



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

**HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
25 SEPTEMBER 2018
AT 9.00 AM**

-
- ATTENDANCE - Present were Councillors R Jayo, ME Brown, AJ Lancini, KS Milton and MG Tack
- Also present was the Chief Executive Officer (A Rayment), Executive Manager Infrastructure Services Delivery (J Stewart), Executive Manager Development, Planning and Environmental Services (R Pennisi), Chief Financial Officer (M Cox) and Executive Assistant (BK Edwards)
- APOLOGY - An apology for non-attendance was received from Councillor WG Skinner as approved at the General Meeting held on 28 August 2018
- PRAYER - Councillor AJ Lancini opened the meeting with prayer

Works Engineer, J Devietti and Media and Communications Officer, D Purnell were also present when the meeting commenced

The Mayor welcomed the new Chief Executive Officer Alan Rayment to the Shire and to the General Meeting

1. MINUTES - *Moved Councillor Lancini*
Seconded Councillor Brown
- Resolved that the Minutes of the General Meeting held on 28 August 2018 be approved as a correct record of proceedings and the Minutes be signed by the Mayor. *Carried*

2. BUSINESS

2.1 CORPORATE SERVICES

2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report as at 31 August 2018.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-01

2.1.2 MONTHLY STATUS REPORT

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

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 250918-02

2.1.3 FINANCIALS

Consideration was given to a report of financial activities as at 31 August 2018.

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 250918-03

2.2 INFRASTRUCTURE SERVICES DELIVERY

2.2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of monthly Infrastructure Services Delivery Activity Report as at 31 August 2018.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-04

Chief Financial Officer, M Cox left the meeting at 9.30 am

2.2.2 MONTHLY STATUS REPORT

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

Moved Councillor Milton
Seconded Councillor Tack

Council Resolution - That the Report be received and noted.

Carried – 250918-05

2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

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

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-06

2.2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

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

Moved Councillor Milton
Seconded Councillor Brown

Council Resolution - That the Report be received and noted.

Carried – 250918-07

2.2.5 RECRUITMENT OF VACANT PERMANENT POSITION – LEVEL 3 TRUCK DRIVER

Consideration of Report to Council from Works Manager – Maintenance dated 5 September 2018 seeking approval to replace the position of Level 3 Truck Driver.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council approve to replace the level 3 Truck Driver position.

Carried – 250918-08

2.3 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.3.1 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT

Consideration of monthly Development, Planning and Environmental Services Activity Report as at 31 August 2018.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-09

2.3.2 MONTHLY STATUS REPORT

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

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-10

2.3.3 WASTE MANAGEMENT – VIRTUAL VOUCHERS

Consideration of Report to Council from Operations Manager, Environment, Waste and Local Laws dated 28 August 2018 regarding free virtual vouchers for disposal of domestic waste.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolve to continue with the provision of four free virtual vouchers for domestic waste rateable properties per financial year.

Carried – 250918-11

2.3.4 PROPOSED AMENDMENT – CEMETERIES STATEMENT OF PRINCIPLES

Consideration of Report to Council from Operations Manager, Environment, Waste and Local Laws dated 4 September 2018 requesting Council to consider allowing the building of double vaults on one plot and consider the draft changes to the “Cemeteries Statement of Principles”.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That consideration of this matter be deferred pending further site investigation and clarification on legalities.

Carried – 250918-12

The meeting adjourned at 10.20 am for morning tea and resumed at 10.30 am

2.3.5 TYTO CONFERENCE CENTRE – OFFICE 1A – TENANCY AGREEMENT – DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY – LOT 801 on SP225261, 73-75 McILWRAITH STREET, INGHAM

Consideration of Report to Council from Planning and Development Manager dated 10 August 2018 regarding renewal of lease to Department of Agriculture, Fisheries and Forestry of Office 1A at the TYTO Conference Centre which expired on 30 June 2018.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolves to approve a Tenancy Agreement between Council and Department of Agriculture, Fisheries and Forestry and Hinchinbrook Shire Council for the TYTO Conference Centre, Office 1A (floor area – 10.75m²) in Lot 801 on SP 225261, 73 – 75 McIlwraith Street, Ingham subject to the following conditions:

- 1. Tenancy Fee \$29.80/m² per month exclusive of GST;**
- 2. Tenancy term – Annual;**
- 3. Yearly increase as per Council's Commercial Charges, Regulatory Fees and Other Charges schedule.**

Carried – 250918-13

Councillor MG Tack declared a perceived Conflict of Interest in Item 2.3.6 (as defined in section 175 E(2) of the Local Government Act 2009) due to his position on the Hinchinbrook Community Support Centre Executive Board and excluded himself from the meeting at 10.36 am while the matter was debated and the vote taken.

2.3.6 2018/2019 FINANCIAL YEAR COMMUNITY ACTIVITY GRANTS SPONSORSHIP – 1 JULY 2018 TO 30 SEPTEMBER 2018 – HINCHINBROOK COMMUNITY SUPPORT CENTRE

Consideration of Report to Council from Regional Events Coordinator dated 10 September 2018 regarding application from Hinchinbrook Community Support Centre for financial assistance in the sum of \$45,000 (excl. GST) to assist with general administration costs of services; \$23,000 (excl. GST) to employ a Grants Officer and \$3,000 (excl. GST) towards the 'Out and About Bus Service'.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution –

- 1. That Council decline Hinchinbrook Community Support Centre's Community Activity Grant application to the value of \$45,000 (excl. GST) on the grounds that the Activity does not fall within the Community Activity Grant Policy guidelines, however Council enter into a Memorandum of Understanding with the Hinchinbrook Community Support Centre to the value of \$45,000.00 (excl. GST) for the purpose of providing Administration Assistance.**
- 2. That Council decline Hinchinbrook Community Support Centre's Community Activity Grant application to the value of \$23,000 (excl. GST) on the grounds that the Activity does not fall within the Community Activity Grant Policy guidelines, however Council enter into a Memorandum of Understanding with the Hinchinbrook Community Support Centre to the value of \$23,000.00 (excl. GST) for the purpose of employing a Grants Officer.**
- 3. That Council approve Hinchinbrook Community Support Centre's Community Activity Grant application for the Out and About Bus Service to the value of \$3,000.00 (excl. GST).**
- 4. That Council resolve to reallocate the amount \$68,000 (excl. GST) from the Community Activity Grants Budget for the purposes of accommodating payments in respect to Items 1 and 2 above.**

Carried – 250918-14

Councillor MG Tack returned to the meeting at 10.47 am

Planning and Development Manager, G Visser entered the meeting at 10.47 am

2.3.7 2018/2019 FINANCIAL YEAR COMMUNITY ACTIVITY GRANTS SPONSORSHIP – 1 OCTOBER 2018 TO 31 DECEMBER 2018

Consideration of Report to Council from Regional Events Coordinator dated 11 September 2018 regarding the following applications:

- 1. Ingham State School P&C Association - Romanello Shield - seeking \$2,000 (excl. GST);**
- 2. Macknade State School P&C 125 Year Celebrations Association – seeking \$2,000 (excl. GST);**
- 3. Noorla Bowls Club Incorporation – Noorla 4's Bowls Competition – seeking \$500 (excl. GST);**
- 4. Herbert River Men's Shed – Antique Market – seeking \$862 (excl. GST);**
- 5. Ingham Maraka Festival Incorporation – MMM Radio Ingham Maraka Festival – seeking \$12,000 (excl. GST).**

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution – That Council resolve the following:

1. Ingham State School P&C Association – Romanello Shield
That Council approve Ingham State School P&C Association Community Activity Grant application to the value of \$2,000.00 (excl. GST);
2. Macknade State School P&C 125 year Celebrations Association – Macknade State School Reunion
That Council approve Macknade State School P&C 125 year Celebrations Committee Community Activity Grant application to the value of \$2,000.00 (excl. GST).
3. Noorla Bowls Club Incorporation – Noorla 4's Bowls Competition
That Council approve Noorla Bowls Club Incorporation Community Activity Grant application to the value of \$500.00 (excl. GST).
4. Herbert River Men's Shed – Antique Market
That Council decline application to the value of \$862.00 on the grounds that the event does not fall within the application catchment of 1 October to 31 December 2018. The application was submitted 10 days prior to the event taking place. An Acquittal form has not been submitted for the previous funds received.
5. Ingham Maraka Festival Incorporation – MMM Radio Ingham Maraka Festival
That Council approve Ingham Maraka Festival Incorporation Community Activity Grant application to the value of \$12,000.00 (excl. GST).

Carried – 250918-15

Planning and Development Manager, G Visser left the meeting at 10.56 am

2.4 GOVERNANCE

2.4.1 OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report as at 31 August 2018.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-16

2.4.2 MONTHLY STATUS REPORT

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

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 250918-17

2.4.3 PROJECT DEVELOPMENT GROUP MEETING MINUTES

Consideration of Report to Council from Executive Assistant dated 7 September 2018 requesting Council to receive and note the Project Development Group Meeting Minutes held on 21 August 2018.

Moved Councillor Milton
Seconded Councillor Brown

Council Resolution - That Council receive and note the Project Development Group Meeting Minutes held on 21 August 2018.

Carried – 250918-18

2.4.4 INGHAM TENNIS ASSOCIATION FUNDING APPLICATION FOR GET PLAYING PLACES AND SPACES GRANT

Consideration of Report to Council from Acting Chief Executive Officer dated 6 September 2018 regarding a request from the Ingham Tennis Association seeking financial support in the sum of \$20,000 towards the upgrade of lighting at the tennis courts should their application for either the Get Playing Places and Spaces, or Community Sport Infrastructure Federal Government grant application be successful.

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution - That Council provide in principle support to the Ingham Tennis Association and commit \$20,000 to the upgrade of the lighting at the tennis courts should their application for either the Get Playing Places and Spaces State Government grant application or Community Sport Infrastructure Federal Government grant application be successful.
Carried – 250918-19

2.4.5 TRANSPORT BOND – WIDE LOADS

Consideration of Report to Council from Acting Chief Executive Officer dated 6 September 2018 requesting that Council endorse his actions in waiving route bond in the sum of \$25,000 for the movement of a house from Townsville to Bemerside, considering all insurances are in place and due to the demolition date being 11 September 2018.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council endorse the actions of the Acting Chief Executive Officer in waiving the route bond in the sum of \$25,000 on the condition that all insurances are in place.
Carried – 250918-20

2.4.6 AMENDED OPERATIONAL PLAN 2018/2019

Consideration of a Report to Council dated 6 September 2018 from Acting Chief Executive Officer requesting Council to adopt the amended Operational Plan 2018/2019 as presented.

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution - That Council adopt the updated 2018 / 2019 Operational Plan as presented.
Carried – 250918-21

2.4.7 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 31 August 2018 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Lancini
Seconded Councillor Tack

Council Resolution - That the Report be received and noted.
Carried – 250918-22

CONFIDENTIAL ITEMS

Moved Mayor Jayo
Seconded Councillor Lancini

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

Items 2.6.3 and 2.7.1 for the appointment of employees.

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

Item 2.7.3 as it is an industrial matter affecting employees.

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

Items 2.5.1, 2.6.1, 2.6.2 and 2.7.2 as contracts are proposed to be made by them.

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

Items 2.6.4, 2.6.5, 2.6.6, 2.6.7 and 2.6.8 *as they are actions to be taken by Council under the Planning Act, including deciding applications made to it under that Act.*

Carried

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

During these discussions, Councillor KS Milton declared a Material Personal Interest in Item 2.6.6. (as defined in section 175 C(2) of the Local Government Act 2009) as the matter is her development application and excluded herself from the closed session discussion at 11.41 am pertaining to this item and returned at 12.08 pm following the conclusion of the discussion.

Media and Communications Officer, D Purnell left the meeting at 11.50 am

Planning and Development Manager, G Visser left the meeting at 12.19 pm

Moved Mayor Jayo
Seconded Councillor Lancini

That Council return to Open Meeting.

Carried

2.5 INFRASTRUCTURE SERVICES DELIVERY

2.5.1 RF002718 - CIVIL CONSULTANCY SERVICES: SEWERAGE PUMP STATION UPGRADES

Consideration of Report to Council from Manager Water and Sewerage dated 7 September 2018 regarding evaluation of quotes received for supply of Civil Consultancy Services: Sewerage Pump Station Upgrades and providing a comparative analysis of submissions received for RF002718.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Contract for RF002718 – Civil Consultancy Services: Sewerage Pump Station Upgrades Services be awarded to AECOM at their quoted price of \$56,837.00 (incl. GST). Carried – 250918-23

2.6 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.6.1 KERBSIDE WHEELIE BIN (RECYCLING) COLLECTION – VARIATION TO CONTRACT

Consideration of Report to Council from Operations Manager Environment Waste and Local Laws dated 27 August 2018 regarding a proposed variation to their domestic wheelie bin contract.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolve to accept the proposed increase from \$1.5805 (excl GST) to \$1.7152 (excl GST) per bin to the charge relating to the collection and management of the recycled wheelie bin from 12 August 2018. Carried – 250918-24

2.6.2 HALIFAX TRANSFER STATION – CLARIFICATION REGARDING CONTRACT

Consideration of Report to Council from Operations Manager Environment Waste and Local Laws dated 27 August 2018 seeking clarification of terms of contract for management of the Halifax Transfer Station.

Moved Councillor Tack
Seconded Councillor Milton

Council Resolution - That Council resolve to allow NQ Employment (ABN 30 011 006 509) to continue to receive the funds from the scrap steel and battery sales for the life of the current contract.
 Carried – 250918-25

2.6.3 RECRUITMENT OF VACANT PERMANENT POSITION – OPERATIONS MANAGER – ENVIRONMENT, WASTE AND LOCAL LAWS

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 6 September 2018 seeking endorsement of Acting Chief Executive Officer's action to replace the position of Operations Manager – Environment, Waste and Local Laws.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council endorse the actions of the Acting Chief Executive Officer in approving to replace the Operations Manager – Environment, Waste and Local Laws and advertise the vacancy.

That Council endorse the use of third party recruitment agencies to complete the recruitment process by 12 October 2018.
 Carried – 250918-26

2.6.4 SITING RELAXATION APPLICATION – STEPHEN GRAHAM – 64 EDDLESTON DRIVE, CORDELIA – LOT 93 ON SP250797, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 10 September 2018 in relation to a Siting Relaxation Application by Stephen Graham for a proposed open carport to be sited directly on the side boundary at 64 Eddleston Drive, Cordelia.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council resolve to approve side boundary siting relaxation from the permissible 1.5m to 0.0m for the construction of an open carport on Lot 93 on SP250797, Parish of Cordelia, located at 64 Eddleston Drive, Cordelia, subject to following conditions:

SITING RELAXATION CONDITIONS OF APPROVAL – LOT 93 ON SP250797, PARISH OF CORDELIA	
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; 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 3 October 2020.	As per condition

SITING RELAXATION														
CONDITIONS OF APPROVAL – LOT 93 ON SP250797, PARISH OF CORDELIA														
Conditions		Compliance timing												
Approved plans														
(3) The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:		At all times												
<table border="1"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Site Plan</td><td>0103</td><td>30-07-2018</td></tr> <tr> <td>64 Eddleston Dve, Cordelia</td><td></td><td></td></tr> <tr> <td>Elevations</td><td>0103</td><td>07-08-2018</td></tr> </tbody> </table>		Plan / Document Name	Number	Date	Site Plan	0103	30-07-2018	64 Eddleston Dve, Cordelia			Elevations	0103	07-08-2018	
Plan / Document Name	Number	Date												
Site Plan	0103	30-07-2018												
64 Eddleston Dve, Cordelia														
Elevations	0103	07-08-2018												
(4) Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		At all times												
(5) Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for endorsement by Council 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 (carport) 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 10a (carport) 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 10a (carport) 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												
(12) The class 10a (carport) structure may not be used for habitation.		At all times												
(13) The class 10a (carport) structure must be constructed of maintenance free materials, such as unpainted or untreated masonry or prefinished steel sheeting.		At all times												
(14) Structures may not encroach onto or overhang any neighbouring properties unless relevant easements have been registered.		At all times												

SITING RELAXATION CONDITIONS OF APPROVAL – LOT 93 ON SP250797, PARISH OF CORDELIA	
Conditions	Compliance timing
Construction and Operations	
(15) 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
(16) 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	
(17) 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 – 250918-27

2.6.5 REARRANGEMENT OF BOUNDARIES – SA AND PJ POGGIO - AMALGAMATION OF 6 LOTS INTO 1 LOT AND RECONFIGURATION OF THE AMALGAMATED LOT INTO 2 LOTS. LOTS 4, 5, 6 ON RP722607, LOT 3 ON RP735162, LOT 1 ON 731600 AND LOT 2 ON RP738929 – STONE RIVER ROAD AND KEHLS ROAD, TREBONNE - AMENDMENT OF CONDITIONS

Consideration of Report to Council from Planning and Development Manager dated 10 September 2018 in relation to a request for amendments to conditions for approved rearrangement of boundaries regarding construction of Gillis Road.

Moved Councillor Milton
Seconded Councillor Tack

Council Resolution - That Council resolve to approve the amendment of the conditions of approval over Lots 4, 5, 6 on RP722607, Lot 3 on RP735162, Lot 1 on RP731600 and Lot 2 on RP738929:

RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOTS 4, 5, 6 ON RP722607, LOT 3 ON RP735162, LOT 1 ON RP731600 AND LOT 2 ON RP738929	
Conditions	Compliance timing
Approved plans	
(1) Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with: a) The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within technical reports; and	At all times

**RECONFIGURATION OF A LOT
CONDITIONS OF APPROVAL – LOTS 4, 5, 6 ON RP722607, LOT 3 ON RP735162,
LOT 1 ON RP731600 AND LOT 2 ON RP738929**

Conditions		Compliance timing						
<p>b) The conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.</p> <table border="1"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed Boundary Realignment Lots 4, 5 and 6 on RP722607, Lot 3 on RP735162, Lot 1 on RP731600 and Lot 2 on RP738929 Stone River Road and Kehls Road, Trebonne.</td><td>160454/01</td><td>October 2016</td></tr> </tbody> </table>		Plan / Document Name	Number	Date	Proposed Boundary Realignment Lots 4, 5 and 6 on RP722607, Lot 3 on RP735162, Lot 1 on RP731600 and Lot 2 on RP738929 Stone River Road and Kehls Road, Trebonne.	160454/01	October 2016	
Plan / Document Name	Number	Date						
Proposed Boundary Realignment Lots 4, 5 and 6 on RP722607, Lot 3 on RP735162, Lot 1 on RP731600 and Lot 2 on RP738929 Stone River Road and Kehls Road, Trebonne.	160454/01	October 2016						
Timing of effect								
(2)	Conditions of the Development Permit must be satisfied prior to issue of a Compliance Certificate for the Plan of Survey, except where specified otherwise in these conditions of approval.	At all times						
Internal works								
Existing Creek and Drainage System								
(3)	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						
(4)	All storm water 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 storm water flow over or through the land.	At all times						
External Works								
Access								
(5)	Access provision to all proposed allotments must be maintained/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						
(6)	Gillis Road Access <ol style="list-style-type: none"> The new access that will be constructed onto Gillis Road will require the landowner to construct Gillis Road to Council's standard engineering specifications for an unsealed rural low volume road with without cane traffic and will be required to obtain a Works in Road Reserve Permit from Council. It will be the landowners responsibility to consult with Wilmar Sugar and construct the access point across cane rail in accordance with their specifications and approval processes. As Stone River Road is a State Controlled Road, it is the owners responsibility to consult with the Department of Transport and Main Roads and construct the turnout in accordance with their specifications and approval processes. The existing drainage systems that currently exist within the Gillis Road corridor is to be left in its current state and any construction to the road must not adversely affect 	Prior to construction commences.						

RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOTS 4, 5, 6 ON RP722607, LOT 3 ON RP735162, LOT 1 ON RP731600 AND LOT 2 ON RP738929	
Conditions	Compliance timing
surrounding properties. e) Upon completion of the upgrade to Gillis Road, it will be the landowners responsibility to maintain this access. Gillis Road will not become a maintained road on Council's asset register.	

Carried – 250918-28

Councillor KS Milton declared a Material Personal Interest in Item 2.6.6 (as defined in section 175 C(2) of the Local Government Act 2009) as the matter is her development application and excluded herself from the meeting at 12.39 pm while the matter was debated and the vote taken.

2.6.6 RECONFIGURATIONS OF LAND – ATKINSON AND BOOY SURVEYORS PTY LTD FOR DJ AND K MILTON - SUBDIVISION OF ONE (1) LOT INTO THREE (3) LOTS LOT 60 ON CWL715, PARISH OF BERWICK – REQUEST FOR NEGOTIATED DECISION

Consideration of Report to Council from Planning and Development Manager dated 10 September 2018 in relation to a request to negotiate a previous decision approval for an amended allotment layout design and deletion of conditions 14, 15 and 16 given the amended allotment layout.

