asbestos.

Historical Information

Long Pocket Sport & Community Group has advised Council that they wish to relinquish their lease of the Long Pocket Reserve with Council. The grounds were previously the Long Pocket State School grounds before the school shut down. When the school closed, Queensland Education Department offered the land to the Council for community purposes. The land was subsequently leased to the Long Pocket Sport & Community Group.

Due to reduced membership and the financial and maintenance burden placed on a small number of people the Long Pocket Sport & Community Group decided to relinquish the relevant lease.

The facilities were inspected please refer to the photos as at **Attachment E**. The property is in a rundown state with facilities needing maintenance. The tennis court fence needs repairs, the lights are not working neither the pump.

Policy Implications

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

Risk Management Implications

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

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

A Very High Risk exists in the allocation of a Trustee Lease with Council being in full knowledge of the existing structures being in a dilapidated state with High Asbestos Exposure risk. The lessee should not undertake renovations to the toilets and walkway without relevant Asbestos related and Structural Related advices and reports.

Consultation

Community Consultation 24 July 2018.

- 15 persons from the community attended,
- 3 Councillors,
- the Mayor
- 2 Staff members
- Cr Brown as Chairperson

Corporate Services (Facility Management)

A saving of \$50,000 has been identified at the Showgrounds for the development of drainage. The drainage works was undertaken as part of the Undercover Arena Facility and the funding allocated for the work could be reallocated to undertake the demolition of the toilet and covered walkway at the Long Pocket Reserve.

Infrastructure Services Delivery (Access)

The property has frontage onto Abergowrie Road, which is a DTMR controlled road. Council needs to ensure that the access to the property is provided to DTMR's satisfaction. Lessee then to be responsible for maintenance of the access as required.

Hitch 'n Ride (09/11/2018)

Discussions were held on Friday 9 November 2018 with representatives of Hitch 'n Ride discussing the request from Council General Meeting of October 2018.

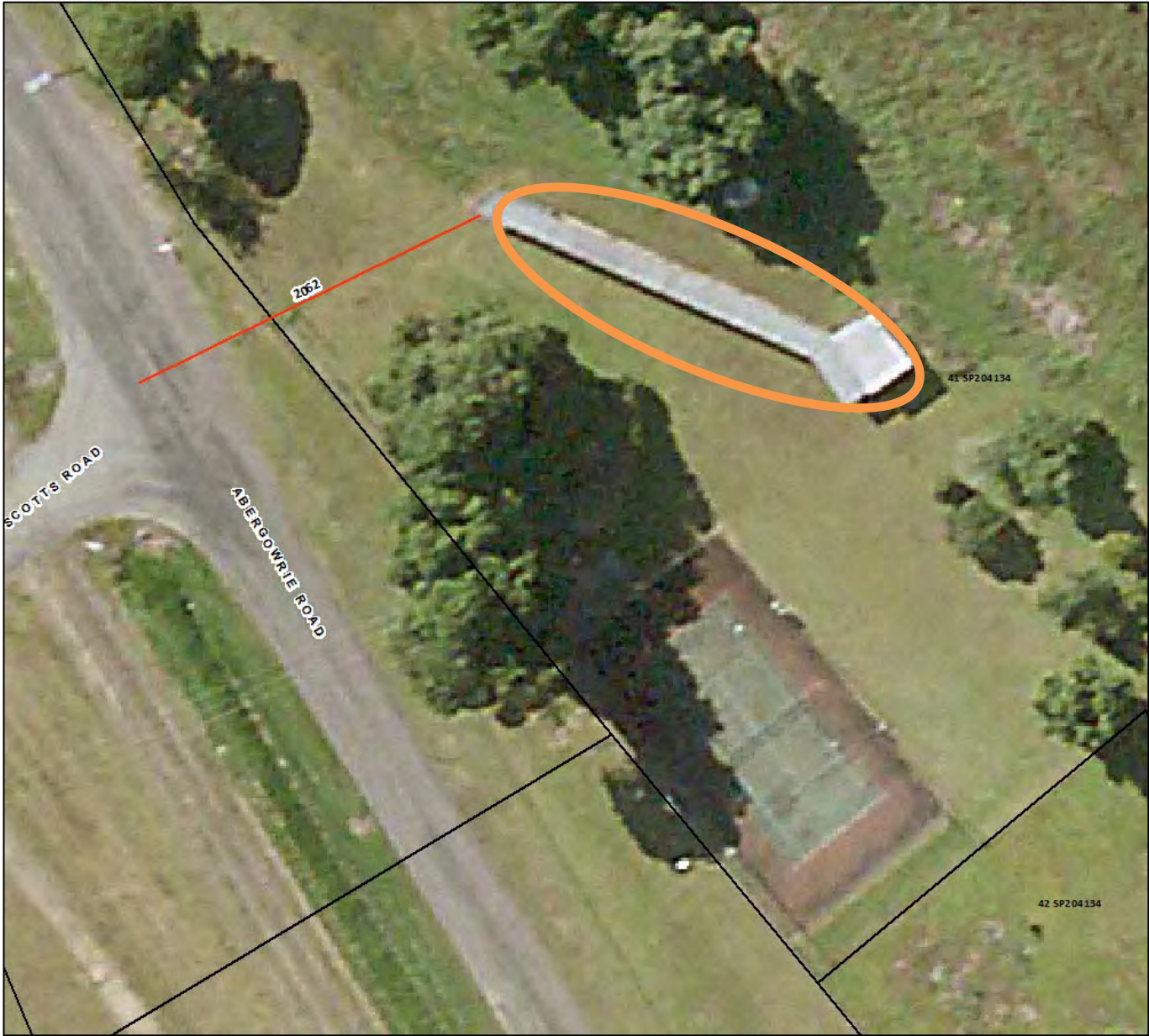
"Council Resolution – That Council defer the matter pending further consultation concerning the toilet block, access to the tennis court and / or excising part thereof with the Hitch-n-Ride Sporting Group Inc. Carried 7-0 291018-20"

The response of Hitch 'n Ride, to the discussions, is as reflected in **Attachment H**.

Attachments

Attachments	
Attachment A:	Locality Plan
Attachment B:	Condemned Structures
Attachment C:	Email from Long Pocket Sports & Community Group Inc
Attachment D:	Email(s) from Hitch-n-Ride
Attachment E:	Land Management Plan (<i>To be updated</i>)
Attachment F:	Images of property
Attachment G:	Asbestos Report Extracts
Attachment H:	Hitch 'n ride Consultation Response





-----Original Message-----

From: Sherry Kaurila (Home Address)

Sent: Friday, 23 March 2018 3:39 PM

To: Leanne Accornero; Hinchinbrook Shire Council

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

Dear Leanne,

Thank you for your time in our recent telephone conversation.

Document Set ID: 2238875

Version: 1, Version Date: 26/03/2018

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

Reserve R.225 SP 121472

Lot 41 Plan CWL 1928 Parish Lannercost

County Cardwell

2.583 ha

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

Yours respectfully,

Sherry Kaurila

Secretary

Long Pocket Sports and Community Group Inc.

Sent from my iPhone

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

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

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

Re: Long Pocket Recreation Reserve

HitchnRide Horsesports <hitchnridehorsesportsclub@gmail.com>

Sent: Tue 07/08/2018 3:34 PM

To: Gerhard Visser

Good afternoon Gerard,

Since speaking to our insurance company we will need the tennis court area to be excluded from our lease due to our insurance. We would also like to request a ten year lease do to the improvements we are looking which will include improving the toilets, adding a shower block, lighting for our area, covered bar and kitchen area, shipping containers for storage, putting up panels fir a arena and horse stalls.

Kind regards

Rita stokes

From: HitchnRide Horsesports <hitchnridehorsesportsclub@gmail.com>

Sent: Tue 25/09/2018 12:47 PM

To: Gerhard Visser

Cc:

Subject: Releaselongpocket

Good afternoon Gerard,

Hitch n ride horse sports have insurance with Aon we are fully covered with the lease area including the tennis court but would like to put a clause in the lease agreement that council is responsible for the maintenance of the tennis courts. We will mow and maintain the area around the courts.

Let me know what are your thoughts on this.

Kind regards

Rita

--

The Executive Committee

President: Rita Stokes 0437014583

Vice President: Clive Stokes

Treasurer: Carol Ward 0487922224

Secretary: Chloe Roveglia 0448924599

*Hinchinbrook Shire Council**Management Plan R 325*

HINCHINBROOK SHIRE COUNCIL

MANAGEMENT PLAN

1. Background and Status of Land

1.1 Reserve for Public Hall R225, Ingham.

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

1.2 Trustee: Hinchinbrook Shire Council
25 Lannercost Street
INGHAM 4850

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

1.4 Statutory Obligations: Land Act 1994

1.5 Zone: Rural

1.6 Strategic Plan: Rural

1.7 Native Title: Non existent. Land has been used for education purposes prior to 1 January 1994.

2. Plan Purpose

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

3. Existing Primary Use and Development

3.1 History and Existing Infrastructure

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

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

*10th October 2003**Page 1*

Adjacent land is also zoned rural.

3.2 Development

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

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

The balance of the area is currently undeveloped.

4. Land Act 1994

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

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

5. Scope of Plan

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

6. Town Planning Scheme

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

7. Current Use

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

8. Primary Purpose

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

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

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

9. Secondary Uses

9.1 Playing fields

As mentioned above Council will encourage the use of the area for secondary uses associated with sporting activities and other group activities conducted by Associations which are deemed compatible with surrounding development. These uses being mainly for sporting fields, parks and public utilities.

9.2 Club houses

Secondary use by persons or Clubs will be permitted subject to the approval of the Department Natural Resources and Mines. The total area assigned for club houses will not exceed 10% of the total reserve area. This is deemed necessary to ensure the ongoing development of the Park by a Club or Association. It is not considered such use unnecessarily restricts public use of the Reserve.

9.3 Restrictions on Secondary Use

Restrictions may be placed on any secondary use however these are usually determined at the time of application. Standard restrictions usually imposed include:-

- i) Fencing of areas to exclude the public is not permitted. Vehicle and animal barriers only would be approved.
- ii) Operation hours may be controlled.
- iii) Signage in the Reserve will not be permitted other than temporary signs at functions, a Club name or sponsorship sign erected on a club house wall or at the main entrance to the property.

10. Proposed Use

In Council considered an application by Long Pocket Sports and Community Group Incorporated to lease an area of land (2.583 hectares) to be utilised for sport and recreation as sporting fields and a clubhouse.

Council gave this application favourable consideration due to the similar use of the land for sporting facilities in the past.

Council agreed at that time to offer the use of the land to the Association as a term lease under Section 57(1) of the Lands Act subject to the Minister's approval.

10th October 2003

Page 3

The Long Pocket Sports and Community Group Incorporated has indicated its acceptance of such tenure over the land.

11. Rental

Council reserves the right to charge an appropriate rental for the use of the reserve area.

Current procedure is to levy General Rates on the leased area, based on the valuation of the area and charge a nominal fee for rental of the land over the lease period.

12. Ongoing Development and Maintenance

Council is committed to the ongoing maintenance and development of the Reserve for future use.

Maintenance over leased areas will be the responsibility of the lessees and will be of a low level and include regular mowing and facility maintenance and the removal and control of any noxious plants.

The balance of the undeveloped reserve at present requires low maintenance.

13. Public Consultation

Where if it is proposed in the future to construct clubhouses within reserves it is the policy of Council to advertise same for public objection.

A.S. Harvey,
CHIEF EXECUTIVE OFFICER.

10 October 2003

10th October 2003

Page 4

Interior images of facility



Exterior images of facility



Walkway



Tennis Court




Section 1 of property




Section 2 of property



Council appointment Asbestos Managers Report





ASBESTOS MANAGEMENT PLAN

Prepared for Hinchinbrook Shire Council

Long Pocket State School
Abergowrie Road

AUSTRALIAN ASBESTOS
MANAGEMENT PTY LTD
PO BOX 5156
MAROOCHYDORE QLD 4558

P: 07 5450 1241
E: office@austasbestos.com.au

23/032017 AMP 245-10

The areas in which asbestos containing materials were presumed or sampled are as follows:

Location	Type	Condition	Health risks	Photo No.
Sheeting to all internal walls & partitions of toilet block	Presumed	Good	Low	1 & 2
Vent pipe to toilet block	Presumed	Good	Low	3

Please Note that with a reinspection early in 2018 the inspector indicated that the structures should be condemned and the structures removed. This was placed on hold for the reason that the structures are not being used by the general public. With a new lease imminent the risk of the general public accessing the structures therefore said structures should be removed to alleviate the potential high risk to council.

Hitch'n Ride appointed Asbestos Managers Report

From: "Eye Ball" <oneyepb@gmail.com>
Date: 13 Nov 2018 1:35 am
Subject: Asbestos Findings Report of building 597 Longpocket state school Lannercost Extension.
To: <bsc49835@bigpond.net.au>
Cc:

Building 597 is a lowset hardwood timber framed building, exterior is clad in timber boards. Eave sheets and internal walls are clad in AC (asbestos cement) sheets. All sheets are in good condition, but have poor paint, peeling and weathered. The only damaged sheet is a crack in the wall sheet in the entrance foyer of the staff toilet. This can be covered with body filler and repainted, or removed and replaced by a professional. The

Beneath the peeling paint is older paint still in good condition.

It is recommended that a professional painter be engaged to prep and paint the building.

Any person who engages this project should as a precaution , wear disposable respiratory protection (P2 mask or better) and disposable coveralls .

Photos are of male toilet female toilet and staff toilet. All have AC wall sheets and ceiling sheets in entrance in sound condition with peeling paint visible . The ceilings above the toilet are Masonite.

The last photos show the eave sheets and vent pipe which is showing signs of weatherization.

It is strongly recommended that this pipe be removed and replaced with pvc by liscenced professionals .

No power board was sighted but it is more than likely that if there is one on this allotment the backing board 'Will be High Density AC sheet '

Sewer pipes are terracotta.

This concludes the Asbestos Findings Report for building 597 toilet block. Lannercost Extension. Longpocket State school.

Compilation by

Peter Brink

12/11/18

One Eye Handyman Service

Asbestos removals and audits.

Phone 0427 515 924

Abn. 45-601-628-850

License no 230 6522

**HITCH-N-RIDE HORSE SPORTS CLUB**

ABN: 449 572 902 45

208 Sheahans Rd

Long Pocket Qld 4850

The Executive Committee

Rita Stokes: President 0437 014 583

Mandie Scott: Secretary 0427 477 652

Carol Ward: Treasurer 0487 922 224

12/11/2018

Dear Councillor's,

After our meeting with Gerhard Visser on Friday 9th November to discuss the Council Resolution, the Hitch n Ride Committee would like to progress with the following:

TENNIS COURT:

Option 1: The club has agreed to leave the tennis courts as part of the Hitch N Ride facility. We will maintain the outside area of the courts and have public liability insurance to cover (as requested by the council) anyone who wish to play tennis.

We ask the council to maintain the court as required, including the fence and the actual court surface area. (As was requested by our insurance).

Option 2: If the Council decides to excise the tennis court from the lease, Hitch N Ride do **NOT** wish to cover the costs involved in surveying of the block and other associated works.

We would request council to please refund the extra insurance cost incurred by us as a direct result of council's request to include the tennis courts on our policy.

Reasons associated to the above decisions include:

- Hitch N Ride is a non - profit organisation, we simply do not have the funds available to carry out the survey.
- During the early stages of negotiation with Gerhard we were instructed to seek insurance that would cover the use of the tennis courts. We have since sourced the insurance needed, fully at the club's expense.

TOILET BLOCK:

The Hitch N Ride committee have also agreed to keep the toilet block. This was a decision that was not taken lightly; we were able to source a quote/advice from a certified Asbestos remover, before making our final decision. We are happy to provide any documentation needed (including Safety Certificates etc.), relating to the restoration of these structure.

Hitch N Ride Committee would like to thank all councillors for taking the time to consider our request and look forward to a response after the 26th November Council meeting. If you have any further question please don't hesitate to contact us.

Kind Regards

Rita Stokes
Club President

INGHAM AERODROME – LOT 118 on CWL3455 - PROPOSED HANGAR SITES DEVELOPMENT - FLOOD MODELLING and HYDROLOGY ASSESSMENT

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 2. Responsive and responsible management of land 4 Council's role in creating and supporting the economic prosperity of our Shire	Action 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 2.2 Provision of reliable flood data and intelligence 5.2 Support for business diversity and employment growth

Budget, Financial and Resource Implications

The indicative costs for the proposed development is as reflected hereunder;

Project Costings:

Total estimated project cost (excl. GST):
 Building our Regions funding sought (excl. GST):
 Councils financial contribution (excl. GST):

\$2,270,000.00
\$1,135,000.00
\$1,135,000.00

Cost Breakdown:

Cost Type	Cost Description	Program Funding Sought	Council Contribution	Other Funding Contribution	Total Cost
Construction Costs	Establishment, Sealing works, Pavement works, Building water connection	\$1,030,690.00	\$1,030,690.00	\$0.00	\$2,061,380.00
Contingency (allow max 15%)	Project contingency of 10% has been allocated	\$104,310.00	\$104,310.00	\$0.00	\$208,620.00

The cost of the proposed detention basin which is approx 30m wide by 39m long and discharges via a 600 pipe into an earth drain is estimated to require a further budget contingency of \$250,000 to construct. This is dependent on the nature of the existing soils and the amount of excavation spoil can be reused as part of the pad construction to that which needs to be removed from site to be disposed or reused elsewhere. No geotechnical investigation has been undertaken to date.

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 did not include the proposed Aerodrome Hangar development. Once the facility is constructed and asset capitalised, the replacement value and estimate useful life will need to be added onto Council's asset register and will contribute to Council's overall asset depreciation costs.

Executive Summary

Hinchinbrook Shire Council (HSC) is investigating the development of a new hangar facility at the Ingham Aerodrome which is located on the south side of Ingham. Venant Solutions, in association with BMT WBM and Langtree Consulting, was engaged by HSC through an RFQ process to assess the proposed new hangar facility with regards to:

- **Regional Flooding Assessment.** The aerodrome is subject to flooding during a Herbert River flood event. The floor levels of the hangars provide 1% (1 in 100) AEP (annual exceedance probability) immunity. To achieve this level of immunity it will require filling at the site. Inappropriate filling of the site may cause off-site impacts on regional flood levels as well as impacts at the existing landing strip and existing hangar facilities. If the assessment determined that there were unacceptable impacts, then options to mitigate the impacts are to be investigated. The RFQ furthermore requested that modelling be undertaken showing the impacts of the proposed development at a 2% (1 in 50) AEP (annual exceedance probability).
- **Local Catchment Stormwater Assessment.** The proposed development will increase the impervious area and hence increase runoff in local catchment storm events. Although peak flood levels in this area are caused by regional flooding, the increased runoff may, if not managed appropriately, cause a nuisance in local catchment events, albeit at a lower level. If required, mitigation options were to be investigated.
- **Groundwater Assessment.** The proposed development is located upstream from the Councils potable water resource. Potential spill from hazardous liquids may impact on the receiving environment, including Council water sources. If such a risk exists then recommendations for mitigation measures are required from the investigation.

This report presents the findings of the above analyses.

For Council Decision – Recommendation

That Council approve the commencement of the project to obtain relevant (Ministers consent) *Land Act 1994*, (*Native Title Assessment*) *Native Title Act 1993* and (Operational Works) *Planning Act 2016* approvals in order to progress the project.

Officers Summary

Infrastructure Services Delivery (Infrastructure)

Flood Modelling

The modelling undertaken for a 12 hangar option with 1% AEP immunity indicated that the development would cause increases in flood level at the i) existing aerodrome and ii) neighbouring residential areas as reflected in **Attachment D**. Modelling of the 6 hangar option with 1% AEP immunity indicated that no residential properties were adversely impacted, minor increases in flood levels at the industrial areas with no impacts on the operations of the airstrip as reflected in **Attachment E**.

Stormwater

The hydrologic model for the local catchment runoff indicated an impact on Bruce highway at 1% AEP. The development of a Retarding Basin will mitigate the increased flow. The retarding basin did not form part of the original project costings as reflected in the report.

Infrastructure Services Delivery (Water & Sewerage)

Groundwater

The proposed hangar development drains towards the Bruce Highway and thus theoretically could percolate into the Councils S4 Aquifer Borefield potable water supply of Council. All hazardous materials at the proposed hangar development should be bunded, in accordance with the Australian Standard AS3780-2008, within the hangars to ensure that any spills are contained and the risk of a potential spill from hazardous liquids impacting on the receiving environment, including Council water sources through the S4 Aquifer Borefield, are mitigated.

Town Planning

The project triggers an Operational Works application with Referrals to the State Assessment and Referral agency (SARA).

Land Dealings

Relevant approvals and investigations in relation to the Land Act will have to be undertaken i.e. Ministers Approval to undertake the project on the Reserve for Town Purposes and Native Title assessment.

Grant Application

This proposed project application named the Ingham Aerodrome Commercial Precinct Extension was submitted on 7 September 2018 through the Department of State Development, Manufacturing, Infrastructure and Planning. under the Building Our Regions Round 4 funding regime. It is anticipated notification as to the outcome of this submission will in January 2019. Should this funding application be successful, a six (6) month provision has been allocated for obtaining associated relevant approvals prior to the commencement of construction.

Historical Information

Hinchinbrook Shire Council (HSC) is investigating the development of a new hangar facility at the Ingham Aerodrome (Attachment A) which is located on the south side of Ingham. Council designs for the provision of hangar site developments were prepared i.e.

- a 12 hangar option (**Attachment B**) to be modelled at 1% AEP (Q100) & 2% AEP (Q50);
- a 6 hangar option (**Attachment C**) to be modelled at 1% AEP (Q100) & 2% AEP (Q50).
-

The proposed development was checked against potential referrals and triggered the following referrals:

- Wetland Area
- Wetland Protection Area
- Regulated Vegetation Area (Category A & B)
- State Controlled Road
- Future State Controlled Road

A Pre-lodgement meeting for an Operation Works Application was scheduled with the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) to discuss potential referrals and potential required information from the relevant referral authority.

1. Department of Environment & Science (DES) officers outlined their requirements. The officers stated that:
 - the wetlands to the south are not protected,
 - the wetland to the north of the runway is endangered and of most concern.
 - However, if it could be determined flood waters flow away from this wetland then State code 9 may not be triggered. This may be confirmed after the flood modelling is completed and whereupon the applicant seeks further clarification from SARA.
2. Department of Transport & Main Roads (DTMR) required further information regarding fill volumes, traffic management / pavement impact / temporary access arrangement plans, stormwater / flood modelling report, properly scaled and detailed plans and assessment against State code 1.
3. Council was determined to be assessment manager for the proposal.

Detailed further advices have been provided to be addressed during the Referral of relevant Operational Works Application process.

Design and Modelling

Based on staff knowledge and the Pre-lodgement advices received the following studies were commenced with:

- Design of potential options was undertaken by Councils Department of Infrastructure Services Delivery (DISD)
- Flood Modelling
- Local Stormwater Catchment Assessment and
- potential risks to the Councils Potable Water Aquifer to the South-east of the proposed development

Flood Modelling

For the hangar flood impact assessment the existing flood model was modified to represent the proposed development including the fill associated with the proposed hangar, ramp up to the hangar as well as the proposed drainage structures under the ramp as provided by HSC. The model was run of the 20%, 10%, 5%, 2% and 1% AEP events. Flood levels for the proposed developed were then compared with the existing situation to understand the change in flood level that would be caused by the development proposal.

The first modelling was undertaken for a 12 hangar option (**Attachment B**) with 1% AEP immunity was assessed and found to cause increases in flood level at the i) existing aerodrome and ii) neighbouring residential areas as shown in the change in flood level mapping presented in **Attachment D**. In this figure changes in flood level are mapped in the ranges shown in the legend.

- The yellow colour indicates flooded areas where there is no change in flood level within a ± 10 mm tolerance.
- Green shades indicate areas where the flood level would be reduced and the
- brown/red shades show areas where the flood level would be increased.
- Change in flood level at spot points are also shown on the map to provide an indication as to the typical magnitude of the change in flood level within the mapped range.

Venant Solutions advised that there would not be a plausible mitigation scheme to offset these impacts. Based on the modelling outcomes as well as the advice from the consultant council staff reviewed these results and developed a second smaller development option, requesting that the revised development option be modelled.

Modelling of the smaller design consisting of a 6 hangar option (**Attachment C**) was assessed for a 1% AEP immunity. Change in flood level mapping for the proposed hangar are presented in **Attachments E 1-5** for the regional 1% AEP through to the 20% AEP design flood events.

It can be seen in these figures that there are increases in flood level but they are localised to the aerodrome and surrounds.

- No residential properties are adversely impacted.
- However there were minor increases at the rear of two industrial properties to the south-west of the proposed works in a 2% AEP regional flood event though the increases in flood levels dissipate before the buildings located within the properties.
- At the aerodrome the increases in flood level will not impact on the operation of the airstrip during a flood and
- will not significantly impact on the existing buildings (Hangars).

It is to be noted that the development of the proposed hangar development site even if developed to a 2% AEP (Q50) level will trigger 1% AEP (Q100) when developed with structures (hangars) as the structures will act as a barrier to water flow similar as to developing the building platform to 1% AEP (Q100) levels.

Furthermore it should be noted that Building Act 1975 require the hangar floor levels to be developed to a Defined Flood Level (DFL) as set by relevant Local Authority. The Hinchinbrook Shire Planning Scheme 2017 and the Herbert River Flood Mapping 2015 as included into the planning scheme require development to comply with a 1% AEP (Q100) DFL.

Local Catchment Stormwater Assessment

A hydrologic model was developed for the purpose of determining local catchment runoff during a rainfall event, fraction imperviousness was determined from aerial photography. Rainfall event durations from 10 minutes to 24 hours were tested and it was found that the 2 hour storm event provided the maximum flow at the Bruce Highway. The loss parameters adopted were an initial loss of 53 mm with a continuing loss of 4.6 mm per hour as per those recommended in ARR2016 data hub for the area.

A review of the available contour data indicated that the centreline of the airstrip is in effect a ridgeline between local catchments. Therefore, rainfall falling to the north of the centreline will drain to the north, and south of the centreline will drain to the south or east. The proposed hangar is on the south side and hence will not impact on flows draining to the north and into the TYTO Wetland area. On the south side, runoff from the aerodrome will end up in one of two drains. One drain flows in an easterly direction towards the Bruce Highway and passes under the highway through a bank of culverts, and the other in a southerly direction to the industrial precinct on Challands Street before turning eastwards and flowing to the Bruce Highway.