Councillor MG Tack called for a division

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council resolve to approve a development permit (Negotiated Decision) for the Reconfiguration of a Lot - Subdivision of One (1) Lot into Three (3) Lots over Lot 60 on CWL715, Parish of Berwick, subject to the following conditions:

RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOT 60 on CWL715, PARISH OF BERWICK	
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. 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. • MCU/ROL – 6 years until 03 July 2024 03 October 2024.	At all times

RECONFIGURATION OF A LOT											
CONDITIONS OF APPROVAL – LOT 60 on CWL715, PARISH OF BERWICK											
Conditions		Compliance timing									
Approved plans											
<p>(3) The development of the site is to be generally in accordance with the following plans that are to be the approved Plans of Development, except as altered by any other condition of this approval:</p> <table border="1"> <thead> <tr> <th>Plan / Document Name</th><th>Number</th><th>Date</th></tr> </thead> <tbody> <tr> <td>Proposed Reconfiguration Lots 1-3 Cancelling Lot 60 on CWL715</td><td>P18-050.dwg</td><td>8/5/2018</td></tr> <tr> <td>Proposed Reconfiguration Lots 1-3 Cancelling Lot 60 on CWL715</td><td>P18-050v1</td><td>8/5/2018</td></tr> </tbody> </table>		Plan / Document Name	Number	Date	Proposed Reconfiguration Lots 1-3 Cancelling Lot 60 on CWL715	P18-050.dwg	8/5/2018	Proposed Reconfiguration Lots 1-3 Cancelling Lot 60 on CWL715	P18-050v1	8/5/2018	At all times
Plan / Document Name	Number	Date									
Proposed Reconfiguration Lots 1-3 Cancelling Lot 60 on CWL715	P18-050.dwg	8/5/2018									
Proposed Reconfiguration Lots 1-3 Cancelling Lot 60 on CWL715	P18-050v1	8/5/2018									
(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.		At all times									
Internal works											
<p>Water</p> <p>(6) Provide each individual tenancy or dwelling unit with a potable water supply.</p> <p>(7) Water supply must be designed and installed in accordance with The Plumbing and Drainage Act 2002 and the Water Act 2000 (applies to developments which will be reconfigured by Building Format Plan).</p> <p>Sewerage</p> <p>(8) Provide each individual allotment or dwelling unit with separate on-site sewerage system.</p> <p>Plumbing</p> <p>(9) All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act and Council Plumbing and Drainage Policies and must be completely separate for each dwelling unit.</p> <p>Drainage</p> <p>(10) The surface drainage on the property must be managed on site or directed:</p> <p>(i) surface drainage must be catered for in a manner that lessens</p>		<p>Prior to final building / plumbing certification</p> <p>Prior to final building / plumbing certification</p> <p>Prior to final building / plumbing certification</p> <p>Prior to final building / plumbing certification</p> <p>Prior to the Approval of Survey Plan</p>									

RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOT 60 on CWL715, PARISH OF BERWICK	
Conditions	Compliance timing
possible impacts in receiving areas; and (ii) the development must drain to road frontages or other legal points of discharge. (11) All existing creek systems and drainage areas must be left in their current state, including no channel alterations and no removal of vegetation, unless consented to in writing by the Chief Executive Officer. (12) That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	 At all times At all times
Access (13) An access easement is created from Lot 2 over Lot 1 onto the easternmost point of Lot 2 concurrent with the maintained portion of Allendale Road Reserve, and is configured such that it provides legal access to the current maintained section of Allendale Road, Upper Stone. OR — That the applicant at their own cost and expense effect an upgrade of Allendale Road from that point of the existing maintained section to the junction of the proposed Easement to Council's standard drawings including but not limited to the costs of floodways or drainage crossovers as may be required. That the applicant at their own cost and expense effect access from Lot 1 through the construction of a rural access to Lot 1, inside the Allendale Road Reserve (unmaintained section) connecting to the maintained section of Allendale Road.	Prior to the Approval of Survey Plan
(14) That the applicant at its own cost and expense effect an upgrade of Milton Road from that point of the existing maintained section to the intersection of Milton Road reserve with the eastern most point of proposed Lot 3 in accordance with Council's standard drawings including but not limited to the costs of any floodways or drainage crossovers as may be required. A Private Works in a Road Reserve approval must be obtained for all works to be undertaken within a road reserve. (15) Professional engineering design, certified by a suitably qualified RPEQ Engineer, of the easement be provided to council for approval showing: (16) <ul style="list-style-type: none"> ○ — Road design in the easement and access point onto Allendale Road to cater for Quarry traffic ○ — Access road gradient design ○ — Stormwater drainage assessment and certification that the road access easement does not adversely affect surrounding properties (17) Easement must be located with a suitable separation distance buffer from habitable structures <ul style="list-style-type: none"> ○ — Not vegetated 300m ○ — Vegetated 60m 	Prior to construction works being undertaken / commencing. Prior to the Approval of Survey Plan Prior to the Approval of Survey Plan

RECONFIGURATION OF A LOT CONDITIONS OF APPROVAL – LOT 60 on CWL715, PARISH OF BERWICK	
Conditions	Compliance timing
(18) The applicants must in writing acknowledge that they are aware the property currently has frontage onto unmaintained sections of Allendale and Milton Roads and accepts that approval of this application will not serve as grounds for Council to include these sections of road onto Council's Maintained Road Register.	Prior to the Approval of Survey Plan
External Works	
Lawful Point of Discharge (19) All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties or properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer. That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land.	Prior to the Approval of Survey Plan
Other	
Existing Services (20) 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 (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.	At all times
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
Electricity (23) 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

Councillors AJ Lancini, M Brown and Mayor Jayo voted for the motion

Councillor MG Tack voted against the motion

Carried – 250918-29

3 - 1

Councillor KS Milton returned to the meeting at 12.41 pm

2.6.7 MATERIAL CHANGE OF USE – HIGH IMPACT INDUSTRY (METAL FABRICATION AND ENGINEERING) – AG AND C BLANCO – 49044 BRUCE HIGHWAY, TOOBANNA – LOT 4 ON RP883340, PARISH OF TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 10 September 2018 in relation to an application by AG and C Blanco seeking a Development Permit for a Material Change of Use – High Impact Industry (Metal Fabrication and Engineering) (MCU18/0001).

Moved Councillor Lancini

Seconded Councillor Brown

Council Resolution - That Council resolve to issue a Development Permit for a Material Change of Use – High Impact Industry (Metal Fabrication and Engineering) on Lot 3 on RP883340, Parish of Trebonne, 49099 Bruce Highway, Toobanna, subject to the following conditions:

MATERIAL CHANGE OF USE – HIGH IMPACT INDUSTRY (METAL FABRICATION AND ENGINEERING)											
CONDITIONS OF APPROVAL											
LOT 3 ON RP883340, PARISH OF TREBONNE											
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; c. The conditions of approval, the requirements of Council's Planning Scheme and best practice engineering; d. The conditions of the Infrastructure Charges Notice; e. The conditions of the Referral Authority Advices: (i) 1807-6378 SRA dated 30 July 2018.		At all times									
Currency Period											
(2) The currency period applicable to this approval. • MCU/ROL – 6 years until 3 October 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"><thead><tr><th>Plan / Document Name</th><th>Number</th><th>Date</th></tr></thead><tbody><tr><td>Aerial Image</td><td>-</td><td>July 2018</td></tr><tr><td>Elevation Plans</td><td>-</td><td>July 2018</td></tr></tbody></table>		Plan / Document Name	Number	Date	Aerial Image	-	July 2018	Elevation Plans	-	July 2018	At all times
Plan / Document Name	Number	Date									
Aerial Image	-	July 2018									
Elevation Plans	-	July 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.		At all times									

MATERIAL CHANGE OF USE – HIGH IMPACT INDUSTRY (METAL FABRICATION AND ENGINEERING) CONDITIONS OF APPROVAL LOT 3 ON RP883340, PARISH OF TREBONNE	
Conditions	Compliance timing
Internal works	
Plumbing (6) All plumbing and sanitary drainage works must be in accordance with regulated work under the Plumbing and Drainage Act and Council Plumbing and Drainage Policies and must be completely separate for each dwelling unit.	Prior to final building / plumbing certification
Water (7) Water and Sewer works must be designed and constructed in accordance with Council Standards and must obtain necessary permissions in respect of any building over or within 2m of a local government sewer.	Prior to final building / plumbing certification
Existing Services (8) 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 commencement of use on-site
Building (9) A building reclassification of the structure, from a class 10a farm shed to class 8 workshop, is to be undertaken.	Prior to commencement of use on-site
(10) The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.	Prior to final building / plumbing certification
(11) Any lighting devices associated with the development, such as sensory lighting, must be positioned on the site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting".	At all times
(12) The location and/or storage of any machinery and plant must not cause a nuisance to surrounding properties and must be screened in accordance with Council requirements.	
Refuse Storage (13) Refuse storage is required to service the site in accordance with Council requirements. The location of bins shall not create or be such that they are unsightly from the street.	At all times
Landscaping (14) Landscaping to be established, using suitable plant species, to ensure screening and buffering of the use from the streetscape and surrounding residences.	Prior to commencement of use on-site
(15) Any landscaped areas must be subject to an ongoing maintenance to the satisfaction of the Chief Executive Officer.	At all times
On-Site Parking (16) Sufficient on-site car parking in accordance with the provisions of the relevant Hinchinbrook Shire Planning Scheme 2017 and to Australian Standards AS2890.1, must be provided.	Prior to commencement of use on-site

MATERIAL CHANGE OF USE – HIGH IMPACT INDUSTRY (METAL FABRICATION AND ENGINEERING) CONDITIONS OF APPROVAL LOT 3 ON RP883340, PARISH OF TREBONNE	
Conditions	Compliance timing
External Works	
Lawful Point of Discharge (17) 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
(18) That any works as a result of the development may not interfere with stormwater flow over or through the land.	At all times
Damage to Infrastructure (19) 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
Construction and Operations (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.	At all times

Carried – 250918-30

2.6.8 REQUEST FOR EXTENSION OF CURRENCY PERIOD – MILFORD PLANNING CONSULTANTS PTY LTD FOR ATLANTIC NORTH PTY LTD (GEORGE POPULIN) – MATERIAL CHANGE OF USE – SHOPPING CENTRE AND MOTEL (6 X 800M² RETAIL SHOWROOMS, 18 MOTEL ROOMS, 19 HOLIDAY UNITS, RESTAURANT AND ASSOCIATED FACILITIES) – 70 TOWNSVILLE ROAD AND DAVIDSON STREET, INGHAM – LOTS 1 AND 2 ON SP105118

Consideration of Report to Council from Planning and Development Manager dated 10 September 2018 in relation to an application to extend the currency period for a Material Change of Use – Shopping Centre and Motel (6 x 800m² retail showrooms, 18 motel rooms, 19 holiday units, restaurant and associated facilities) over Lots 1 and 2 on SP105118, Parish of Trebonne for a period of four (4) years.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council resolve to extend the Development Approval currency period for a Material Change of Use – Shopping Centre and Motel (6 x 800m² retail showrooms, 18 motel rooms, 19 holiday units, restaurant and associated facilities) over Lots 1 and 2 on SP105118, Parish of Trebonne, for a period of four (4) years subject to the following conditions:

Conditions of Development	Compliance timing
a) 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: (i) Atlantic North Pty Ltd and G. Populin Builders Pty Ltd v Hinchinbrook Shire Council, Planning and Environment Court Appeal No. 157 of 2013 (Townsville), Flood Assessment Report prepared by BMT WBM, dated December 2013.	At all times
b) The Applicant must submit to the Hinchinbrook Shire Council revised development plans reflecting the Flood Assessment Report, prepared by BMT WBM, dated December 2013.	Prior to any works commencing on site
Conditions of Development	Compliance timing
c) In addition to Department of Transport and Main Roads requirements: (i) The provision of kerb and channel and full width seal to the full frontage of development; (ii) Provision of invert crossing to Hinchinbrook Shire Council standards for the proposed access points and removal of all redundant access crossing.	Prior to the use commencing
d) The Applicant must upgrade the section of Macrossan Street leading to the development, and the section fronting the development to an 8m kerbed and sealed standard to Hinchinbrook Shire Council's standard.	Prior to the use commencing
e) Provision of a cul-de-sac heads to Macrossan Street to Hinchinbrook Shire Councils standard.	Prior to the use commencing
f) Provision of 310 sealed car parking spaces and adequate access and manoeuvring space and incorporating herbing and accesses to Hinchinbrook Shire Councils standard.	Prior to the use commencing
g) Walkways and appropriate landscaping treatment to be undertaken to all frontages of the site. Linkages are to be provided to Council's existing footpath network.	Prior to the use commencing
h) The Applicant must submit a footpath and landscaping plan to the Hinchinbrook Shire Council for its consideration and approval.	Prior to any works commencing on site
i) The vertical illumination resulting from direct, reflected or incidental light coming from the site must not exceed 8 lux when measured at any point 1.5m outside the boundary at any level from ground level up.	At all times
j) Prior to the commencement of external civil works, the Applicant must submit Engineering Drawings and specifications setting out the proposed works for Hinchinbrook Shire Council's consideration and approval.	Prior to commencement of external civil works
k) Prior to commencement of external civil works the Applicant must make payment of an engineering scrutiny fee based on 2% of approved cost estimate of engineering works.	Prior to commencement of external civil works
l) The Applicant must provide the Hinchinbrook Shire Council with Completion Certificates for civil construction work, including "as constructed" surveyed information to suit Council's software. [AutoCAD drawing files connected to two (2) Council permanent marks or similar accuracy].	Prior to the use commencing
m) The Applicant must submit for Hinchinbrook Shire Council's consideration and approval a landscape management plan.	Prior to any works commencing on site

n) Lot 1 and 2 on SP105118 must be amalgamated as one (1) lot.	Prior to the use commencing
o) That any air conditioning units, exhausts, hot water systems, refrigeration, and mechanical plant be sited so as to maintain any noise emission to an acceptable level and not impact on the residential amenity of neighbouring properties.	At all times
p) The Applicant must submit for Hinchinbrook Shire Council's consideration and approval details of the loading/goods receiving area indicating adequate off street manoeuvring space for delivery vehicles.	Prior to any works commencing on site
q) The Applicant must submit for Hinchinbrook Shire Council's consideration and approval a detailed stormwater drainage plan.	Prior to any works commencing on site
r) The Applicant shall ensure that existing drainage catchments are not altered and that increased or concentrated flows resulting from the proposed development can adequately be catered for by the existing drainage systems.	Prior to any works commencing on site
s) All stormwater is to be directed to either the kerb or channel or underground systems as applicable.	Prior to any works commencing on site
t) Any new kerb and channelling, pits, sections of underground line or other ancillary works are to be to Hinchinbrook Shire Council standards;	Prior to any works commencing on site
Conditions of Development	Compliance timing
u) The Applicant must submit for Hinchinbrook shire Council consideration and approval detailed services plan showing water and sewerage lines, existing and proposed. The plan is to detail treatment of any redundant services due to the new land use and required new services. All pits etc. are to match proposed new surface levels.	Prior to any works commencing on site
v) Provision of a refuse bulk bin areas appropriately located, screened and maintained so as to not create a nuisance and designed to ensure that no contaminated water or material is discharged into the storm water drainage system.	At all times
w) Bins are not to be left on the footpath or extended periods.	At all times
x) The Applicant must submit for Council consideration and approval details of site rubbish facilities, including appropriate provision of public rubbish facilities within the development site.	Prior to any works commencing on site
y) Any development within Lot 3 on SP105118 or Lot 4 on I224103 must be removed or be in accordance with the relevant reserve's Land Management Plan and demonstrate the public benefit of the proposed development.	Prior to any works commencing on site

Carried – 250918-31

2.7 GOVERNANCE

2.7.1 RECRUITMENT OF VACANT PERMANENT POSITION – WORKPLACE HEALTH AND SAFETY COORDINATOR

Consideration of Report to Council from Acting Chief Executive Officer dated 6 September 2018 seeking endorsement of his actions to commence the process to appoint a permanent incumbent to the Workplace Health and Safety Coordinator position.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council endorse the actions of the Acting Chief Executive Officer to commence the process to appoint a permanent incumbent to the Workplace Health and Safety Coordinator position.

Carried – 250918-32

2.7.2 RF002678 - BUSINESS COMMUNITY RESILIENCE OFFICER

Consideration of Report to Council from Disaster Management Coordinator dated 12 September 2018 regarding evaluation of quotes received for the supply of services for a Business Community Resilience Officer and providing a comparative analysis of submissions received for RF002678.

Moved Councillor Brown
Seconded Councillor Milton

Council Resolution - That the contract for RF002678 – Business Community Resilience Officer be awarded to Front Row Advisory Services Pty Ltd at their quoted price of \$121,000 (incl. GST) for a twelve (12) month period. Carried – 250918-33

2.7.3 RF002287 - REVIEW OF COUNCIL'S OUTDOOR WORKS EMPLOYEES SPREAD OF WORKING HOURS

Consideration of a Report to Council from Acting Chief Executive Officer dated 6 September 2018 regarding a Report from Strategic Insight Australasia in relation to a review of Council's Outdoor Works Employees Spread of Working Hours over a four day working week.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council receive and note the Report provided from Strategic Insight Australasia. Carried – 250918-34

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

APPROVED and adopted on 30 October 2018

MAYOR

REPORT TO COUNCIL

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 31 AUGUST 2018

Executive Summary

This Report is presented for the information of Council and includes an activity update for the one month ended 31 August 2018.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Financial Health and Budget Summary

- See Financial Reports

2. Financial Direction

- At this early stage of the financial year financial direction continues within expected parameters.

3. Facilities

- Hinchinbrook Aquatic Centre figures for August are improved on August of the previous 2 years.
- Carryover capital works will be presented for formal approval at the October Council meeting. Prior year projects that were not completed on this report at 30 June 2018 continue to be presented. All other projects show this year's budget allocation only.

4. Community Assets – Uses

	Month	Halifax Hall	Ingham Showground	Shire Hall	Hinchinbrook Meeting Place	Park use	Ingham Picture Theatre
2018	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

Operation Fit – Twice a week
 Hebert River Quilters – Once a week
 Community Consultations (2)

Ingham Showground

Operation Fit – Four times a week
 Australian Italian Festival (Camping)
 Hitch N Ride Horse Sports
 Ingham Tennis (toilets only)

Hinchinbrook Meeting Place

Nil

Shire Hall

Australian Italian Festival
 Ingham Arts Festival
 Senior's Morning Tea

Park Use

Rotary Park Markets
 Mercer Lane Markets

AQUATIC CENTRE

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

Comparative Figures for same period in previous years:

	Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
2017	August	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	6-8 clients once a week	382
2016	August	Up to 15 swimmers for various weekly sessions	N/A	Up to 15 swimmers for various weekly sessions	Nil	Nil	13	435

5. Works Currently in Progress

Corporate Services Capital Progress Report:

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
Multi-Purpose Sports Arena Covered arena structure has been erected. Drainage works RFQ released and work commenced.	\$1,257,000	\$1,036,000	\$58,000	\$163,000	\$1,257,000	Sep-19
W4Q2 Toilet Block RFQ issued for design and construct of underlying base concept of 3 pods closing 4th October 2018.	\$300,000	\$1,407	\$1,000	\$297,593	\$300,000	Jun-19
W4Q2 Shade Mercer Lane/Johnstone St - Mercer Lane section Purchase order to be released for \$48,000.	\$52,000	\$2,000	-	\$50,000	\$52,000	Jan-19
W4Q2 Shade Mercer Lane/Johnstone St - Johnstone St Carpark section PVC style shade sail preferred, further quote requested.	\$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	-	\$92,000	\$100,000	
Stores equipment and facilities (seal floor) Work in progress.	\$20,000	-	\$6,000	\$14,000	\$20,000	Oct-19
TYTO Gallery air conditioning Compressor work completed in September	\$15,000	-	\$11,000	\$4,000	\$15,000	Sep-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	\$60,000	-	-	\$60,000	\$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
MS Server License 2012 - Required for Exclaimer solution	\$1,200	-	-	\$1,200	\$1,200	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
Upgrade to Pest Shed - Microwave Link	\$10,000	-	-	\$10,000	\$10,000	Jun-19
Hinchinbrook Aquatic Centre	\$18,000	-	-	\$18,000	\$18,000	Jun-19
Install roof over curly bells near 25m pool						
Drainage Improvement at Showgrounds	\$50,000	-	-	\$50,000	\$50,000	Jun-19
Shade\Roof Shelter and Seating at Hinchinbrook Aquatic Centre	\$25,000	-	-	\$25,000	\$25,000	Mar-19
6m x 3m Lockable Storage Shed at Hinchinbrook Aquatic Centre	\$12,000	-	-	\$12,000	\$12,000	Mar-19
Paint Inside Kiosk and Toilets - Aquatic Centre	\$12,000	-	-	\$12,000	\$12,000	Dec-18
External Painting of Depot Workshop	\$12,000	-	-	\$12,000	\$12,000	Jun-19
External Painting of Depot Store	\$15,000	-	-	\$15,000	\$15,000	Jun-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	-	-	\$21,000	\$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)	\$19,000	-	-	\$19,000	\$19,000	Jun-19
Cover for Depot Fuel Bowser - Code to Stores 200691	\$35,000	-	-	\$35,000	\$35,000	Jun-19
Covered Fuel bowser	\$45,000	-	-	\$45,000	\$45,000	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
Bar code system	\$5,000	-	-	\$5,000	\$5,000	Jun-19
Upgrade of power boxes	\$12,000	-	-	\$12,000	\$12,000	Jun-19

CHIEF FINANCIAL OFFICER MONTHLY STATUS REPORT – SEPTEMBER 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 280818-25 – Hinchinbrook Aquatic Centre Hours of Operation

That Council grant approval for the change of hours as requested by the Hinchinbrook Aquatic Centre Lessee as follows:

Days:	Times:
Monday – Thursday	6.00am – 6.30pm (12.5 hours)
Friday	6.00am – 5.00pm (11 hours)
Saturday	9.00am – 4.00pm (7 hours)
Sunday	9.00am – 3.00pm (6 hours)
Public Holidays	9.00am – 4.00pm (7 hours)
<i>Total Operating Hours: 74 hours per week</i>	

Status:

September 2018 Update – Council has notified the Hinchinbrook Aquatic Centre Lessees of the approval to amend trading hours.
Matter Closed

Resolution Number – 260618-05 – Rotary Club of Hinchinbrook Requesting to build shed at Ingham Showgrounds

That Council give permission to the Rotary Club of Hinchinbrook to build a 12m x 9m, 3-bay shed at the Ingham Showgrounds in accordance with the relevant building codes and the signing by both parties of the Memorandum of Understanding as presented.