The peak 1% AEP flow in the existing case was 10.89 m³/s at the culverts under the Bruce Highway. With the increased impervious area of the developed case, there would be a minor increase in the peak flow rate to 10.93 m³/s. A conceptual retarding basin (RB) (**Attachment F**) was iteratively sized using RORB to mitigate this increase in peak flow. A retarding basin with the following characteristics was found to mitigate the increase in the 1% AEP peak flow rate:

- 1,170 m³ – 1,300 m² footprint and 0.9 m deep;

-
- 1/20 m wide spillway with an elevation of 0.9 m above the basin floor;
 - A 600 mm diameter outlet pipe with an invert at the basin floor.

This is a relatively large piece of infrastructure to mitigate a small increase in the flow rate. This is because runoff from a broader catchment other than hangar roofs is passing through the local catchment basin.

Groundwater Impacts

A desktop review of the GHD report Proposed Groundwater Supply for Hinchinbrook Shire Council dated January 1984 was conducted to provide high level advice on the potential for groundwater impacts.

The proposed location of the new hangar development is located outside of the anticipated drawdown S4 Aquifer Borefield (**Attachment G**). Notwithstanding this, please note that rainfall that falls at the proposed location of the new hangar development drains towards the Bruce Highway and thus theoretically could percolate into the S4 Aquifer Borefield and into the area of the anticipated drawdown. As a result, a potential spill from hazardous liquids may be transported via rainfall runoff downstream and impact on the receiving environment, including Council's water sources through the S4 Aquifer Borefield.

It is recommended that all hazardous materials are bunded, in accordance with the Australian Standard AS3780-2008, within the hangars to ensure that any spills are contained and the risk of a potential spill from hazardous liquids impacting on the receiving environment, including Council water sources through the S4 Aquifer Borefield, are mitigated.

Policy Implications

Nil

Risk Management Implications

The associated risks with the development are potential flood impacts on adjacent land parcels and structures. The flood modelling has been undertaken to minimise potential risks.

Statutory Environment

Planning Act 2016

State Planning Policy 2017

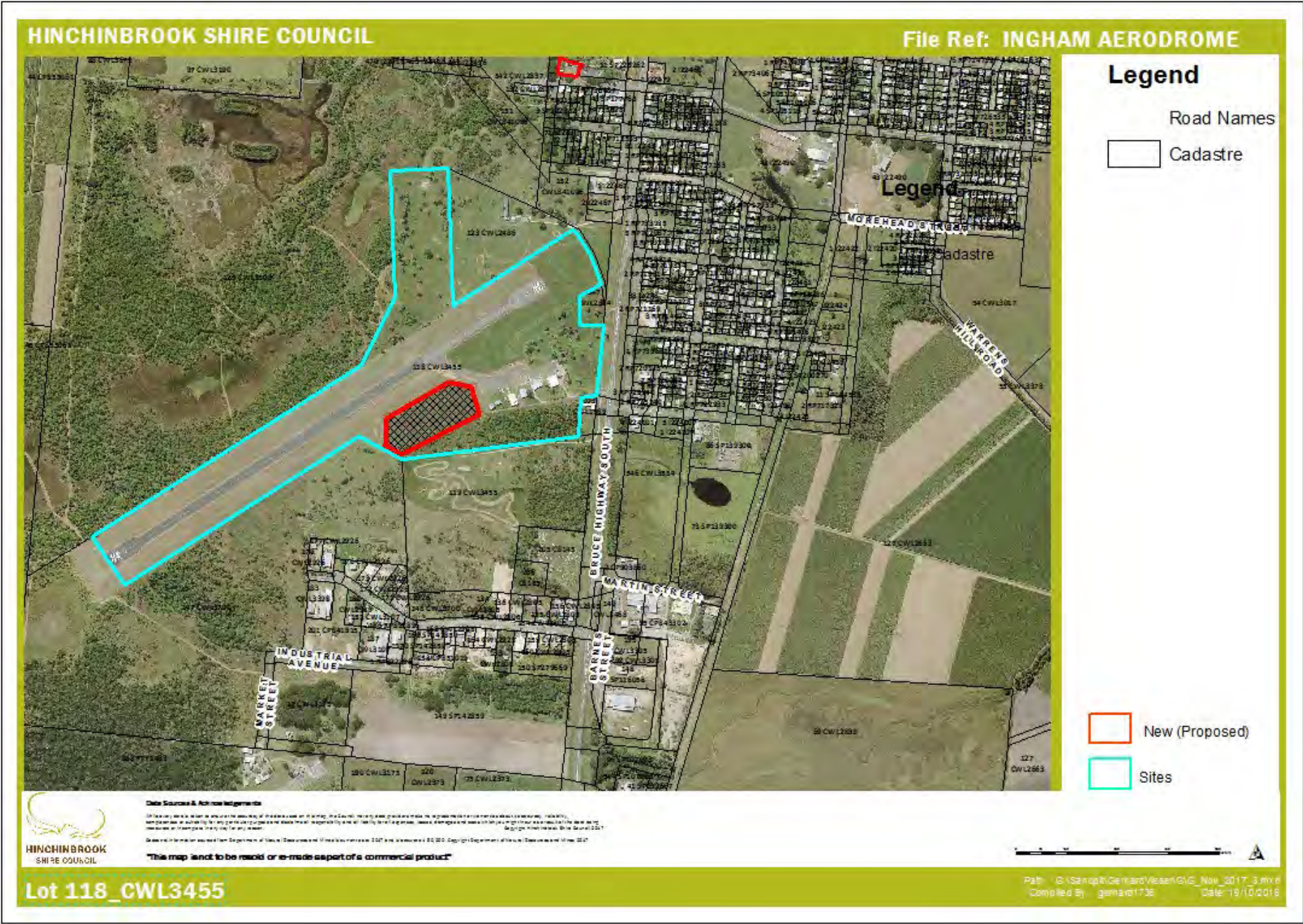
Building Act 1975

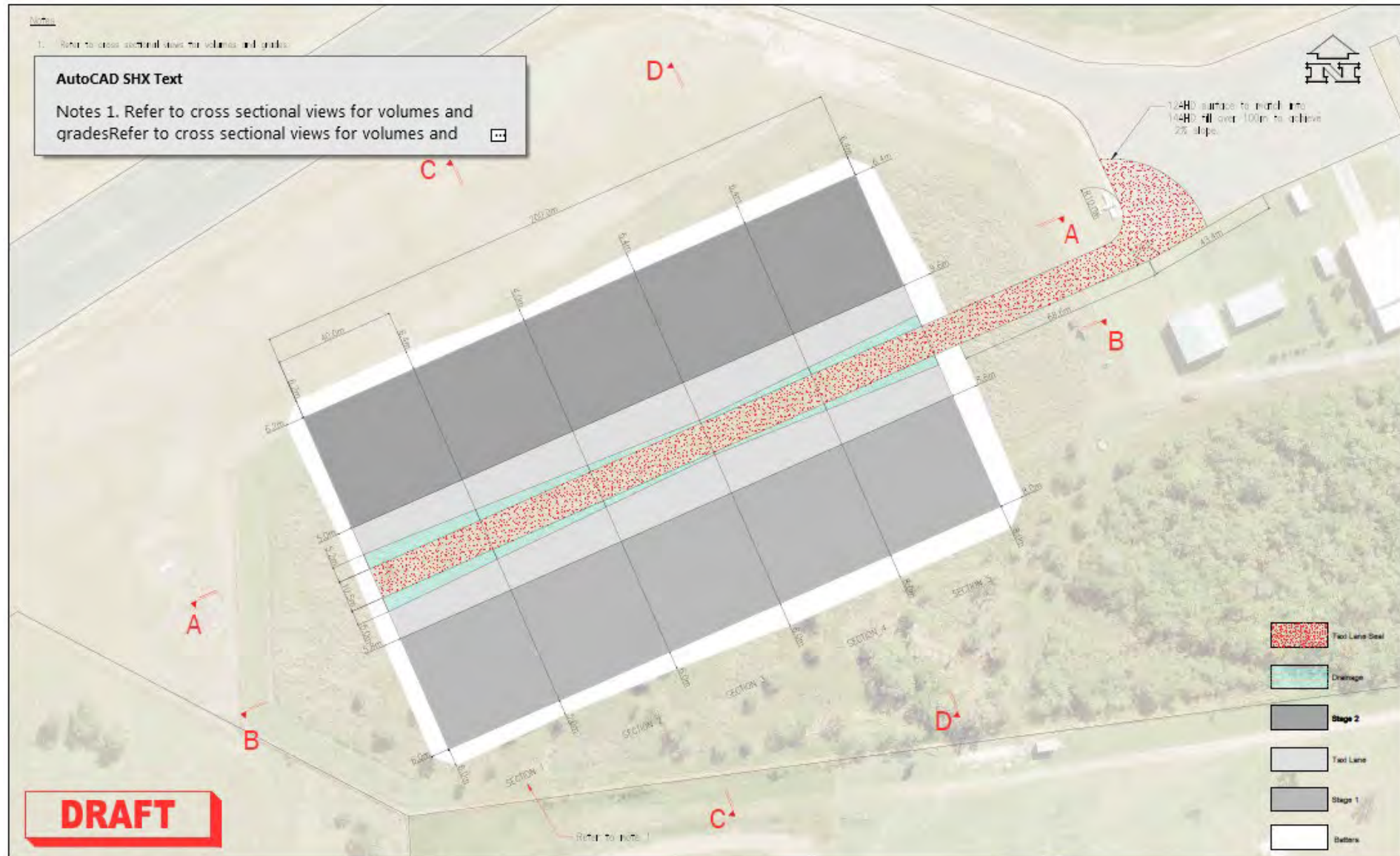
Consultation

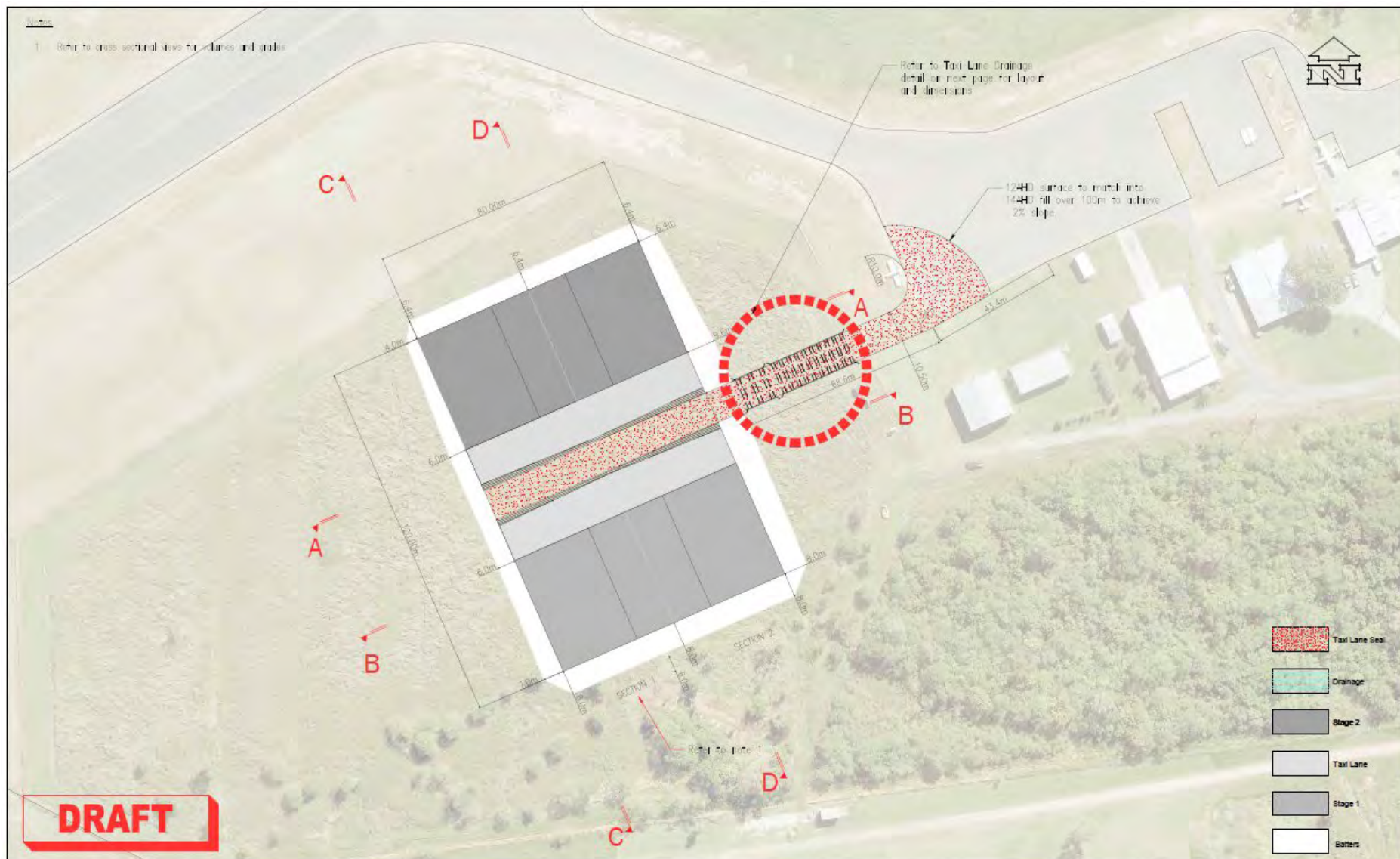
- Chief Executive Officer
- Mayor and Councillors
- Executive Manager Planning and Development
- Executive Manager Infrastructure Services Delivery
- Manager Water and Sewerage

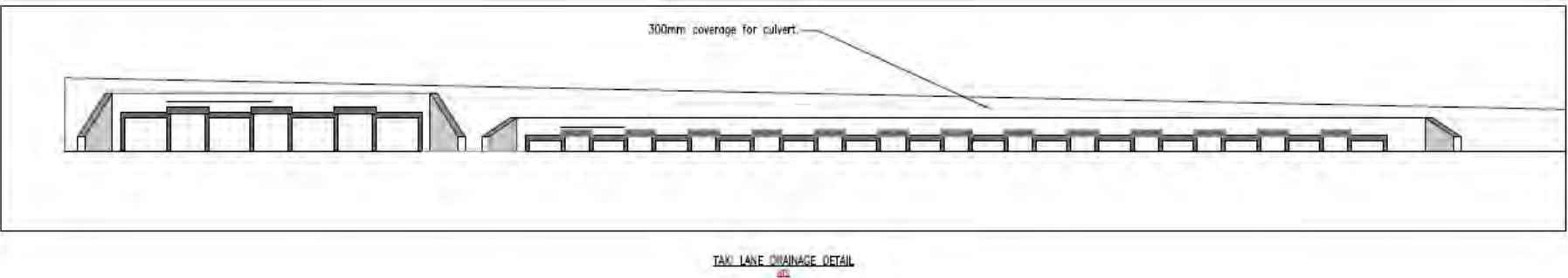
Attachments

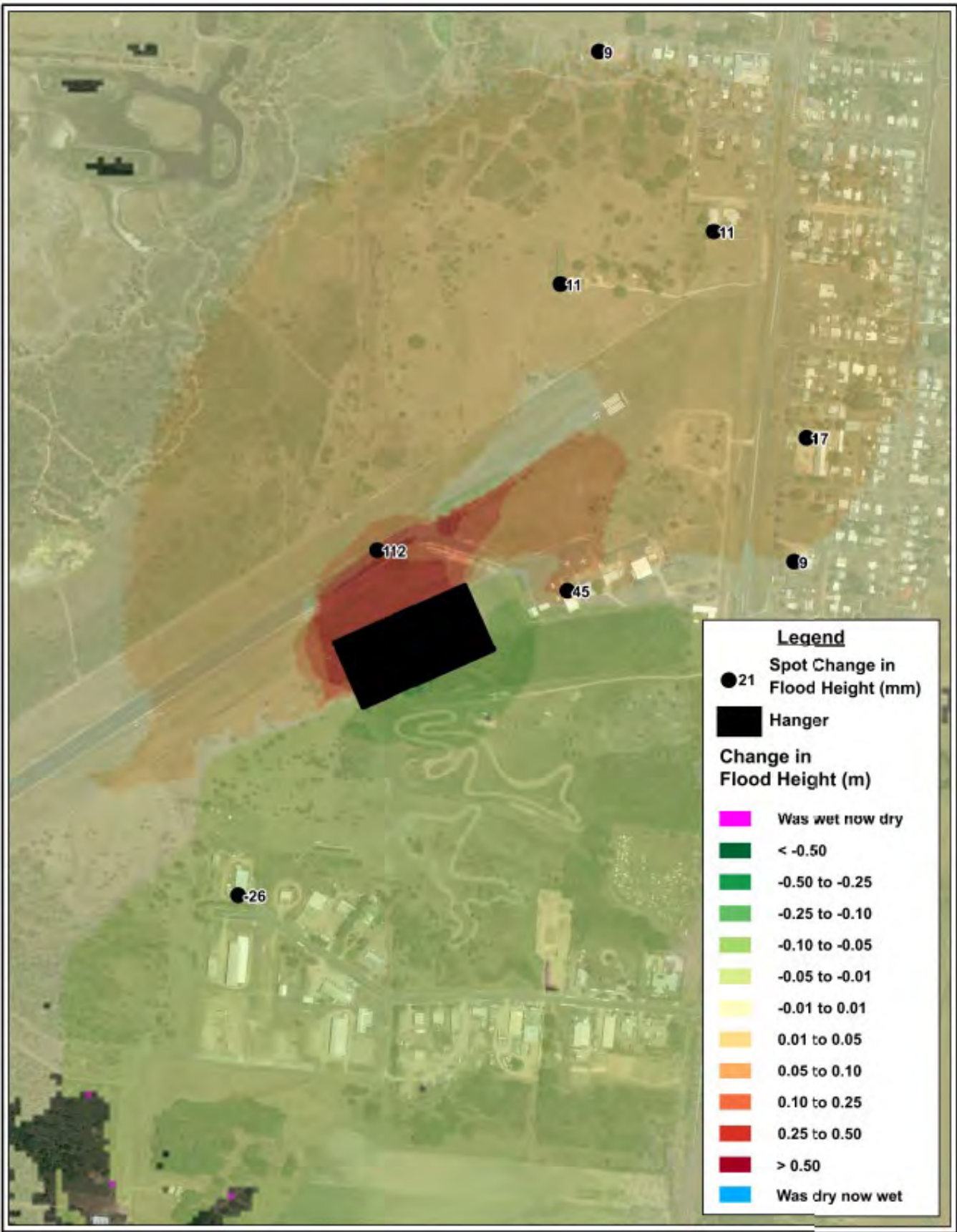
- Locality Map
- 12 Hangar Design
- 6 Hangar Design
- Flood Modelling 12 Hangar Option
- Flood Modelling 6 Hangar Option
- Local Catchment Basin
- Retarding Basin (Draft Design)
- S4 Aquifer Borefield