Status:

September 2018 Update – MOU has been signed of by Acting Chief Executive Officer

August 2018 Update – Minor adjustments to be made to the MOU to cover what happens to the shed if the Rotary Club of Hinchinbrook is to dissolve in future.

July 2018 Update – Letter was sent Friday 29 June 2018 advising Council's resolution to allow the Rotary Club of Hinchinbrook to build a shed at the showgrounds, pending signing of the MOU.

Resolution Number – 260618-04 – Annual Valuation Effective 30 June 2019

That Council advise the Department of Natural Resources and Mines that there should be a revaluation of the Shire effective on 30 June 2019.

Status:

September 2018 Update – No further update.

August 2018 Update – No further update.

July 2018 Update – Letter was sent Friday 29 June 2018 advising the Valuer-General that Council would like a revaluation.

Resolution Number – 290518-02 – Monthly Status Report – Art Work proposed to be Painted upon the Aquatic Centre Filter Shed

That Council refer Item 260917-01 to the RADF Committee for an expression of interest for local artists to provide artwork at the Aquatic Centre on the filter shed.

Status:

September 2018 Update – No further update.

August 2018 Update – No further update.

July 2018 Update – No further update.

June 2018 Update – No further update.

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:

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.

Resolution Number – 270218-04 – CBD Toilets

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

Status:

September 2018 Update – RFQ has been issued and closes on Thursday 4 October 2018.

August 2018 Update – No further update. Councillors in discussions surrounding appropriate location. Base design sent to TMR for approval.

July 2018 Update – Council met with the Architect on Tuesday 3 July 2018 to discuss new design. Concluded that Council may have to re-consider options due to budget limitations and advised to hold for the moment.

June 2018 Update – Council met with the Architect on Tuesday 5 June 2018 and Tuesday 3 July. Council to discuss proposed designs further.

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

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

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

REPORT TO COUNCIL

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 31 AUGUST 2018

Executive Summary

This Report is presented for the information of Council and includes the Finance Summary for the two months ended 31 August 2018, 16.66% of the financial year.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Overview

- The financial statements presented are for the second month of the new financial year and at a corporate level well within budget for the period.
- Capital income in corporate services is high reflecting a receipt of W4Q funding that was accrued to the 2017/18 financial year. Reversal of the accrual will see the balance return to within this year's budget.
- Employee related costs for the Office of the Mayor and CEO appear high due to accrued entitlements paid. The "other" category for this department includes full year subscription payments for 2018/19.
- Rates revenue is high relative to pro rata as the first half year notices were issued in July.

2. Capital Expenditure Summary

<u>At 31 August 2018</u>	<u>FY Budget (Original)</u>	<u>YTD Spend</u>
	<u>\$000</u>	<u>\$000</u>
Infrastructure	9,784	1,752
Development, Planning & Env Serv	1,227	20
CEO	240	3
Corporate Services	1,408	19
TOTAL	12,659	1,794

HSC Financial Performance : August 2018 17% of Financial Year
Operational Activities

Excluding NDRRA					Core Activities							
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19	Forecast as % of budget		Last Year YTD (excl NDRRA)	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	NDRRA
24,358	24,953	24,953	100%	Operating Income	11,583	11,882	48%	-	8,249	1,191	2,442	-
1,235	1,169	1,169	100%	Rates	242	290	25%	-	15	257	18	-
887	899	899	100%	Fees and charges	13	18	2%	-	-	1	17	-
2,279	2,538	2,538	100%	Private Works	253	370	15%	26	231	24	88	6
1,542	870	870	100%	Grants	139	244	28%	6	149	89	0	-
				Other								
30,301	30,430	30,430	100%	OPERATING INCOME	12,231	12,804	42%	33	8,643	1,562	2,566	6
14,933	14,975	14,975	100%	Operating expenses	1,686	2,091	14%	322	359	534	876	35
10,014	9,803	9,803	100%	Employee Related costs	1,583	933	10%	139	201	403	190	166
				Non Employee Related costs								
				Comprising:								
				Materials	116	160		1	14	11	134	7
				Contracts	123	120		0	12	14	94	1
				Contractors	236	53		0	3	66	(17)	122
				Fleet	105	114		0	0	0	113	-
				Property (electricity etc)	14	59		1	6	4	48	0
				Insurance	394	65		7	27	0	30	-
				Contributions/sponsorship	98	96		1	3	83	10	-
				Consultants	21	7		(2)	-	9	-	30
				Internal loan interest	-	-		-	-	41	(41)	-
				Internal recharges	(224)	(181)		5	(44)	90	(231)	3
				Other	699	439		125	179	85	50	2
				Finance Costs	3	2		-	1	0	-	-
24,946	24,778	24,778	100%	OPERATING COSTS	3,269	3,023	12%	460	560	937	1,066	201
5,355	5,651			SURPLUS / (DEFICIT)	8,962	9,781	173%	(428)	8,083	625	1,500	(195)
6,237	2,785			Capital Income	246	593	21%	-	532	9	51	723

Operational Activities

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Corporate Services Financial Performance : August 2018

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities								
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19				TOTAL YTD	Actual percentage of Full Year Budget	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director	Facilities
15,894	16,461		na	Operating Income										
94	94		na	Rates	8,052	8,249	50%	-	8,249	-	-	-	-	-
0	-		na	Fees and charges	20	15	16%	-	7	-	-	0	-	8
2,052	1,981		na	Private Works	-	-		-	-	-	-	-	-	-
1,372	727	727	100%	Grants	242	231	12%	-	-	-	-	-	231	-
				Other	132	149	20%	-	15	9	-	-	125	(0)
19,412	19,263	727	4%	OPERATING INCOME	8,446	8,643	45%	-	8,270	9	-	0	356	8
2,430	2,748	2,748	100%	Operating expenses										
1,552	1,945	1,945	100%	Employee Related costs	279	359	13%	35	56	56	37	63	39	73
				Non Employee Related costs	452	201	10%	(19)	30	0	135	13	4	38
				Comprising:										
				Materials	(17)	14		7	-	-	-	0	-	7
				Contracts	18	12		2	-	-	-	1	-	9
				Contractors	34	3		-	-	-	-	-	-	3
				Fleet	0	0		-	-	-	-	-	-	0
				Property (electricity etc)	10	6		0	0	-	-	-	-	6
				Insurance	354	27		-	-	-	-	-	27	-
				Contributions/sponsorship	-	3		-	-	-	-	-	-	3
				Consultants	(2)	-		-	-	-	-	-	-	-
				Internal recharges	(50)	(44)		(29)	-	-	-	-	(24)	8
				Other	104	179		0	28	-	135	13	1	2
				Finance Costs	2	1		-	1	0	-	-	-	-
3,983	4,694	4,694	100%	OPERATING COSTS	731	560	12%	16	86	56	171	77	43	111
15,429	14,569			SURPLUS / (DEFICIT)	7,715	8,083	55%	(16)	8,184	(47)	(171)	(77)	312	(103)
1,026	240			Capital Income	(57)	532	222%	-	-	-	-	-	-	532

Operational Activities

338	260
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Infrastructure Services Delivery Financial Performance : August 2018
Operational Activities

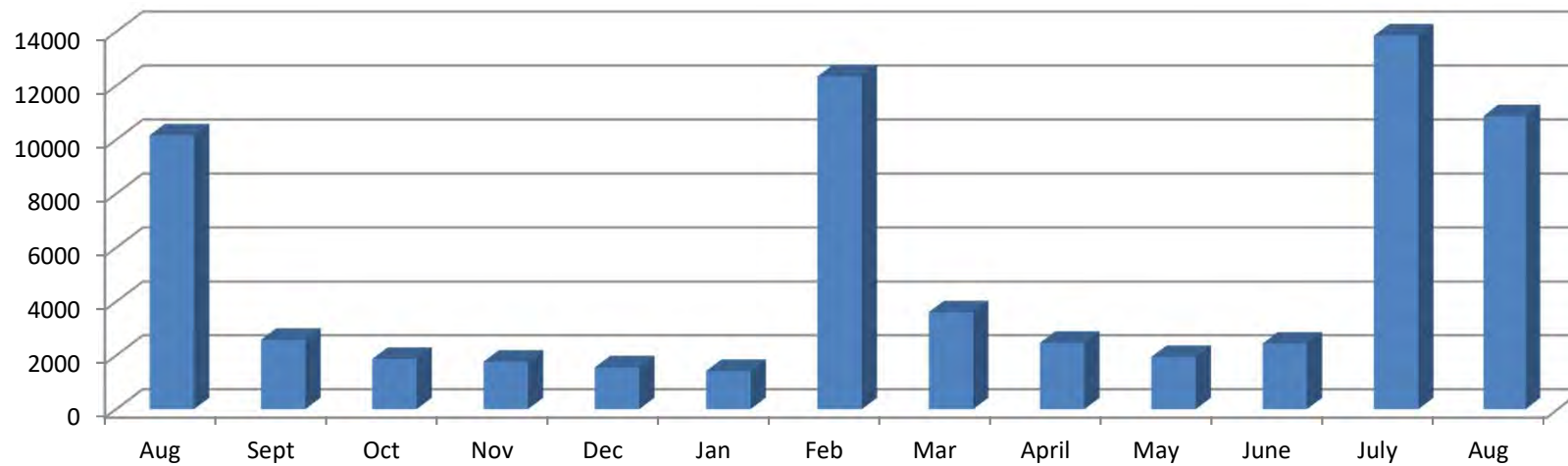
Excluding NDRRA					Last Year YTD (excl NDRRA)	Core Activities												NDRRA
Last Year Actual 2017/18	Budget 2018/19	Full Year Forecast 2018/19	Forecast as % of budget			TOTAL YTD (excl NDRRA)	Actual percentage of Full Year Budget	Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	Open Spaces	
6,145	6,137	6,137	100%	Operating Income	2,367	2,442	40%	-	-	1,173	1,269	-	-	-	-	-	-	-
109	72	72	100%	Rates	35	18	25%	1	(0)	14	0	3	-	0	0	-	(0)	-
873	892	892	100%	Fees and charges	12	17	2%	-	-	-	-	-	-	-	7	11	(0)	-
103	463	463	100%	Private Works	9	88	19%	9	-	-	-	-	-	-	80	-	-	6
2	5	5	100%	Grants	4	0	3%	-	2	0	(0)	-	-	-	-	-	(2)	-
				Other														
7,231	7,569	7,569	100%	OPERATING INCOME	2,427	2,566	34%	9	2	1,188	1,269	3	-	0	87	11	(3)	6
6,744	6,739	6,739	100%	Operating expenses	738	876	13%	104	217	69	109	66	32	26	57	40	157	35
2,809	3,636	3,636	100%	Employee Related costs	400	190	5%	(385)	275	37	72	43	4	2	6	28	109	166
				Non Employee Related costs														
				Comprising:														
				Materials	103	134		4	81	20	6	2	0	-	4	10	7	7
				Contracts	95	94		6	29	3	8	1	-	-	15	1	31	1
				Contractors	66	(17)		0	(24)	1	3	0	-	-	4	(5)	4	122
				Fleet	104	113		111	1	0	0	0	-	-	-	-	1	-
				Property (electricity etc)	6	48		3	23	5	9	0	0	-	6	1	1	0
				Insurance	30	30		-	-	-	-	30	-	-	-	-	-	-
				Contributions/sponsorship	-	10		-	3	1	0	1	-	-	3	-	2	-
				Consultants	14	-		-	-	-	-	-	-	-	-	-	-	30
				Internal loan interest	(43)	(41)		-	-	(41)	-	-	-	-	-	-	-	-
				Internal recharges	(273)	(231)		(514)	163	36	24	5	4	-	(31)	21	61	3
				Other	297	50		4	1	11	21	3	0	2	6	0	1	2
9,553	10,375	10,375	100%	OPERATING COSTS	1,137	1,066	10%	(281)	492	106	181	109	36	27	63	67	266	201
(2,322)	(2,806)			SURPLUS / (DEFICIT)	1,290	1,500	-53%	291	(489)	1,081	1,088	(106)	(36)	(27)	24	(57)	(269)	(195)
4,673	2,285			Capital Income	303	51	2%	-	17	1	-	34	-	-	-	-	-	723

Hinchinbrook Shire Council Historic Bank Summary

\$m

	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA non staff costs	Closing Bal
Aug - 17	26.5	4.4	0.0	(1.2)	(1.9)	0.0	27.8
Sept	27.8	8.8	0.0	(1.0)	(1.9)	0.0	33.7
Oct	33.7	1.8	0.0	(1.1)	(2.8)	0.0	31.6
Nov	31.6	2.0	0.0	(1.4)	(2.5)	0.0	29.7
Dec	29.7	2.2	0.0	(1.1)	(2.0)	0.0	28.8
Jan	28.8	1.0	0.0	(1.0)	(0.9)	0.0	27.9
Feb	27.9	2.0	0.0	(1.1)	(1.8)	0.0	27.0
Mar	27.0	9.2	0.0	(1.0)	(2.0)	0.0	33.2
Apr	33.2	2.3	0.0	(1.1)	(1.4)	0.0	33.0
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	5.4	0.0	(1.3)	(2.0)	(0.2)	27.5

HSC Rates and Levies Debtors as at 31 August 2018



figures in \$000s

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

Estimated Financial Position - Stat Account Format

all figures in \$'000		YTD actual at	18/19	17/18 estimated actual, excluding NDRRA	16/17	15/16	14/15	13/14
		excluding NDRRA 31/08/2018	Budget		audited	audited	audited	audited
Income	Recurrent revenue							
	Rates, levies & charges	11,882	24,953	24,358	24,390	24,140	22,929	22,377
	NDRRA	-		10	50	7,212	17,008	20,636
	Other	922	5,471	5,933	6,480	5,384	5,369	4,676
		12,804	30,424	30,301	30,920	36,736	45,306	47,689
	Capital revenue	593	2,768	6,216	3,497	7,580	3,113	5,385
Total Income		13,397	33,192	36,517	34,417	44,316	48,419	53,074
Expenses	Recurrent expenses							
	Employee benefits	(2,091)	(14,956)	(15,415)	(14,111)	(13,342)	(13,424)	(13,036)
	Materials and Services	(930)	(9,668)	(10,739)	(7,864)	(9,321)	(21,535)	(29,339)
	Finance costs	(3)	(28)	(50)	(28)	(54)	(536)	(46)
	Depreciation and Amortisation (apportioned full year budget)	(1,417)	(8,500)	(8,427)	(8,374)	(9,284)	(8,644)	(9,382)
		(4,441)	(33,152)	(34,631)	(30,377)	(32,001)	(44,139)	(51,803)
	Capital income/(expenses)	-	(16)	(625)	(230)	(2,746)	(3,247)	(11,033)
Total expenses		(4,441)	(33,168)	(35,256)	(30,607)	(34,747)	(47,386)	(62,836)
Net result		8,956	24	1,261	3,810	9,569	1,033	(9,762)
Operating Surplus ratio		65%	-9%	-14%	2%	13%	3%	-9%

Notes:

- Operating Surplus ratio is based on Recurrent Revenue and Recurrent Expenses (heavily influenced by the accounting depreciation figure)
- 2014/15 Finance Costs includes the 'book entry' of writing off \$472k of 'prepaid lease' in relation to terminating the TAFE lease
- Capital Expenses is largely a notional figure (represent mainly gain or loss on disposal of fixed assets)
- 2017/18 estimated actual
- 2017/18 estimated actual contains \$1,975k for adjustment to future landfill restoration costs



REPORT TO COUNCIL

INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT FOR MONTH ENDING 31 AUGUST 2018

Executive Summary

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

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil.

WORKSHOP AND FLEET MANAGEMENT

- Prestart each morning.

18/19 Fleet Replacement

Main activities of the month

- Work Orders: 66 complete.
- 15 Services – 8 Light vehicles, 1 Truck, 4 Heavy Plant, 2 Light Plant.
- Tyres and Alignments:
 - o Light vehicle – 10
 - o Truck – 4
 - o Heavy Fleet – 0
 - o Light Fleet - 0
 - o Alignments – 2
 - o Puncture Repairs - 1
 - o Windscreen – 1
 - o Window repairs – 0

- RF002012 - Supply & Delivery of One Tracked Loader – Report to September Council Meeting

17/18 Fleet Replacement

RFQ Approved – PO Placed

- RF002007 - Supply & Delivery of One Crew Cab Truck-1 - Body Fabrication 50%
- RF002008 - Supply & Delivery of One Crew Cab Truck-2 - Body Fabrication 30%
- RF002011 - Supply & Delivery of One Loader-1 – Delivery ETA Mid-September

File: 005/0007

Author: Jenna Devietti

Position: Acting Executive Manager Infrastructure Services Delivery

Date: 05/09/18

WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- 2017/18 Kerb and Channel Program (18KR) – This project is now complete. The project supervisor is preparing the As Constructed folder for submission.
- Nebbias Road Seal Extension (18R3) – Culvert works are now completed. Aprons were poured 27 August and crews started setting up the head walls 28 August. Pavement excavation commenced 28 August and will take approximately eight days. Once the excavation is complete importation of the base gravel will commence which is anticipated to take four days. Crews will then spread and compact, and the first coat seal will be applied. This project is approximately 15% complete.
- Annual Reseal Program (19RS) – The seals were completed 22 August. Line marking will be scheduled for approximately three weeks time.
- 2018/2019 TIDS Projects: Elphinstone Pocket Road (19T4), Taylors Beach Road (19T5) and Four Mile Road (19T7) – The safety folders and communication requirements have been completed and a contractor has been engaged for shoulder preparation on the various sites.
- Kerb Crossing Improvements (18K1) – Stage 1 is complete. Stage 2 is in progress with safety folders and communication requirements complete. Tiles are on order and construction will commence in the near future.
- Lucinda Groynes (18LG) – Removal of damaged groyne bags commenced 27 August. Once this is complete crews will commence refurbishing the old groynes.
- Jourama Road Upgrade (18R6) – The final seal was completed on 31 August.
- Taylors Beach Dredging (18R6) – Works completed.

DESIGN

- Abergowrie Road TIDS (18T7) – Post Construction meeting conducted 15 August.
- Stone Street Design Consultancy Services RFQ complete. Langtree Consulting engaged, progressing procurement approval.
- Footpath, Kerb & Channel Rehab Lannercost Street (19FR & 19KR) – Prestart meeting scheduled for 5 September.
- Barberos & Maynard Road Upgrade (18R4) – Pre-start meeting scheduled for 7 September.
- 2018/2019 Kerb Entry Rehab (19D1) – Pre-start meeting scheduled for 11 September.
- 2017/2018 TIDS Program Elphinstone Pocket Road (18T8) – Post Construction meeting scheduled for 12 September.
- 2017/2018 Kerb Entry Rehab (18D1) – Post Construction meeting scheduled for 13 September.
- Cooks Lane TIDS (19T8) - Preliminary plans in progress with Design.
- Mt Gardiner Road TIDS (19T9) – Preliminary plans in progress with Design.
- Project estimate and construction drawings completed for the Aerodrome Funding Application. Plans to be reviewed and signed off by Council's EMISD.
- Commenced a design review for Horse Signage on Sunnybank Road – Sign located and file note in progress.
- Pre-start Meetings held for 2018/19 TIDS Projects: Elphinstone Pocket Road (19T4), Taylors Beach Road (19T5) & Four Mile Road (19T7).
- Wallaman Falls Road Reseal (19T1) – Preliminary plans are in sign off stage.
- Commenced a design review for a stop sign at the intersection of Mt Gardiner Road & Jones Road – file note in progress.

PARKS AND OPEN SPACES

- Through a RCP (Road Corridor Permit) the low overhanging tree limbs opposite the Police Station and the Court House have been lifted above the 6 metre height.
- Concrete tables have been replaced/repositioned at the Forrest Beach Boat Ramp area.
- The playground "Roundabout" in Rotary Park has been refurbished to better than new after some rusting was found during park inspections.