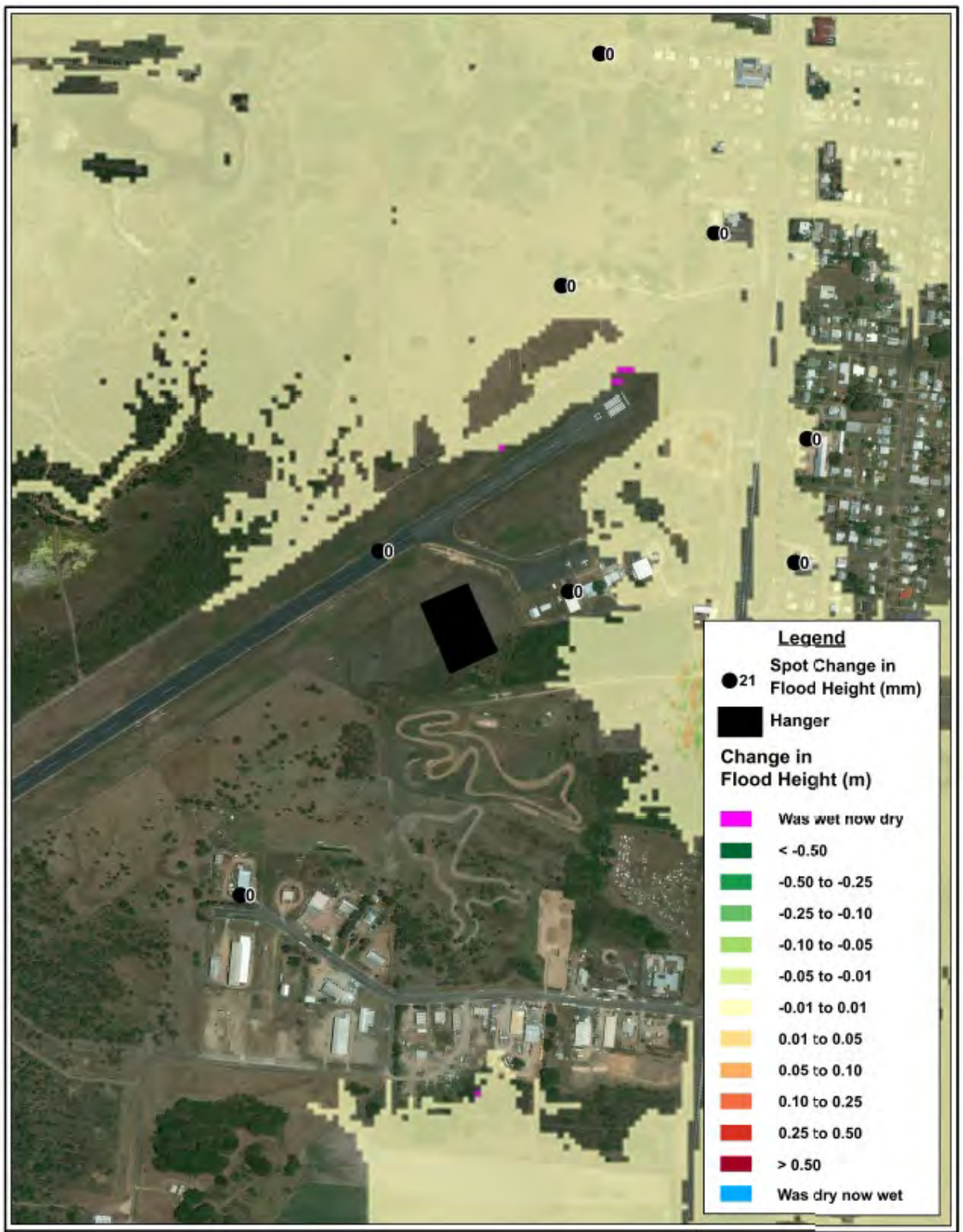




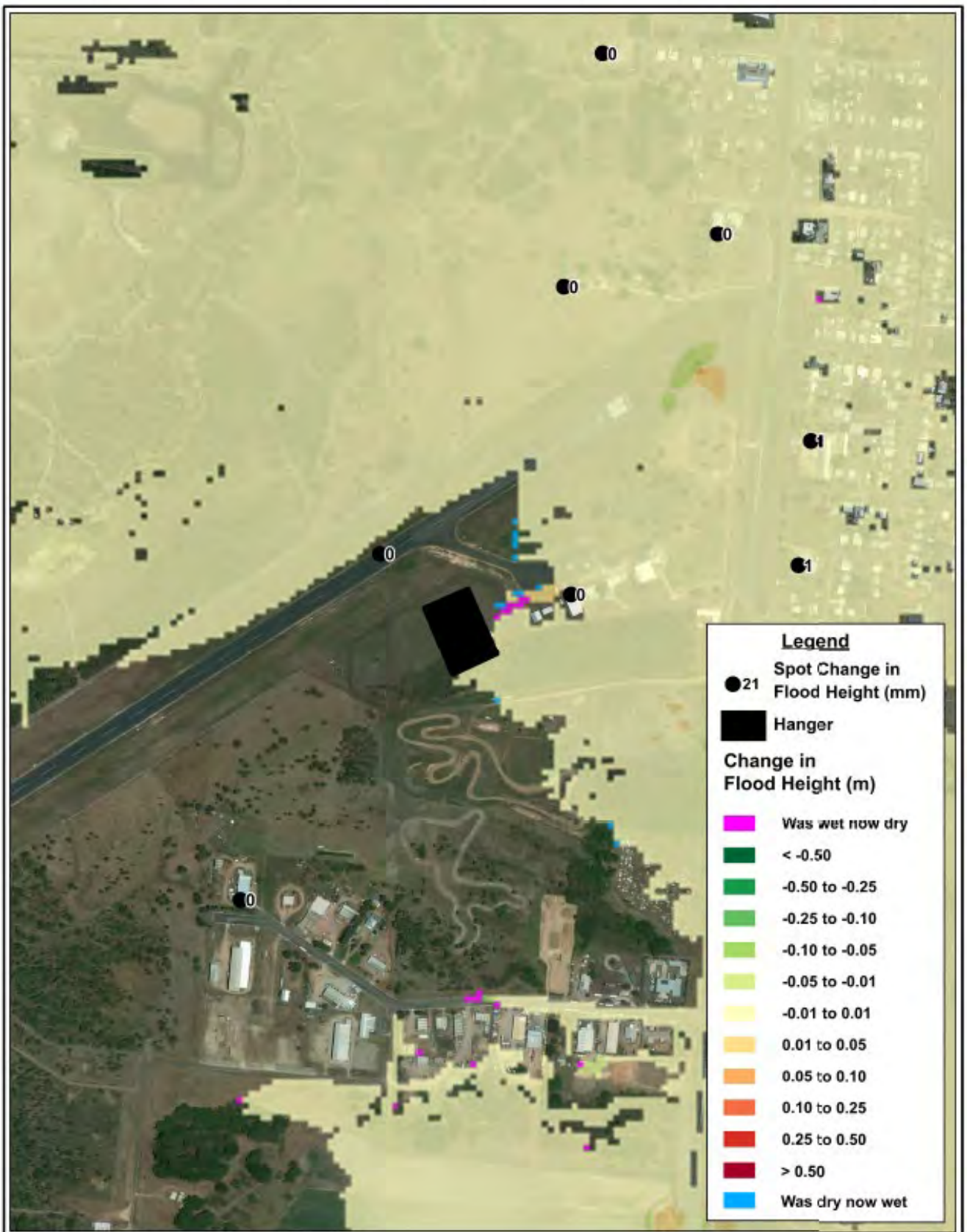




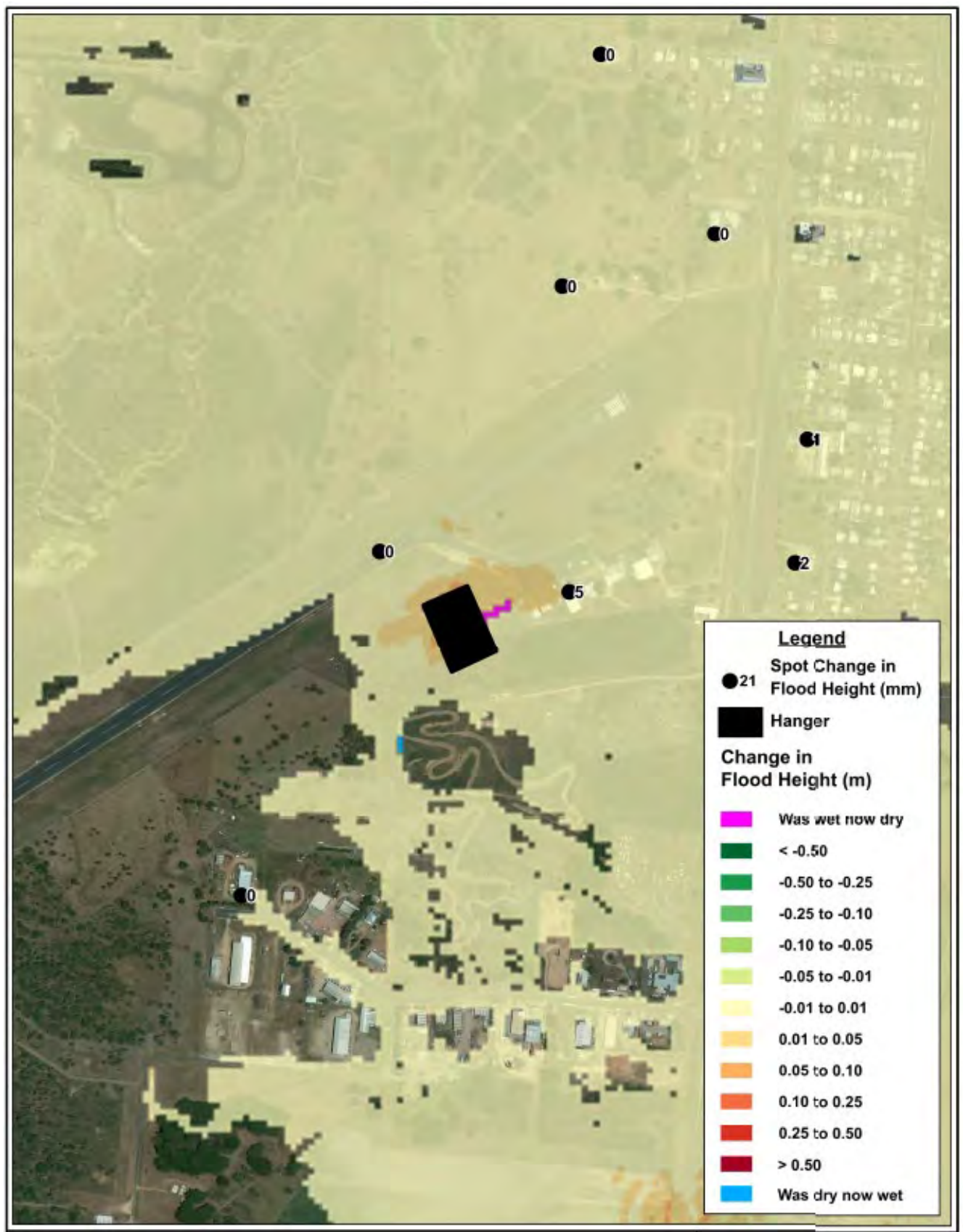
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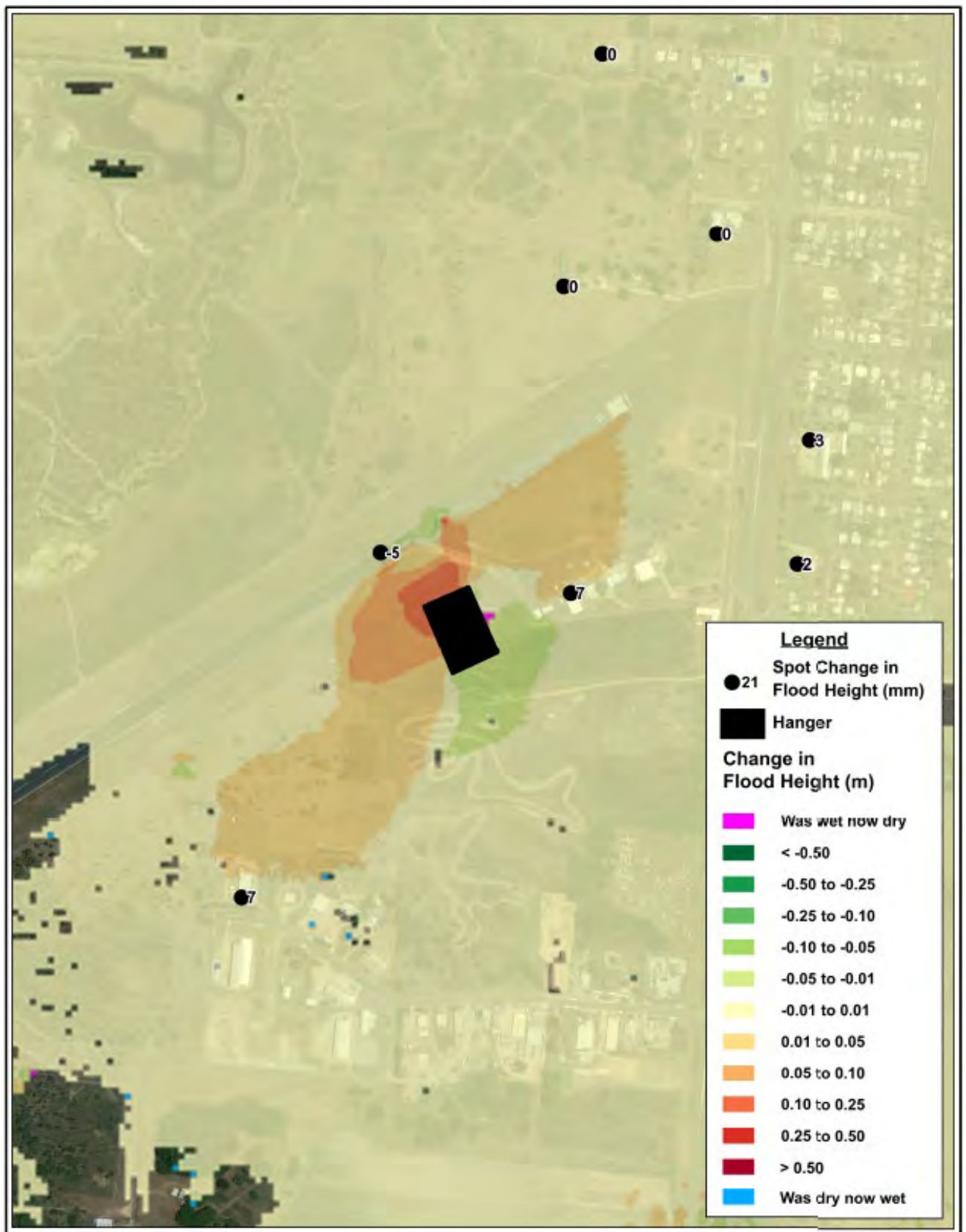
Q5



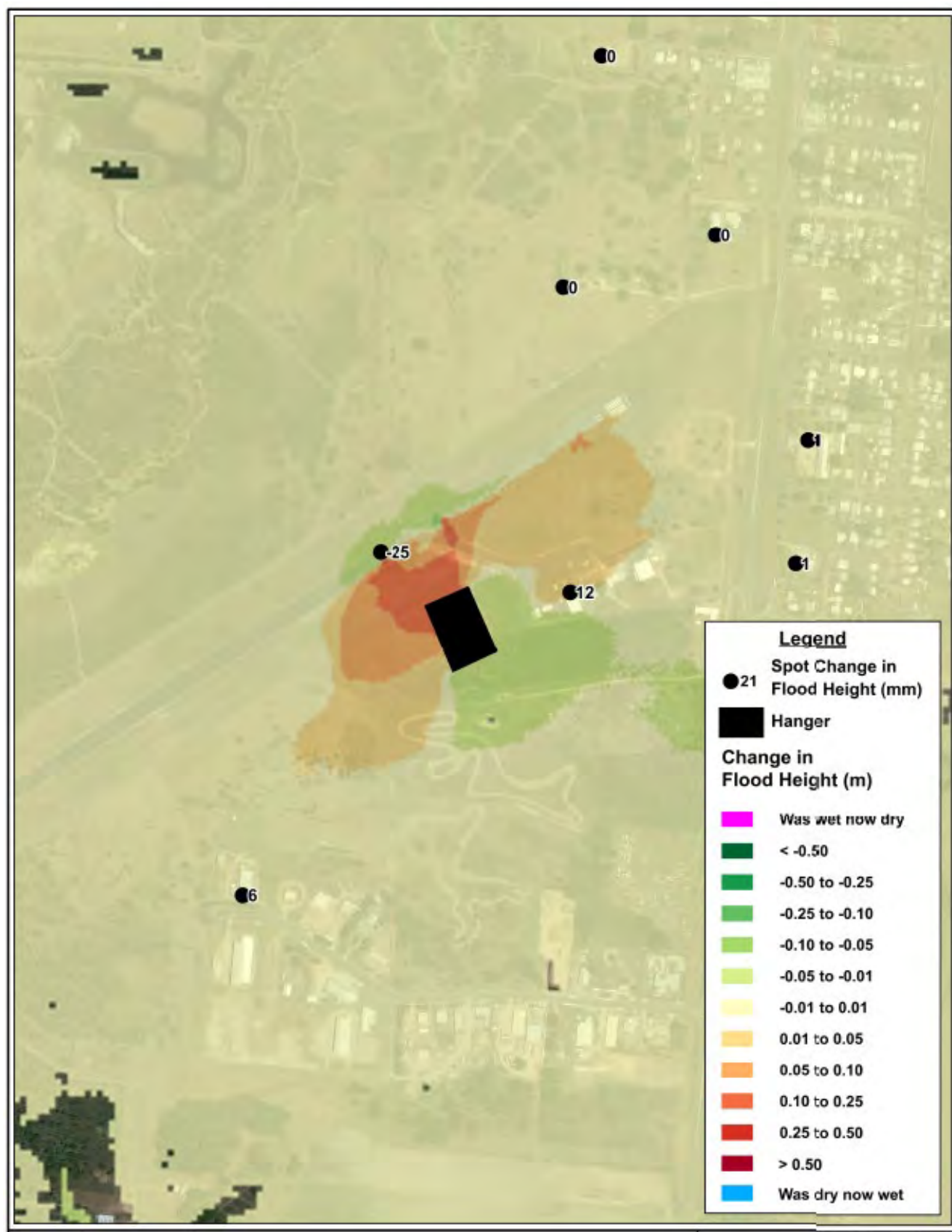
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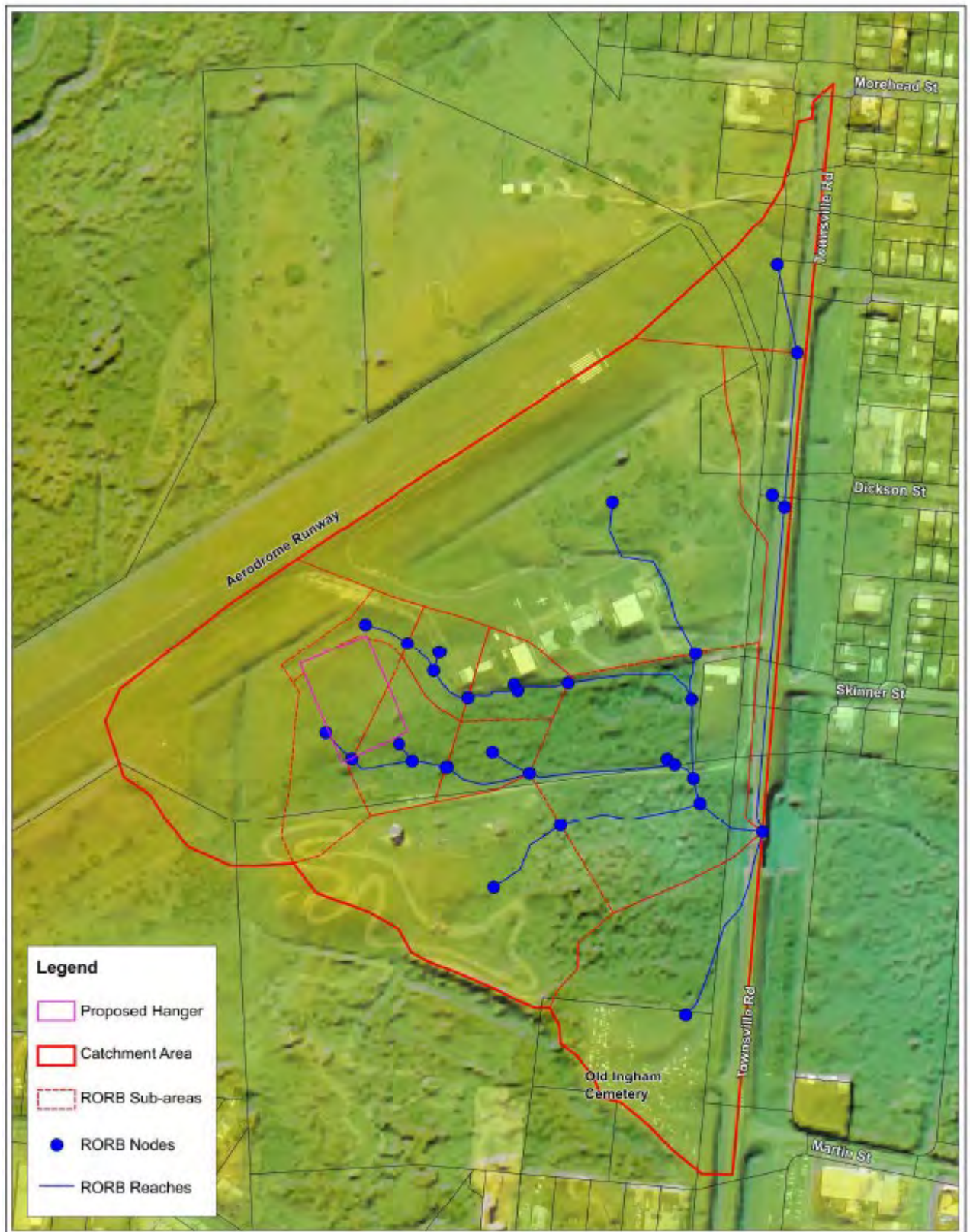


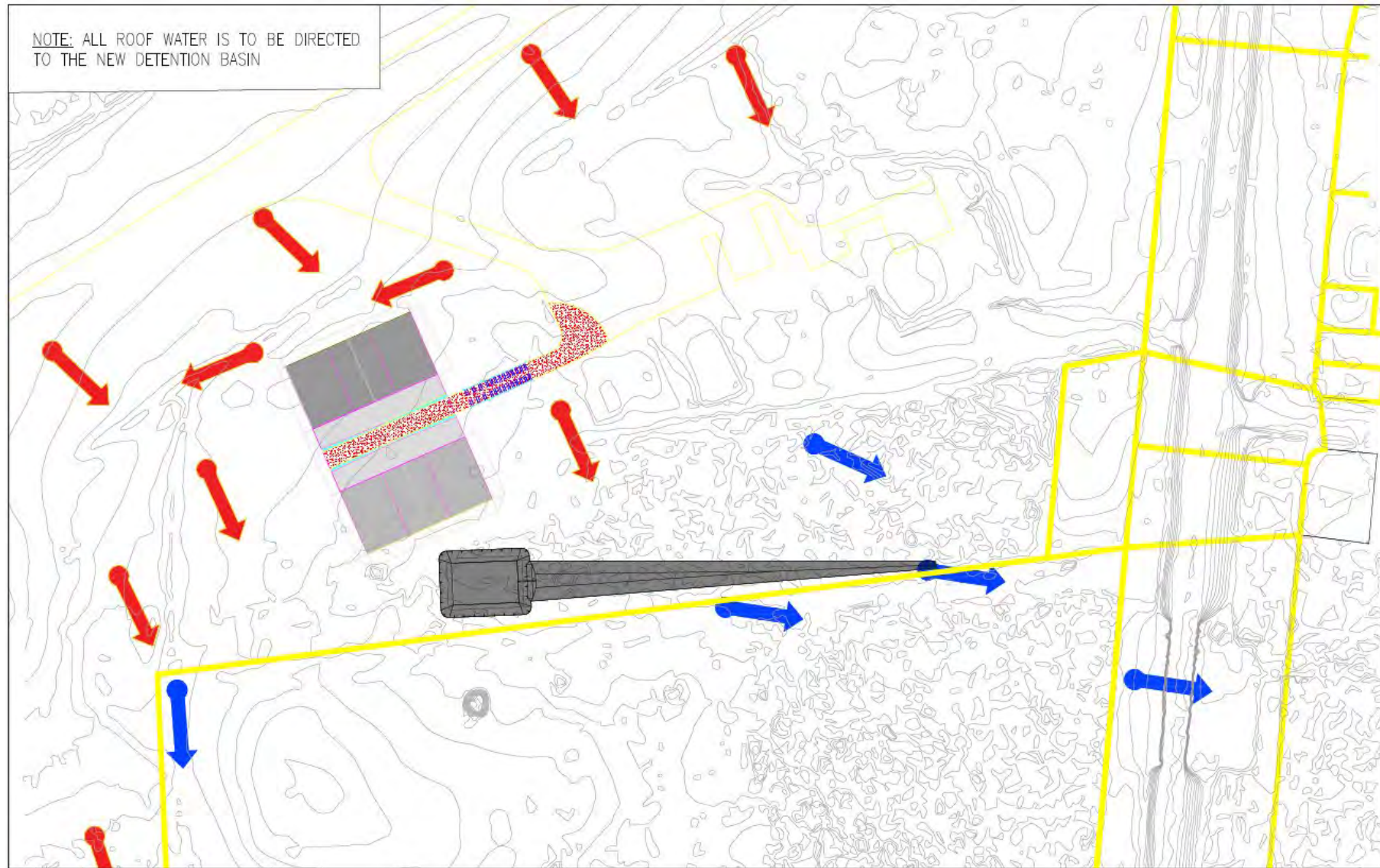
Q20

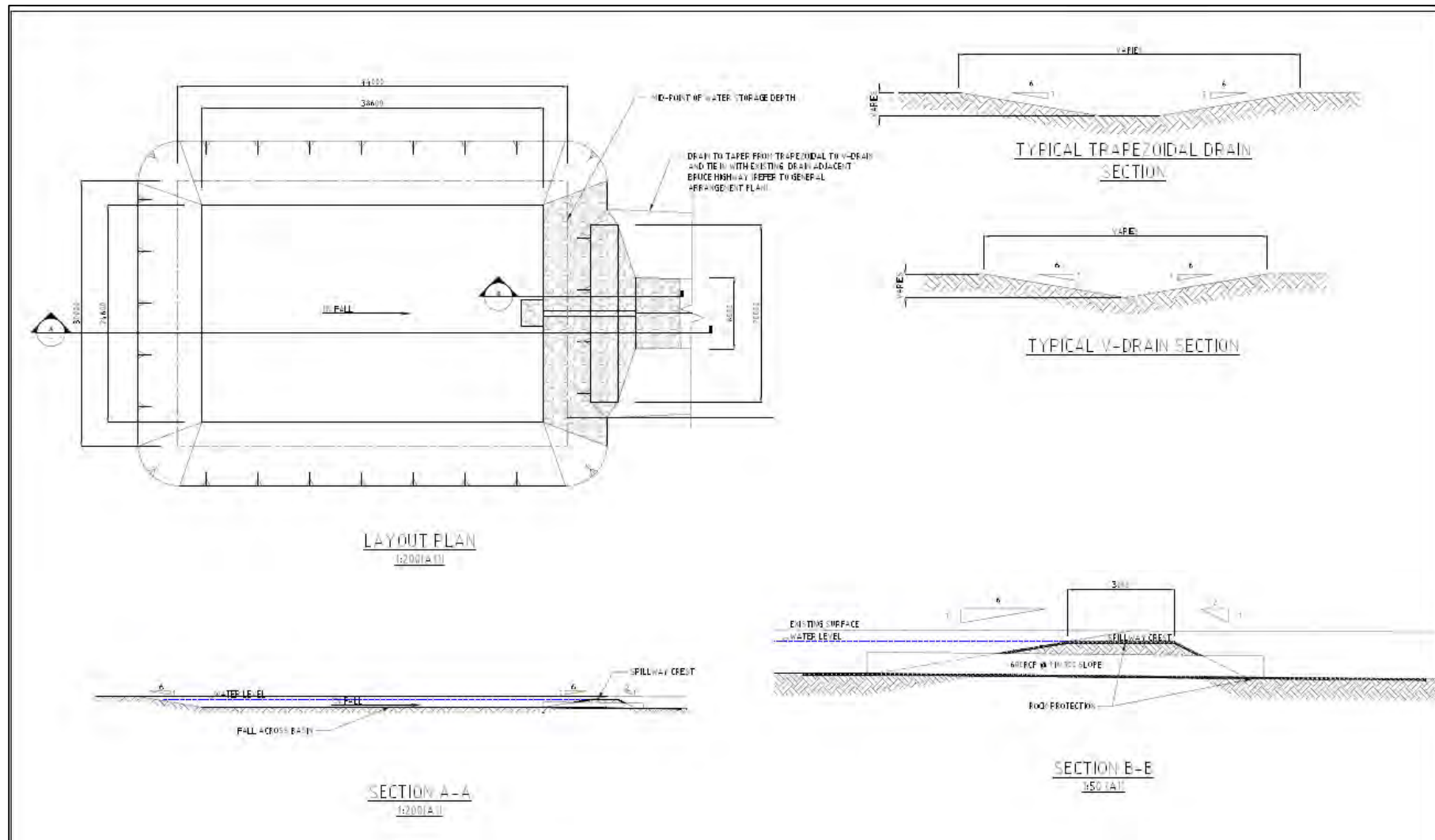


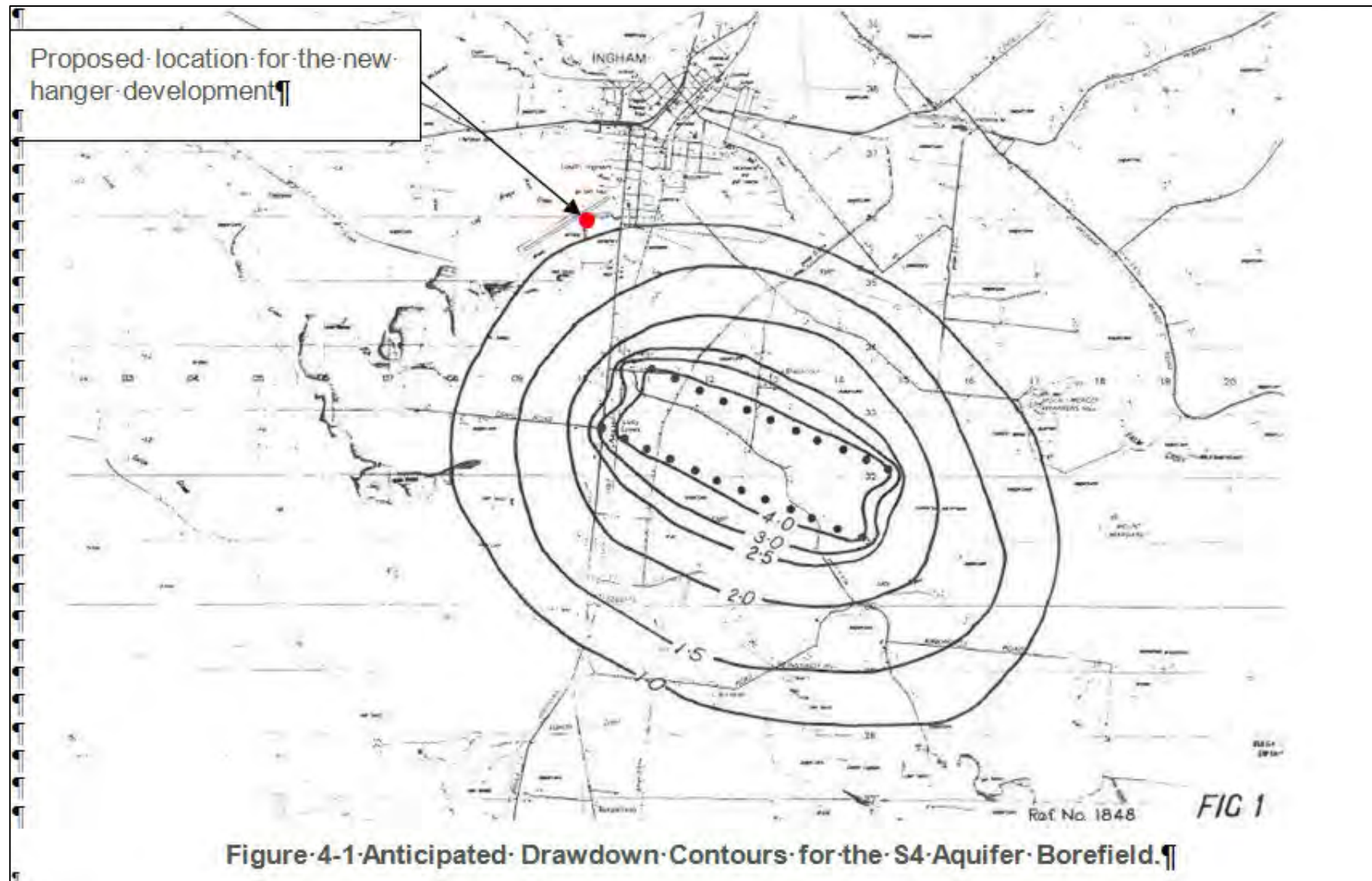
Q50











**RESERVE for RECREATION R465 - WINNIE PITCH CRICKET GROUNDS - MOUNT FOX – LOT 61 on WU46
- MOUNT FOX LIONS CLUB DISBANDED**

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 2. Responsive and responsible management of land 4 Council's role in creating and supporting the economic prosperity of our Shire	Action 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 2.2 Provision of reliable flood data and intelligence 5.2 Support for business diversity and employment growth 5.4 Natural Disaster Management

Budget, Financial and Resource Implications

The disbandment of the Mt Fox Lions Club has an impact on Council in that the maintenance of the Winnie Pitch cricket grounds as well as the structures reverts to Council.