SURVEY

Projects underway this month include:

- Lynch Street – Field observations for GNSS control of detail survey.
- New Ingham Cemetery – GNSS control observations and adjustment for control of cemetery mapping.
- Taylors Beach Boat Channel – Set out for construction, post construction surveys and volume calculations to confirm completion to design and finalise payment.
- Lannercost Street and Hawkins Street – Boundary Identification Survey to replace survey marks that will be destroyed during construction of new footpath and kerbing. Initial field work and reinstatement calculations complete.
- Irwin Road – Detail survey to confirm compliance with construction permit completed.
- Cartwright Street and Victoria Mill Road – Preservation of survey marks and as-constructed survey of new water main, from Cassady Street to Covell Street. Ongoing.
- Preservation of Survey Marks and set out for construction sites -
 - o Nebbias Road
 - o Barberos Road
 - o Zammits Road
- Trebonne Sewer – Locate scour valve at Boundary Creek on Trebonne Road.
- Ingham Showgrounds – Locate underground services prior to construction of drainage around the Horse Sports Arena.
- Floor Height Mapping Project – Assist GIS Co-Ordinator with RFQ preparation.
- Warrens Hill Landfill – On site meeting and office records search to assist in getting the leachate system working correctly.
- Titles enquiries – Acquire second SecureID Token and setup new users in Planning and Revenue.
- Personal Locator Beacon battery replacement and ACMA renewal.
- Trimble Geospatial distributor demo of GNSS equipment. Prepare Procurement Approval form for purchase of new GNSS equipment.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Pavement Condition Assessment:
 - o Pavement Management Services commenced the condition rating assessment and imagery capture of the full sealed local road network across the Shire. Information is to be used to revalue assets and to assist with developing future maintenance requirements.
- Baillies Bridge Detailed Design:
 - o Cardno have completed the detailed design and are finalising the tender documentation.
 - o The release of the tender for construction of the replacement bridge has been delayed due to other priorities.
- Dungeness Floating Walkway:
 - o Australian Marine & Civil Pty Ltd have completed the design and fabrication of the new floating walkway and are awaiting commencement of construction works on site.
 - o Construction works on site have been delayed due to the associated environmental permits/approvals for the works, works are forecasted to commence by the end of 2018 subject to finalisation of the approval process.
- LGGSP Flood Monitoring Instruments - Remote Cameras and Rain Gauges:
 - o New rain gauge stations are confirmed to be installed in mid-September 2018 by Council staff
 - o Procurement for the supply and installation of remote cameras is continuing however progress has been delayed due to other priorities.
- QDRRA Program – March 2018 Flood Events:
 - o Counter Disaster Operations (CDO) – The checking and reconciliation of CDO expenditure is complete. Council's claim to QRA is to be submitted to QRA early September (the expiry date for submitting this claim is 30 September 2018).
 - o Emergent Works – The checking and reconciliation of Emergent expenditure is continuing in preparation of Council's claim to the QRA. The expiry date for submitting this claim is 30 September 2018.

- Restoration Works (REPA) – REPA works completed in the last month:
 - § General scope checks and inspections for REPA works and submissions ongoing.
 - § QRA review of submission for Barbagallos Road Reconstruction (\$33k actuals) is ongoing, no response from QRA has been received to date.
 - § QRA review of preliminary submission for the Wallaman Falls Road Remediation Sites (Ch. 19.5, Ch. 20.03 and Ch. 20.32 – major landslips) (\$10.2M) has been completed and will be reassessed following provision of detailed design documentation for the works.
 - § The Design and Construction (D&C) Tender for the Wallaman Falls Road Remediation Sites was advertised Saturday 18 August 2018 and is currently in tender phase, tenders close on 21 September 2018.
 - § The QDRRA Program Manager spent time in Brisbane during the month with QRA completing “in-field” assessments with QRA’s compliance team.
 - § Scoping review for other minor works package on Wallaman Falls Road (flood damage not associated with the landslip sites) has been completed and was reviewed with QRA last month. QRA’s preliminary assessment has been completed, final submission forms are now being prepared for sign off by the CEO in early September.
 - § Four other packages consisting primarily of unsealed roads have been reviewed with QRA last week. QRA’s preliminary assessment has been completed, final submission forms are now being prepared for sign off by the CEO in early September.
 - § Wallaman Falls Road monitoring and inspections continue to be undertaken to identify any further slippage and to manage traffic control.

Other activities this month:

- Number of Flood Certificates = 2
- Number of Storm Surge Certificates = 2
- Number of GIS Map Requests = 1
- Number of Private Works in Road Reserve Permits = 7

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS – JENNA DEVIETTI, ACTING EMISD

- Taylors Beach Boat Ramp Road Onsite Public Consultation – Wednesday, 1 August 2018
- Road Safety Advisory Committee Meeting – Wednesday, 1 August 2018
- ISD Portfolio Councillor Inspections – Wednesday, 1 August 2018
- Timrith Transport, Taylors Beach Dredging – Friday, 10 August 2018
- MHSA Onsite Drainage discussions – Friday, 10 August 2018
- NQ RRTG Technical Committee Meeting, Townsville – Monday, 13 August 2018
- ISD Quality Management System Audit – Tuesday/Wednesday 14-15 August 2018
- Ingham Community Kindergarten Onsite Inspection – Friday, 17 August 2018
- Keita Services, Yard Creek Bridge Rehabilitation Final Inspection (IE) – Tuesday 21 August 2018
- Timrith Transport, Taylors Beach Dredging – Wednesday, 22 August 2018
- Ingham Community Kindergarten Meeting – Friday, 17 August 2018 and Wednesday, 22 August 2018
- Board Professional Engineers Queensland, Professional Update – Wednesday, 22 August 2018
- Vince Corbett/Progress Park Playground Councillor Update for Market Stall – Friday, 24 August 2018
- NQ RRTG Meeting, Townsville – Monday, 27 August 2018
- ISD Portfolio Councillor Inspections – Wednesday, 29 August 2018

ACTING EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY MONTHLY STATUS REPORT – SEPTEMBER 2018

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 280818-08 – Design and Construct – Upgrade to Playground and Equipment at Forrest Beach – RF002541

That Council engage Urban Play Pty Ltd for the design and construction of the giant octanet with tube slide in Vince Corbett Park and Progress Park, Forrest Beach for the value of \$217,888 (incl. GST).

Status:

September 2018 Update – Successful and unsuccessful offerers have been notified.

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:

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:

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:

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:

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.



REPORT TO COUNCIL

WATER AND SEWERAGE WORKS PROGRAM REPORT

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

Officers Comment

This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 25 September 2018.

Works Currently in Progress

Major Works Performed During August 2018

- Hinchinbrook Water Security Project - Preliminary designs have been provided for review
- Victoria Mill Road Water Main replacement works have continued
- Chamberlain Water Main replacement works have been completed
- RFQ closed for Sewerage Pump Station Switchboard Replacements
- RFQ released for Consultancy Services for Sewerage Pump Station 8 & 22 Refurbishments

Works Scheduled to be Completed During September 2018, Weather Permitting

- Hinchinbrook Water Security Project - Final designs and tender documentation
- LiDAR scanning of manholes
- Upgrade Water Switchboards with PLC Control
- Installation of switchboard at SPS 65 in Dungeness

Works Scheduled to Commence During September 2018

- Lyons Street Water Main Replacement
- Installation of Platform and Switchboard at SPS 8

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 05/09/18



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 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														
Installation of New Water Connections 18-19 (19W-CONN-N1)	\$30,000	\$0	\$30,000	\$0	• 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														
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	\$0	• Preliminary design being undertaken.														
					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											
Fire Hydrant Replacements 18-19 (19W-HYDT-R1)	\$25,000	\$0	\$25,000	\$8,853	• 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 31 AUGUST 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	\$0	<ul style="list-style-type: none"> Lyons Street water main design completed. Works to be undertaken by Council staff.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A P C
UPS Backup System for Water Towers (19W-PTEQ-R1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> Lyons Street water main design completed. Works to be undertaken by Council staff.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
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.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
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.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
Depot Treatment Plant Upgrade 18-19 (18W-TPTU-N1)	\$1,520,000	\$1,000,000	\$2,520,000	\$142,481	<ul style="list-style-type: none"> Preliminary designs have been provided for review
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast A P C



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 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	\$421	<ul style="list-style-type: none"> 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
Replace Hypo Storage Tanks (19S-CHEM-R1)	\$12,500	\$0	\$12,500	\$0	<ul style="list-style-type: none">
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
Bypass Rising Mains (19S-MAIN-N1)	\$100,000	\$0	\$100,000	\$0	<ul style="list-style-type: none"> First design being undertaken.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P A
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.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
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.
					Project Completed
					Assets Created/Project Capitalised
					2018/19 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P A



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 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	\$952	<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	\$0	<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>
Structural Refurb SPS 22 & SPS 08 (19S-SPSU-R1)	\$300,000	\$0	\$300,000	\$0	<ul style="list-style-type: none"> Works to be undertaken by contractors. RFQ for consultancy released mid August. RFQ closes early September.
					<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>
Replace SPS Switchboard (18S-SWBD-R1)	\$100,000	\$0	\$100,000	\$0	<ul style="list-style-type: none"> Works to be undertaken by contractors. RFQ closed late August.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2018/19</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>P</div> <div>C</div>
					<div>Actual</div> <div>P</div>



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 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													C
					Actual													
ISTP Inlet and Bypass Design (19S-TPTU-N1)	\$50,000	\$0	\$50,000	\$0														
					Project Completed					Assets Created/Project Capitalised								
					2018/19	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast				A									
					Actual													
2018/2019 Capital Works	\$3,065,000	\$1,000,000	\$4,065,000	\$152,708														

Water and Sewerage Operational Costs Progress Report

Work Type	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	August 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	August 17/18 Total Costs
	Reactive	Scheduled	Operational			Reactive	Scheduled	Operational			
Water Connection Operations & Maintenance	\$18,159.98	\$3,923.88	\$341.51	\$22,425.37	\$12,743.67	\$11,833.41	\$2,039.49	\$1,064.61	\$14,937.51	\$228,867.00	\$9,629.42
Water Fire Hydrant Operations & Maintenance	\$4,859.67	\$1,514.79	\$1,088.90	\$7,463.36	\$3,509.87	\$5,630.85	\$793.76	\$582.70	\$7,007.31	\$19,365.32	\$4,620.28
Water Mains Operations & Maintenance	\$2,142.62	\$0.00	\$59.57	\$2,202.19	\$59.57	\$263.20	\$0.00	\$80.57	\$343.77	\$26,680.51	\$61.46
Water Valve Operations & Maintenance	\$1,216.19	\$0.00	\$373.16	\$1,589.35	\$533.05	\$2,135.95	\$0.00	\$1,428.54	\$3,564.49	\$9,117.80	\$2,990.28
Water Pump Station Operations & Maintenance	\$262.18	\$1,582.58	\$16,008.85	\$17,853.61	\$23,493.34	\$4,531.85	\$1,374.62	\$30,202.83	\$36,109.30	\$293,966.06	\$36,307.53
Water Pumps Operations & Maintenance	\$5,643.66	\$0.00	\$0.00	\$5,643.66	\$1,580.02	\$11,064.53	\$0.00	\$0.00	\$11,064.53	\$47,328.51	\$5,374.04
Water Switchboard Operations & Maintenance	\$147.20	\$2,683.39	\$0.00	\$2,830.59	\$2,830.59	\$3,700.73	\$3,845.21	\$0.00	\$7,545.94	\$15,874.74	\$3,514.68
Water Treatment Plant Operations & Maintenance	\$493.51	\$9,416.05	\$21,871.99	\$31,781.55	\$33,567.58	\$0.00	\$7,670.53	\$18,873.32	\$26,543.85	\$302,920.56	\$28,936.09
Water Tower Operations & Maintenance	\$0.00	\$0.00	\$531.97	\$531.97	\$588.40	\$0.00	\$0.00	\$856.22	\$856.22	\$8,659.76	\$1,041.73
Water General Operations	\$0.00	\$0.00	\$14,033.64	\$23,602.39	\$13,674.05	\$0.00	\$0.00	\$16,643.47	\$16,643.47	\$79,306.21	\$12,723.64
Sewer Connection Operations & Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$595.93	\$124.03	\$0.00	\$719.96	\$14,434.28	\$652.72
Sewer Mains Operations & Maintenance	\$6,882.85	\$4,486.60	\$830.15	\$12,199.60	\$5,589.38	\$222.58	\$1,047.36	\$36.66	\$1,306.60	\$8,914.12	\$222.58
Sewer MHoles Operations & Maintenance	\$39.93	\$0.00	\$745.90	\$785.83	\$383.88	\$514.38	\$0.00	\$226.60	\$740.98	\$1,501.13	\$125.87
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$23,988.97	\$23,988.97	\$20,826.42	\$0.00	\$0.00	\$2,796.01	\$2,796.01	\$280,979.73	\$26,635.55
Sewer Switchboard Operations & Maintenance	\$5,738.70	\$1,100.00	\$0.00	\$6,838.70	\$5,250.50	\$3,041.25	\$4,903.38	\$0.00	\$7,944.63	\$36,274.11	\$3,188.96
Sewer Treatment Plant Operations & Maint	\$1,333.09	\$132.37	\$26,819.30	\$28,284.76	\$20,349.50	\$29.60	\$53.66	\$24,979.60	\$25,062.86	\$253,688.22	\$16,963.45
Sewer Pumps Operations & Maintenance	\$7,264.21	\$0.00	\$0.00	\$7,264.21	\$4,654.45	\$11,415.48	\$433.56	\$0.00	\$11,849.04	\$56,362.30	\$8,805.93
Sewer General Operations	\$0.00	\$0.00	\$11,834.14	\$11,834.14	\$9,790.87	\$0.00	\$0.00	\$14,527.50	\$14,527.50	\$91,176.99	\$9,165.19
Sewer Wetlands Operations & Maintenance	\$0.00	\$0.00	\$9,817.20	\$9,817.20	\$1,242.75	\$0.00	\$0.00	\$10,415.72	\$10,415.72	\$31,604.00	\$1,986.18
	\$54,183.79	\$24,839.66	\$128,345.25	\$216,937.45	\$160,667.89	\$54,979.74	\$22,285.60	\$122,714.35	\$199,979.69	\$1,807,021.35	\$172,945.58
• Total Water Budget				\$1,000,609.00							
• Total Sewerage Budget				\$1,195,625.00							

Chamberlain Water Main Replacement



Repair Water Service

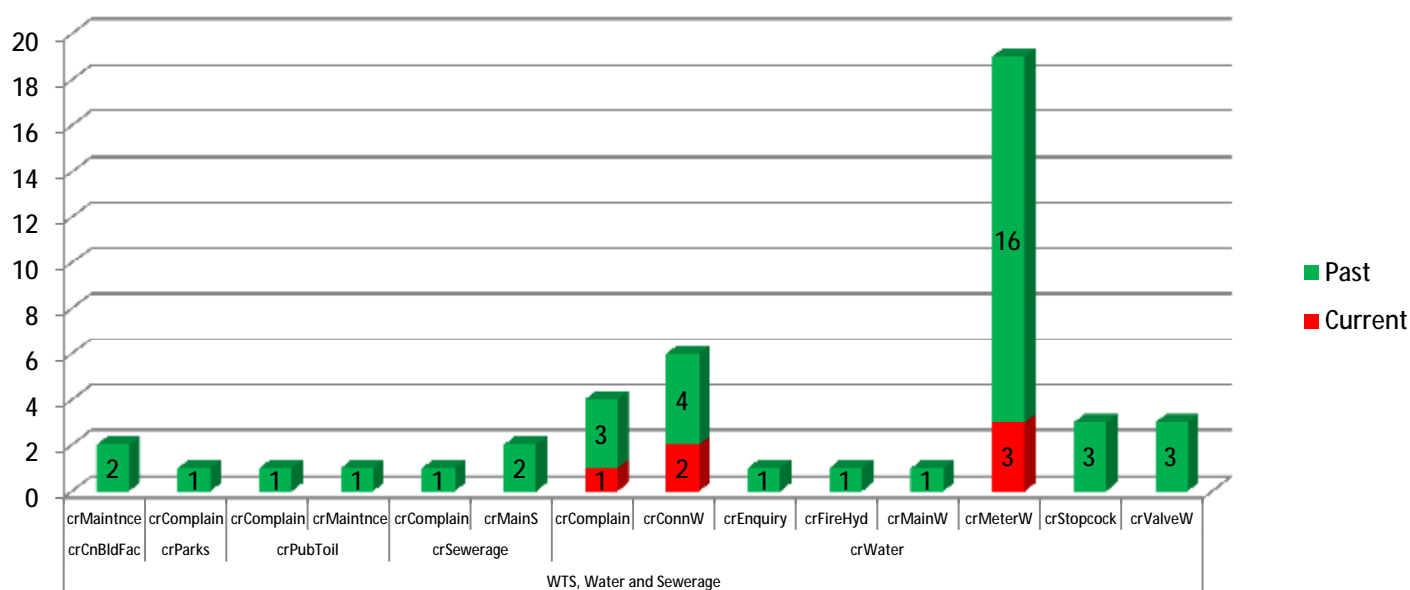


CUSTOMER RELATIONSHIP MANAGEMENT (CRM) REQUEST REPORT

Water and Sewerage Requests - Month of August 2018

Row Labels	Requests Open	Requests Closed	Number of Requests Received
WTS, Water and Sewerage	6	40	46
crCnBldFac		2	2
crMaintnce		2	2
crParks		1	1
crComplain		1	1
crPubToil		2	2
crComplain		1	1
crMaintnce		1	1
crSewerage		3	3
crComplain		1	1
crMainS		2	2
crWater	6	32	38
crComplain	1	3	4
crConnW	2	4	6
crEnquiry		1	1
crFireHyd		1	1
crMainW		1	1
crMeterW	3	16	19
crStopcock		3	3
crValveW		3	3
Grand Total	6	40	46

MONTHLY CRM STATUS REPORT - WTS WATER & SEWERAGE



HINCHINBROOK SHIRE COUNCIL

SHIRE WATER and SEWERAGE SCHEMES REPORT

AUGUST 2018



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	83566	64845	0	24477	24412
Previous Month	69360	54850	0	26182	19026
	Halifax Depot	Ing to F/Boh Flow			
Total KI Pumped	15599	6374			
Previous Month	10830	4979			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	126438	4079	5013	2655	560	496
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	40076	1293	2053	740	366	350
SCHEME 3 - Forrest Beach	24412	812	816	504	525	423

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Total KI	Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	39833	1285	1383	1093	47172	1522
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	39986	1290	1951	630	47844	1543
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	0	0	0	0	0	0
Hinchinbrook Community Wetlands - Inlet Flow	32945	1063	1476	512	38938	1256
Hinchinbrook Community Wetlands - Outlet Flow - W1	31376	1012	1240	795	35436	1143
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	1403	45	78	16	1946	63
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	1928	62	82	44	4459	144

Escherichia Coli Health Compliance Quarterly Report

Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	2	0	0	0	2
Tests Failures	1	0	0	0	1
Tests Passed	1	0	0	0	1
% 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	2	0	0	0	2
Tests Failures	0	0	0	0	0
Tests Passed	2	0	0	0	2
% 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	15	0	0	0	15
Tests Failures	0	0	0	0	0
Tests Passed	15	0	0	0	15
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%

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

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

Forrest Bch Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	8	0	0	1	9
Tests Failures	0	0	0	0	0
Tests Passed	8	0	0	1	9
% Passed	100%	#DIV/O!	#DIV/O!	100%	100%

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

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

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly					
Tests Taken	13	0	0	0	13
Tests Failures	0	0	0	0	0
Tests Passed	13	0	0	0	13
% Passed	100%	#DIV/O!	#DIV/O!	#DIV/O!	100%

	NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM Reticulation	7	7	0	100%
TREBONNE Reticulation	3	3	0	100%
TOOBANNA Reticulation	2	2	0	100%
BLACKROCK Reticulation	3	3	0	100%
FORREST BCH Reticulation	8	8	0	100%
TAYLORS BCH Reticulation	4	4	0	100%
MKDBEM Reticulation	3	3	0	100%
HALIFAX Reticulation	3	3	0	100%
LUCINDA Reticulation	2	2	0	100%
CORDELIA Reticulation	1	1	0	100%
TOTAL	36	36	0	100%

SCHEME 1 - INGHAM SUPPLY	15	15	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	13	13	0	100%
SCHEME 3 FORREST BCH SUPPLY	8	8	0	100%
HINCHINBROOK WATER SUPPLY	36	36	0	100%



REPORT TO COUNCIL

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

For Council Decision - Recommendation

That the Report be received and noted.

Officers Comment

This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 25 September 2018.