The financial impacts are currently being investigated and will be reported to Council in 2019.

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. It does not include the Winnie Pitch Cricket Grounds and Reserve, but does include the playground equipment though.

Executive Summary

Council is in receipt of correspondences from Lions International informing Council of the disbandment of the Mt Fox Lions Club as from 23 October 2018. Discussions with previous members of the Mt Fox Lions Club brought to light that the cost and burden of the maintenance and management of the Reserve became too much to the members and that they could not continue with the activity.

The disbandment impact is that the Winnie Pitch Cricket Grounds revert back to Council for the maintenance with subsequent resource and budgetary impacts.

For Council Decision – Recommendation

That Council:

- A. Receive and note the information in the correspondence from the District Governor for Lions International; and
- B. Authorise Facilities Management to undertake an assessment of the work required to return the facility to an appropriate state for use.

Officers Summary

The cancellation of the lease due to the disbandment of the Mt Fox Lions Club will have an impact on Council in:

- budget;
- resources;
- maintenance; and
- operations.

The impacts are currently being investigated and will be reported to Council in 2019.

Historical Information

A Trustee Lease for the Winnie Pitch Cricket Grounds at Mt Fox between the Council and Mt Fox Lions Club was registered in 1999.

A Helicopter Landing Site was registered at the Winnie Pitch Cricket Grounds at Mt Fox in 1999.

A Land Management Plan (LMP) for the Winnie Pitch Cricket Grounds at Mt Fox was prepared in 2001.

Policy Implications

Nil

Risk Management Implications

Nil

Statutory Environment

Land Act 1994

Local Government Act 2009

Consultation

- Executive Manager Development Planning & Environment
 - Corporate Services (Facility Management)
 - Infrastructure Services Delivery (Open Space Management)
 - Infrastructure Services Delivery (Water & Sewerage)
-

Attachments

- Locality Map
 - Mt Fox Lions Club correspondence
-





"Together We Serve"
District Governor Allan Hansen
District 201Q2
2018 – 2019

Gerhard Visser
Planning and Development Manager

Re Winnie Pitch Cricket grounds-Mt Fox

I wish to advise Council that the Mt Fox Lions Club is handing in it's charter and will no longer exist from the 23-10-2018. Therefore they will no longer be able to hold the lease of the Cricket Ground.

The Lions have some catering equipment located in the building witch we will try to have removed or negotiate to leave it on the premises.

If it is to be removed we will be able to have it removed by mid November.

Could you please advise if there are rates due to this date please.

Regards Allan Hansen
District Governor

2018/2019 COMMUNITY ACTIVITY GRANTS SPONSORSHIP - 1 JANUARY 2019 to 31 MARCH 2019

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 4.2 Provision of Recreation Opportunities	Action 4.2.4 Budget Provision made to support a mix of Hinchinbrook based events

Budget, Financial and Resource Implications

Community Activity Grants budget for 2018/2019 is \$248,000.00

Asset Management Not Applicable

Executive Summary

The Community Activity Grant application period for the third quarter of 2018/2019 financial year was advertised in the Herbert River Express, Hinchinbrook Shire Council Media Release, Hinchinbrook Shire Council Grapevine, Hinchinbrook Shire Council Facebook and Website. Applications closed on 16 November 2018 where eight applications were received and assessed under the Community Activity Grant (CAG) Policy.

For Council Decision – Recommendation

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.

Officers Summary

As per the Community Activity Grant panel recommendations, six out of the seven applications received in the quarter three catchment have been approved by panel. The Regional Event Coordinator endorses all approved applications.

Community Activity Grant application period for 1 January 2019 to 31 March 2019 was advertised in the Herbert River Express on 31 October 2018, Hinchinbrook Shire Media Release on 23 October 2018, Hinchinbrook Shire Council Grapevine 25 October 2018 and 8 November 2018, the Hinchinbrook Shire Council Facebook 19 October 2018 and 12 November 2018 and the Hinchinbrook Shire Council Website 19 October 2018. Applications closed on 16 November 2018 where nine applications were received and assessed under the Community Activity Grant Policy. As of the 3 December 2018 there have been 22 applications approved by Council and six unsuccessful applications. Please find below eight applications for Council review:

1. Taylors Beach Progress Association – Taylors Beach Family Fishing Competition

Taylors Beach Progress Association is hosting the 2019 Taylors Beach Family Fishing Competition from 23 February 2019 until 24 February 2019. The Taylors Beach Family Fishing Competition is held within the Victoria Creek, Taylors Beach. The inaugural Taylors Beach Family Fishing Competition was held in February 2018 following a community request and approval at the Taylors Beach Progress Association General Meeting in 2017. The 2018 competition has been noted a great success attracting over 150 anglers. It has been predicted that the 2019 Taylors Beach Family Fishing Competition will attract 200 participants including 60 participants from outside the Hinchinbrook Shire. Taylors Beach Progress Association believes such an event promotes community spirit and attracts visitors to the area. The grant funds will be used to assist with costs associated with portable toilet hire, trophies, advertising, admin costs and consumables.

2. Café Connect Alzheimer Australia Townsville – Café Connect

Café Connect Alzheimer Australia Townsville will host the Café Connect event monthly from February 2019 until December 2019 on the first Thursday of every month at the Conroy Hall, Ingham. The Café Connect provides an opportunity for people with dementia and their carers to socialise and enjoy an outing. The Café connect is an enjoyable morning for participants to sing, exercise and discuss dementia issues. Café connect provides meaningful experience for those who are often isolated due to their condition. The average amount of participants that take part in the Café Connect is 30 per month. The funds will be used to assist with the purchase of more arm chairs to make it easier for the elderly to get out of their chairs safely.

3. Raintree Community Market – Market Signage

The Raintree Community Markets run on the third Sunday of every month from February 2019 to December 2019 at the Rotary Park, Ingham. The Raintree Community Markets offer the opportunity for local vendors to sell local crafts, fresh produce, tropical plants, food and beverages. The funds will be used to assist with the purchase of new market signage to advertise and promote the markets as their current one is worn and needs replacing. Signage quotations to replace the Raintree Community Market Sign has been acquired from local businesses.

4. Women in Sugar Herbert – Women in Sugar Australia Conference

Women in Sugar Herbert will be hosting the 2019 Women in Sugar Australia “The Challenge of Change” Annual Conference taking place from 29 April 2019 to 30 April 2019 at the TYTO Conference and Events Centre, Ingham. The conference is open to anyone to attend and focuses on sugar cane farming issues that are impact communities, health and technology. The Conference program includes a dinner at the Royal Hotel, catering supplied by Majestic and JK's and a tour around the district including Bruno Figuera Orchid Plantation, Visit to Liqua Force Operations Plant, Bellasato Farm and Mercer Lane. Women in Sugar Herbert have confirmed 120 delegates attending the Conference with 65% being from outside the Hinchinbrook Shire. The funds will be used to assist with the hiring of TYTO Conference and Events Centre facilities, hiring of a local bus for the Shire tour and guest speakers. The Women in Sugar Herbert have received financial assistance from other businesses/organisation for this event to the value of \$7,800.00.

5. Lachlan Buckman – School Sport Australia Track & Field Championships

Lachlan Buckman has been selected to join the Queensland School Sport 10-12 Years Track and Field Team to take part in the 2018 School Sport Australia Track & Field Championships. The 2018 School Sport Australia Track and Field Championships take place from the 23 November 2018 to 27 November 2018 in Melbourne, Victoria. As per the policy, each funding round will only assess applications for activities to be held or costs to be incurred during the following quarter; 1 January 2019 to 31 March 2019. As a consideration, it has been noted that the applicant only received the invitation to take part in the 2018 School Sport Australia Track and Field Championships on 11 October 2018.

6. Hinchinbrook Sportfishing Club – Annual Club Activities & North Queensland Sportfishing Championships

The Hinchinbrook Sportfishing Club require financial assistance to support their annual club activities. Hinchinbrook Sportfishing Club Activities include the hiring of the Shed 409 at the Ingham Showgrounds that is utilised as a venue for monthly meetings and workshops, assistance to fund the junior encouragement awards and family activities, a Community Fishing Workshop and a stall to be placed at the Lucinda Markets that provides fishing Information. Together the assistance will promote positive community engagement, an opportunity for the community to take part in active outdoor activities and a social event for the families to come together. It has been forecasted the 50 participants take part in the monthly meetings, 40 participants take part in the junior encouragement awards and family activities and 200 participants take part in the Community Fishing Workshops.

The Hinchinbrook Sportfishing club will be hosting the annual 2019 North Queensland Sportfishing Championship from 3 May 2019 until 6 May 2019. The Sportfishing Championship is a family friendly event catering for male, female and junior anglers. Participants are invited from Sportfishing clubs across Queensland to come together, compete, socialise and experience what Hinchinbrook has to offer. The event also encourages non club members to attend the event and experience what the Hinchinbrook region and community clubs have to offer. Local businesses particularly in Halifax, Lucinda, and Taylors Beach will benefit directly from participants traveling through the region and obtained indirect exposure through promotion material received at the event. It has been forecasted that over 100 participants will take part in the Sportfishing championship with a forecasted amount of over 60 participants residing from outside the Hinchinbrook region. The funds will be used to assist with hiring of the Halifax Hall venue, hire of PA system, customised promotional material for prizes, awards and giveaways and contribution towards junior participation gift packs and awards at the event.

7. Halifax Progress and Tourism Association

The Halifax Progress and Tourism Association are seeking financial assistance to complete the final clearing of scrubland and noxious plants from a commercial area near Macrossan Street, Halifax and Herbert River. The purpose is to establish a community park to be known as 'Riverway Park' for the benefit of locals and to encourage tourists to visit. The Halifax Progress and Tourism Association have expended considerable funds and benefited from community donations in order to achieve the current progression. The funds will be used for hire of equipment for clearing remaining section of scrub. This will then enable future grassing and beautification.

8. Lucinda Progress Association

The Lucinda Progress Association will be hosting the 2018 Lucinda Christmas Carols taking place 20 December 2018. The Lucinda Christmas Carols is a family friendly event offering live entertainment, gifts for children, raffles, a sausage sizzle and a visit by Santa. The Lucinda Christmas Carols aims to provide community benefits from festive atmosphere, brings families together and helps build a sense of community for many non-residents who visit Lucinda during the Christmas Period. It has been forecasted that 500 participants will take part in the Lucinda Christmas Carols. The funds will be used to assist with hiring sound and lighting equipment and managing performers.

2018/2019 COMMUNITY ACTIVITY GRANTS SPONSORSHIP - 1 JANUARY 2019 to 31 MARCH 2019

Economic Impact to Hinchinbrook Shire Council

Applicant Name	Event Name or purposes of assistance	Amount Sought ex GST	Potential Gross Sales	Potential Full-time Employment created	ROI* for every \$ spent	Panel Recommendation	Funding Received previous year
Taylors Beach Progress Association Inc.	Taylors Beach Family Fishing Competition	\$859	\$19,539	0.2	\$22.75	\$859	NIL
Café Connect Alzheimer Australia	Café connect	\$500	\$10,498	0.1	\$21.00	\$500	\$200
Raintree Markets	Market Signage	\$780	\$85,393	1.0	\$109.48	NIL	NIL
Women in Sugar Herbert	2019 Women In Sugar Conference	\$3,500	\$17,446	0.1	\$4.98	\$3,500	NIL
Lachlan Buckman	2018 School Sport Australia Track & Field Championship	\$250	NA	NA	NA	\$250	NIL
Hinchinbrook Sportfishing Club	Annual Club Activities & 2019 Championship	\$3,700	\$50,010	0.6	\$13.52	\$3,700	\$4,700
Halifax Progress & Tourism Association	Final Clearing Riverway Park Halifax	\$3,800	NA	NA	NA	\$3,800	NIL
Lucinda Progress Association	Lucinda Christmas Carols	\$900	20,312	0.1	\$22.57	\$900	\$900

*Return on Investment

*The potential economic impact to Hinchinbrook Shire Council was calculated through the Event Impact Calculator from Economy ID using statistical data sourced by National Institute of Economic and Industry Research (NIEIR).

2018/2019 COMMUNITY ACTIVITY GRANTS SPONSORSHIP - 1 JANUARY 2019 to 31 MARCH 2019

Community Activity Grant Expenditure for 2018/2019 financial year to date

Organisation	Event	Amount Approved ex GST	Date Approved
Herbert River Museum Gallery	Annual Assistance	\$4,000.00	26.06.2018
Herbert River Quilters	Jane Grove workshop and Show n Tell Day	\$1,867.00	6.06.2018
Macknade Bowls Club	Macknade Mixed Fours Competition	\$500.00	6.06.2018
Ingham Arts Festival Association Inc.	Ingham Arts Festival	\$1,900.00	6.06.2018
Ingham Tennis Association Inc.	Ingham Open Tennis Championship	\$1,000.00	6.06.2018
Ingham Bowls Club Inc.	Ingham Bowls Club Invitation Fours	\$400.00	6.06.2018
St Teresa's College	St Teresa's Naidoc Day Celebrations	\$1,500.00	6.06.2018
Australian Italian Festival Inc.	Australian Italian Festival	\$30,000.00	6.06.2018
Forrest Beach Progress Association Inc.	Forrest Beach Markets and Fun Day	\$2,500.00	26.06.2018
Herbert River Pastoral and Agricultural Association Inc.	Ingham Show	\$24,00.00	26.06.2018
Ingham Meals on Wheels	Annual Assistance	\$3,600.00	26.06.2018
Ingham Sugar City Rodeo	Ingham Sugar City Rodeo	\$3,500.00	26.06.2018
Deegan Mancinelli	Dirt Bike Riding World Titles	\$250.00	11.07.2018
Mungalla Aboriginal Business Corporation Inc.	On Country	\$10,000.00	31.07.2018
Hitch n Ride Horse Sports Club	Horse Sports Event	\$1,000.00	19.07.2018
Hinchinbrook Community Support Centre	Out and About Bus	\$3,000.00	25.09.2018
Ingham State School P&C Association	Romanello Shield	\$2,000.00	25.09.2018
Ingham Maraka Festival Inc.	MMM Radio Ingham Maraka Festival	\$12,000.00	25.09.2018
Noorla Bowls Club Inc.	Noorla 4's Bowls Competition	\$500.00	25.09.2018
Forrest Beach Surf Life Saving Club	Forrest Beach Surf Life Saving Carnival	\$1,711.00	05.10.2018
Ingham Family History Association Inc.	Re-Discovering Buk-Ti: Chinese Settlers in the Lower Herbert Valley Exhibition	\$8,000.00	29.10.2018
Cathedral School of St Anne & St James	Cleaning up Pelorus Island	\$1,500	31.10.2018
Total Sponsorship supported		\$90,728.00	
Total Community Activity Grant Funds remaining		\$157,272.00	
Applications Pending Approval	Taylors Beach Progress Association	859.00	
	Café Connect Alzheimer Australia	500.00	
	Raintree Markets	780.00	
	Women in Sugar Herbert	3,500.00	
	Lachlan Buckman	250.00	
	Hinchinbrook Sportfishing Club	3,700.00	
	Halifax Progress & Tourism Association	3,800.00	
	Lucinda Progress Association	900.00	
To Amount Pending Approval		14,289.00	
Total Community Activity Grant Funds remaining*		\$74,983.00	

*Grant budget of \$68,000.00 for Hinchinbrook Community Support Centre Community Services activities reallocated to Community Services budget

Historical Information

Nil

Policy Implications

Community Activity Grants Policy

Risk Management Implications

Minimal risk

Statutory Environment

Local Government Act 2009

Consultation

- Councillor Mary Brown
 - Councillor Andrew Lancini
 - Executive Manager Development, Planning and Environmental Services
 - Manager Economic and Community Development
-

Attachments

Nil

FLYING FOX - REQUEST for TREE REMOVAL from HERBERT STREET COMMERCIAL PREMISES

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 4 – Council's Role in Creating an Envable Lifestyle and Contribution to the Whole of Life Liveability of our Shire	Action Not included, to be considered in the quarterly review

Budget, Financial and Resource Implications

There is no budget allocation the current year. There could be significant financial implications due to the size of the area in question.

Asset Management Not applicable

Executive Summary

Council has received correspondence from a complainant (land owner) on 3 December 2018 requesting that Council subsidise the removal of trees that they believe is harbouring flying foxes. The trees are located on the land owners private property abutting the recognised Flying Fox Roost established on Lee's Block.

For Council Decision – Recommendation

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

Officers Summary

The attached image identifies the property boundaries and the removal of large trees on the private property will drastically reduce the available roosting sites when the flying-foxes migrate to Ingham in large numbers. This will inevitably cause them to find alternative roosting sites in nearby areas, likely Rotary Park and the trees directly behind the Ingham State School.

It is not known how wide a buffer will be required to deter the flying foxes from roosting on the private property. At this stage Officer's are investigating the likely cost of the work requested by the land owner in relation to the cost of the tree removal.

Under the Statement of Intent, Vegetation management can be conducted to effect a 'passive dispersal' of the flying-foxes. Passive dispersal has been achieved with the removal of 75% of the understorey and 30% of the canopy (GCCC 2014), however the current Code of Practice Low Impact Activities Affecting Flying-Fox Roosts limits any trimming of roost trees to 10% of the total canopy of the roost.

Any passive dispersal, or removal of large trees on the private property, will drastically reduce available roosting sites. This will inevitably cause the animals to find alternative roosting sites in nearby areas, likely Rotary Park and the trees directly behind the Ingham State School.

Removal of vegetation from one property could also set a precedent for similar requests from neighbouring properties as depicted on the attached map.

The Department of Environment and Science has provided comment regarding the removal of the trees advising that the vegetation in the area is relatively continuous with no real delineation to prevent Flying Fox moving from one mapped area to another. Council may consider applying the precautionary principal be used in this case as this is quite a high profile area. It may be prudent for Council to treat the area as a roost and follow all relevant section of legislation, policy, and code.

As the roost contains two federally listed species, any action taken on this property must be taken in accordance with relevant Codes of Practice, permits and approvals obtained from both the Department of Environment and Science (State Government) and the Department of Environment and Energy (Federal Government).

The landowner may give written consent to Council to carry out the works on her land and this would allow Council to carry out the tree removal under their "As-Of-Rights", provided all relevant rules and regulations are followed. If Council were to operate outside of the Code of Practice for Ecologically Sustainable Management of Flying Fox Roosts Council or the landowner may apply for a Flying Fox Roost Management Permit (FFRMP) to carry out works on the property.

Historical Information

In 2015 Council carried out works which included an attempt to create a buffer zone to prevent the animals from roosting on the private properties toward Herbert Street. All undergrowth and small trees were removed. Only large trees remained. The buffer zone was unsuccessful.

Council adopted the State of Management Intent for Flying-Fox Roost Management in Hinchinbrook on the 28 September 2017 and Clause 5, states:

"Council will co-ordinate the management of flying fox roosts on Council owned or State land placed under the control of Council pursuant to the Land Act 1994 within and outside the UFFMA when required. Costs relating to the management of flying-fox roosts will be negotiated prior to the application for any permit or implementation of any action. Council will not take action in the management of flying-fox roosts that are solely on State Land not under Council control or solely on private land or on a combination of the two."

Clause 6 states:

"In accordance with the Code of Practice – Ecologically sustainable management of flying-fox roosts, no roost tree will be destroyed or modified when there are flying-foxes in the tree, or when flying-foxes are near to the tree and likely to be harmed as a result of the destruction or modification. All management actions will immediately cease, and DEHP will be immediately notified if flying-foxes appear to have been killed or injured."

"Various levels of vegetation management can be used to create a buffer zone around a roost site or it may result in passive dispersal. Passive dispersal has been achieved with the removal of 75% of the understorey and 30% of the canopy (GCCC 2014)."

FLYING FOX - REQUEST for TREE REMOVAL from HERBERT STREET COMMERCIAL PREMISES

Lee's block on Anne Street is current site for the Ingham flying-fox roost. A recent influx has seen the flying foxes roosting in Rotary Park and in the trees directly behind the Ingham State School. When flying-foxes migrate to Ingham in large numbers, the roost area includes the trees in the complainant's properties on Herbert Street, the back of which abuts Lee's Block. The complainant has written to Council requesting that Council subsidise the cost of tree removal on the property in order to create a buffer zone between the land owners' properties and the flying-fox roost. The land owners' property hosts many large trees which are utilised by flying-foxes when they migrate to Ingham in large numbers. This causes issues with odour and noise. More recently more serious odour issues have arisen when animals died and fell to the ground in large quantities due to the extreme heat.

Policy Implications

Consideration of this request will conflict with the Statement of Management Intent for Flying Fox Management in Hinchinbrook which was adopted by Council in 2016.

Risk Management Implications

There is a risk that removing the vegetation will cause the Flying Fox to relocate to other treed areas in Ingham.

Statutory Environment

Nature Conservation Act 1992
Local Government Act 2009

Consultation

- Department of Environmental Science (DES)
 - Environment and Waste Management Officer
-

Attachments

- Correspondence from complainant dated 3 December 2018
 - Image identifying boundaries
 - Statement of Management Intent (SOMI)
-

3rd December, 2018

The Mayor ,
Mr. Ramon Jayo,
Hinchinbrook Shire Council,
Lannercost Street,
INGHAM QLD. 4850

Dear Ramon,

I write to you with deep concern about the flying fox problem at my property at 2-16 Herbert Street, Ingham.

I have had advice from Council in October to say that my property is NOT in a roosting zone area, but however it is an extension of the Botanical and Memorial Gardens.

And that is where the problems lie!

To be able to help with the establishment of a new colony for these flying foxes and remove them from the problem site in the heart of town, I am seeking a subsidy from Council for the removal of trees on my property before it becomes another colony and therefore an untouchable roosting zone.

My property is in close proximity to Rotary Park, which could then be infested and also become a roosting zone!

My tenants at No 2 Herbert Street (NQIB) have already advised me that because of this ongoing problem, they will not be renewing their lease with me.....this may then have a snow ball affect on my other shops. So you see I am in dire straits as I already have many unrented shops as it is.

I can ill afford to have unrented premises in this town which has so many vacant shops already!

I trust you and your Council gives the necessary approval to my request

Thanking you,

Kind Regards



RESERVE FOR RECREATION R.635

While every care is taken to ensure the accuracy of this product, Hinchinbrook Shire Council makes no representations or warranties about the accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability

Complied By: roslyn1543 Date: 10/12/2018 Path: C:\Untitled.mxd

(including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs you may incur as a result of the product being inaccurate or incomplete in any way or for any reason.

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Geocentric Datum of Australia 1994 (GDA94)

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HINCHINBROOK
SHIRE COUNCIL

**STATEMENT OF
MANAGEMENT INTENT
FOR FLYING-FOX ROOST
MANAGEMENT
IN HINCHINBROOK**

September 2016

This Statement of Management Intent has been prepared to outline Council's level of responsibility in relation to flying-fox roost management, the legal flying-fox roost management framework within which Council must work and Council's intents in relation to any management actions undertaken.

This Statement of Management Intent was endorsed by Council on 27 September 2016 and has effect from that date until superseded.

Hinchinbrook Shire Council
25 Lannercost Street
Ingham Qld 4850
Phone: 4776 4600 Fax: 4776 3233
Email: council@hinchinbrook.qld.gov.au



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Statement of Management Intent For Flying-Fox Roost Management in Hinchinbrook

1. Background

The Hinchinbrook Shire Council recognises the importance of flying-foxes to our natural landscape and their critical ecological role in maintaining the unique biodiversity of North Queensland.

The Ingham flying-fox roost has historically been a permanent home to three species of flying fox, the Black Flying-Fox, the Grey-Headed Flying-Fox and the Spectacled Flying-Fox, and a periodic home to the Little Red Flying-Fox.

All flying-foxes are native species protected under the *Queensland Nature Conservation Act 1992*. The Grey-Headed Flying-Fox and the Spectacled Flying-Fox are listed as 'Vulnerable' and afforded greater protection under the Commonwealth *Environmental Protection and Biodiversity Act 1999*.

The Hinchinbrook Shire Council is committed to finding a balance between reducing conflict associated with flying-foxes roosting in urban areas, and the conservation and welfare of these important native species.

2. Authority

Under the *Nature Conservation Act 1992*, local governments in Queensland have authority to undertake roost management of flying-fox roosts in designated Urban Flying-Fox Management Areas (UFFMAs). This authorisation restricts management activities to non-lethal methods undertaken in accordance with the *Code of Practice – Ecologically Sustainable Management of Flying-Fox Roosts*. Other activities are authorised under the *Code of Practice – Low Impact Activities Affecting Flying-Fox Roosts*.

An UFFMA for a local government area is defined by maps available from the website of the Department of Environment & Heritage Protection (EHP). The Hinchinbrook Shire contains three identified UFFMAs, one each at Ingham, Lucinda and Forrest Beach.

Outside an UFFMA, a local government requires a Flying-Fox Roost Management Permit (FFRMP) from EHP in order to undertake any management activities.

Further information on the Queensland Government's roost management framework is available by searching 'roost management' on the EHP webpage www.ehp.qld.gov.au.

3. Purpose

The purpose of this Statement of Management Intent (SoMI) is to articulate the Hinchinbrook Shire Council's approach to management of flying-fox roosts in UFFMAs.

Any management activity undertaken will involve a risk assessment addressing human health and safety, and nuisance impacts that may be created or increased in the surrounding environment.

Council will monitor emerging management approaches utilised by the State government and/or other local governments in relation to the management of flying-fox roosts to assist in development of efficient and effective management options.

4. Locations of the UFFMAs in Hinchinbrook

UFFMAs in Hinchinbrook are located at Ingham, Forrest Beach and Lucinda. A map of the Hinchinbrook UFFMAs is attached as Annexure A.

Residents who wish to view a map of their own property in relation to the UFFMA can do so through the following website:

<http://www.ehp.qld.gov.au/wildlife/livingwith/flyingfoxes/management-areas/map-request.php>.

5. Council Intentions and Considerations

Council will co-ordinate the management of flying fox roosts on Council owned or State land placed under the control of Council pursuant to the *Land Act 1994* within and outside the UFFMA when required. Costs relating to the management of flying-fox roosts will be negotiated prior to the application for any permit or implementation of any action.

Council will not take action in the management of flying-fox roosts that are solely on State Land not under Council control or solely on private land or on a combination of the two.

Where a flying-fox roost is located on both private and Council controlled land, Council will work with the relevant landholder to manage the roost. Costs of management will be negotiated prior to any management action taking place.

Council's management considerations of flying-fox roosts will include:

- (a) a full risk assessment considering the welfare of the community and the flying-foxes;
- (b) amenity impacts of the flying-fox roost;
- (b) impacts on residents and community services;
- (c) identification and management of economic impacts associated with the flying-foxes and their roosts;
- (d) reduction of human/flying-fox conflicts;
- (e) educating the community about flying-foxes;
- (f) conservation of flying-foxes and their natural habitats in the Hinchinbrook Shire;
- (g) the history of the roost site and the surrounding environment;
- (h) numbers and species present in the roost and their breeding cycles;
- (i) the desirability of possible outcomes as a result of any management action.

6. Management Approach

Council will generally not support or undertake disturbance activities aimed at dispersing flying-foxes from roosts given that previous dispersal attempts undertaken under current legislation and within accepted practices have proven unsuccessful. The unpredictability of flying-fox movements often results in a less acceptable outcome for the community by shifting conflict to different sites and causing stress, injuries or fatalities to the animals. (Hall 2002 per DECC 2009; GCCC 2014)

The Queensland State Government promotes that it is best to manage flying fox roosts in-situ with the development of strategies to reduce their impact (DECC, 2009). Legislative provisions with which Council must comply compels Council to practice these limited strategies in the interest of achieving a workable solution. The alternative is to do nothing.

Various levels of vegetation management can be used to create a buffer zone around a roost site or it may result in passive dispersal. Passive dispersal has been achieved with the removal of 75% of the understorey and 30% of the canopy (GCCC 2014).

In keeping with the Queensland State Government current management strategies, any implementation of flying-fox roost management activities will be conducted in a staged approach from lesser impact activities to higher impact activities where required.

Management approaches will follow the following stages:

- Stage 1 – Education. Council will seek to educate the affected community in relation to living with flying-foxes. Interpretative material in Annexure B is being implemented by several Queensland local governments;
- Stage 2 – Vegetation management of weed species. Removal and/or treatment of weed species will be conducted as the first stage of vegetation management activities.
- Stage 3 – Minor trimming of native vegetation without aiming to disperse animals from the roost with the aim of minimising human/flying-fox interactions.
- Stage 4 - Vegetation management of native species to create buffer zones. Buffer zones can help to reduce human/flying-fox interactions.
- Stage 5 - Vegetation management of native species. Management should progress from the understorey to the canopy with the aim of removing as little vegetation as possible while aiming to render the habitat unsuitable for roosting flying-foxes (GCCC 2014).

In accordance with the Code of Practice – Ecologically sustainable management of flying-fox roosts, no roost tree will be destroyed or modified when there are flying-foxes in the tree, or when flying-foxes are near to the tree and likely to be harmed as a result of the destruction or modification. All management actions will immediately cease, and DEHP will be immediately notified if flying-foxes appear to have been killed or injured.

7. Further Information

For further information on local government flying-fox management activities please contact the Hinchinbrook Shire Council, 25 Lannercost Street, Ingham (PO Box 366, Ingham, 4850), telephone: 4776 4600.

For further information for residents dealing with flying-foxes on private property please contact the Department of Environment and Heritage Protection at <http://www.ehp.qld.gov.au>.

8. References

New South Wales Department of Environment and Climate Change (DECC). 2009. Draft national recovery plan for the Grey-headed flying-fox *Pteropus poliocephalus*, NSW Department of Environment, Climate Change and Water.

City of Gold Coast, 2014. City of Gold Coast Flying Fox: Statement of Management Intent.

Appendix A



Living with Flying-foxes

Flying-foxes

Flying-foxes have been around for thousands of years and are essential for forest pollination and seed dispersal. Nationally, flying-foxes have reduced in number, largely due to clearing of their habitat. Without flying-foxes there would be less pollination and it is likely we would see the decline of our native forests.

There are a number of flying-fox camps within Noosa Shire and across South-east Queensland. Individual flying-foxes regularly move between camps and, at times, camps can become completely vacant.

Three species of flying-fox are known to occur at times in the Noosa area. The Little-red Flying-foxes follow seasonal flowering of Eucalyptus and Melaleuca trees and although they can arrive in large numbers, they only stay for several weeks until flowering is finished. The Grey-headed and Black Flying-foxes stay longer depending on local food availability.



Grey-headed Flying-fox (*Pteropus poliocephalus*)

Issues with flying-foxes

Like many animals, including domestic pets, flying-foxes can carry transmissible viruses. A small percentage of flying-foxes carry Australian Bat Lyssavirus (ABL) and Hendra virus. Hendra virus can only be transmitted via horses. Infection from Lyssavirus can only be transmitted by bites or scratches from bats and is extremely rare. If you are bitten or scratched by a bat, seek medical attention immediately. There is no evidence that infections can be spread from droppings or living near a flying-fox colony, however it is recommended that normal sanitary hygiene measures are practiced by regularly washing hands.



Black Flying-fox (*Pteropus melitonius*)

At times, there may be a strong odour emanating from the camp. This is often mistaken for the smell of droppings but is attributed to flying-foxes marking their territories with their scent glands.

Droppings can cause staining and it is recommended that covers be placed over outdoor furniture, and pavement areas are washed down as soon as possible.

Management of flying-foxes

As a rule, Council does not interfere with the natural behaviour of native animals including flying-foxes. Flying-foxes are protected under the *Queensland Nature Conservation Act 1992*. Grey-headed Flying-foxes in particular are protected under the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999* and are listed as a 'vulnerable' species.

If a flying-fox camp is located on Council land, and bats are disturbing neighbouring residents, Council may apply to the State and Federal Governments to improve the vegetation separation between the flying-fox camp and residential housing.




Nectar from flowers is an essential food source for flying-foxes




PO Box 141 Tewantin QLD 4555
9 Pelican Street Tewantin

P (07) 5326 6500
F (07) 5326 6501

mail@noosa.qld.gov.au
www.noosa.qld.gov.au

Fear Not!



Health Issues


A very small proportion of flying foxes may carry lyssavirus which is potentially fatal to humans. The virus is transmitted via saliva and only through a bite from an infected bat. People will not be exposed to lyssavirus when flying foxes fly overhead, when they roost or feed in garden trees or even from touching their droppings.


Helping Hand


If you encounter a sick, injured or orphaned flying fox do not approach or handle it.

Please call the Queensland Parks and Wildlife Services on **1300 ANIMAL** or **1300 264 625**.

Please report flying foxes electrocuted on power lines, because an electrocuted mother may have a live baby clinging to her.







Love is in the Air



A Noisy Affair

Flying foxes reach sexual maturity at about two years of age. Male flying foxes stake out their territory by rubbing branches with scent from glands on their shoulders.

After a noisy courtship, mating occurs in March.

Birth

After six months of pregnancy, the mother, hanging upside down, gives birth during daylight hours. After the baby's head emerges, labour ceases for a while to allow baby and mother to rest. Then the baby is quickly born and scooped up in its mother's wings to prevent it from falling to its death.

The mother licks the baby clean and guides it to one of her two teats to suckle milk. Female flying fox teats are located underneath each wing.



Growing up

For the first six weeks of its life, the baby flying fox clings to its mother's body even when she flies out to feed. Then it is left at night in a "creche" with other young flying foxes, waiting for its mother to return to feed it. The young flying fox begins to fly at about three months of age and is weaned and able to feed itself by four months.



"Welcome to My Life"

Day: Before dawn, flying foxes return to their roost trees, often to the same spot. Creched babies reunite with their mothers by call, sight and smell, and enjoy a welcome feed.

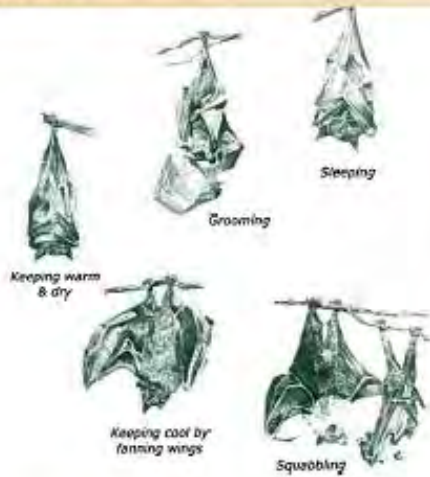
Night: Flying foxes and the smaller microbats, are the only mammals which truly fly. Whilst microbats use echolocation, flying foxes rely on sight and smell to find the fruit and blossoms they feed on.



"Welcome to My Life"

Day: Before dawn, flying foxes return to their roost trees, often to the same spot. Creched babies reunite with their mothers by call, sight and smell, and enjoy a welcome feed.

Night: Flying foxes and the smaller microbats, are the only mammals which truly fly. Whilst microbats use echolocation, flying foxes rely on sight and smell to find the fruit and blossoms they feed on.



Flying foxes of Tooan Tooan Creek

All flying foxes have large eyes and good vision. They have dog like noses and like dogs have a good sense of smell. Flying foxes use their excellent sight and sense of smell to find blossom and fruit. The names given to the different species of flying fox are very descriptive.

BLACK FLYING FOX
Pteropus melanopus



You will find Black flying foxes here all year round. They have a band of dark reddish fur on neck and shoulders. They weigh about 700 grams and have a wingspan of over a metre.

GREY-HEADED FLYING FOX
Pteropus poliocephalus



Grey-headed flying foxes migrate from southern areas to this colony in the winter. They are almost the same size as Black flying foxes and have color of golden fur around their necks. Unfortunately, their numbers are so low they are in danger of extinction.

LITTLE RED FLYING FOX
Pteropus scapulatus



If you happen to be here in summer you may see the many thousands of migratory Little red flying foxes. They go wherever there are blossoms. They weigh less than 100 grams. Little red roost in clusters in the lower branches of the trees.



Batty Behaviour



Smell

The musky smell of a flying fox colony is not due to their droppings or urine but from their natural scent. Scents are used for identification, marking territory and attracting members of the opposite sex. Scents also allow individuals to track each other at night while foraging and moving between roosts.

Noise

After humans and primates, flying foxes have the largest number of different calls. Forty different calls have been identified for the Grey-headed flying fox. Since the hearing range of the flying fox is similar to ours, we can hear their calls clearly. Colonies are the noisiest at dawn and dusk. Although not aggressive in the camps, when feeding flying foxes will defend favoured food trees with loud vocalisations as well as physical aggression.

Personal Hygiene

The fruit and nectar eaten by flying foxes is digested quickly, taking only 20 minutes to pass through their digestive system. Therefore, most faeces are expelled away from their roost site.

Flying foxes normally hang upside down but to avoid soiling themselves, they hang by their thumbs to defecate and urinate. Flying foxes are very clean animals and considerable time is spent grooming their fur using their feet and thumb. They keep their wing membranes clean by licking with their very long tongue.



OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER ACTIVITY REPORT - 30 NOVEMBER 2018

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

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

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 November 2018.

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 Works Progress Report

Media Engagement

- Media releases sent - 23
 - Media enquiries carried out – 6
 - Hinchinbrook Shire Council Facebook page – 2,413 likes (2,382 likes as at 31 October)
 - Festival of Small Halls (11,124 reach), 1,770 post clicks, 446 reaction/comments/shares
 - Press articles – 36
 - TV coverage – nil
 - Radio coverage – nil
 - Web coverage – 50
-

Human Resource Services

HRS activities also include addressing all other HR matters which are not identified in this Report.

Recruitment - Advertised Vacancies:

- Executive Assistant Corporate Services - The incumbent of this position is taking 6 months maternity leave.

Recruitment not finalised:

- Finance Officer Revenue - Interviews held. Due to complications within Panel process, position on hold until New Year for readvertising.

Appointments:

- Truck Driver Parks and Gardens position.
- Finance Officer position.
- Local Laws Officer position.
- Two casuals employed as Disaster Call Operators.
- WHS Coordinator - Interviews held with the successful applicant commencing 2 January 2019.

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.
- 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.
- Employees have gained Plant tickets requiring HR Licence allowing them to move plant equipment from one site to the next as needed. Quotes received however comparison to using a Council vehicle would be of cost benefit; this would depend on availability. Assessment being undertaken.
- Matrix identifying Training and Skills gap linked to PD's - 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 gain quotes. Time has been short to finalise this month.

Award Recognition

- Years of Services awards 8 x 5yrs, 9 x 10yrs, 1 x 15yrs, 3 x 20yrs, 2 x 25yrs, 2 x 30yrs to be presented at end of year Employee Award Recognition Event.
- 4 x recognition awards currently being engraved in readiness for the end of year Employee Award Recognition Event.
- 1 x recognition award for years of service to Safety Committee following resignation of incumbent Safety Representative.

General:

- Policy and Procedures continue to be reviewed and updated for CEO approval.

Workplace Health and Safety

- **WHS Training**
 - Traffic Control Stop Slow
- **Health Monitoring**
 - Skin Checks continuing
- **Other on Going Activities**
 - HSC Systems Development
 - Chemical Register uploaded to ChemWatch and waiting for advice
 - Training Data Upload continuing.

Partnership, Regional and State Activities

- **North Queensland Regional Organisation of Councils - NQROC**
 - Nil
- **Far North Queensland Regional Organisation of Councils – FNQROC**
 - Nil
- **Regional Economic Development Regional Organisation of Councils – RED-ROC**
 - Nil

Emergency Disaster Management

- **Activities**
 - 21 November – LDMG Meeting
- **Training**
 - 15 November - Guardian Incident Management Solution (IMS)
 - 15 November – Local Disaster Coordinator Induction with QFES
- **Other**
 - 20 November – Meeting with Deputy Mayor, Officers and Business Resilience Contractor
 - 21 November - Community Participation in Recovery Workshop
 - 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**

See attached Report

Management Activity

- **Conference Attendance**
 - 14 November - Planning/Compliance Seminar
 - 16 November – Cyber Governance Seminar
- **Training Attendance**
 - 23 November – Councillor Legislation Amendment Training
- **Meeting Attendance**

In addition to the meetings already documented, the CEO attended the following meetings:-

 - 1 November – Meeting with Mayor and Minister Enoch’s Office
 - 1 November – Meeting with Mayor and Department of Agriculture and Fisheries
 - 1 November – Reef Guardian Steering Committee and Working Group meeting
 - 2 November – Internal staff meetings
 - 2 November – Interviews for Operations Manager Environment, Waste and Local Laws

- 5 November – Internal staff meeting
- 5 November – Lucinda Progress Association meeting
- 6 November – Councillor Connect Sessions
- 6 November – Internal staff meeting
- 6 November – Taylors Beach Progress Association meeting
- 7 November – Internal staff meetings
- 7 November – Onsite inspection at Hinchinbrook Aquatic Centre
- 7 November – Infrastructure Services Delivery Portfolio Session
- 8 November – Internal staff meetings
- 8 November – Meeting with Councillor
- 12 November – Internal staff meetings
- 12 November – Meeting with Councillor
- 13 November – Internal staff meeting
- 13 November – Inspection with Mayor
- 13 November – Special Council Meeting
- 13 November – Forrest Beach Progress Association meeting
- 14 November – Update to staff following Council meeting
- 14 November – Internal staff meetings
- 14 November – Meeting with Local Buy
- 15 November – Internal staff meetings
- 15 November – Flood mitigation LIDAR app update
- 16 November – Internal staff meetings
- 16 November – Onsite tour with EMISD
- 19 November – Internal staff meetings
- 19 November – Onsite inspection with EMISD
- 20 November – Meeting with resident
- 21 November – Meeting with QRA
- 21 November – Internal staff meeting
- 22 November – Onsite inspection with EMISD
- 22 November – Internal staff meetings
- 23 November – Meeting with Mayor, PDM and Building Certifier
- 26 November – Internal staff meetings
- 26 November – Onsite tour of Water and Sewerage Facilities
- 26 November – Forrest Beach Recreational Boating and Tourism Committee Meeting
- 27 November – Internal staff meetings
- 27 November – General Meeting
- 27 November – Dungeness Reserve Community Consultation
- 28 November – Internal staff meetings
- 28 November – Update to staff following Council meeting
- 28 November – Meeting with residents

- 28 November – Onsite inspection with EMISD
- 29 November – Onsite tour of Parks
- 29 November – Internal staff meetings
- 29 November – Internal Audit Exit meeting with CFO
- 30 November – Interviews for Workplace Health and Safety Officer
- 30 November – Internal staff meetings
- **Events**
 - 2 November – Subway World Sandwich Day
 - 9 November – Trebonne Action Group BBQ for Drought Relief Appeal
 - 10 November – Digital Honour Roll Launch
 - 10 November – La Scala Ballet Simulcast
 - 11 November – Remembrance Day Ceremony
 - 20 November – International Fishing Series Champion Ceremony
 - 29 November – Chef Outta Water

Business Improvement Team

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

- Onboarding Process
- Corporate Identity Manual
- Inspection Apps for Field Work
- Depot Wash Down Bay Improvements
- Staff Silos – Register for Unwanted Furniture and Equipment
- Electronic Booking Calendar for Training Room
- Council-wide CRM Procedure
- Storage shed for equipment and machinery
- Positive Mental Health training
- Mud budget for backhoe
- Height stickers on large plant
- Conveyor belt on front of slashers
- Mowing on range signs
- Struvite recovery from wastewaters
- Music played from roof of Lannercost Street Council building
- HSC Drone Flying Webpage
- Portable Aframe floppy signs for Flowcon
- Two hoses for pump on Water Tanker Trailer
- BIT Intranet Page

Mayoral Discretionary Fund

- Nil

C	Assessment	A	Procurement	P	Construction
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OFFICE of the MAYOR and CEO ACTIVITY REPORT - 30 NOVEMBER 2018

Office of the CEO Capital Progress Report:

Project Description <i>(Project Code)</i>	Programme Estimate 2018/2019			2018/2019 YTD Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
CSI Project 2016/2017 \$20k Carryover	\$0	\$0	\$0	November 2018 \$8,338	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	\$0	\$0	\$0	November 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 <i>(carryover from CEO's unallocated Capital fund 2017/2018)</i>	\$20,000	\$0	\$0	November 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 <i>(carryover from CEO's unallocated Capital fund 2017/2018)</i>	\$100,000	\$0	\$0	November 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 - 30 NOVEMBER 2018

Project Description (Project Code)	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 (carryover from CEO's unallocated Capital fund 2017/2018)	\$20,000	\$0	\$0	November 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 (carryover from CEO's unallocated Capital fund 2017/2018)	\$50,000	\$0	\$0	November 2018 \$0																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
Upgrade of Disaster Management Radio Systems 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$10,000	\$0	\$0	November 2018 \$0																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
Agricultural Diversification Program 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$30,000	\$0	\$0	November 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	November 2018 \$0																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		

OFFICE of the MAYOR and CHIEF EXECUTIVE OFFICER STATUS REPORT - 30 NOVEMBER 2018

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.

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 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.

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.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

Chief Executive Officer

Attachments

Status of Actions

Resolution Number – 271118-35 – 2018 Council Employee Recognition Awards and Christmas Festivities

That Council approve the following amendments to closure times for the 2018 Christmas Close Down:

- A. Close the Lannercost Street Office for Council's 2018 Christmas Close Down from 4.00pm Friday 21 December 2018 and re-open at 8.30am on Wednesday 2 January 2019; and
- B. Close the Halifax Library Sub-Branch for Council's 2018 Christmas Close Down from 4.00pm Friday 21 December 2018 and re-open at 10.00am on Wednesday 2 January 2019.

For the purpose of conducting a united Council Staff Employee Recognition Awards and Christmas Festivities on Friday 14 December 2018 commencing 3.00pm in the Shire Hall, Council approve the following:

- A. Closure of the Lannercost Street Office, Hinchinbrook Shire Library, TYTO Regional Art Gallery, Halifax Library Sub-Branch and Warrens Hill Transfer Station from 3.00pm Friday 14 December 2018;
- B. Modify Council's Entertainment and Hospitality Policy as attached; and
- C. Allocate and donate \$2,500 in total to respective Social Club(s) from the Staff Employee Recognition Awards Budget in order to support the end of year Council celebrations.

Status:

December 2018 Update – Council Christmas closedown dates advertised and will continue to be advertised for public's information in Herbert River Express, Council Website, Facebook and Electronic Community Noticeboards.

Council Employee Recognition Awards and Christmas Festivities organised and will be held on 14 December 2018.

Matter Closed

Resolution Number – 271118-31 – 2019 General Meeting Schedule

That Council approve the following General the Ordinary Meeting dates for Hinchinbrook Shire Council for 2019 located at Council's main office, 25 Lannercost Street, Ingham:

- Tuesday 29 January
- Tuesday 26 February
- Tuesday 26 March
- Tuesday 30 April
- Tuesday 28 May
- Tuesday 25 June
- Tuesday 30 July
- Tuesday 27 August
- Tuesday 24 September
- Tuesday 29 October
- Tuesday 26 November
- Tuesday 17 December

Status:

December 2018 Update – Dates advertised for public's information in Herbert River Express, Council Website, Facebook and Electronic Community Noticeboards.

Matter Closed

Resolution Number – 271118-30 – Project Development Group Matters

That Council:

- A. That Council receive and note the Project Development Group Meeting Minutes held on 18 October 2018; and
- B. Endorse actions of the Chief Executive Officer to transfer Projects Development Group projects into Council's Operational Plan and undertake a review on the progress of projects on a quarterly basis.

Status:

December 2018 Update – Review commenced for Council to adopt updated Operational Plan at January 2019 General Meeting.

Matter Closed

CODE OF CONDUCT FOR COUNCILLORS IN QUEENSLAND

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.4 Policy and Procedure	Action 3.3.1 Continue and foster partnerships with various agencies to promote activities and programs for the betterment of the community

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council is required by legislation to adopt a Code of Conduct for Councillors to set out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities.

This Policy replaces a previous version of a Councillor Code of Conduct adopted on 24 July 2012.

Information relevant to the Policy and its purpose was delivered at Council Belcarra Legislation Training undertaken in late November 2018.

For Council Decision – Recommendation

That Council adopt and implement the Code of Conduct for Councillors in Queensland as presented.

Officers Summary

The Government has introduced new Councillor Complaints legislation as follows:

- *Local Government Electoral and Other Legislation Amendment Act 2018*
Delivers on the Government's commitment to provide for improved integrity and accountability in Local Government.
- *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018.*
Delivers on the Government's commitment to deal with Councillor Complaints more effectively and to legislate for a mandatory Code of Conduct for Councillors.

The Code of Conduct for Councillors sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities.

Historical Information

Changes to local government legislation around Councillor complaints and conduct in Queensland came into effect on 3 December 2018.

The changes build on recent amendments aiming to strengthen the transparency, accountability and integrity of the local government sector.

Policy Implications

It is a legislative requirement for Council to adopt this Code of Conduct.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

- Belcarra Legislation Training
- Department of Local Government staff
- Councillors

Attachments

Draft Code of Conduct for Councillors

1. Purpose of the Code of Conduct

The Code of Conduct sets out the principles and standards of behaviour expected of Councillors and Mayors when carrying out their roles, responsibilities and obligations as elected representatives for their communities. By adhering to the behaviours set out below, Councillors will increase public confidence in Local Government and Council decisions.

2. Background

Under section 150D of the *Local Government Act 2009* (the Act), the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors. In addition to this, the Code of Conduct may contain anything the Minister considers necessary for, or incidental to, the standards of behaviour.

Before assuming public office, Councillors must understand and commit to complying with the Local Government principles and obligations of Councillors in accordance with section 169 of the Act, as well as the standards of behaviour set out in this Code of Conduct. All Councillors are required to make a declaration of office under section 169 of the Act. As part of that declaration, Councillors must declare that they will abide by this Code of Conduct.

3. The Local Government Principles and Values

The Act is founded on five Local Government principles with which Councillors must comply while performing their roles as elected representatives. These principles are listed below:

1. Transparent and effective processes, and decision-making in the public interest;
2. Sustainable development and management of assets and infrastructure, and delivery of effective services;
3. Democratic representation, social inclusion and meaningful community engagement;
4. Good governance of, and by, Local Government;
5. Ethical and legal behaviour of Councillors and Local Government employees.

This Code of Conduct provides a set of values that describe the types of conduct Councillors should demonstrate under each principle. These values are listed below:

1. In making decisions in the public interest, Councillors will:
 - make decisions in open council meetings;
 - properly inform relevant personnel of all relevant information;
 - make decisions in accordance with law and policy;
 - commit to exercising proper diligence, care and attention.
2. To ensure the effective and economical delivery of services, Councillors will:

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Policy Number: 06

Authorised By: Resolution of Council

Document Maintained By: Office of Mayor and CEO

Document ID: XXXXXXXXX

Version No: 03

Initial Date of Adoption: 17 April 2012

Current Version Adopted: 18 December 2018

- manage Council resources effectively, efficiently and economically;
 - foster a culture of excellence in service delivery.
3. In representing and meaningfully engaging with the community, Councillors will:
- show respect to all persons;
 - clearly and accurately explain Council's decisions;
 - accept and value differences of opinion.
4. In exercising good governance, Councillors are committed to:
- the development of open and transparent processes and procedures;
 - keeping clear, concise and accessible records of decisions.
5. To meet the community's expectations for high level leadership, Councillors will:
- be committed to the highest ethical standards;
 - uphold the system of Local Government and relevant laws applicable.

This Code of Conduct also sets out standards of behaviour aimed at helping Councillors understand how the principles and values are put into practice while performing their official duties as elected representatives.

Each standard of behaviour is not intended to cover every possible scenario. However, they provide general guidance about the manner in which Councillors are expected to conduct themselves.

It is important to note that the principles, values and standards set out in the Code of Conduct are of equal importance

4. Standards of Behaviour

This Code of Conduct sets out the standards of behaviour applying to all Councillors (excluding Councillors who are governed under the *City of Brisbane Act 2010*) in Queensland. The behavioural standards relate to, and are consistent with, the Local Government principles and their associated values.