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

Works Currently in Progress

Major Works Performed During August 2018

- 18KR - 17/18 K&C Rehabilitation Program – This project is now complete with the finalisation of McIlwraith St K&C rehabilitation. As Constructed folders will be forwarded on completion.
- 18KR - 17/18 K&C Rehabilitation Program - McIlwraith/Jane Street – This project is nearing completion at approximately 98% with line marking for the parking bays to be reinstated.
- 18R3 – Nebbias Road Seal Extension – Culvert construction is complete, aprons and head walls were completed as of 31 August 2018. Pavement excavation commenced 29 August 2018 and is approximately 80% completed as of 31 August 2018.
- Jourama Road Upgrade (18R6) – Final top coat seal was completed on 31 August 2018 with this project now complete. As constructed folders to be forwarded on completion.
- 19RS - 2018/2019 Reseal Program
- 18LG - Lucinda Groynes - The removal of the old destroyed unusable bags is now complete, as of 31 August 2018.
- 19T5 - Taylors Beach Road - Resealing Works
- 19TBAM - Taylors Beach Dredging

Works Scheduled to Commence During September 2018

- 18K1 - Kerb Crossing Improvements Stage 2
- 18R4 - Barberos Road Rehabilitation to Rural Standard

Author: Jenna Devietti

Position: Acting Executive Manager Infrastructure Services Delivery

Date: 06/09/18



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 AUGUST 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															
2018-2019 Capital Projects																		
TIDS Program																		
Wallaman Falls Road - Reseal Works (19T1)	\$50,000	\$50,000	\$100,000			<ul style="list-style-type: none">Areas for resealing have been identified and in final design stages.Construction works are scheduled on completion of NDDRA works on the range.												
						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										
Mount Fox Road - Pavement, Sealing and Drainage Works (19T2)	\$25,000	\$25,000	\$50,000			<ul style="list-style-type: none">Scope of works to be confirmed with possible project sites inspected.												
						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									
Hawkins Creek Road - Pavement Sealing and Drainage Works (19T3)	\$25,000	\$25,000	\$50,000		\$1,071	<ul style="list-style-type: none">Scope of works to be confirmed with proposed sites inspected.												
						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									
Elphinstone Pocket Road - Resealing Works (19T4)	\$75,000	\$75,000	\$150,000		\$1,071	<ul style="list-style-type: none">Project folders have been completed and handed to Works for programming.Contractor engaged to commence preparation works.												
						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								
Taylors Beach Road - Resealing Works (19T5)	\$75,000	\$75,000	\$150,000		\$621	<ul style="list-style-type: none">Project folders have been completed and handed to Works for programming.Preparation works are now completed.One section of the Taylors Beach Road to be sealed has been scheduled on completion of NDRRA rehabilitation works.												
						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
						Date: 06/09/18	A		P	C								
Lannercost Extension Road (19T6)	\$74,118	\$74,118	\$148,236			<ul style="list-style-type: none">Proposed sites have been reviewed and determination made that all clash with proposed upcoming NDRRA works.Review to be undertaken to transfer money to other Local Roads of Regional Significance for this financial year.												
						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									

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															
Four Mile Road - Resealing Works (19T7)	\$25,000	\$25,000	\$50,000		\$406	• Project folders have been completed and handed to Works for programming.												
						• Contractor engaged to commence preparation works.												
							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															
Cooks Lane (19T8)	\$50,000	\$50,000	\$100,000			• Area for pavement rehabilitation has been identified and in final stages of 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									
Mount Gardiner Road - Seal Extension - Ch 900 to Ch 3500 (19T9)	\$99,779	\$99,779	\$199,558			• Scope of works identified and in final stages of 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									
Bridge Projects																		
Bridge Inspections and Design (19B1)	\$150,000	\$0	\$150,000			• 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																		
Dalrymple Creek Bridge - Hawkins Creek Road (19B2)	\$120,000	\$0	\$120,000			• Request for Quotation for design works to be prepared and issued following Level 3 inspection (19B1)												
							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												
Macknade Creek Bridge - Old Wharf Road (19B3)	\$70,000	\$0	\$70,000			• Request for Quotation for Design works to be prepared and issued following Level 2 inspection (19B1)												
							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												



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															
Rehabilitation Programs																		
K&C Rehabilitation Program (19KR)	\$150,000	\$0	\$150,000			• Funds to be directed to Covell Street K&C rehabilitation. • Design works complete.												
							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												
Footpath Rehabilitation Program (19FR)	\$100,000	\$0	\$100,000		\$2,068	• Funds to be directed to Lannercost Street adjacent to Tweak Fitness. • Design complete and project folders sent to the Works Department.												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast			P	C								
						Actual			A									
Annual Reseal Program (19RS)	\$355,920	\$0	\$355,920		\$251,456	• Works progressing through FNOROC Agreement. • Resealing works are complete with line marking outstanding. • Asset sheets to be submitted on completion of line marking.												
							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										
Replace Grated Entry with Kerb Entry (19D1)	\$20,000	\$0	\$20,000			• Project folders have been completed and handed to Works for programming.												
							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										
Miscellaneous Projects																		
Dungeness Commercial Wharf (19DCW)	\$75,000	\$0	\$75,000			• 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		\$58,737	• Works completed.												
							Project Completed				Assets Created/Project Capitalised							
						2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
						Forecast	P	C										
						Actual	P	C										
Ingham Aerodrome (19AER)	\$21,000	\$0	\$21,000			• Request for Quotation for replacing gable markers and cones 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												

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2018/2019			2017/2018 Budget Carry Forward	2018/2019 Expenditure incl. commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total															
Drainage Projects																		
Drainage Upgrade Program (19D2)	\$150,000	\$0	\$150,000			• 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												
Road Projects																		
Lyons Street (19R1)	\$330,000	\$0	\$330,000			• 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)	\$100,000	\$0	\$100,000			• Scope of works to be confirmed between Design and Works.												
						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												
Neilsen Street (19R3)	\$220,000	\$0	\$220,000			• Survey completed. • RFQ called for design works.												
						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									
Marina Parade - Cul-de-sac Works (19R4)	\$134,000	\$0	\$134,000			• Survey completed. • RFQ called for design works.												
						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									
River Avenue (19R5)	\$38,000	\$0	\$38,000			• 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												
Cassady Beach Access Road Improvements (19CBA)	\$30,000	\$0	\$30,000			• Scope of works to be confirmed between Design and Works.												
						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												



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 AUGUST 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															
Footpath Projects																		
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$60,000	\$0	\$60,000		\$16,897	<ul style="list-style-type: none">Project Folders have been completed and handed to Works for programming.Kerb crossing tiles have been ordered construction will commence when they arrive.												
						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										
Sir Arthur Fadden Parade - Palms Aged Care to Victoria Mill Road (17F2)	\$100,000	\$0	\$100,000		\$494,656	<ul style="list-style-type: none">RFQ called for design works.Works to be completed utilising contractors.												
						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										
Palm Creek Walkway - Boardwalk (19PK1)	\$54,000	\$0	\$54,000			<ul style="list-style-type: none">Scope of works to be confirmed by 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												
Safety Projects																		
Safety and Amenity Improvement Program (19R6)	\$55,000	\$0	\$55,000			<ul style="list-style-type: none">Scope of works to be confirmed between Design and Works.												
						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												
	\$2,931,817	\$498,897	\$3,430,714	\$0	\$826,983													

Roads Operational Costs 2018/2019

Work Type	Financial Year 18/19 YTD Costs					Financial Year 18/19 YTD Total Costs	August 18/19 Total Costs	Financial Year 17/18 YTD Costs					Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	August 17/18 Total Costs
	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled			
Administration	\$ -					\$ -	\$ -	\$ -					\$ -	\$ 18,747.31	\$ -
Drainage		\$ 8,396.17	\$ 11,609.51	\$ 3,451.84	\$ 11,916.94	\$ 35,374.46	\$ 8,655.05		\$ 4,475.11	\$ 8,355.08	\$ 2,784.12	\$ 10,602.68	\$ 26,216.99	\$ 186,430.77	\$ 21,786.66
Footpath		\$ 6,418.82	\$ 21,074.71	\$ -	\$ 1,944.95	\$ 29,438.48	\$ 16,432.80		\$ 2,573.27	\$ 16,024.64	\$ -	\$ 1,101.19	\$ 19,699.10	\$ 110,545.85	\$ 16,898.46
Kerb & Channel		\$ 1,926.54	\$ 28,762.86			\$ 30,689.40	\$ 25,401.44		\$ 6,881.90	\$ 32,332.87			\$ 39,214.77	\$ 117,724.68	\$ 22,192.94
Not Applicable	\$ 5,647.90					\$ 5,647.90	\$ 3,925.41	\$ -					\$ -	\$ 2,398.72	\$ -
Pavement		\$ 7,246.50	\$ 11,249.83	\$ 1,867.67	\$ 80,807.71	\$ 101,171.71	\$ 66,726.67		\$ 36,404.69	\$ 27,876.34	\$ 7,404.59	\$ 168,757.19	\$ 240,442.81	\$ 841,857.28	\$ 133,079.67
Road Traffic Devices		\$ 2,151.48	\$ 4,866.81	\$ 421.03	\$ 1,036.11	\$ 8,475.43	\$ 6,115.39		\$ 1,869.19	\$ 4,949.57	\$ 1,099.65	\$ 2,494.85	\$ 10,413.26	\$ 59,565.01	\$ 7,632.09
Signage		\$ 7,745.36	\$ 16,900.04	\$ 1,511.84	\$ 1,636.84	\$ 27,794.08	\$ 6,685.96		\$ 2,751.16	\$ 8,535.99	\$ 1,441.97	\$ 1,038.48	\$ 13,767.60	\$ 138,851.54	\$ 7,182.28
Surface		\$ 5,943.04	\$ 16,250.37			\$ 10,307.33	\$ 8,698.15		\$ 7,851.12	\$ 35,371.16			\$ 43,222.28	\$ 157,364.28	\$ 22,377.94
Sweeping		\$ 8,240.31	\$ 7,036.23			\$ 15,276.54	\$ 10,971.70		\$ 2,113.34	\$ 9,969.16			\$ 12,082.50	\$ 55,813.87	\$ 8,607.37
Vegetation Control		\$ 5,758.81	\$ 64,246.66	\$ 2,725.56	\$ 9,295.50	\$ 82,026.53	\$ 55,848.93		\$ 6,263.15	\$ 31,864.24	\$ 908.32	\$ 4,966.97	\$ 44,002.68	\$ 386,473.19	\$ 19,399.32
	\$ 5,647.90	\$ 53,827.03	\$ 149,496.28	\$ 9,977.94	\$ 106,638.05	\$ 325,587.20	\$ 209,461.50	\$ -	\$ 71,182.93	\$ 175,279.05	\$ 13,638.65	\$ 188,961.36	\$ 449,061.99	\$ 2,075,772.50	\$ 259,156.73

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

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

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

Road Classification	Financial Year 18/19 YTD Total Costs	August 18/19 Total Costs	Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	August 17/18 Total Costs
Classification not allocated	\$ 5,647.90	\$ 3,925.41	\$ -	\$ 21,146.03	\$ -
Rural	\$ 252,931.96	\$ 150,252.06	\$ 339,096.37	\$ 1,606,300.16	\$ 194,052.23
State Controlled Road	\$ 3,179.94	\$ 2,149.70	\$ 7,620.15	\$ 29,805.66	\$ 7,610.00
Urban	\$ 63,827.40	\$ 53,134.33	\$ 102,345.47	\$ 418,520.65	\$ 57,494.50
	\$ 325,587.20	\$ 209,461.50	\$ 449,061.99	\$ 2,075,772.50	\$ 259,156.73

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

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

Parks Operational Costs 2018/2019

Park Name	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	August 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	August 17/18 Total Costs
	Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Acacia Park		\$0.00	\$535.95	\$535.95	\$432.59		\$0.00	\$180.95	\$180.95	\$4,136.63	\$0.00
Apex Park		\$135.30	\$332.21	\$467.51	\$317.48		\$0.00	\$703.40	\$703.40	\$3,383.25	\$209.60
Borello Park		\$474.17	\$4,553.19	\$5,027.36	\$3,868.45		\$750.42	\$2,267.44	\$3,017.86	\$16,759.05	\$925.74
Cassady Park		\$0.00	\$918.59	\$918.59	\$779.86		\$47.38	\$180.41	\$227.79	\$2,077.76	\$83.57
Cockburn Park			\$74.71	\$74.71	\$0.00			\$217.14	\$217.14	\$926.95	\$72.38
Dungeness Park		\$0.00	\$2,082.05	\$2,082.05	\$980.64		\$600.00	\$2,112.61	\$2,712.61	\$20,765.03	\$1,779.31
Eddie Burke Park		\$0.00	\$74.71	\$74.71	\$0.00		\$0.00	\$217.14	\$217.14	\$4,744.07	\$72.38
Euclid Park		\$0.00	\$19.86	\$19.86	\$0.00		\$36.19	\$72.38	\$108.57	\$482.38	\$36.19
Forrest Beach Foreshore Park		\$1,626.39	\$5,313.14	\$6,939.53	\$4,756.70		\$368.34	\$1,556.96	\$1,925.30	\$13,127.40	\$1,351.56
Forrest Beach Lions Park		\$423.77	\$809.87	\$1,233.64	\$1,233.64		\$0.00	\$37.38	\$37.38	\$1,173.97	\$0.00
Forrest Beach Progress Park		\$0.00	\$1,727.92	\$1,727.92	\$908.76		\$518.39	\$2,064.87	\$2,583.26	\$12,420.27	\$1,278.02
Fred Heard Memorial Park		\$0.00	\$285.56	\$285.56	\$210.85		\$0.00	\$36.19	\$36.19	\$1,509.72	\$36.19
Garbutt Park		\$11,379.92	\$1,121.93	\$12,501.85	\$1,380.88		\$0.00	\$4,114.41	\$4,114.41	\$19,564.64	\$1,023.06
Heard Park			\$413.84	\$413.84	\$376.48			\$237.03	\$237.03	\$1,603.43	\$36.19
Henry Stone Park			\$240.93	\$240.93	\$127.19			\$108.57	\$108.57	\$1,537.51	\$36.19
Herb Gough Park			\$42.50	\$42.50	\$42.50			\$645.29	\$645.29	\$2,763.33	\$0.00
Ingham Lions Park		\$0.00	\$506.27	\$506.27	\$130.16		\$57.63	\$476.67	\$534.30	\$2,844.92	\$130.01
Ingham Memorial Gardens		\$321.51	\$18,937.30	\$19,258.81	\$10,112.08		\$1,678.38	\$20,078.23	\$21,756.61	\$103,728.99	\$12,458.04
Ingham Skate Park		\$0.00	\$554.17	\$554.17	\$479.46		\$609.05	\$860.30	\$1,469.35	\$4,532.69	\$1,215.00
Interact Park		\$296.34	\$2,287.77	\$2,584.11	\$1,914.22		\$34.22	\$785.03	\$819.25	\$6,893.77	\$555.52
Jack Bonning Park		\$0.00	\$324.60	\$324.60	\$324.60		\$0.00	\$358.68	\$358.68	\$3,671.87	\$50.00
Jackson Park		\$0.00	\$980.10	\$980.10	\$790.82		\$0.00	\$788.76	\$788.76	\$3,544.53	\$607.80
John Dory Park		\$3,027.27	\$364.33	\$3,391.60	\$417.50		\$48.00	\$72.38	\$120.38	\$7,246.77	\$0.00
Johnson Park		\$180.08	\$1,943.19	\$2,123.27	\$1,889.53		\$22.98	\$109.76	\$132.74	\$1,294.94	\$22.98
Leo Park		\$0.00	\$1,315.30	\$1,315.30	\$710.46		\$96.13	\$2,115.71	\$2,211.84	\$11,138.17	\$1,427.61
Lions Merv Wacker Park		\$100.47	\$501.57	\$602.04	\$426.86		\$0.00	\$1,144.71	\$1,144.71	\$5,181.15	\$263.27
Lucinda Foreshore Park		\$961.95	\$4,120.59	\$5,082.54	\$2,600.17		\$0.00	\$1,164.25	\$1,164.25	\$19,510.68	\$0.00
Lucinda Foreshore Riparian		\$0.00	\$545.29	\$545.29	\$0.00		\$0.00	\$0.00	\$0.00	\$43,097.29	\$0.00
Lucinda Lions Park		\$0.00	\$641.75	\$641.75	\$202.32		\$72.38	\$1,160.31	\$1,232.69	\$3,805.51	\$657.05
Melvin Park		\$0.00	\$998.36	\$998.36	\$624.81		\$7.04	\$2,311.34	\$2,318.38	\$5,786.09	\$1,549.12
Mt Fox Playground		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$141.98	\$141.98	\$462.47	\$141.98
Mungalla Park		\$0.00	\$277.02	\$277.02	\$277.02		\$0.00	\$329.80	\$329.80	\$2,264.75	\$241.18
Mylrea Park		\$0.00	\$74.71	\$74.71	\$0.00		\$0.00	\$406.18	\$406.18	\$1,428.71	\$259.04
Neilsen Park			\$390.21	\$390.21	\$315.50			\$293.17	\$293.17	\$2,425.90	\$148.41
Palm Creek Lakes		\$0.00	\$2,104.76	\$2,104.76	\$1,447.99		\$492.47	\$2,072.24	\$2,564.71	\$14,359.76	\$1,429.14
Palm Creek Park		\$0.00	\$1,890.97	\$1,890.97	\$1,664.30		\$0.00	\$4,878.09	\$4,878.09	\$26,503.41	\$2,446.99
Palm Scrub			\$13.30	\$13.30	\$13.30			\$0.00	\$0.00	\$25.80	\$0.00
Park Operations			\$30,479.20	\$30,479.20	\$15,876.60			\$37,714.55	\$37,714.55	\$184,707.93	\$23,776.39
Parks & Garden Drug & Alcohol Testing		\$425.84		\$425.84	\$425.84		\$0.00		\$0.00	\$71.99	\$0.00
Parks Staff Training	\$1,807.90			\$1,807.90	\$908.56	\$98.13			\$98.13	\$7,501.09	\$98.13
Periwinkle Park		\$0.00	\$2,695.30	\$2,695.30	\$2,471.17		\$0.00	\$292.03	\$292.03	\$4,651.23	\$147.27
Riverdowns Estate Park			\$89.92	\$89.92	\$89.92			\$293.09	\$293.09	\$1,503.52	\$112.14
Rotaract Park		\$39.27	\$1,057.87	\$1,097.14	\$377.73		\$0.00	\$326.84	\$326.84	\$4,880.42	\$72.38
Rotary Park		\$4,506.21	\$6,177.87	\$10,684.08	\$5,039.60		\$735.93	\$8,282.97	\$9,018.90	\$78,958.35	\$5,400.36
Rural Youth Park		\$0.00	\$149.42	\$149.42	\$0.00		\$105.27	\$714.17	\$819.44	\$2,976.99	\$407.95

Parks Operational Costs 2018/2019

Park Name	Financial Year 18/19 YTD Costs			Financial Year 18/19 YTD Total Costs	August 18/19 Total Costs	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 17/18 Total Costs	August 17/18 Total Costs
	Operational	Reactive	Scheduled			Operational	Reactive	Scheduled			
Sandy Waterhole Park			\$664.56	\$664.56	\$664.56			\$815.90	\$815.90	\$4,424.31	\$407.95
Stone River Park		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	-\$30.49	-\$30.49	\$1,415.88	\$0.00
T/Precinct & Brian Lynn Park		\$2,173.17	\$14,742.32	\$16,915.49	\$9,327.85		\$4,177.75	\$18,769.05	\$22,946.80	\$103,844.77	\$12,749.40
Taylors Beach Foreshore Park		\$482.53	\$5,827.74	\$6,310.27	\$5,214.18		\$100.00	\$3,533.41	\$3,633.41	\$21,335.62	\$809.33
Taylors Beach Lions Park		\$0.00	\$205.17	\$205.17	\$0.00		\$0.00	\$0.00	\$0.00	\$429.65	\$0.00
Taylors Beach Progress Park		\$0.00	\$1,072.42	\$1,072.42	\$670.27		\$824.24	\$1,231.91	\$2,056.15	\$7,969.61	\$248.84
Thynne Park		\$149.42	\$74.71	\$224.13	\$149.42		\$0.00	\$217.14	\$217.14	\$1,249.38	\$144.76
Vandalism		\$130.28		\$130.28	\$55.21		\$0.00		\$0.00	\$2,221.19	\$0.00
Vince Corbett Park		\$275.39	\$1,334.21	\$1,609.60	\$1,609.60		\$871.82	\$313.30	\$1,185.12	\$6,245.41	\$1,070.36
	\$1,807.90	\$27,109.28	\$121,889.23	\$150,806.41	\$82,637.63	\$98.13	\$12,254.01	\$126,773.63	\$139,125.77	\$811,110.90	\$75,988.78

• 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 Management Officer and Supervisor, fleet costs associated with these roles that cannot be directly booked to a park, inspections costings and communication costings.

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 Linemarker (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 pnumatic	\$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 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.																		
					2018/2019	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast	D																	
					Actual	D																	
	\$1,291,000	\$0	\$1,291,000	\$44,714																			



(18R3) Nebbias Road Seal Extension



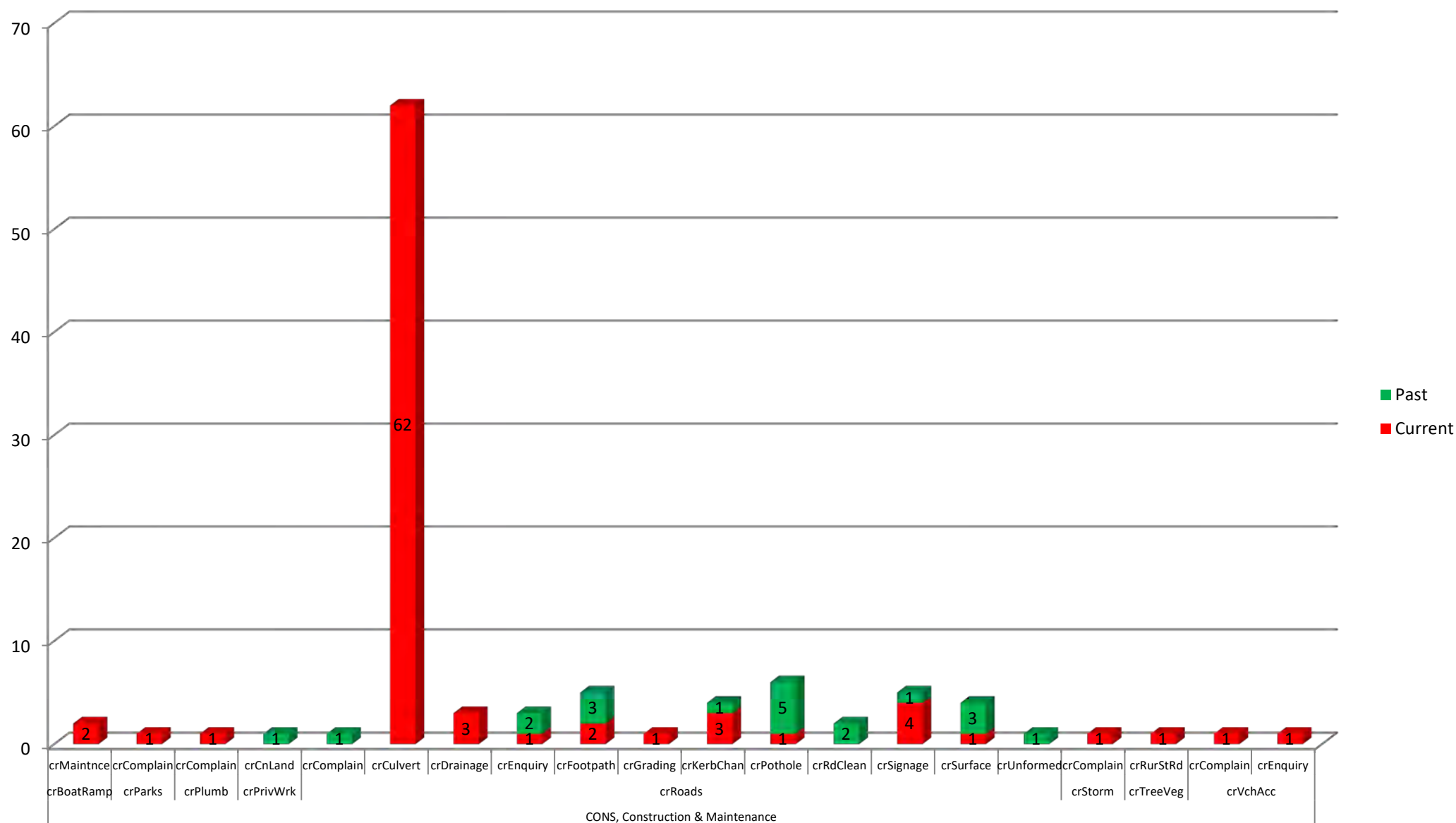
(19RS) Annual Reseal Program

CUSTOMER RELATIONSHIP MANAGEMENT (CRM) REQUEST REPORT

ISD Construction and Maintenance Requests – Month of August 2018

Row Labels	Requests Open	Requests Closed	Number of Requests Received
CONS, Construction & Maintenance	86	20	106
crBoatRamp	2		2
crMaintnce	2		2
crParks	1		1
crComplain	1		1
crPlumb	1		1
crComplain	1		1
crPrivWrk		1	1
crCnLand		1	1
crRoads	78	19	97
crComplain		1	1
crCulvert	62		62
crDrainage	3		3
crEnquiry	1	2	3
crFootpath	2	3	5
crGrading	1		1
crKerbChan	3	1	4
crPothole	1	5	6
crRdClean		2	2
crSignage	4	1	5
crSurface	1	3	4
crUnformed		1	1
crStorm	1		1
crComplain	1		1
crTreeVeg	1		1
crRurStRd	1		1
crVchAcc	2		2
crComplain	1		1
crEnquiry	1		1
Grand Total	86	20	106

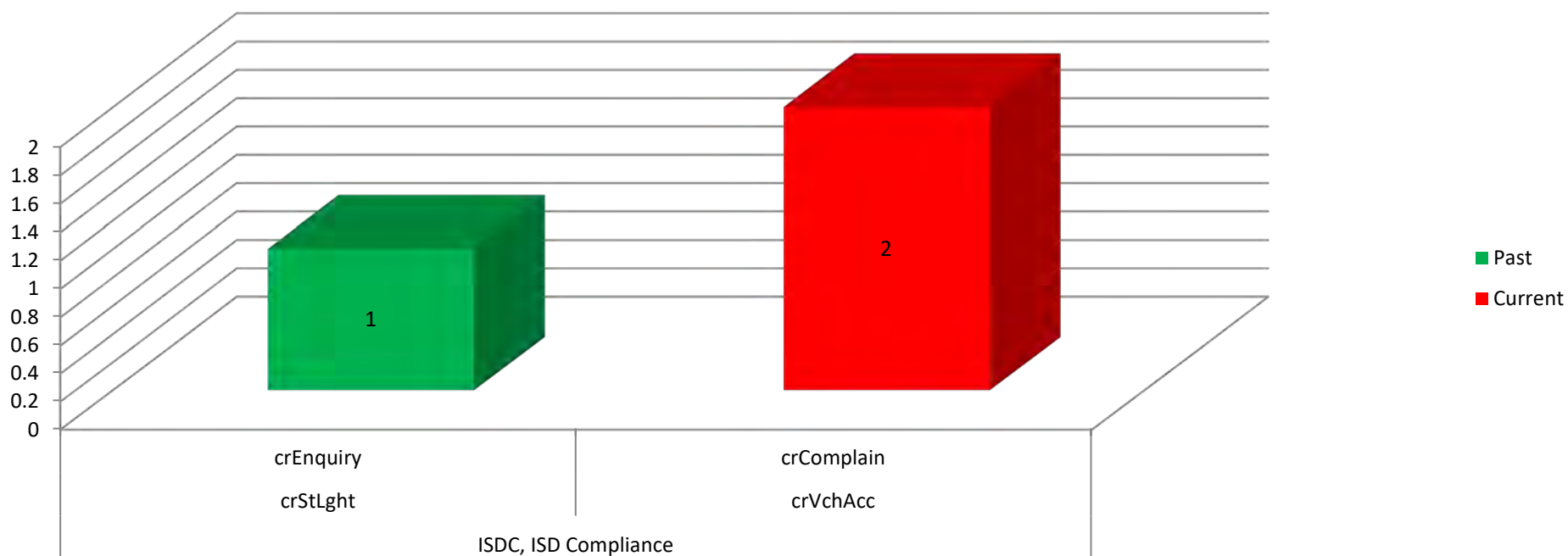
MONTHLY CRM STATUS REPORT - CONSTRUCTION & MAINTENANCE



ISD Compliance Requests – Month of August 2018

Row Labels	Requests Open	Requests Closed	Number of Requests Received
ISDC, ISD Compliance	2	1	3
crStLght		1	1
crEnquiry		1	1
crVchAcc	2		2
crComplain	2		2
Grand Total	2	1	3

MONTHLY CRM STATUS REPORT - ISD COMPLIANCE





REPORT TO COUNCIL

RECRUITMENT OF VACANT PERMANENT POSITION – LEVEL 3 TRUCK DRIVER

Executive Summary

At the Ordinary Meeting on 27 February 2018 Council adopted the Organisational Structure effective 6 March 2018. It was also resolved that the replacement of permanent positions requires the prior approval of Council.

On 5 September 2018 an existing Level 3 Truck Driver was successful in the recruitment process and offered employment as a Level 4 Plant Operator. This then resulted in the Level 3 Truck Driver position vacancy in the Parks and Gardens section. If Council approve for the Level 3 Truck Driver position to be replaced, the recruitment process will commence immediately with the successful candidate commencing employment in the role as soon as possible.

If this position is approved it is recommended to advertise this position externally.

For Council Decision – Recommendation

That Council approved to replace the Level 3 Truck Driver position.

Background

The Level 3 Truck Driver position is a key position in Parks and Gardens. This position reports to and is under the limited supervision of the Parks and Gardens Supervisor within the organisational structure. Under the supervision of the Parks and Gardens Supervisor and Leading Hands, this position exercises relevant skills to assist in maintenance and some minor construction tasks. This position assists the maintenance area to perform duties to the required standard.

The vacant position is predominantly a truck driver's position in the maintenance area and should be advertised as such with a minimum of a medium rigid class driver's licence.

Advertising the position of Level 3 Truck Driver in a timely manner is recommended to minimise the added work load to the Parks and Gardens Supervisor and minimise a shortfall in manual labour in the Parks and maintenance areas. If this position is filled in a timely manner it will assist with the delivery demands of the Parks and Gardens Maintenance Program.

Attachments

- Position Description
 - Extract from Organisational Chart 2018
-

Statutory Environment

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

Policy Implications

Council has resolved to approve the filling of vacant positions.

Consulted With

- Works Engineer
 - Executive Manager Infrastructure Services Delivery
-

Financial and Resource Implications

Position is fully funded in the 2018/2019 budget.

Risk Management Implications

Not replacing this position would have significant negative impact on the capability of the Parks and Gardens section to deliver approved works projects and undertake maintenance programs in a timely and cost effective manner.

Strategic Considerations

Corporate Plan

Fiscally Responsive and Responsible Management of Public Infrastructure and Assets

Hinchinbrook Shire Council owns and maintains many parks including the maintenance of park infrastructure that it sees as a benefit to the community. In some areas Council is the only entity that will perform the function of providing public infrastructure.

Strategies

- 1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of the Parks and Gardens and applicable infrastructure in a cost effective manner.
-

Officers Comment

This position is critical to the ability of Council's Infrastructure Services Department to function properly and to deliver maintenance works in an efficient and timely manner. It is recommended that this position be advertised externally.

EMPLOYEE POSITION DESCRIPTION

Position Identification

Position Title:	Truck Driver	Position Number:	10074
Status:	Permanent Full Time	Hours:	76 hours per fortnight
Award:	Queensland Local Government Industry Award – State 2017	Stream:	Stream B
Classification:	Level 3		
Agreement:	The current Hinchinbrook Shire Council Certified Agreement		
Department:	Infrastructure Services Delivery	Division:	Parks and Gardens

About Hinchinbrook Shire Council - Our Mission

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

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

Our Vision

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

Position Summary

Under the general supervision of the ganger/supervisor, this position provides operation of selected plant (namely medium rigid truck) which is utilised in maintaining Public Open Spaces parks and reserves. In the event that such plant is unavailable or maintenance of said parks/reserves are rescheduled then labouring duties would be allocated to specific areas.

Position - Organisational Relationships

Reports to:	Public Open Spaces Supervisor
Directly Supervises:	Nil
Key Internal Relationships:	Nil
Key External Relationships:	Nil
Community Culture:	Our Culture is one that is based on Values and Respect for our community.

Position Support

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

Website - www.hinchinbrook.qld.gov.au

Grapevine Newsletter -

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

Key Responsibilities

Plant and Equipment	<ul style="list-style-type: none"> Position requires the operation of various items of Council small plant in addition to plant equipment particularly Medium Rigid Trucks. Responsible for the safe and competent use of materials, tools, plant and equipment in their use, maintenance and cleanliness in accordance with manufacturer's specifications and/or training. The operation of Council plant in a safe and efficient manner in accordance with Council WH&S plan. Conduct a pre-start safety check of all equipment in accordance with Council requirements. When using movable plant, drive in a responsible, lawful and courteous manner in accordance with any training and/or licensing requirements.
Medium Rigid Truck	<ul style="list-style-type: none"> Responsible for the completion of own work within allocated timeframes. Working on and near roads. Working safely and competently on or near roads, ensuring that traffic control signage is placed in accordance with standards, training and/or instruction received. Completion of roadside slashing works, ensuring that other assets (e.g. signs, trees, posts etc) are not damaged. Ensure that no accidents or incidents occur as a result of inappropriate work methods working on and near roads.
Teamwork	<ul style="list-style-type: none"> Act as a constructive team member to effectively achieve team objectives. Participate in ongoing training and team meetings which will include tool box talks.
Labouring	<ul style="list-style-type: none"> While the primary focus of this position is to operate medium rigid trucks, the incumbent must also undertake labouring duties as required by the Ganger/Supervisor, when unable to use the truck and/or as directed. Labouring duties will include but are not limited to tasks involving the use of push mowers, whipper snippers and leaf blowers within the scope of the incumbent's training.

Council Core Competencies

Teamwork

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

Customer Service

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

Communication

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

Quality

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

Environment

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

Workplace Health and Safety

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

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

Efficiency

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

Privacy Statement

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

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

General Conditions

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

Selection Criteria

Knowledge, Skills & Abilities Required

Essential:

1. Demonstrated experience driving a medium rigid truck and operating relevant item/s of plant.
2. Demonstrated understanding of WH&S requirements as they apply to the position and an ability to follow workplace instructions and WH&S procedures
3. Must be physically fit to meet the requirements of the position.
4. Effective written and verbal skills.

Desirable:

5. Experience in a parks environment.

Skill Prerequisites -

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

Essential:

6. Grade 10 schooling or equivalent
7. Queensland Medium Rigid Licence.

Desirable:

8. First Aid Certificate.

Position Key Performance Indicators (KPI)

- To be confirmed upon commencement.

Employment & Department Legislation

- *Equal Employment Act 1992*
- *Anti Discrimination Act 1991 (QLD)*
- *Local Government Act 2009*
- *Privacy Act 1988*
- *Industrial Relations Act 2016*
- *Work Health and Safety 2011 (QLD)*
- *Work Health and Act 2011 (QLD)*
- *Nature Conservation Act 1992*

Working conditions & Physical Requirements

Physical Requirements:

The ability to work outdoors in inclement weather is an inherent requirement of the position given the requirements and scope of the work schedule.

Work Environment:

Outdoor

Hours:

76 per fortnight

Acknowledgements

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

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

To be signed by the successful applicant upon acceptance

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

Occupant Name:		Date:	
Occupant Signature:			

To be signed by the Direct Supervisor/Manager

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

Supervisor Name:		Date:	
Supervisor Signature:			

Office Use Only:

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

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

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

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

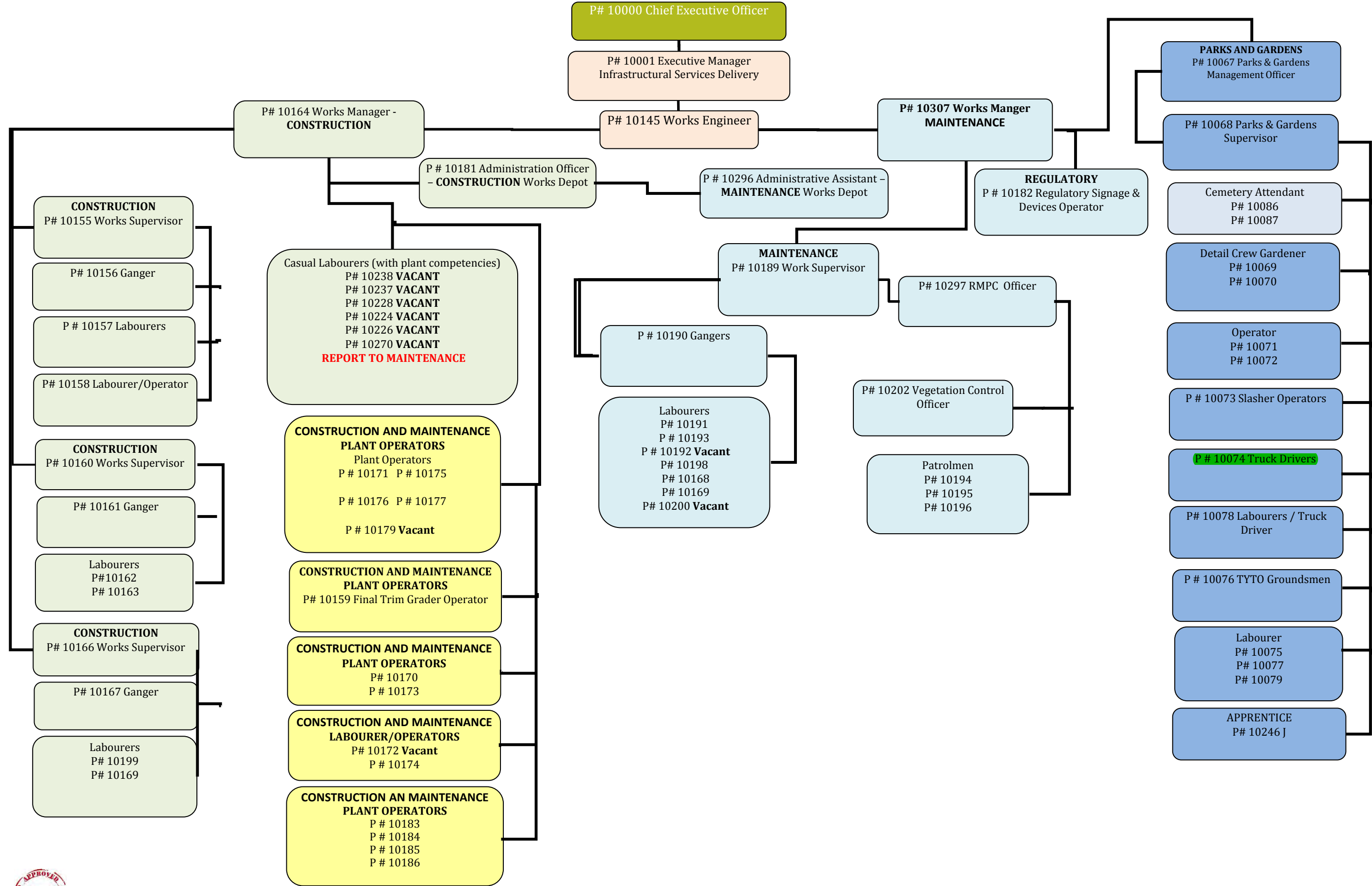
Electronic version current. Uncontrolled Copy current only at time of printing

Date Approved: 16 October 2017

Review: Annually with Individual Performance Appraisals or as required.

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

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



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

Document Approval:
Dan McKinlay _____ Date: _____

Current Organisational structure March 2018 – CEO Approval.