The standards of behaviour are summarised as the three R's, being:

1. **RESPONSIBILITIES**
2. **RESPECT**
3. **REPUTATION**

Each standard of behaviour includes, but is not limited to, several examples to guide Councillors in complying with the Code of Conduct when carrying out their role as elected officials. Councillors are to understand and comply with the following standards of behaviour as set out in the Code of Conduct listed below.

1. **Carry out *RESPONSIBILITIES* conscientiously and in the best interests of the Council and the community**

For example, Councillors will, at a minimum:

- 1.1 Attend and participate meaningfully in all Council meetings, briefings, relevant workshops and training opportunities to assist Councillors in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given;

- 1.2 Respect and comply with all policies, procedures and resolutions of Council;
- 1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business;
- 1.4 Report any suspected wrongdoing to the appropriate entity in a timely manner;
- 1.5 Ensure that their behaviour or capacity to perform their responsibilities as a Councillor is not impaired by the use of substances that may put them or others at risk while performing their duties (for example, alcohol, illegal drugs or prescribed/non-prescribed and/or restricted substances);
- 1.6 Cooperate with any investigation being undertaken by the Local Government or other entity.

2. Treat people in a reasonable, just, *RESPECTFUL* and non-discriminatory way

For example, Councillors will, at a minimum:

- 2.1 Show respect for fellow Councillors, Council employees and members of the public;
- 2.2 Not bully, harass, intimidate or act in a way that the public would reasonably perceive a Councillor's behaviour to be derogatory towards other Councillors, Council employees and members of the public;
- 2.3 Be respectful of other people's rights, views and opinions.

3. Ensure conduct does not reflect adversely on the REPUTATION of Council

For example, Councillors will, at a minimum:

- 3.1 When expressing an opinion dissenting with the majority decision of Council, respect the democratic process by acknowledging that the Council decision represents the majority view of the Council;
- 3.2 When making public comment, clearly state whether they are speaking on behalf of Council or expressing their personal views;
- 3.3 Avoid making unnecessary or irrelevant comments or accusations about Councillors or Council employees in order to undermine them or their position;
- 3.4 Ensure behaviour and presentation is appropriate to maintain the dignity of the office of the Councillor.

5. Consequences of failing to comply with the Code of Conduct

Failure to comply with the standards of behaviour in this Code of Conduct, or other conduct prescribed in this Code of Conduct may give rise to a complaint against a Councillor's conduct and subsequent disciplinary action under the Act.

A complaint about the conduct of a Councillor must be submitted to the Independent Assessor who will assess the complaint and determine the category of the allegation. In order of most to least serious, the categories of complaint are **corrupt conduct**, **misconduct**, **inappropriate conduct** and then **unsuitable meeting conduct**.

5.1 Unsuitable Meeting Conduct

Under section 150H of the Act, any conduct by a Councillor that is contrary to the standards of behaviour in the Code of Conduct that occurs within a meeting of Council (including standing committee meetings), is dealt with as **unsuitable meeting conduct**.

Unsuitable meeting conduct by a Councillor is dealt by the Chairperson of the meeting. It is important that the Chairperson deal with matters of unsuitable meeting conduct locally, and as efficiently and effectively as possible so that Council can continue with their business of making effective decisions in the public interest.

Note: Chairpersons of meetings are carrying out a statutory responsibility under the Act to manage and lead the meeting. As such, where a Chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the Chairperson of the meeting and may be dealt with as misconduct (see below).

5.2 Inappropriate Conduct

Under section 150K of the Act, any conduct by a Councillor that is contrary to the standards of behavior in the Code of Conduct or a policy, procedure or resolution of a Council, and is not unsuitable meeting conduct, misconduct or corrupt conduct (i.e. occurs outside of a meeting of Council) is dealt with as **inappropriate conduct**.

The conduct of a Councillor is also inappropriate conduct if the conduct contravenes an order by the Chairperson of a meeting of Council for the Councillor to leave the meeting, or is conduct at Council meetings that leads to orders for the Councillor's unsuitable meeting conduct being made on three occasions within a period of one year.

The Independent Assessor is responsible for assessing allegations of suspected inappropriate conduct. If the Independent Assessor chooses to refer the matter to the Council to deal with, the Council must deal with the matter as quickly and effectively as possible.

5.3 Misconduct

Councillors are required to comply with all laws that apply to Local Governments. This includes refraining from engaging in **misconduct**.

The Independent Assessor is responsible for assessing and investigating instances of suspected misconduct. The Independent Assessor may then refer the matter to the Councillor Conduct Tribunal to be heard and determined.

The conduct of a Councillor is misconduct if the conduct:

- adversely affects, directly or indirectly, the honest and impartial performance of the Councillor's functions or exercise of powers, or
- is, or involves:
 - a breach of trust placed in the Councillor;
 - misuse of information or material acquired by the Councillor, whether the misuse is for the benefit of the Councillor or for the benefit or to the detriment of another person;

- a Councillor giving a direction to any Council employee (other than the Mayor giving direction to the Chief Executive Officer and senior executive employees);
- a release of confidential information outside of the Council;
- failure by a Councillor to report a suspected material personal interest, conflict of interest or perceived conflict of interest of another Councillor, or
- is a failure by the Councillor to comply with:
 - an order made by the Council or Tribunal;
 - any acceptable request guidelines of the Council made under section 170A of the Act;
 - the reimbursement of expenses policy of the Council.

The conduct of a Councillor is also misconduct if the conduct leads to the Councillor being disciplined for inappropriate conduct on three occasions within a period of one year, or is conduct that is identified in an order of Council that will be dealt with as misconduct if the Councillor engages in the conduct again.

5.4 Corrupt Conduct

Corrupt conduct is defined by, and dealt with, under the *Crime and Corruption Act 2001* and must be referred to the Crime and Corruption Commission. For a Councillor, corrupt conduct involves behaviour that:

- adversely affects or could adversely affect the performance of the Councillors responsibilities, and
- involves the performance of the Councillors responsibilities in a way that:
 - is not honest or impartial, or
 - involves a breach of the trust placed in the Councillor, or
 - involves the misuse of information acquired by the Councillor, and
- is engaged in for the purpose of providing a benefit or a detriment to a person, and
- if proven would be a criminal offence.

6 More Information

The Department's website provides further information and resources for Councillors.

The Department also provides and facilitates training for Councillors and Council employees to assist them to develop the knowledge, skills and understanding necessary to undertake their roles and responsibilities effectively and in the best interests of their communities.

For more information, please contact your regional office within Local Government and Regional Services in the Department on:

Telephone: 13 QGOV (13 74 68)

Post: PO Box 15009, City East, Queensland 4002

Website: www.dlgrma.qld.gov.au

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		AJ Rayment		CEO		18/12/2018
Policy Version	03	Initial Version Adopted	17/04/2012	Current Version Adopted		18/12/2018
Maintained by		Office of Mayor and CEO		Next Review Date:		As required
File Location:		J:\Policies and Procedures\Policies\Policy 06 - Code of Conduct for Councillors in Queensland - DRAFT.docx				

INVESTIGATION POLICY

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.4 Policy and Procedure	Action 3.3.1 Continue and foster partnerships with various agencies to promote activities and programs for the betterment of the community

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council is required by legislation to adopt an Investigation Policy before investigating complaints of inappropriate conduct of a Council referred by the Independent Assessor.

Information relevant to the Policy and its purpose was delivered at Council Belcarra Legislation Training undertaken in late November 2018.

For Council Decision – Recommendation

That Council adopt and implement the Investigation Policy as presented.

Officers Summary

The Government has introduced new Councillor Complaints legislation as follows:

- *Local Government Electoral and Other Legislation Amendment Act 2018*
Delivers on the Government's commitment to provide for improved integrity and accountability in Local Government.
- *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018.*
Delivers on the Government's commitment to deal with Councillor Complaints more effectively and to legislate for a mandatory Code of Conduct for Councillors.

The Investigation Policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

Historical Information

Changes to local government legislation around Councillor complaints and conduct in Queensland came into effect on 3 December 2018.

The changes build on recent amendments aiming to strengthen the transparency, accountability and integrity of the local government sector.

Policy Implications

It is a legislative requirement for Council to adopt this Policy.

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

- Belcarra Legislation Training
- Department of Local Government staff
- Councillors

Attachments

Draft Investigation Policy

1. Authority

This is Hinchinbrook Shire Council's Investigation Policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this Policy does not relate to more serious Councillor conduct.

2. Commencement

The Investigation Policy was adopted by Council resolution on 18 December 2018 and applies from 18 December 2018.

3. Scope

This Investigation Policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

4. Definitions

Assessor means the Independent Assessor appointed under section 150CV of the LGA

behavioural standard means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA

conduct includes –

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the LGA

inappropriate conduct see section 150K of the LGA

Investigation Policy, refers to this policy, as required by section 150AE of the LGA

investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor

LGA means the Local Government Act 2009

local government meeting means a meeting of –

- (a) a local government; or
- (b) a committee of a local government.

misconduct see section 150L of the LGA

model procedures see section 150F of the LGA

natural justice – a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

referral notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

unsuitable meeting conduct see section 150H of the LGA

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Policy Number: 05

Authorised By: Resolution of Council

Document Maintained By: Office of Mayor and CEO

Document ID: XXXXXXXXX

Version No: 01

Initial Date of Adoption: 18 December 2018

Current Version Adopted: 18 December 2018

5. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

***Note:** It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.*

6. Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator(s) should be objective and impartial (absence of bias); and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

7. Assessor's Referral

The Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

8. Receipt of Assessor's Referral

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

9 Investigator

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor; or
- the Mayor as the complainant; then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

10 Early Resolution

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution.

The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

11 Timeliness

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: *If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.*

12 Assistance for Investigator

If the Mayor is the investigator of a matter of suspected inappropriate conduct, the Mayor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

13 Possible Misconduct or Corrupt Conduct

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

14 Completion of Investigation

On the completion of an investigation, the investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

Provisions for internal and external review of decisions are set out in sections 150CO to 150CS of the LGA.

15 Notice about the Outcome of Investigation

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation.

16 Councillor Conduct Register

The Chief Executive Officer of the respective Council must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor conduct register.

Where a complaint has been resolved under section 10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

17 Expenses

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council;
- a mediator engaged under this investigation policy;
- a private investigator engaged on behalf of or by the investigator;
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses;
- seeking legal advice;
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.

Any costs incurred by complainants or the subject Councillors will not be met by Council.

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		AJ Rayment		CEO		18/12/2018
Policy Version	01	Initial Version Adopted	N/a	Current Version Adopted		18/12/2018
Maintained by		Office of Mayor and CEO		Next Review Date:		As required
File Location:		J:\Policies and Procedures\Policies\Policy 05 - Investigation Policy - DRAFT.docx				

MEETING PROCEDURES and SUPPORTING STANDING ORDERS for COUNCIL MEETINGS including STANDING COMMITTEES “BEST PRACTICE GUIDE”

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3.4 Policy and Procedure	Action 3.3.1 Continue and foster partnerships with various agencies to promote activities and programs for the betterment of the community

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council is required by legislation to adopt a Meeting Procedure and supporting Standing Orders for Council Meetings including Standing Committees “Best Practice Guide”.

The Meeting Procedures set out certain procedures to ensure the local government principles are reflected in the conduct of local government meetings and committee meetings. It is not intended that these procedures will deal with all aspects of meeting conduct but those required to strengthen public confidence in the conduct of Councillors in meetings and conduct of those meetings.

Best Practice Standing Orders have been developed to support local governments with a set of rules to conduct their meetings in an orderly way.

Information relevant to the Policy and its purpose was delivered at Council Belcarra Legislation Training undertaken in late November 2018.

For Council Decision – Recommendation

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.

MEETING PROCEDURE and STANDING ORDERS for COUNCIL MEETINGS AND STANDING COMMITTEE

"BEST PRACTICE GUIDE"

Officers Summary

The Government has introduced new Councillor Complaints legislation as follows:

- *Local Government Electoral and Other Legislation Amendment Act 2018*
Delivers on the Government's commitment to provide for improved integrity and accountability in Local Government.
- *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018.*
Delivers on the Government's commitment to deal with Councillor Complaints more effectively and to legislate for a mandatory Code of Conduct for Councillors.

The Meeting Procedures set out certain procedures to ensure the local government principles are reflected in the conduct of local government meetings and committee meetings. It is not intended that these procedures will deal with all aspects of meeting conduct but those required to strengthen public confidence in the conduct of Councillors in meetings and conduct of those meetings.

The Meeting Procedure includes processes for dealing with:

1. Unsuitable meeting conduct by a Councillor;
2. Suspected inappropriate conduct by a Councillor referred by the Independent Assessor to the local government;
3. Material Personal Interest;
4. Conflict of Interest; and
5. Closed Meetings.

Best Practice Standing Orders have been developed to support local governments with a set of rules to conduct their meetings in an orderly way.

Historical Information

Changes to local government legislation around Councillor complaints and conduct in Queensland came into effect on 3 December 2018.

The changes build on recent amendments aiming to strengthen the transparency, accountability and integrity of the local government sector.

Policy Implications

It is a legislative requirement for Council to adopt a Meeting Procedure and Standing Orders for Council Meetings including Standing Committees "Best Practice Guide".

Risk Management Implications

Not applicable concerning acceptance of this Report.

Statutory Environment

Local Government Act 2009

Consultation

- Belcarra Legislation Training
- Department of Local Government staff
- Councillors

Attachments

- Draft Meeting Procedure;
- Draft Standing Orders for Council Meetings including Standing Committees "Best Practice Guide".

1. Purpose of the Meeting Procedures

The purpose of the Model Meeting Procedures is to set out certain procedures to ensure the Local Government principles are reflected in the conduct of Local Government meetings and Local Government committee meetings.

It is not intended that the Model Meeting Procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in Local Government to deal with the conduct of Councillors in meetings.

2. Background

In particular, as required under section 150F of the *Local Government Act 2009* (LGA) this document sets out:

- the process for how a Chairperson of a Local Government meeting may deal with instances of unsuitable meeting conduct by Councillors;
- the process for how suspected inappropriate conduct of a Councillor referred to the local government by the Independent Assessor (the Assessor) is to be dealt with at a Local Government meeting.

3. Application

A Local Government must either adopt the Model Meeting Procedures or prepare and adopt other procedures for the conduct of its meetings and meetings of its committees that are consistent with the Model Meeting Procedures.

If a Local Government chooses to continue using existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department of Local Government, Racing and Multicultural Affairs (the Department) has published best practice standing orders that Councils can choose to adopt (s150G LGA).

A Local Government must conduct its meetings in a manner that is consistent with either the Model Meeting Procedures or its own procedures.

4. Processes

4.1 Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 4.1.1 The Chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor;
- 4.1.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of a serious nature, refer to 1.7 for the steps to be taken.

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

Policy Number: 05

Authorised By: Resolution of Council

Document Maintained By: Office of Mayor and CEO

Document ID: XXXXXXXXX

Version No: 01

Initial Date of Adoption: 18 December 2018

Current Version Adopted: 18 December 2018

- 4.1.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial actions such as:
- a) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - b) Apologising for their conduct;
 - c) Withdrawing their comments.
- 4.1.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 4.1.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- 4.1.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 4.1.7 If the Councillor still continues to fail to comply with the Chairperson's request for remedial actions, the Chairperson may make one or more of the orders below:
- a) an order reprimanding the Councillor for the conduct;
 - b) an order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting (s150I(2) LGA).
- 4.1.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed (s150I(2)(c) LGA).
- 4.1.9 Following the completion of the meeting, the Chairperson must ensure:
- a) details of any order issued is recorded in the minutes of the meeting (s150I(3) LGA);
 - b) if it is the third (3rd) or more order within a 12-month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Local Government and treated as inappropriate conduct pursuant to the LGA (s 150J LGA);
 - c) the Local Government's Chief Executive Officer is advised to ensure details of any order made must be updated in the Local Governments Councillor Conduct Register pursuant to the LGA.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts 4.1, 4.7 and 4.8 above.

5. Meeting process for dealing with suspected Inappropriate Conduct which has been referred to a Local Government

Pursuant to section 150AF of the LGA, after receiving a referral by the Independent Assessor or under paragraph 1.9.2 of this document of an instance of suspected inappropriate conduct, the Local Government must complete an investigation into the alleged conduct.

After the completion of the investigation, the Local Government must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the LGA.

When dealing with an instance of suspected inappropriate conduct which has been referred to a Local Government by the Independent Assessor, the Local Government must:

- 5.1 Be consistent with the Local Government principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the *Local Government Regulation 2012* (the LGR).

- 5.2 When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in Section 4.
- 5.3 The Local Government should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.
- 5.4 If the Local Government decides that the subject Councillor has engaged in inappropriate conduct, the Local Government is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
 - 5.4.1 an order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - 5.4.2 an order reprimanding the Councillor for the conduct;
 - 5.4.3 an order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - 5.4.4 an order that the Councillor be excluded from a stated Local Government meeting;
 - 5.4.5 an order that the Councillor is removed, or must resign, from a position representing the Local Government, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Local Government on a State board or committee;
 - 5.4.6 an order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct;
 - 5.4.7 an order that the Councillor reimburse the Local Government for all or some of the costs arising from the Councillor's inappropriate conduct.
- 5.5 When making an order, the Local Government can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Local Government is reasonably satisfied is true.
- 5.6 The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.
- 5.7 The Local Government must ensure the meeting minutes reflect the resolution made.

6. Material Personal Interest

Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

- 6.1 A Councillor with a material personal interest must inform the meeting of the Local Government of their material personal interest and set out the nature of the interest, including:
 - 6.1.1 The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting;
 - 6.1.2 How a person or other entity stands to gain the benefit or suffer the loss;
 - 6.1.3 If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – the nature of the Councillor's relationship to the person or entity.
- 6.2 The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 6.3 Once the Councillor has left the area where the meeting is being conducted, the Local Government can continue discussing and deciding on the matter at hand.

- 6.4 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 6.5 The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from item 3.1.
- 6.6 In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:
 - 6.6.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
 - 6.6.2 if the matter cannot be delegated under section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 6.7 Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:
 - 6.7.1 The name of the Councillor who has a material personal interest in the matter;
 - 6.7.2 The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest;
 - 6.7.3 Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

7. Conflict of Interest

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

- 7.1 A Councillor with a real or perceived conflict of interest must inform the meeting of the Local Government of their personal interest and set out the nature of the interest, including:
 - 7.1.1 The nature of the interest;
 - 7.1.2 If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:
 - a) the name of the other person;
 - b) the nature of the relationship or value and date of receipt of the gift or benefit received; and
 - c) the nature of the other person's interests in the matter.
- 7.2 The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.
- 7.3 The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) as to whether another Councillor may stay in the meeting.
- 7.4 If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.

- 7.5 If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- 7.6 When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:
 - 7.6.1 The size or significance of the benefit the subject Councillor stands to receive or benefit;
 - 7.6.2 The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision;
 - 7.6.3 The closeness of any relationship the subject Councillor may have with a given person or group.
- 7.7 In making the decision under 7.6, it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- 7.8 If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- 7.9 The Chairperson then should ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from item 7.1.
- 7.10 In the event the majority of Councillors inform of a personal interest in a matter:
 - 7.10.1 the Local Government must resolve to delegate the consideration and decision on the matter, pursuant to section 257 of the LGA; or
 - 7.10.2 if the matter cannot be delegated under the section 257 of the LGA, the Local Government should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- 7.11 Where a Councillor informs a meeting of a personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:
 - 7.11.1 The name of the Councillor who has declared the conflict of interest;
 - 7.11.2 The nature of the personal interest, as described by the Councillor;
 - 7.11.3 The decisions made under 4.3 and 4.5 above;
 - 7.11.4 Whether the Councillor participated in the meeting under an approval by the Minister;
 - 7.11.5 If the Councillor voted on the matter, how they voted;
 - 7.11.6 How the majority of Councillors voted on the matter.

8. Closed Meetings

Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

- Appointment, dismissal or discipline of employees;
- Industrial matters affecting employees;
- Local Government's budget;
- Rating concessions or contracts proposed to be made by the Local Government or starting or defending legal proceedings involving the Local Government;

- Any action to be taken by the Local Government under the *Planning Act 2016* (PA), including applications made to it under the PA;
- Business for which a public discussion would be likely to prejudice the interests of the Local Government or someone else or enable a person to gain a financial advantage.

A Local Government or committee must not make a resolution (other than procedural) in a closed session meeting. If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.

- 8.1 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 8.2 In the interests of accountability and transparency, the Local Government must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.
- 8.3 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 8.4 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

DOCUMENT HISTORY AND STATUS				
Action		Name		Position
Approved by Council		AJ Rayment		CEO
Policy Version	01	Initial Version Adopted	N/a	Current Version Adopted
Maintained by		Office of Mayor and CEO		Next Review Date:
File Location:		J:\Policies and Procedures\Policies\Policy 07 - Meeting Procedures - DRAFT.docx		

**Standing Orders for Council Meetings
including Standing Committees 'Best Practice Guide'**

Standing Orders

- 1.1 These Standing Orders apply to all meetings of Council and any standing Committees.
- 1.2 Any provision of these Standing Orders may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.
- 1.3 Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Standing Orders.

Procedures for Meetings of Council

2. Presiding Officer

- 2.1 The Mayor will preside at a meeting of Council.
- 2.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 2.3 If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.
- 2.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 2.5 If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

3. Order of Business

- 3.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.
- 3.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.
- 3.3 Unless otherwise altered, the order of business shall be as follows:
 - Attendances;
 - apologies and granting of leaves of absence;
 - confirmation of Minutes;
 - Officers Reports.
- 3.4 The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

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

Policy Number: 05

Authorised By: Resolution of Council

Document Maintained By: Office of Mayor and CEO

Document ID: XXXXXXXXX

Version No: 01

Initial Date of Adoption: 18 December 2018

Current Version Adopted: 18 December 2018

4. Agendas

4.1 The Agenda may contain:

- Notice of meeting;
- Minutes of the previous meetings;
- Business arising out of previous meetings;
- Business which the Mayor wishes to have considered at that meeting without notice;
- Matters of which notice has been given;
- Committees' reports to Council referred to the meeting by the CEO;
- Officers' reports to Council referred to the meeting by the CEO;
- Deputations and delegations;
- Any other business Council determines by resolution be included in the agenda paper.

4.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.

5. Petitions

5.1 Any petition presented to a meeting of Council shall:

- be in legible writing or typewritten and contain a minimum of ten (10) signatures;
- include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue);
- include the postcode of all petitioners; and
- have the details of the specific request/matter appear on each page of the petition.

5.2 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.

5.3 Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

6. Deputations

6.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

6.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

6.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.

6.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.

6.5 The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;

- the time period allowed for a deputation has expired; or
 - the person uses insulting or offensive language or is derogatory towards Councillors or staff members.
- 6.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

Motions

7. Motion to be moved

- 7.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 7.2 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 7.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 7.4 A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 7.5 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

8. Absence of Mover of Motion

- 8.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
- moved by another Councillor at the meeting; or
 - deferred to the next meeting.

9. Motion to be seconded

- 9.1 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.

10. Amendment of Motion

- 10.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 10.2 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 10.3 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 10.4 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.

11. Speaking to motions and amendments

- 11.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 11.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 11.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 11.4 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 11.5 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 11.6 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
- 11.7 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
- 11.8 In accordance with Section 273 of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

12. Method of taking vote

- 12.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection. A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 12.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.
- 12.3 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 12.4 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.

13. Repealing or amending resolutions

- 13.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of the *Local Government Act 2009* or the *Local Government Regulation 2012*.
- 13.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

14. Procedural motions

- 14.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put;
 - that the motion or amendment now before the meeting be adjourned;

- that the meeting proceed to the next item of business;
 - that the question lie on the table;
 - a point of order;
 - a motion of dissent against the Chairpersons decision;
 - that this report/document be tabled;
 - to suspend the rule requiring that (insert requirement);
 - that the meeting stand adjourned.
- 14.2 A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson shall immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.
- 14.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
- a further motion may be moved to specify such a time or date; or
 - the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.
- 14.4 Where a procedural motion, that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion shall cease and may be considered again by Council on the giving of notice in accordance with the Standing Orders.
- 14.5 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 14.6 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:
- has failed to comply with proper procedures;
 - is in contravention of the Local Government Act/Regulations; or
 - is beyond the jurisdiction power of Council.
- Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended pursuant to clause 10.2. The Chairperson shall determine whether the point of order is upheld.
- Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.
- 14.7 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.
- 14.8 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

- 14.9 A procedural motion, "to suspend the rule requiring that", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 14.10 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor's time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

15. Conduct during Meetings

- 15.1 Councillors will conduct themselves in accordance with the principles of the *Local Government Act 2009* and the standards of behavior set out in the Code of Conduct. The Chairperson may observe or be made aware of instances of possible unsuitable meeting conduct.
- 15.2 After a meeting of Council has been formally constituted and the business commenced, a Councillor shall not enter or leave from such meeting without first notifying the Chairperson.
- 15.3 Councillors shall speak of each other during the Council meeting by their respective titles, "Mayor" or "Councillor", and in speaking of or addressing officers shall designate them by their respective official or departmental title and shall confine their remarks to the matter then under consideration.
- 15.4 No Councillor who is speaking shall be interrupted except upon a point of order being raised either by the Chairperson or by a Councillor.
- 15.5 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak shall immediately cease speaking, and each Councillor present shall preserve strict silence so that the Chairperson may be heard without interruption.

16. Questions

- 16.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next Meeting.
- 16.2 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 16.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

Maintenance of Good Order

17. Disorder

- 17.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and Non-Attendance

18. Attendance of public and the media at meeting

- 18.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 18.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 18.3 The resolution that Council proceed into Closed Session must specify the nature of the matters to be considered and these matters must be in accordance with Section 275 Local Government Regulation 2012. The Chairperson may direct any persons improperly present to withdraw immediately. Council must not make a resolution (other than a procedural resolution) in a closed session. Council must resolve to move out of closed session so that a resolution can be passed on the matters considered in Closed Session.

19. Public participation at meetings

- 19.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 19.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of Council.
- 19.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 19.4 For any matter arising from such an address, Council may take the following actions:
- refer the matter to a committee
 - deal with the matter immediately
 - place the matter on notice for discussion at a future meeting
 - note the matter and take no further action.
- 19.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 19.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

DOCUMENT HISTORY AND STATUS						
Action		Name		Position	Signed	Date
Approved by Council		AJ Rayment		CEO		18/12/2018
Policy Version	01	Initial Version Adopted	N/a	Current Version Adopted		18/12/2018
Maintained by		Office of Mayor and CEO		Next Review Date:		As required
File Location:			J:\Policies and Procedures\Policies\Policy 06 - Code of Conduct for Councillors in Queensland - DRAFT.docx			

GENERAL COUNCIL CORRESPONDENCE – LOCAL GOVERNMENT WORKCARE BANK GUARANTEE

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council is a member of the Queensland Local Government Workers Compensation Self Insurance Scheme (LGW). It is a condition of LGW's workers compensation self-insurance licence that the scheme provides a bank guarantee in favour of WorkCover Queensland to the Workers' Compensation Regulator.

Local Government Association of Queensland (LGAQ) formally agreed in 2009 with LGW members to establish a new process for updating the bank guarantee provided on behalf of LGW by Queensland Treasury Corporation (QTC). It was agreed that a standing indemnity arrangement be established with QTC to allow LGAQ to formally request QTC to alter the guarantee amount, and therefore each member's proportionate indemnity towards that amount, following notification to LGW members of the intention to make the request.

LGAQ provided advice dated 22 November 2018 of their intention on behalf of LGW members to request QTC to issue an updated bank guarantee from Council's current indemnity (maximum liability) to QTC towards that guarantee from the amount of \$227,446.32 to \$275,226.32.

For Council Decision – Recommendation

That Council receive and note correspondence received from Local Government Association of Queensland.

Officers Summary

LGW commenced in 1998 and it is a condition of LGW's workers compensation self-insurance licence that the scheme provides a bank guarantee in favour of WorkCover Queensland to the Workers' Compensation Regulator. Such guarantees have been provided annually by LGW since commencement.

The guarantee amount equals 150% of the scheme's project outstanding liability position at the end of the current financial year and each LGW member provides an indemnity to QTC which issues the guarantee on behalf of members, for part of the total guarantee amount.

LGAQ intend on behalf of Council as a LGW member to request QTC to issue an updated bank guarantee from Council's current indemnity (maximum liability) to QTC towards that guarantee from the amount of \$227,446.32 to \$275,226.32.

Historical Information

Local Government Association of Queensland (LGAQ) formally agreed in 2009 with LGW members to establish a new process for updating the bank guarantee provided on behalf of LGW by Queensland Treasury Corporation (QTC). It was agreed that a standing indemnity arrangement be established with QTC to allow LGAQ to formally request QTC to alter the guarantee amount, and therefore each member's proportionate indemnity towards that amount, following notification to LGW members of the intention to make the request.

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

Consultation

Not applicable concerning acceptance of this Report.

Attachments

LGAQ correspondence dated 22 November 2018



22 November 2018

Mr Alan Rayment
Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Alan

Advice of LGAQ's Intention to Request the Issue of a New Local Government Workcare Bank Guarantee

This advice is provided to Hinchinbrook Shire Council as a member of the Queensland Local Government Workers Compensation Self Insurance Scheme (LGW).

It is a condition of LGW's workers compensation self-insurance licence that the scheme provide a bank guarantee in favour of WorkCover Queensland to the Workers' Compensation Regulator. Such guarantees have been provided annually by LGW since commencement of the scheme in 1998. The guarantee amount equals 150% of the scheme's projected outstanding liability position at the end of the current financial year. Each LGW member provides an indemnity to Queensland Treasury Corporation, which issues the guarantee on behalf of members, for part of the total guarantee amount.

In 2009, LGW members and the LGAQ formally agreed to establish a new process for updating the bank guarantee provided on behalf of LGW by QTC. Rather than the previous practice of separate indemnities being signed each year by each LGW member, it was agreed by members that a standing indemnity arrangement be established with QTC. This allows the LGAQ to formally request QTC to alter the guarantee amount, and therefore each member's proportionate indemnity towards that amount, after providing notice to LGW members of the intention to make that request.

In accordance with that agreed process I hereby advise of the LGAQ's intention, on behalf of LGW members, to request QTC to issue an updated bank guarantee.

The request will be forwarded to QTC no earlier than **Wednesday 5 December 2018**. In accordance with the new standing indemnity process, members have the opportunity to raise any questions or issues relating to the proposed guarantee request prior to that date.

The existing guarantee was issued by QTC on 20 December 2017 and is for a total guarantee amount of \$38,613 million. The current indemnity (maximum liability) of Hinchinbrook Shire Council to QTC towards that guarantee is \$227,446.32. QTC will be requested to cancel the existing guarantee and issue a new guarantee in its place. In accordance with the standing indemnity arrangement with QTC, the issue of a new guarantee will change the amount of the indemnity (maximum liability) of Hinchinbrook Shire Council towards the total guarantee amount.

Details of the new guarantee the LGAQ will request QTC to issue are as follows:

New total guarantee amount - \$40,253,000.00



New indemnity (maximum liability) of Hinchinbrook Shire Council
towards the new total guarantee amount - \$275,226.32.

The amount of the new guarantee LGAQ will request QTC to issue does not exceed the limit of \$80,000,000 included in the approval dated 15 February 2013 provided to LGW members under sections 34(1) and 60A of the *Statutory Bodies Financial Arrangements Act 1982* to enter into financial arrangements with QTC. The change to the total guarantee amount reflects the reduction in LGW's estimated outstanding liability resulting from consistent scheme performance and legislative changes impacting on common law liability. Despite the overall reduction in the guarantee amount, indemnity amounts for some members may have increased due to changes in their payroll level or contribution rate relative to other members.

In relation to the indemnity provided by LGW members, as advised in each of the previous years the total guarantee amount has needed to be updated, the guarantee and therefore each member's indemnity can only be called on if LGW ceased to operate and then only to the extent that LGW did not have sufficient funds to meet its outstanding liabilities.

LGW establishes a reserve to fully cover its outstanding liabilities from each year of operation. This reserve is calculated on a conservative basis and includes a prudential margin. Actuarial reviews are conducted on a regular basis to ensure the reserve is adequate to fund all outstanding liabilities. In addition to the liability reserve, LGW has developed significant levels of accumulated member funds providing even further financial security. The most recent Queensland Audit Office audited financial statements are for 2016/17 and showed net accumulated LGW member funds of \$50,307 million.

All costs associated with establishment of the guarantee are met on behalf of members by LGW.

Should you require any additional information in relation to this matter please do not hesitate to contact Ms Rachael Lindsay at Rachael.Lindsay@lgaq.asn.au or on 3000 2262.

Yours sincerely



Greg Hallam AM
CHIEF EXECUTIVE OFFICER

GENERAL COUNCIL CORRESPONDENCE – REEF COUNCILS' MAJOR INTEGRATED PROJECTS (MIP) PROPOSAL

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

Council is a Reef Guardian Council. In 2016, Local Government Association of Queensland (LGAQ) in partnership with reef councils and the Great Barrier Reef Marine Park Authority Reef Guardian Program facilitated the development of the *Reef Councils Major Integrated Projects (MIP) Proposal*. The MIP is principally an investment prospectus designed to attract external investment to support 3 priority initiatives. Final consultation on the draft MIP was completed at the end of October 2018.

The Reef Guardian Councils Steering Committee through the LGAQ by letter dated 23 November 2018 seek Council's formal endorsement of the Reef MIP Proposal. Reef Councils endorsement will allow LGAQ to publish the MIP by the end of January 2019 to enable its timely use in LGAQ's advocacy at the Federal level.

For Council Decision – Recommendation

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)*.

Officers Summary

The Reef Guardian Councils Steering Committee through the LGAQ by letter dated 23 November 2018 seek Council's formal endorsement of the Reef MIP Proposal. Reef Councils endorsement will allow LGAQ to publish the MIP by the end of January 2019 to enable its timely use in LGAQ's advocacy at the Federal level.

Reef Councils MIP initiatives are:

1. Wastewater Stewardship;
2. Fish Friendly Councils (community and industry); and
3. Best practice erosion and sediment control for unsealed roads.

Historical Information

Council is a Reef Guardian Council.

Councils in the Reef catchment make a significant contribution to the Great Barrier Reef. Investment in 2014/2015 by 15 councils out of 32 was estimated at between \$228 and \$600 million per annum without dedicated Federal or State funding support.

In 2016, Local Government Association of Queensland (LGAQ) in partnership with Reef Councils and the Great Barrier Reef Marine Park Authority Reef Guardian Program facilitated the development of the *Reef Councils Major Integrated Projects (MIP) Proposal*. The MIP is principally an investment prospectus designed to attract external investment to support 3 priority initiatives. Final consultation on the draft MIP was completed at the end of October 2018.

Policy Implications

Endorsement of the MIP prospectus does not commit Council to participation.

Risk Management Implications

Endorsement of the MIP prospectus does not commit Council to participation.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable concerning acceptance of this Report.

Attachments

LGAQ correspondence dated 23 November 2018 enclosing summary brief and final MIP



FILE No.	_____ / _____
Doc No.	_____ / _____
Prev. Ref.	_____
Action	_____

23rd November 2018

Cr Ramon Jayo
Mayor
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Ramon

Request for Council endorsement of the Reef Councils' Major Integrated Projects (MIP) Proposal

Collectively, councils in the Reef catchment already make a significant contribution to the Great Barrier Reef. The investment in 2014/15 by just 15 councils out of 32 was estimated at between \$228 and \$600 million per annum and without dedicated Federal or State funding support.

In 2016, the LGAQ hosted the first Reef Councils Roundtable where it was agreed by reef councils that a coordinated set of prioritised projects should be developed for targeted investment. In response, the LGAQ facilitated the development of the *Reef Councils Major Integrated Projects (MIP) Proposal* in partnership with Reef councils and the Great Barrier Reef Marine Park Authority (GBRMPA) Reef Guardian program. The MIP is principally an investment prospectus designed to attract external investment to support 3 priority initiatives. Final consultation on the draft MIP was completed at the end of October 2018.

On 2 November 2018, the Reef Guardian Councils Steering Committee requested the LGAQ write to all Reef councils to request formal endorsement of the MIP. A summary brief and final MIP are attached for your information and consideration. Please note that endorsement of the MIP prospectus does not commit council to participation.

The LGAQ would like to publish the MIP, by the end of January 2019 to enable its timely use in our advocacy at the Federal level. We hope your council supports this proactive initiative and look forward to a positive response.

If you have any questions, please contact Dorean Erhart, Principal Advisor – Climate Change & the Great Barrier Reef at e: Dorean_Erhart@lgaq.asn.au or T: 3000 2202.

Yours sincerely

Sarah Buckler PSM
GENERAL MANAGER ADVOCATE

Cc: Mr Alan Rayment, Chief Executive Officer

Reef Councils Major Integrated Projects Proposal

PURPOSE

The summary information contained within this brief is for council purposes as it deems appropriate and has been prepared at the request of the Reef Guardian Councils Steering Committee.

BACKGROUND

Collectively, councils in the Reef catchment already make a significant contribution to the conservation and resilience of the Great Barrier Reef. The investment in 2014/15 by just 15 councils out of 32 was estimated at between \$228 and \$600 million per annum.

However, there are always opportunities to extend and improve on the good work being done and it was agreed by councils attending the first Reef Councils Roundtable in 2016, that a set of prioritised projects should be developed.

WHAT IS A MAJOR INTEGRATED PROJECT (MIP)?

The concept of a MIP was defined by the Great Barrier Reef Water Science Taskforce (GBRWST) as a mechanism to integrate and evaluate the combined effectiveness of a range of tools and innovative approaches, identify the most effective initiatives, scale up implementation to other areas and deliver accelerated progress towards the water quality targets.

A MIP is a platform for piloting and testing new approaches and innovative techniques and technologies.

Two MIPs have been funded to date – the Wet Tropics and Dry Tropics MIPs – with funding of approximately \$16 million each over 3 years.

HOW WAS THE REEF COUNCIL MIP CREATED?

The LGAQ engaged Huelin Consulting earlier this year to facilitate the development of a Reef Councils Major Integrated Projects proposal. The LGAQ wrote to all Reef catchment local government mayors and CEOs requesting the nomination of a working group representative to participate in the development process. Twenty-four officers, managers, CEOs and elected members from 16 local governments worked with key stakeholders from the Great Barrier Reef Marine Park Authority, Office of the Great Barrier Reef, *qldwater*, Department of Environment and Science, Regional NRM groups and Healthy Land and Water in a ground up process to identify and prioritise potential initiatives.

Mayors, councillors, and CEOs from 10 Reef councils provided input on the long list of proposals and technical working groups of council and stakeholder representatives worked with the LGAQ and Huelin Consulting to prepare the final three initiatives.

The Draft Reef Councils Major Integrated Projects proposal was circulated to all 32 Reef councils for a final consultation round, with no major changes proposed.

November 18

WHAT IS THE REEF COUNCILS MIP?

The MIP delivers to following:

- agreed definition for excellence in areas significant to achieving positive water quality outcomes;
- clearly identified pathways (projects) to achieve these standards; and
- scoping of levels of investment and resourcing required.

The three key initiatives have been aligned with actions in the Reef 2050 Water Quality Improvement Plan and deliver multiple other outcomes toward actions in the Reef 2050 Plan.

The MIP proposes a minimum 70:30 split between external investment and local government contribution, including where councils' contribution may be solely in-kind.

It also identifies the need for two funded coordinators to drive the cross catchment and council collaboration and implementation of funded projects.

SUMMARY OF INITIATIVES

1. Wastewater Stewardship

The challenge:

- 100+ council owned sewerage treatment plants (STPs) in the Reef's catchments;
- increased nutrient removal usually directly linked to higher cost and greater energy use;
- upgrade of plants within 50km of coast to tertiary = ~ \$719 million and ~\$33 million maintenance costs p.a.; and
- cost for STPs in smaller councils disproportionately higher - no economies of scale, smaller rate base - least able to afford.

The initiative will:

- consider STP discharge from a local and whole of catchment perspective;
- prioritise sites to test and trial, innovative, pollutant mitigation approaches;
- create a rigorous framework for testing alternatives to traditional STP upgrades;
- engage with and increase awareness of local communities;
- provide a decision-making structure to balance costs, risks and benefits;
- inform and amend policy and regulation; and
- fund delivery of the right wastewater management strategy for the location.

November 18

Dorean Erhart

2. Fish Friendly Councils (community and industry)

The challenge:

- thousands of barriers to fish passage in the landscape, ultimately impacting on quality and quantity of recreational fishing stocks;
- to the community and industry, water quality policy and regulation is disconnected from the benefits it delivers – viewed as ‘bureaucracy’; and
- technical and design solutions for stormwater management not designed for areas outside of SEQ – councils lumped with maintenance of poorly functioning ‘solutions’.
- The initiative will:
 - identify and prioritise fish barriers for removal in participating council’s catchments;
 - create a ‘Fish Friendly’ brand, marketing campaign and comms resources;
 - enlist community and industry ambassadors to promote what it means to be ‘Fish Friendly’;
 - roll out fish friendly habitats projects; and
 - generate locally appropriate storm water management solutions; with local designers and industry and provide training for ongoing maintenance.

3. Best practice erosion and sediment control for unsealed roads

The challenge:

- local government manages thousands of kilometres of unsealed road in Reef catchment, representing significant areas of exposed earth;
- unsealed pavements may lose up to 25mm of pavement material per year;
- these contribute to gully erosion and increased sediment loads in waterways;
- multiplied by the lineal kilometres of unsealed roads that report to the GBR the sediment contribution may be significant;
- many will remain unsealed for the long term; and
- more frequent intense and extreme weather events associated with climate change will increase loads to the Reef.

The initiative will:

- establish baseline monitoring in critical areas;
- create a suite of impact management and best practice measures;
- develop a decision/support tool and guidance for Reef water quality consideration in road upgrades, including cost benefit analysis;
- test and match solutions to conditions;
- build local government staff capacity to evaluate and apply; and
- undertake impact management projects.

November 18

Dorean Erhart

FUNDING

It is anticipated that funding for the initiatives will come from a range of external sources, including the Queensland and Federal governments (direct and grants from aligned areas), the Great Barrier Reef Foundation and philanthropic and industry investment.

The MIP is designed with an initial three-year core stage to trial new approaches and refine and develop capacity (\$13.042 million) followed by a four-year accelerated implementation program (\$44.603 million) at a total cost of \$57.645 million over 7 years. A breakdown of the funding for each initiative is shown in the table below.

Activity	Year 1	Year 2	Year 3	Core Stage Total	Years 4-7	TOTAL
Wastewater Stewardship	\$253,000	\$833,000	\$2,613,000	\$3,699,000	\$20,432,000	\$24,131,000
Fish Friendly	\$796,000	\$1,346,000	\$1,666,000	\$3,808,000	\$3,464,000	\$7,272,000
Unsealed Roads ESC	\$753,000	\$398,000	\$4,243,000	\$5,394,000	\$20,507,000	\$25,901,000
Program costs	\$50,000	\$50,000	\$50,000	\$150,000	\$200,000	\$350,000
TOTALS	\$1,852,000	\$2,618,000	\$8,572,000	\$13,042,000	\$44,603,000	\$57,645,000

RECOMMENDATION

That council:

1. endorses the Reef Councils MIP proposal as a prospectus for seeking external investment in priority collaborative actions by Queensland Reef region councils; and
2. resolves to allow the LGAQ to include its logo for the publication and promotion of the Reef Councils MIP.

November 18

Dorean Erhart

GENERAL COUNCIL CORRESPONDENCE – WATER FORUM

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The Department of Natural Resources, Mines and Energy (DNRME) held a Water Forum in Ingham on 8 October 2018 to provide information about growing complimentary crops, irrigated agriculture and water licencing provisions and legislation. The Forum was well received.

A number of concerns emerged at the Forum and correspondence was forwarded to DNRME Executive Director from Council dated 22 October 2018 requesting feedback on a number of aspects.

DNRME Executive Director responded to Council's correspondence on 20 November 2018 providing feedback and clarification on the aspects raised.

For Council Decision – Recommendation

That Council receive and note the correspondence received from Department of Natural Resources, Mines and Energy, Executive Director Andrew Buckley.

Officers Summary

The following matters were raised by Council and a response has been provided by DNRME:

- A. Activation of underused water entitlements (sleeper resource) to fill the demand for additional water take, whilst protecting the interests of existing entitlement.

Response: DNRME intend to deliver further awareness material to individuals, real estate agents and other professional bodies as a reminder in the coming months of the seasonal leasing and permanent trading options open to them. Underused water entitlements for water licences and water allocations can be traded in a water trading market. To date there has been reluctance to trade which is relatively new in many parts of Queensland. The Department is confident that the trading framework in time will result in the movement of water entitlements to higher value uses.

- B. Lobbying the Department to progress the pre-existing notifiable works yet to be verified and licenced through legislation to allow water trading in the Lower Herbert Management Area so that access to water take not presently available is facilitated.

Response: DNRME agrees that water trading the Lower Herbert Groundwater Management Area is required and intends to set a deadline in 2019 for landholders who are taking groundwater to notify the Department of their existing groundwater works. Landholders will also be advised on the timing and authorising requirements, including site inspections, verifications and licensing. This process will also consider the impacts on existing water entitlements in the Herbert River catchment as well as the Water Plan objectives.

- C. Requesting the Department's reasoning behind volumetric flows reported within rivers in the Wet Tropics and the allocated and unallocated volumes prescribed which appear to have no relativity compared with water availability in the Herbert.

Response: Clarifying the sustainable volumes of water for allocation are determined using the best available hydrology and environmental science, and by an understanding of the potential future demand during the water planning process. The Summer dominant rainfall pattern means that the majority of the annual volumetric stream flows occur over a short period of the year (wet season) when irrigation demand is low. In the drier season when stream flows are low, is when the remaining annual volumetric stream flows occur when irrigation demand is high. This remaining base flow delivers the water security and environmental flow objectives of the Water Plan.

- D. Lobbying the Department to assist Council to undertake investigations into irrigating and potential water storage systems for agricultural enhancement opportunities.

Response: Advising Council that the Department is aware of a number of reports concerning the lower Herbert River going back to the 1960's which relate to flood mitigation. They do not relate to potential water storage though. Suggesting that Council consider undertaking a study into potential water storage opportunities and into town water supply security. Further advising that any proposal for the construction of water storages would need to be proponent driven.

Historical Information

See attached Council correspondence dated 22 October 2018.

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

Consultation

Not applicable concerning acceptance of this Report.

Attachments

- Council correspondence to DNRME dated 22 October 2018
- Response correspondence from DNRME dated 20 November 2018



HINCHINBROOK SHIRE COUNCIL

Our Ref: AR:CAF

22 October 2018

Mr Andrew Buckley
Executive Director
Department of Natural Resources and Mines
PO Box 937
CAIRNS QLD 4870

By email – andrew.buckley@dnrm.qld.gov.au

Dear Andrew

Herbert Water Forum

Thank you for the Department's assistance and cooperation in presenting at the recent Water Forum at Ingham on 8 October 2018. The presentation was of high quality and well received by all participants.

Please pass on our thanks and appreciation to all of the staff involved.

A number of concerns have emerged. Council would like to progress the following aspects with your Department as soon as possible –

1. There is a demand for additional water take. Existing allocation holders or licensees have expressed reluctance to trade within the current legislative parameters, notwithstanding that they do not use, or have no immediate intention to utilise the resource.

Council requests your assistance in determining a fair and reasonable methodology enabling the 'sleeper' resource to be activated in some manner or form, whilst protecting the interests of existing entitlement.

2. The legislation does not allow for water trading in the Lower Herbert Management area. It was explained that the reason for this is the plan has not yet been finalised, as the pre-existing notifiable works are yet to be verified and licenced. It is imperative that these issues be progressed as soon as possible so that access to water take not available at present is facilitated.
3. Referencing of volumetric flows reported within rivers in the Wet Tropics and the allocated and unallocated volumes prescribed appear to have no relativity compared with water availability in the Herbert. Can you please advise the reasoning behind such calculations.
4. Given the rising interest in irrigated agriculture, the finite availability in the Herbert area and state global warming predictions of lessening rainfall events, it is considered paramount to undertake investigations into potential water storage systems for agricultural enhancement opportunities.

Concerns already exist about the integrity of Council's water intake for town water supply from the Herbert River, given sea level rises predicted by 2100.



Whilst it is not considered that major dams could be constructed within the local river systems due to the geology, smaller instream weirs are considered achievable. Council seeks a meeting with appropriate members of your Department, with the intent of determining the Departmental requirements to commence relevant study and investigation into water storage facilities.

As you are aware, the economy of Hinchinbrook is significantly reliant upon the sugar cane industry. The situation is potentially not sustainable in the long term and Council is looking at all options to diversify the economy through attraction of alternate additional industry.

Council is currently promoting the planting of alternative crops to be grown complimentary to sugar cane, within the fallow windows currently enjoyed. 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.

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.

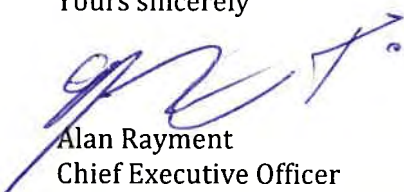
It should be noted that by utilising cane fallow, cleared land for production already exists and no green field activities are required.

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 raised at the Water Forum detailed earlier would be most appreciated.

Should you require further information concerning this matter please contact the Office of the Mayor and CEO on 4776 4602 for the necessary assistance.

Yours sincerely



Alan Rayment
Chief Executive Officer



20 November 2018

Alan Rayment
Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Mr Rayment

Thank you for your letter and the positive feedback on the recent Water Forum in Ingham with industry and agricultural sectors following a request from Mayor, Ramon Jayo. I have passed on Hinchinbrook Shire Councils (Council) appreciation to the officers involved. In reply to your letter dated 12 October 2018, I offer the following response to the matters you have raised:

1. In relation to satisfying the demand for additional water, the Department of Natural Resources, Mines and Energy (the department) intends to deliver further awareness material to individuals, real estate agents and other professional bodies over the coming months as a reminder of the seasonal leasing and permanent trading options open to them.

Underused water entitlements (sleepers), both water licences and water allocations, can be traded in a water trading market. Trading is driven by individuals with water prices being set by the market. A reluctance to trade has been linked amongst other things to maintaining property value. It may also be the reluctance of purchasers to offer an encouraging sale price. Water trading is relatively new in many parts of Queensland. The department is confident that in time the trading framework in the Wet Tropics Water Plan (the Water Plan) will result in the movement of water entitlements to higher value uses.

2. The Water Plan and the Wet Tropics Resource Operations Plan (ROP) were completed in 2013 and 2016 respectively. The Water Plan established the Lower Herbert Groundwater Management Area as an area where groundwater extraction may affect the security of surface water entitlements. The Plan provides a process where granting of water licences can occur and for the establishment of a framework to support trading.

The department agrees that water trading in the Lower Herbert Groundwater Management Area is required and intends to set a deadline in 2019 for landholders who are taking groundwater, to notify the department of their existing groundwater works. Landholders will receive further advice from the department on the timing and authorising requirements, including site inspections, verifications and licensing. This process will consider the impacts on existing water entitlements in the Herbert River catchment as well as the Water Plan objectives.

3. To clarify Council's inquiry as to any relationship between annual volumetric flows for rivers in the Wet Tropics and water available for allocation or already allocated. Sustainable volumes of water for allocation have been determined using the best available hydrology and environmental science, and an understanding of the potential future demand during the water planning process. Climatic conditions in the Wet Tropics, most notably, the summer dominant rainfall pattern means that the majority of the annual volumetric stream flows occur over a short period of the year, the wet season, when irrigation demand is low. The remaining annual volumetric stream flows occur in the drier season when stream flows are low and when irrigation demand is high. This remaining base flow delivers the water security objectives and the environmental flow objectives of the Water Plan.
4. The department notes Council's interest for irrigators and other water users in undertaking investigations into potential water storages. The department is aware of a number of reports concerning the lower Herbert River going back to the 1960's, however these relate to flood mitigation, not to potential water storage. Any proposal for the construction of water storages would need to be proponent driven. Council could consider undertaking a study into potential water storage opportunities and into Council's town water supply security. Infrastructure of this type may involve several State interest checks and authorisations. The department's Melissa Spry, Principal Natural Resource Officer, Planning Services, is available on (07) 4222 5436 to outline these potential State interests and approval processes to Council.