Document Control Reference

Date	Changes Requested	Requested by	Date changes	Sent to CEO	CEO /HR Comments

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

Executive Summary

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

For Council Decision – Recommendation

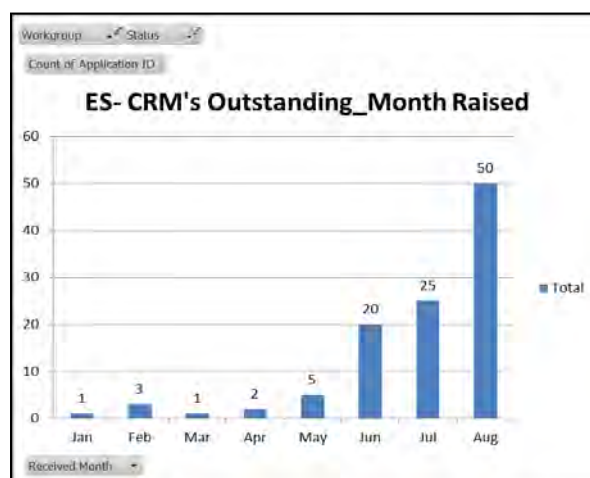
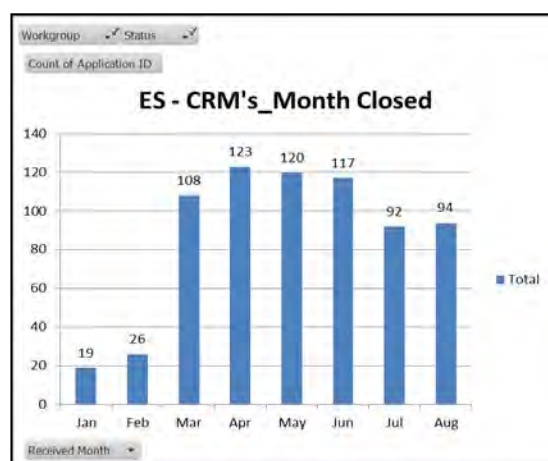
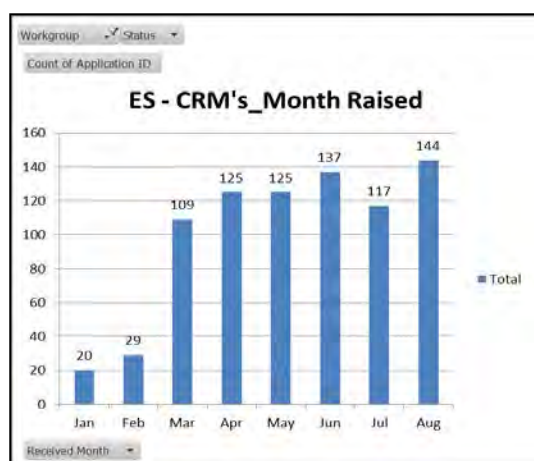
That the report be received and noted

Officers Comment

Nil

Environmental Services

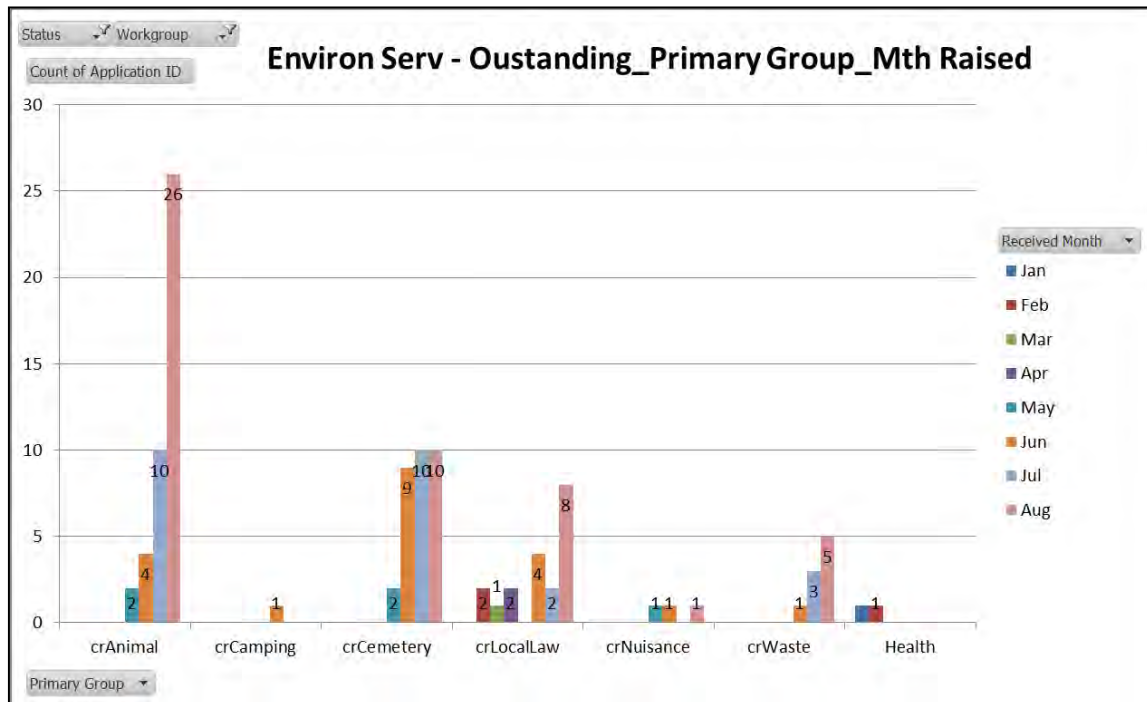
The below graph indicated that there has been an increase in the number of CRMs generated for the month of August. This could be due to the weather warming up and therefore we have seen an increase in overgrown allotments. There are a large number of outstanding CRMs for the month, officers will be looking into these to ensure that all matters are being dealt with in the appropriate time and closed off accordingly.



Author: Rosemary Pennisi
Position: Executive Manager Development, Planning and Environmental Services
Date: 3 September 2018

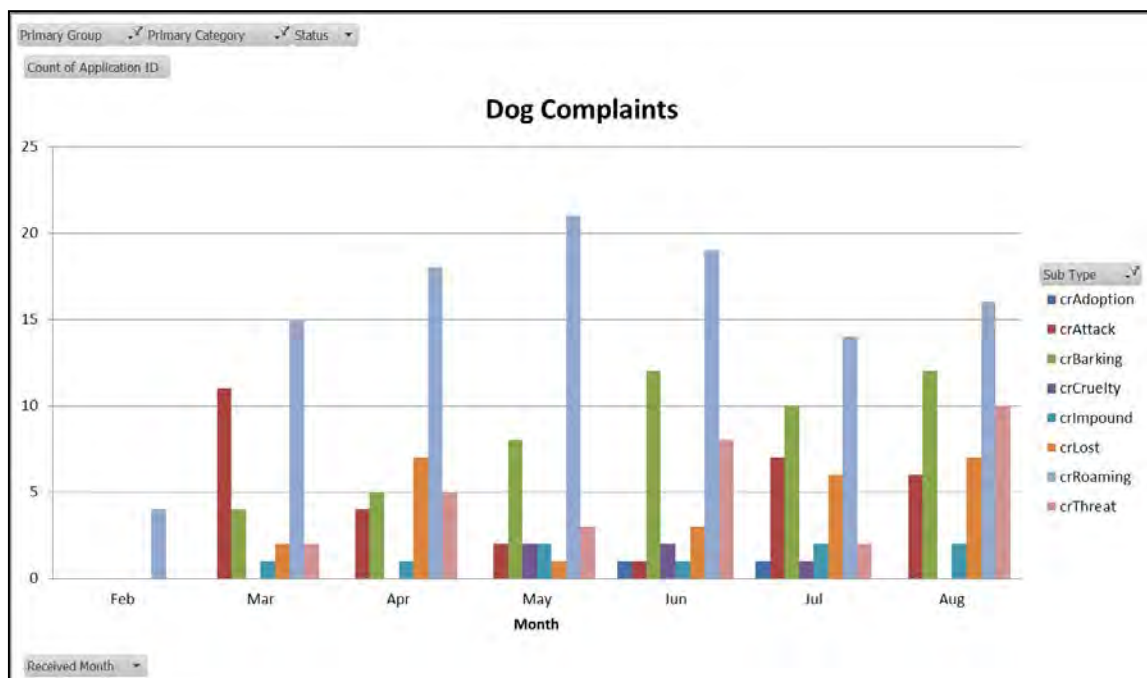
DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

There has been a significant increase in Animal Management and Local Law complaints over the last month, all other areas are appearing steady in the number of complaints per month.



Animal /complaint response for August 2018

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

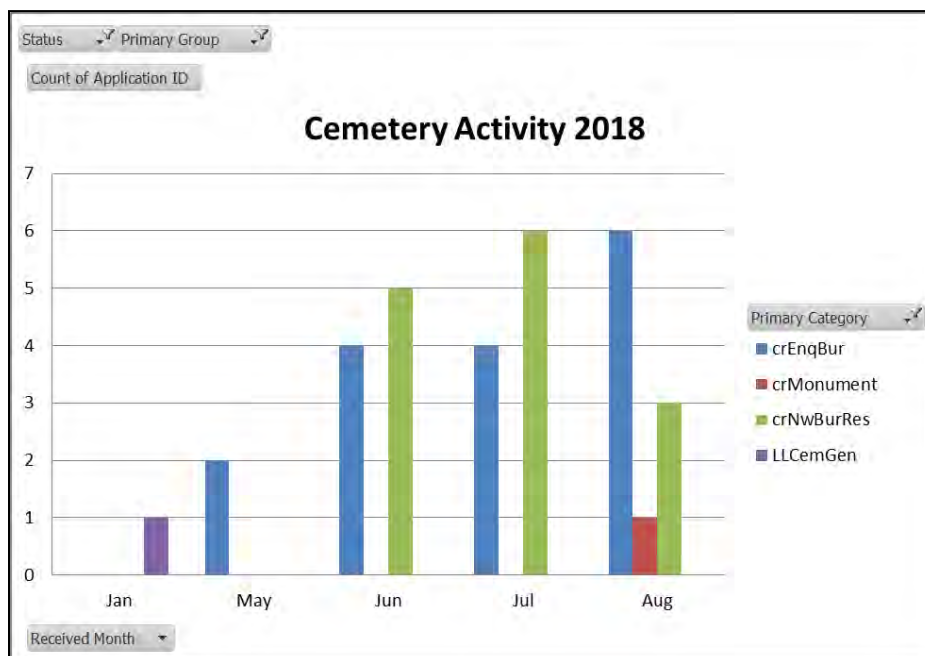


POUND OPERATION

- Number of dogs/cats impounded - 10
- Number destroyed - 1
- Number collected by owner - 6
- Number re-housed - 3

CEMETERY OPERATIONS

The Cemetery Activity Graph depicts the number of CRM's raised in relation to the cemeteries so far this year.



NATURAL RESORUCE MANAGEMENT

August was a busy month for feral pig management across the Shire, with all access to coastal sites now available due to the improved weather conditions. This resulted in 85 feral pigs being controlled, 76 of which were baited, 5 were shot and 4 trapped.

Weed management activities focused on controlling aquatic weeds in Palm Creek, Cattle Creek and MCAusland Creek. Staff also carried out works on some of our priority species including Thunbergia, Acacia and Hygrophila.

Councils Nursery Manager has been working with volunteers in the nursery and undertaking management of the recently planted TYTO revegetation site.

Council Pest Management Officer has been in consultation with a number of stakeholders regarding some of the Shires key projects. This includes the Mikania eradication program, where an additional \$10,000 will be provided from the National Four Tropical Weeds Eradication Program. This will be used to conduct aerial surveys of the Herbert River System to locate possible Mikania infestations that maybe establishing.

Terrain has also made available \$1,500 to conduct follow up works of a previously funded project along Waterview Creek. This project involved Council Officers working with landholders to control a variety of vine species.

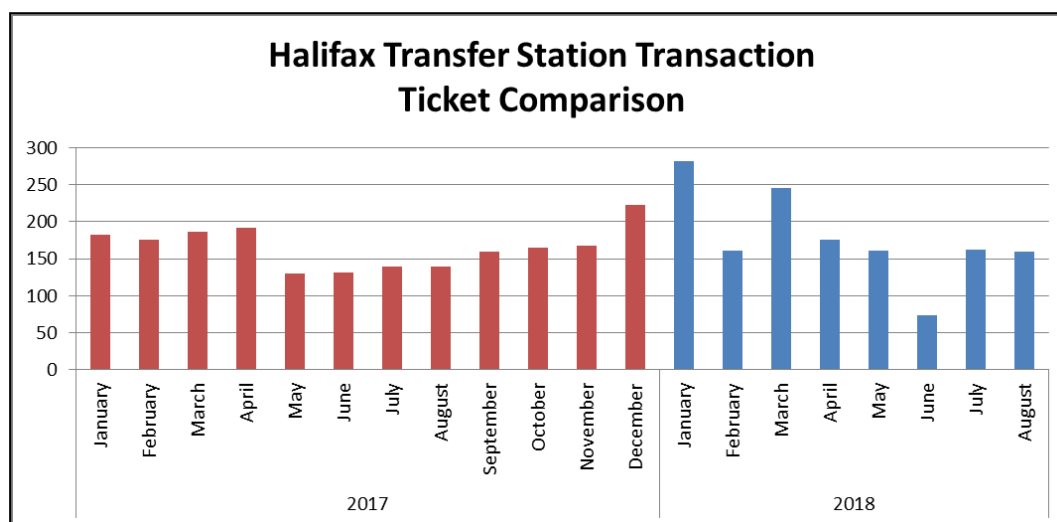
Council is in early discussions with a number of key stakeholders about expanding the Palm Creek Project with resources that maybe injected from Greening Australia. More information will be provided as it becomes available.

WASTE MANAGEMENT

Halifax Waste Facility

Gross Revenue \$1,089.00

ITEM	TRANSACTIONS
Batteries	3
Green waste	4
Household waste	8
Voucher Green waste	63
Voucher household waste	52
Steel	26
Waste oil	3
Disaster Waste	0
Total transactions	160



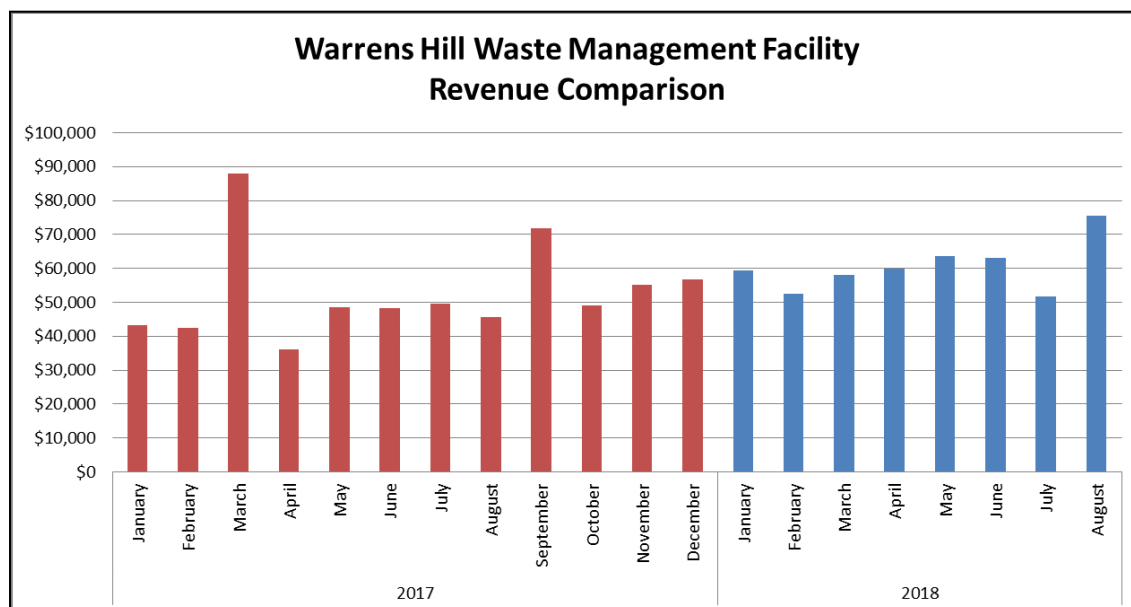
Warren's Hill Waste Management Facility

Gross Revenue - \$75,536.00

Total transactions - 1427

Total waste - 1571 tonnes

ITEM	AMOUNTS
Clean fill	336 tonnes
Commercial and industrial waste	260 tonnes
Construction and demolition	5.4 tonnes
Commercial green waste	43 tonnes
Domestic green waste	17 tonnes
Halifax skip transfer	6.5 tonnes
Household self haul waste	5.6 tonnes
Household waste – Contractor	377.24 tonnes
Illegal dumping	0.36
Oil Waste	236 litres
Regulated waste asbestos	269 tonnes
Disaster waste	0
Vouchers green	1337 deliveries
Vouchers household	2730 deliveries



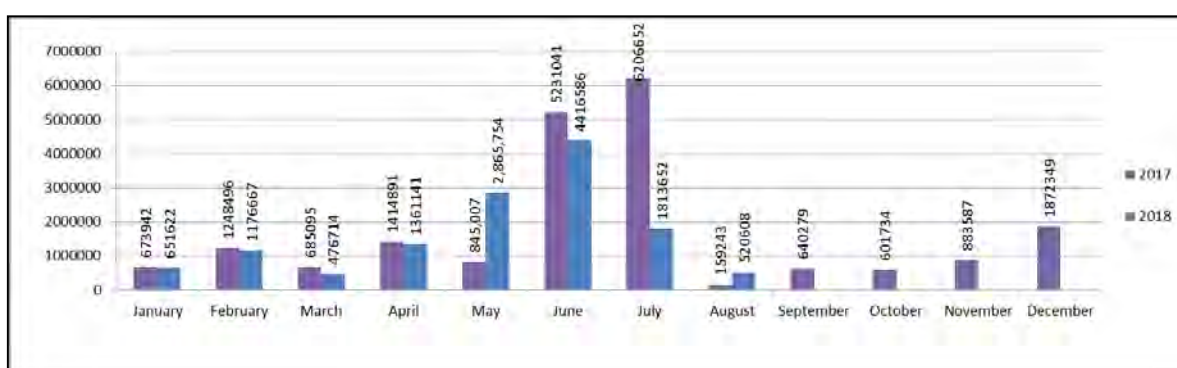
Planning & Development Services

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

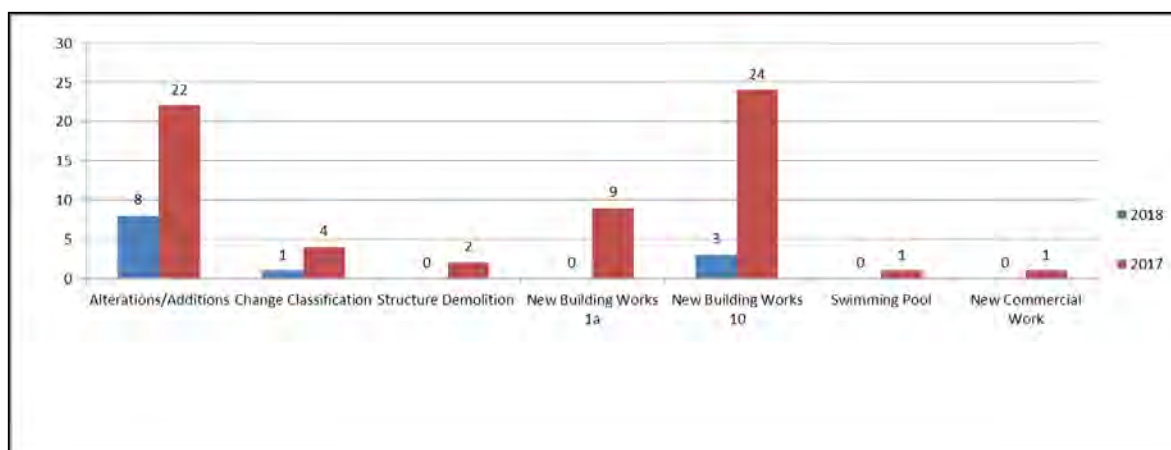
Building Certification Report August

Approved Building Application Values for YTD

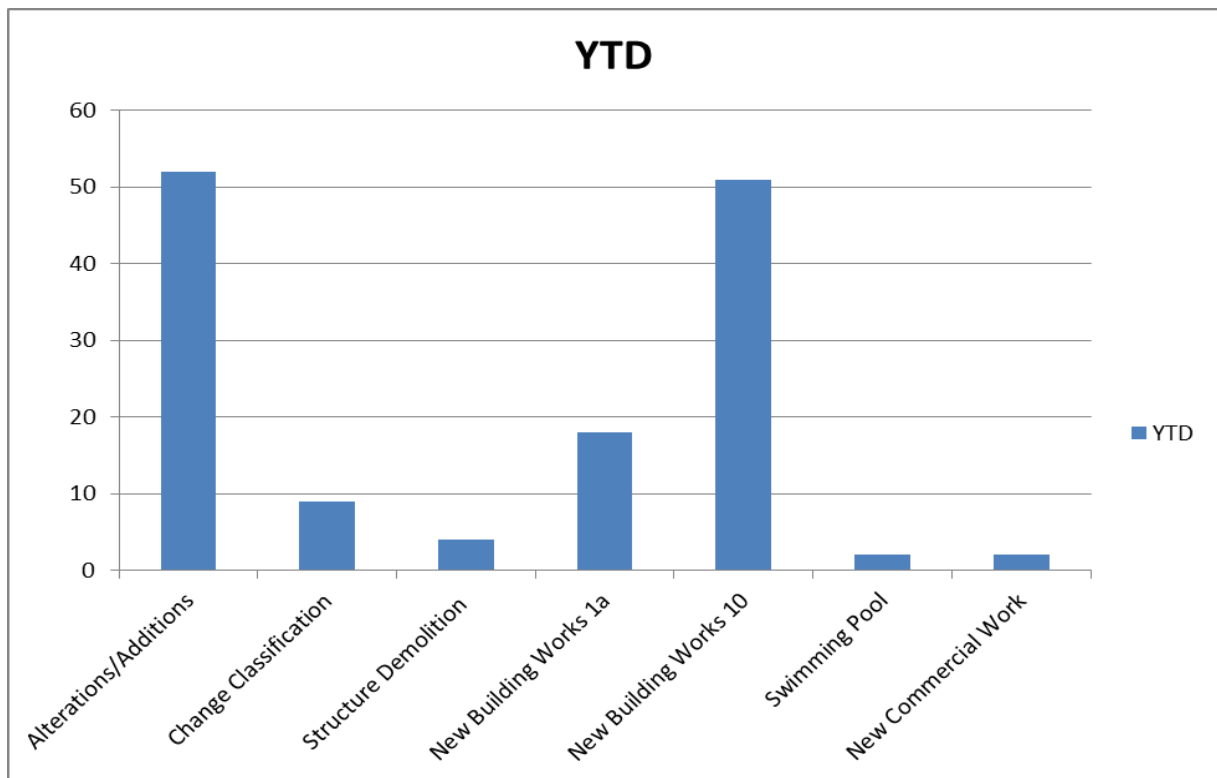


- Please note the June and July figures as presented in the July Activity were incorrect and the correct figures are listed above