I hope this response is of assistance to Council and I look forward to further discussion which informs Council's interest in economic development in Hinchinbrook Shire. Should you have any further enquiries please contact Nigel Kelly, Regional Manager, Water Services, on telephone (07) 42225540 or by email to: nigel.kelly@dnrme.qld.gov.au

Yours sincerely



Andrew Buckley
Executive Director
Natural Resources – North Region

GENERAL COUNCIL CORRESPONDENCE – DEPARTMENT of TRANSPORT and MAIN ROADS -
STORMWATER DRAINAGE in HERBERT STREET

Strategic Considerations

Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction 3. Responsive and Responsible Local Representation 1. Fiscally Responsive and Responsible Management of Public Infrastructure and Assets	Action 3.2 Communication with the community 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.

Budget, Financial and Resource Implications

No budget has been approved for the removal of fig trees, root cleaning of stormwater pipes and relining. This will be a budget consideration for the 2019/2020 Capital Works budget.

Asset Management

The removal of the fig trees and invasive roots from the stormwater mains along Herbert Street is required to mitigate against accelerated degradation of the condition of the pipe and the efficient conveyance of stormwater through the pipes draining the associated catchment areas.

Executive Summary

In correspondence to Department of Transport and Main Roads dated 31 October 2018, Council drew to DTMR's attention the severe impact the root systems of the mature fig trees in Herbert Street was having on stormwater infrastructure. It was proposed that an action plan of progressive tree removal occur and a request for a consultative process with DTMR to negotiate a contribution (shared costs) towards the action plan was extended to the Department.

The Department have formally responded to Council's request, stating it is their view that the work is the sole responsibility of Hinchinbrook Shire Council.

For Council Decision – Recommendation

That Council receive and note the correspondence from Department of Transport and Main Roads.

Officers Summary

A presentation was made to Council detailing the review of options to address the impacted stormwater pipes, and that the most cost effective option was to remove 22 invasive mature fig trees and replace them with non-invasive native species, clear the roots that have impacted sections of the Herbert Street stormwater mains and reline the pipes. This option was estimated to cost in the order of \$1,090,800 excl. GST and would be presented to Council to consider for funding in the future capital works budget deliberations. This work could be staged over several years.

Historical Information

In 2013 CCTV inspections were undertaken of the stormwater infrastructure in Herbert Street, in which severe root intrusion from fig trees was identified. This intrusion has caused partial blockages to the existing network. Additionally, in 2017 Council engaged Clean It NQ to undertake stormwater drainage cleaning which was unable to be accomplished due to the amount of sediment build up in the pipes. The contractor advised that additional works would need to be undertaken in order for the roots to be removed and sediment cleaned out.

An established root system is extremely difficult to control as removal of the roots within the pipes encourages regrowth. On that basis, Council wrote to the Department proposing a long term action plan which identifies the progressive removal of fig trees and replacement of those trees with suitable flora to enable to storm water pipes to be cleaned on a regular basis.

Council requested a financial contribution (shared costs) from the Department of Transport and Main Roads on the grounds that inaction would negatively impact on DTMR's road network.

Policy Implications

Not applicable concerning acceptance of this Report.

Risk Management Implications

If the works are not undertaken there is a potential that further damage will occur to the stormwater mains and that the drainage infrastructure will not perform as well as it could if it were free of roots and obstructions.

Statutory Environment

Local Government Act 2009

Consultation

Not applicable at this stage.

Attachments

Correspondence from Department of Transport and Main Roads (ECM # 2271275).

Our ref 110/00140
Your ref JMS:KJT
Enquiries Brett Whitbread

Department of
Transport and Main Roads

30 November 2018

Mr James Stewart
Executive Manager - Infrastructure Services Delivery
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

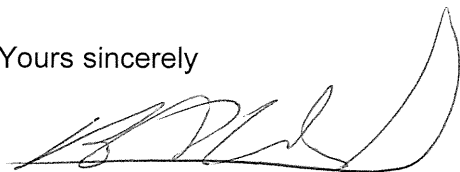
Dear Mr Stewart

Thank you for your letter of 31 October 2018 in relation to impacts to the stormwater drainage network in Herbert Street, Ingham as a result of root intrusion from mature fig trees in the road median strip.

As discussed with you on 29 November 2018, TMR appreciates the importance of the tree removal and replacement works to enable ongoing maintenance and management of stormwater infrastructure. However, it is TMR's view that these works are the sole responsibility of Hinchinbrook Shire Council. As outlined in the TMR/Local Government Cost Sharing Arrangement (Section 7.3), Local Government is responsible for the maintenance of integrated sub-surface stormwater networks. TMR is therefore not in a position to offer a funding contribution towards these works.

I trust this information is of assistance.

Yours sincerely



Brett Whitbread
Acting District Director (Northern)

COUNCILLOR ACTIVITY REPORT as at 30 NOVEMBER 2018

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

This report is a record of meetings and other activities undertaken by Councillors for the month ending 30 November 2018.

For Council Decision – Recommendation

That Council receive and note the information in the Report.

Officers Summary

This report is a record of meetings and other activities undertaken by Councillors for the month ending 30 November 2018.

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.

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

Consulted With

Not applicable concerning acceptance of this report

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
01/11/2018			Reef Guardian Council Steering Committee			8.00am - 1.00pm
01/11/2018		Meeting with Chief Advisor - Minister Leeanne Enoch MP				1.20pm - 2.00pm
01/11/2018					Meeting with DAF representatives	3.00pm - 4.00pm
02/11/2018				Subway - World Sandwich Day		11.30am - 12.30pm
05/11/2018		Meeting with representative of Bob Katter's Office				3.30pm - 4.30pm
05/11/2018		Lucinda Progress Association Meeting				6.30pm - 7.30pm
06/11/2018	Councillor Connect Session					9.00am - 5.00pm
07/11/2018					Meeting with various Council officers	11.00am - 11.30am
07/11/2018					Meeting with CEO and various Council officers	11.30am - 12.00pm
07/11/2018					On site inspections	2.00pm - 5.00pm
08/11/2018					Meeting with Wilmar representatives	11.30am - 12.00pm
09/11/2018		NQROC Meeting and Workshop				9.00am - 1.00pm
10/11/2018					Insurance Council of Australia Information Forum	9.00am - 10.30am
10/11/2018				Opening of Digital Honour Roll		10.00am - 12.00pm
10/11/2018				125 year Anniversary - Macknade State School		4.00pm - 8.00pm
11/11/2018				Remembrance Day, Ingham		11.00am - 11.30am
11/11/2018				Noorla Bowls Club event		2.00pm - 4.00pm
12/11/2018					Meeting with Department of State Development	9.00am - 10.00am
12/11/2018				Meet with Cowboys		11.00am - 1.00pm
13/11/2018					Meeting with business owner	9.15am - 9.45am
13/11/2018					On site inspection	12.30pm - 1.00pm
13/11/2018	Special Meeting					4.00pm - 5.00pm
14/11/2018				Hinchinbrook Community Support Centre AGM		9.30am - 11.00am
14/11/2018					Meeting with resident	11.00am - 11.30am
14/11/2018					Meeting with HCPSL	2.00pm - 3.00pm
15/11/2018					Meeting with resident	10.00am - 10.30am
15/11/2018				Interview with WIN News		11.00am - 12.00pm
15/11/2018					Flood Mitigation Lidar App update	1.00pm - 1.30pm
15/11/2018			Guardian Training			1.30pm - 4.30pm
16/11/2018			Flying Fox Seminar update			9.30am - 10.00am
16/11/2018				St Teresa's College Annual Speech Day and Graduation		11.00am - 1.30pm
19/11/2018					Discussions with CEO and Council officer	9.00am - 9.30am
19/11/2018					Funeral - Mason	10.00am - 11.00am
19/11/2018					Meeting with business owner	1.30pm - 2.00pm
20/11/2018	Councillor Portfolio Meeting					9.00am - 5.00pm
20/11/2018				International Fishing Series Champion Presentation		6.30pm - 8.00pm
21/11/2018		Meeting with Senator Anthony Chisolm				7.00am - 8.00am
21/11/2018		LDMG Meeting				8.30am - 9.30am
21/11/2018		Community Participation in Recovery				10.00am - 4.00pm
21/11/2018				Agricultural / Industry showcase		12.00pm - 1.00pm
21/11/2018					Meeting with visiting author	3.00pm - 3.30pm
22/11/2018					Discussions with HCPSL	7.00am - 9.00am
23/11/2018					Discussions with CEO and Council officers	8.00am - 8.30am
23/11/2018			LGAQ Councillor Legislation Amendment Training			8.30am - 4.00pm
26/11/2018				ABC Radio interview		8.30am - 8.45am
26/11/2018					Discussions with CEO and various officers	10.30am - 11.00am
26/11/2018					Meeting with Department of State Development	1.45pm - 2.45pm
27/11/2018	General Meeting					9.00am - 4.30pm
27/11/2018				ABC Radio interview		10.15am 10.45am
27/11/2018				Dungeness Reserve Community Consultation		5.30pm - 6.30pm
28/11/2018					Meeting with Wilmar representatives (Macknade Mill)	8.00am - 8.30am
28/11/2018		DDMG teleconference				10.00am - 10.30am
28/11/2018					Meeting with resident	11.30am - 12.30pm
29/11/2018					Meeting with resident	9.00am - 9.30am
29/11/2018					Meeting with Department of Education representatives	9.30am - 10.30am

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
29/11/2018					Meeting with business owner	12.00pm - 12.30pm
29/11/2018				JK's Delecatessan Event - Chef Outta Water		5.30pm - 7.30pm
30/11/2018				ISHS Investiture of Student Leaders		9.30am - 10.30am
30/11/2018				Seniors Christmas Morning Tea		11.00am - 11.30am
30/11/2018					Meeting with resident	11.30am - 12.00pm

COUNCILLOR MARY BROWN
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/11/2018		Fortnightly EMDPES Update				01.00pm-02.00pm
01/11/2018					4KZ - Hinchinbrook Segment	06.30am-06.45am
06/11/2018	Councillor Briefing					09.30am-12.30pm
07/11/2018		Meeting with tourism proponent				02.30pm-03.30pm
08/11/2018					4TO Interview-La Scala/Macknade	06.00am-06.15am
13/11/2018	Special Meeting (Teleconference)					04.00pm-04.45pm
14/11/2018					4KZ - Hinchinbrook Segment	06.30am-06.45am
16/11/2018			Cyber Security			11.00am-02.00pm
19/11/2018		TEL DTP Update (Teleconference)				12.30pm-01.30pm
20/11/2018		EMDPES F/Nightly Update & Resilience Officer Update		IFS Cermony & Presentation		All Day
21/11/2018		LDMG Meeting & Chamber AGM		Meeting with Senator Chisolm and Mayor	Community Recovery Meet	All Day
22/11/2018					4KZ - Hinchinbrook Segment	06.30am-06.45am
22/11/2018		TEL DTP Review				03.30pm-04.30pm
23/11/2018			Councillor Legislation Training			08.30am-02.30pm
26/11/2018		Meeting - Eco tourism				01.45pm-02.45pm
27/11/2018	General Meeting	Community Grants Meeting		Dungeness Reserve Consultation		All Day
28/11/2018					Meeting with Resident	11.30am-12.30pm
29/11/2018					4KZ - Hinchinbrook Segment	06.30am-06.45am
29/11/2018		Meeting with tourism proponents				09.00am-10.00am

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
02/11/2018					Ingham Disability Support Services AGM	11am - 1pm
06/11/2018	Councillor Connect Session					9am-5pm
11/11/2018					WWI Memorial Dedication Victoria Estate	10am 11am
11/11/2018					Remembrance Day Halifax	11am - 12 noon
13/11/2018	Special Council Meeting - Annual Report					4pm-5.30pm
14/11/2018					Hinchinbrook Community Support Centre AGM	9.30am - 10.30am
20/11/2018	Councilor Portfolio Meeting					8.30am - 4.30pm
21/11/2018					National Agriculture Day	9am - 10am
23/11/2018			Councillor Legislation Training			8.30am - 4pm
27/11/2018	General Council Meeting					9am - 5pm
27/11/2018				Public Meeting, Sports & Recreation Reserve, Lucinda		5.30pm - 6.30pm
29/11/2018		LHWMA Meeting				4.00pm - 5.30pm
29/11/2018				Class 2 Water Authority Public Meeting		5.30pm - 7.30pm
29/11/2018					Chef Out Of Water, JKs Deli	7.30pm-9.30pm
30/11/2018					Meeting with DNRME Officer	7.30am - 8.30am
30/11/2018					Hinchinbrook Shire Council Seniors Morning Tea	9.30am - 11.30am
30/11/2018		LHWMA Inspections				1pm - 5pm

COUNCILLOR ANDREW LANCINI
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/11/2018		HRIT Meeting				9.00am - 1.00pm
01/11/2018		Fortnightly update - EMDPES				1.00pm - 2.30pm
06/11/2018	Councillor Connect Meeting					9.00am - 1.00pm
08/11/2018					Discussions with EMDPES	9.00am - 10.00am
09/11/2018					Meeting with Senator McDonald	12.30pm - 1.30pm
10/11/2018				Teatro alla Scala Ballet Simulcast in Halifax		5.00pm- 9.00pm
11/11/2018				Remembrance Day Service, Halifax		11.00am - 11.30am
13/11/2018	Special Meeting - Annual Report					4.00pm - 5.00pm
16/11/2018			Cyber Governance Seminar			1.00am - 2.00pm
19/11/2018		Halifax Progress and Tourism Association Meeting				7.00pm - 8.00pm
20/11/2018	Councillor Portfolio Meeting					9.00am - 5.00pm
20/11/2018				International Fishing Series Presentation		6.30pm - 8.00pm
21/11/2018					Meeting with EMDPES and others - ATV Access	9.30am - 10.30am
23/11/2018			Councillor Legislation Amendment Training			8.30am - 2.00pm
27/11/2018		Community Activity Grants Meeting				8.00am - 9.00am
27/11/2018	General Meeting					9.00am - 4.15pm
27/11/2018				Community Consultation Meeting - Dungeness Reserve		5.30pm - 6.30pm
28/11/2018					Meeting with resident	11.30am - 12.00pm
30/11/2018				Seniors Morning Tea		9.30am - 11.30am

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01-Nov		HRIT Meeting				6
05-Nov		HRIT/LHWMA site meeting - Catherina Ck				2
06-Nov					Wild Dog Baiting Program	1
06-Nov	Councillor Connect					2
07-Nov					Trebonne drainage problems scoping meeting	1
07-Nov		ISD Portfolio Inspections				3
08-Nov					Speeding concerns site visit with resident of Sir Arthur Fadden Parade	1
09-Nov		Meet with Senator Macdonald re Feral Pig Program funding				2
10-Nov					Digital Honour Roll launch	2
11-Nov					Remembrance Day Ceremony	2
13-Nov		Special Meeting to adopt Annual Report				2
14-Nov				Everglo Community Care Exhibition		2
15-Nov			Guardian IMS Training LDMG			4
16-Nov			Cyber Governance Seminar			4
20-Nov		ISD Portfolio Meeting				2
20-Nov		DNRME RIT Shortlisting Panel discussions				2
23-Nov		DNRME RIT Interview Panel discussions				1
26-Nov		DNRME RIT Candidate Interview Teleconference				1
27-Nov	Council General Meeting					6
28-Nov		DNRME RIT Interviews Burdekin				13
29-Nov		DNRME RIT Interviews Herbert				8

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 11 2018				Victoria Plantation School		9.00am 12.00pm
06 11 2018	Councillor Connect					9.00am - 5.00pm
08 11 2018				Opening Art Exhibition		6.30pm 9.30pm
06 11 2018		Taylors Beach Progress				6.00pm - 8.00pm
09 11 2018		HCSC Meeting				3.30pm - 5.00pm
13 11 2018		Portfolio Meetings				1.00pm 2.00pm
13 11 2018	Council Budget					2.00 pm - 3.00pm
13 11 2018		Forrest Beach Progress				5.30pm - 8.00pm
14 11 2018		HCSC AGM				9.30am - 11.00am
15 11 2018			Guardian Training			1.30pm - 4.30pm
15 11 2018				Community Information Session		6.00pm - 8.00pm
16 11 2018		Cyber Goverance Seminar				11.00am - 2.00pm
20 11 2018	Portfolio Meetings					9.00am - 5.00pm
21 11 2018					LDMG Meeting	9.00am - 10.00pm
21 11 2018		LMAC Meeting				6.00pm - 8.00pm
23 11 2018			Councillor Training			8.30am - 4.00pm
27 11 2018	General Meeting					9.00am - 3.00pm
28 11 2018		Community Health Advisory Group				9.30am - 11.00am

2019-21 WORKS for QUEENSLAND (W4Q) FUNDING PROGRAM

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

Budget, Financial and Resource Implications

Not applicable concerning acceptance of this Report.

Asset Management

Not applicable concerning acceptance of this Report.

Executive Summary

The Department of Local Government, Racing and Multicultural Affairs Director-General has advised by letter dated 13 December 2018 that The Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has announced an amount of \$2,400,000 under the 2019-21 round of the W4Q Program is available to Council.

Funds provided under the 2019-21 W4Q Program may be used for maintenance and minor works to improve the condition, quality or lifespan of an asset or for maintaining a community asset. Funds may also be spent on enhancing the scope of projects already committed to by the Council.

The 2019-21 W4Q funding period is from 1 July 2019 to 30 June 2021 and all endorsed projects must be delivered by 30 June 2021. There is no obligation for Councils to make a co-contribution under the 2019-21 W4Q.

For Council Decision – Recommendation

That Council receive and note the advice from the Department of Local Government, Racing and Multicultural Affairs Director-General.

Officers Summary

The Department of Local Government, Racing and Multicultural Affairs Director-General has advised by letter dated 13 December 2018 that The Honourable Stirling Hinchliffe MP, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs has announced an amount of \$2,400,000 under the 2019-21 round of the W4Q Program is available to Council.

Funds provided under the 2019-21 W4Q Program may be used for maintenance and minor works to improve the condition, quality or lifespan of an asset or for maintaining a community asset. Funds may also be spent on enhancing the scope of projects already committed to by the Council.

A key objective of the 2019-21 W4Q Program is to support Councils with job-creating maintenance and minor infrastructure works and Council is urged to consider projects that provide employment for young people (aged between 15 to 24 years) in the not in employment, education or training (NEET) category.

Historical Information

Council was successful in 2017 and received \$2,300,000 for the 2017-19 round of W4Q funding.

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

Consultation

Mayor

Attachments

- Department correspondence dated 13 December 2018;
 - Department correspondence dated 13 September 2017 including list of endorsed works; and
 - List of varied works.
-



Minister for Local Government,
Minister for Racing and
Minister for Multicultural Affairs

Our ref: MBN18/1291

13 DEC 2018

Councillor Ramon Jayo
Mayor
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

1 William Street
Brisbane Queensland 4000
PO Box 15009
City East Queensland 4002
Telephone +61 7 3719 7560
Email lgma@ministerial.qld.gov.au
Website www.dlgma.qld.gov.au

ABN 65 959 415 158

Dear Ramon

I have great pleasure in writing to you about the next round of the Palaszczuk Government's Works for Queensland (W4Q) Program.

I am pleased to advise an amount of \$2,400,000 has been made available to the Hinchinbrook Shire Council under the 2019-21 W4Q Program.

The objective of the \$200 million 2019-21 Program, funded under the State Infrastructure Fund, is to support Councils to undertake job-creating maintenance and minor infrastructure projects.

While the first \$100 million of the \$200 million 2019-21 allocation was to have been paid in the second half of the 2019 calendar year, our Government has decided to accelerate this program in order to boost local economies, maximise job opportunities and give Councils the longest possible time to identify and complete projects.

As you know, one of the fundamental underpinnings of the Palaszczuk Government's W4Q funding program is its capacity to boost regional employment.

Mayors and Councillors across Queensland consistently say that one of the hallmarks of the program is its flexibility. Our Government also values that flexibility, and as a responsive Government, we believe that by paying the first 50 per cent of the 2019-21 \$200 million allocation earlier than planned we will see projects start sooner and employment opportunities open up.

Funded projects are to be delivered by **30 June 2021**. There is no obligation for Councils to make a co-contribution under the 2019-21 W4Q Program.

Your Council will receive 50 per cent of its approved funding upon receipt of confirmation of Funding Approval to be paid in 2018-19 to better assist with planning and implementing your proposed projects.

I will write to you again in early 2019 with details about the 2019-21 W4Q Funding Program Guidelines. In the interim, I encourage your Council to begin working on its List of Projects.

Mr Warwick Agnew, Director-General, Department of Local Government, Racing and Multicultural Affairs has written to the Council's Chief Executive Officer, providing additional information on the 2019-21 W4Q Program.

I look forward to the Department working closely with the Council to deliver projects and enhance employment opportunities in your region.

I have asked for Ms Jo Stephenson, Regional Director, Northern Region, Local Government and Regional Services in the Department to assist you with any further queries. You may wish to contact Ms Stephenson on 4758 3419 or by email at jo.stephenson@dlgrma.qld.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Stirling', with a long, sweeping horizontal line extending to the right.

STIRLING HINCHLIFFE MP
Minister for Local Government,
Minister for Racing and
Minister for Multicultural Affairs



Department of Infrastructure,
Local Government and Planning

Our ref: MBN17/903

13 SEP 2017

Mr Daniel McKinlay
Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Mr McKinlay

I refer to Hinchinbrook Shire Council's (the council) list of projects submitted for endorsement under the 2017–19 Works for Queensland (W4Q) program. I wish to congratulate the council on its identification of its key projects and for working collaboratively with the Department of Infrastructure, Local Government and Planning (the department). This important program will support jobs where they are most needed, in rural and regional Queensland.

I am pleased to advise the Honourable Jackie Trad MP, Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning has endorsed the council's 2017–19 W4Q projects as detailed in the enclosure to this letter.

The 2017-19 W4Q funding allocation of \$2,300,000 to your council is to be used for the council's endorsed projects, in accordance with 2017–19 W4Q Program Guidelines (the guidelines).

The council's allocation will be disbursed on the following basis:

- 50 per cent upon endorsement of the projects
- a further 40 per cent upon council expending 50 per cent of allocation
- a final 10 per cent upon finalisation/acquittal, as per the Funding Deed of Agreement, of all projects.

Immediate steps have already been taken to ensure the initial 50 per cent payment to the council is being processed, with the council receiving funding for its endorsed projects within two weeks of the date of this letter.

Level 39
1 William Street Brisbane
PO Box 15009 City East
Queensland 4002 Australia
Telephone +617 3452 7009
Website www.dilgp.qld.gov.au
ABN 251 66 523 889

It is important the benefits of these projects are realised as soon as possible, and it is a condition of funding that all works be completed by 30 June 2019. The Funding Deed of Agreement (the agreement) already executed between the council and the department in conjunction with the guidelines will govern the delivery of these projects.

The council is expected to ensure value for money and normal procurement practices apply. I anticipate there will also be ongoing refinement of costs and the department's regional staff will work with the council to facilitate.

To meet the agreement, guidelines and necessary acquittal requirements the council will be required to report on all endorsed projects, including delivery risks and information on project completion. In particular, information required in reporting will need to ensure the council's forecasting and expenditure is clear and up-to-date and the job numbers, both target and actual, are tracked and recorded.

Funding for the endorsed projects will be subject to an acquittal process where the council needs to complete a certification form verifying it has expended the allocated funds in accordance with the guidelines and the agreement.

This will assist the council in demonstrating it has delivered on the projects and jobs, by the 30 June 2019 timeframe, ensuring maximum benefit to the community. If the council has any difficulties with project delivery, please contact your regional advisor for support and assistance. The department is also happy to work with the council to refine project costs to ensure value for money is achieved.

The certification form and monthly report template will be available on the department's website shortly at www.dilgp.qld.gov.au/local-government/grants/works-for-queensland.

The Deputy Premier has written to the Mayor notifying of the funding endorsement.

If you require further information, I encourage you to contact Ms Jo Stephenson, Regional Director, Northern Region, Local Government and Regional Services, in the department, on 4758 3419 or by email at jo.stephenson@dilgp.qld.gov.au.

Yours sincerely



Frankie Carroll
Director-General

Enc

2017-19 Works for Queensland

Hinchinbrook Shire Council

List of endorsed projects

No.	Project Title	Endorsed funding amount \$2,300,000
HSC.W4Q2.01	Lucinda Swimming Enclosure	\$50,000
HSC.W4Q2.02	Improvement to Horse Arena	\$400,000
HSC.W4Q2.03	Toilet Block Lannercost Street	\$300,000
HSC.W4Q2.04	Bosworth Road (Forrest Beach Rd turnoff to Forrest Beach side of causeway)	\$350,000
HSC.W4Q2.05	Shade Structure Mercer Lane and Johnstone Street	\$200,000
HSC.W4Q2.06	Wallis Street Trebonne - Bitumen Widen	\$100,000
HSC.W4Q2.07	North End Taylors Beach near ramp - Bitumen	\$120,000
HSC.W4Q2.08	Stone Street	\$200,000
HSC.W4Q2.09	Herbert Street - Activate Space	\$320,000
HSC.W4Q2.10	Wattle Street Footpath- Stage 2	\$60,000
HSC.W4Q2.11	Forrest Beach Picaninny Park - pathway, boardwalk, bench seats	\$200,000
	TOTAL	\$2,300,000

2017-19 Works for Queensland

Hinchinbrook Shire Council

Variation to projects

No.	Project Title	Endorsed funding amount \$2,300,000
HSC.W4Q2.01	Lucinda Swimming Enclosure	\$50,000
HSC.W4Q2.02	Improvement to Horse Arena	\$400,000
HSC.W4Q2.03	Toilet Block Lannercost Street	\$300,000
HSC.W4Q2.04	Bosworth Road (Forrest Beach Rd turnoff to Forrest Beach side of causeway)	\$350,000
HSC.W4Q2.05	Shade Structure Mercer Lane and Johnstone Street	\$200,000
HSC.W4Q2.06	Wallis Street Trebonne- Bitumen Widen	\$100,000
HSC.W4Q2.07	North End Taylors Beach near ramp- Bitumen	\$120,000
HSC.W4Q2.08	Stone Street	\$200,000
HSC.W4Q2.09	Herbert Street- Activate Space	\$320,000
HSC.W4Q2.10	Wattle Street Footpath – Stage 2 Bitumen Reseal of Gravel Car Park on Palm Street, Forrest Beach	\$60,000
HSC.W4Q2.11	Forrest Beach Picaninny Park – pathway, boardwalk, bench seats Corbett Park, Forrest Beach – picnic tables, shade covers and expanded play area	\$200,000
	TOTAL	\$2,300,000