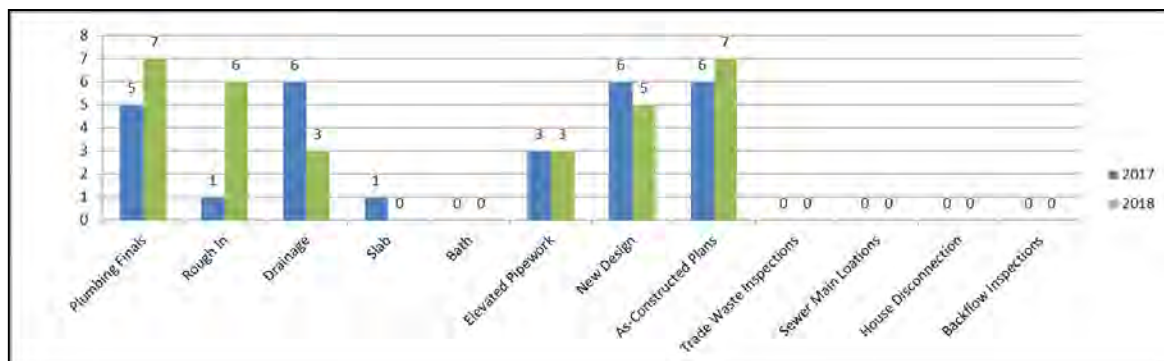
Approved Building Applications for month of August



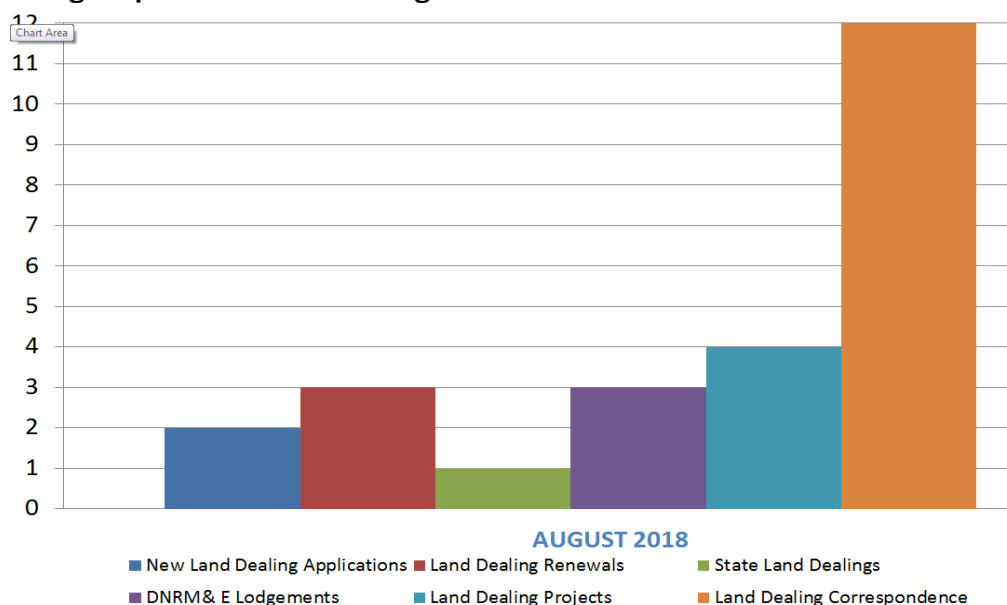
Approved Building Applications Financial Year To Date



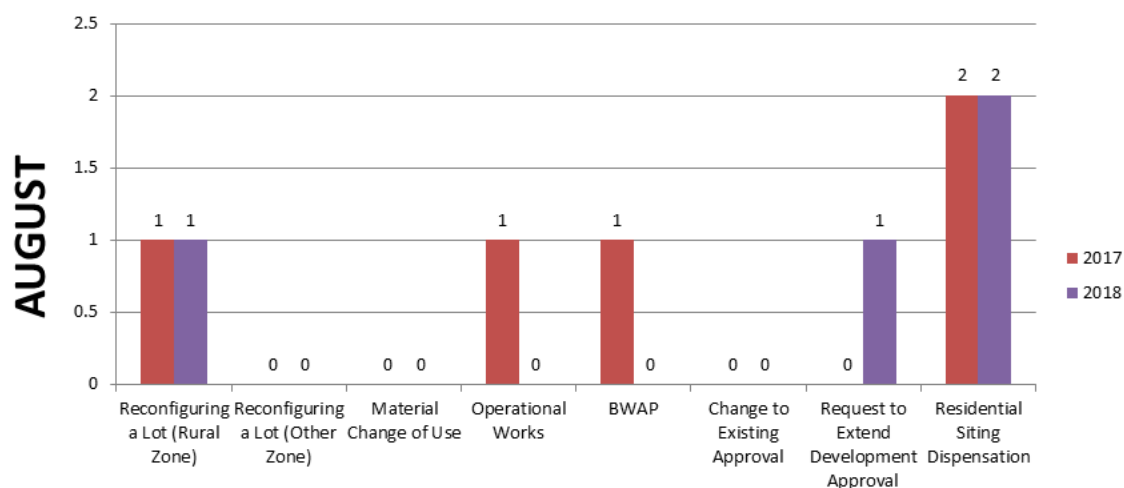
August Plumbing Inspection activities



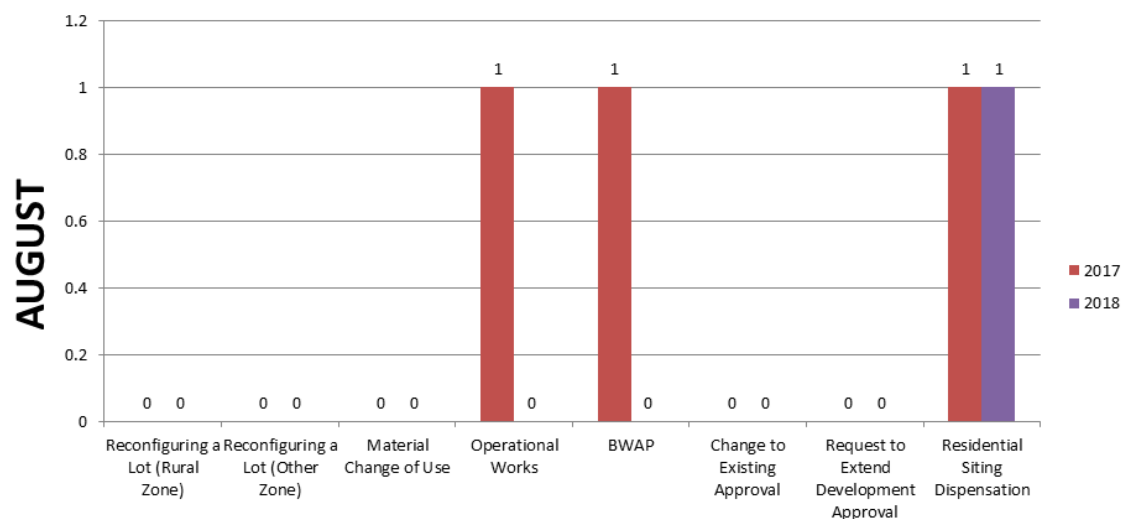
Land Dealings Report for the Month of August



Town Planning Report for the month of August



Applications Received by Hinchinbrook Shire Council



Approvals Issued by Hinchinbrook Shire Council

Project Management Report

Project Management Activities undertaken for August 2018

1. Ingham Aerodrome Hangar Sites Development Project
 - The revised modelling has been discussed with the CEO
 - Relevant Hydrology assessment for impacts of the project as modelled is being undertaken.
2. Aged Friendly Seating & Shelters Project
 - The revised RFQ is closing on 12 September 2018
3. Industrial Precinct Development (Challands Street)
 - Four property owners have indicated that they would be interested in purchasing allotments' adjacent to their respective properties
 - Discussions with DNRME to progress the project have been scheduled.
4. Pelorus Island Nature Based Tourism
 - RAD provided the last documentation (Survey Plan) needed for the drafting of Trustee Permit documentation
 - Robert Nehmers Mckee drafted relevant Trustee Permit and indicated that relevant Survey Plan provided is incorrectly referring to Lot 4 instead of Lot 3 SP181657, Pelorus Island. A new Survey Plan will be requested from RAD
5. Forrest Glen Retirement Village Divestment / Community Lease Transfer
 - Processes and Documentation in relation to the Community Lease transfer process has been coordinated.
 - Hinchinbrook Community Support Centre was contacted requesting relevant documentation to commence the Community Lease transfer process with DNRME.
 - Hinchinbrook Community Support Centre supplied Council with documentation to commence relevant Community Lease transfer process with DNRME.

Economic Development Overview

TYTO

August has seen a drop in patronage of -24.30% for the month with YTD being -16.54%. This is primarily due to reduced Australian Italian Festival attendance figures that have been reported as 6000 as opposed to 8000 the previous year and a drop in youth visitation (in particular HSL Visitation) with a security presence in the area.

Reporting has also been altered and Regional Events are no longer reported within the TYTO statistical data which has contributed to the drop. This data will be reported separately in the future within a Shire Overview relating to events and other economic development activities.

Other visitor centres in the northern region have reported between 10% and 30% reduction in overall visitation for August especially in the second half of August.

Key Outcomes

Hinchinbrook Visitor Information Lounge staff represented Hinchinbrook Way attending the Annual Townsville Camping and Caravan Expo 31 August – 2 September.

Hinchinbrook Shire Council hosted Northern Alliance of Councils 2018 Annual General Meeting and Conference - Future Forward 21-23 August – 102 attendees inclusive of delegates and a number of partners.

Hinchinbrook Shire Council hosted Smart Seeds Open 25 August.

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

Month	Venue Name	Event name	Event description	Event type (select only one)	First day of official program dd/mm/yyyy	Last day of official program dd/mm/yyyy	Number of days of official program	Number / average number of delegates per day	Industry sector of event owner/ organiser (select only one)	Origin of delegates (percentage of breakdown)				Hirer	Room Hire Fee (inc GST)	Food and beverage Food and beverage	Incidentals	Inkind	Total Number of Visitors per Event (Daily delegates x	How did you hear about us?	Notes	
										Local	National %	International %	Total									
August	The Paper Grove	Wedding	Wedding - Nicole Balanzategui	Wedding	25/08/2018	25/05/2018	0.5	168	Private				0%	External	\$195.00	\$ -	\$0.00	\$ -	168	WOM	Wedding - Nicole Balanzategui	
August	The Paper Grove	Wedding	Wedding - Rebecca Davidson	Wedding	11/08/2018	11/08/2018	1	110	Private				0%	External	\$195.00	\$ -	\$0.00	\$ -	110	WOM	Wedding - Rebecca Davidson	
XLED August	The Paper Grove	WEDDING - Jen Jessop & Wesley Glover	GWEDDING - Jen Jessop & Wesley Glover	Wedding	04/08/2018	04/08/2018	1	50	Private		100%	0%	0%	0%	External	\$195.00	\$ -	\$0.00	\$ -	50	External	WEDDING - Jen Jessop & Wesley Glover
XLED August	Monarch	Liddle & Sons	Liddle & Sons meeting	Meeting	01/08/2018	01/08/2018	0.5	7	Corporate					External	\$ -	\$ -	\$0.00	\$ -	7	Returning	Liddle & Sons Meeting	
XLED August	Monarch	Lighthouse Partners	Preparation of Tax Returns	Meeting	02/08/2018	02/08/2018	1	5	Private					External	\$125.00	\$ -	\$0.00	\$ -	5	WOM	Preparations of Tax Return - Hiring at HCSC	
August	Whistler	ED Coordinators Meeting	Coordinators Meeting	Meeting	01/08/2018	01/08/2018	0.5	6	Government					TYTO	\$ -	\$ -	\$0.00	\$62.50	6	Returning	Co-ordinators Meeting	
August	Jacana	Smart Seeds Workshop	Smart Seeds Workshop	Workshop	25/08/2018	25/08/2018	1	12	Government					TYTO	\$ -	\$ -	\$0.00	\$350.00	12	Returning	Smart Seeds Workshop	
August	Amphitheatre	Hinchinbrook Shire Library Event - K	Kookoo Kookaburra	Event	29/08/2018	29/08/2018	0.5	40	Government					TYTO	\$ -	\$ -	\$0.00	\$300.00	40	Returning	HSL - Kookoo Kookaburra	
August	Jacana	TYTO Regional Art Gallery - Seniors	Seniors Pottery	Workshop	25/08/2018	25/08/2018	0.5	10	Government					TYTO	\$ -	\$ -	\$0.00	\$350.00	10	Returning	TRAG - Seniors Pottery	
August	Jabiru	Liddle & Sons	Liddle & Sons meeting	Meeting	23/08/2018	23/08/2018	0.5	6	Corporate					External	\$62.50	\$ -	\$0.00	\$ -	6	Returning	Liddle & Sons Meeting	
August	Parklands	The Australian Italian Festival	The Australian Italian Festival	Event	31/07/2018	06/08/2018	7	6000	Association					External	\$ -	\$ -	\$0.00	\$3,500.00	6000	Returning	The Australian Italian Festival	
August	Jacana	Think Business	Think Business - Accounting in Business	Workshop	13/08/2018	13/08/2018	0.5	6	Government					TYTO	\$ -	\$ -	\$0.00	\$ -	6	Returning	Think Business Workshop - Accounting in Business	
																					Hinchinbrook Chamber of Commerce - Emerging Entrepreneurs	
August	Jacana	Emerging Entrepreneurs	Emerging Entrepreneurs	Workshop	15/08/2018	12/09/2018	5	20	Association					External	\$ -	\$ -	\$0.00	\$ -	20	External	Program	
August	Jacana	Townsville Enterprise	Destination Tourism Plan Workshop	Workshop	06/08/2018	06/08/2018	0.5	30	Corporate					External	\$175.00	\$70.00	\$0.00	\$ -	20	External	Townsville Enterprise - Destination Tourism Workshop	
August	Jacana, Whistler, Monarch	Tea & Trivia	August Tea & Trivia	Event	31/08/2018	31/08/2018	0.5	58	Government					TYTO	\$ -	\$ -	\$0.00	\$450.00	100	Internal	EVENT SEASON - August Tea & Trivia	
August	Jacana	NDDRRRA	Wallaman Falls Tender	Meeting	29/08/2018	29/08/2018	0.5	15	Government					HSC	\$ -	\$277.50	\$0.00	\$125.00	15	Internal	NDDRRRA	
August	Wagtail Room	Advanced Personal Management	Disability Employment Services - Fortnightly Booking	Meeting	23/08/2018	23/08/2018	0.5	6	Corporate					External	\$62.50	\$ -	\$ -	\$ -	6	Returning	Advanced Personal Management - Disability Employment Services	
August	Jabiru	Evocities Meetings	Evocities Meetings	Meeting	23/08/2018	23/08/2018	0.5	4	Government					HSC	\$ -	\$ -	\$ -	\$62.50	4	Internal		

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

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

Month	Venue Name	Event name	Event description	Event type (select only one)	First day of official program dd/mm/yyyy	Last day of official program (dd/mm/yyyy)	Number of days of official program	Number / average number of delegates per day	Industry sector of event owner/ organiser (select only one)	Origin of delegates (percentage of breakdown)				Hirer	Room Hire Fee (inc GST)	Food and Beverage Food and beverage	Incidentals	Inkind	Total Number of Visitors per Event (Daily delegates x	How did you hear about us?	Notes
										Local	National %	International %	Total								
August	Jacana	RFQ Tender	RFQ Tender Information Session	Meeting	30/08/2018	30/08/2018	0.5	10	Government					HSC	\$ -	\$ -	\$ -	\$62.50	10	Internal	Town Planning - RFQ Tender Aged Friendly Bench Seats and Shelters
August	Jabiru	Northern Alliance of Councils 2018	Conference	Meeting	21/08/2018	21/08/2018	0.5	8	Government					HSC	\$62.50	\$ -	\$ -		8	Internal	
August	Jacana, Whistler, Monarch, Jab	Northern Alliance of Councils 2018	Conference	Conference	21/08/2018	23/08/2018	1	107	Government	100%	0%	0%	0%	TYTO	\$450.00	\$ -	\$ -		107	Submission	Submission for Event
August	The Paper Grove	Northern Alliance of Councils 2018	Conference	Event	22/08/2018	22/08/2018	0.5	107	Government					TYTO	\$300.00				107		
August	Wagtail Room	Advanced Personal Management	Disability Employment Services - Fortnightly	Meeting	09/08/2018	09/08/2018	0.5	6	Corporate					External	\$62.50	\$ -	\$ -	\$ -	6	Returning	Advanced Personal Management - Disability Employment Services

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

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

	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	6,761	4	142	2	12	3	18	1	6	0	0	0	0	0	0	0	0	0	0	0	0	51	7,552	-77.43%	-66.78%
TCEC 17/18	12	956	24	10,152	26	2,319	28	962	25	502	13	700	2	12	24	727	14	1,559	25	1,184	19	3,023	14	637	226	22,733	31.40%	-8.06%
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	17	1,416	19	1,872	19	2,305	172	24,725	3.61%	9.76%
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	31	1,399	166	22,527	61.17%	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																												
% Diff	-57.1429	-66.7247	84.6154	-9.23558	23.81	72.0326	211.11	80.8271	400	308.1301	225	-2.0979	-33.3	-68.4	71.43	-10.7	-30	3.65691	47.1	-16.4	0	61.5	-26.3	-72.36	31.395	-8.057		

	External			HSC			TYTO			Promo	
	Bookings	% Increase from previous year	Pax	Bookings	% Increase from previous year	Pax	Bookings	% Increase from previous year	Pax	Bookings	Pax
TCEC 18/19	31	-76.52%	6931	0	-81.82%	152	-88.67%	17	-77.92%	851	-87.41%
TCEC 17/18	132	62.96%	15264	44	7.32%	1341	3.63%	77	42.59%	6758	-14.87%
TCEC 16/17	81	10.96%	15520	41	17.14%	1294	-16.68%	54	-5.26%	7938	4.89%
TCEC 15/16	73	37.74%	13381	35	66.67%	1553	-25.80%	57	96.55%	7568	120.00%
TCEC 14/15	53	35.90%	8618	21	40.00%	2093	181.32%	29	190.00%	3440	891.35%
TCEC 13/14	39	50.00%	7611	15	50.00%	744	152.20%	10	900.00%	347	1635.00%
TCEC 12/13	26	30.00%	4847	10	100.00%	295	31.70%	1	-50.00%	20	-86.67%
TCEC 11/12	20		741	5	0.00%	224	0.00%	2		150	

ECONOMIC DEVELOPMENT - SHIRE

Officers are currently working to have this reported in an infographics style report.

Further reporting for Economic Development is to be discussed and areas to be presented are possibly:

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.

SELF CONTAINED RV VISITATION

Report is to be further developed taking into consideration survey results, however this will not be forthcoming until 2019 season as currently surveys from each facility are different and therefore comparison of data is not possible. Restructure of reporting to ensure uniformity will be required prior to the 2019 season.

	TYTO				CMCA				Forrest Beach				Shire TOTAL			
	Nights booked	AVG RV/night	AVG nights/b looking	AVG spend/RV/Night	Nights booked	AVG RV/night	AVG nights/b looking	AVG spend/R V/Night	Nights booked	AVG RV/night	AVG nights/b looking	AVG spend/R V/Night	Nights booked	AVG RV/night	AVG nights/b looking	AVG spend/R V/Night
Jan-18																
Feb-18																
Mar-18																
Apr-18	26	0.87	1.18	189.23	3	0.10	1.00		3	0.10	1.00	NA	32	1.07	1.06	189.23
May-18	154	4.97	1.23	118.18	58	1.87	1.81	167.04	12	0.39	1.20	NA	224	7.23	1.41	142.61
Jun-18	283	9.43	1.37	130.66	210	7.00	1.71	114.13	47	1.57	1.27	NA	540	18.00	1.45	122.40
Jul-18	361	11.65	1.41	101.48	654	21.10	1.66	242.54	219	7.06	1.37	NA	1234	39.81	1.48	172.01
Aug-18	340	10.97	1.48	139.25	647	20.87	2.02	76.73	170	5.48	1.38	NA	1157	37.32	1.63	107.99
Sep-18																
Oct-18																
Nov-18																
Dec-18																

Note: The TYTO RV Self Contained Parking Site are open from 1 March to 30 November 2018 / and Forrest Beach 1 April to October. Permits are \$10 per vehicle per night. Parking is strictly 48 hour maximum. Vehicles are SELF-CONTAINED (on board toilets, shower, washing and cooking facilities must be contained within the vehicle).

Grants Activities

August Update

Department of State Development, Manufacturing, Infrastructure and Planning – Maturing the Infrastructure Pipeline Program 2 – Dutton Street Bridge Detailed Design. Total Project Cost \$704,545; Funding \$704,545; HSC Cost \$nil	Successful
Department of National Parks, Sport and Racing – Get In The Game – Get Planning Spaces – Wallaman Falls Strategic Masterplan. Total Project Cost \$112,750; Funding \$75,000; HSC Cost \$37,750	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 – Expression of Interest – Ingham Aerodrome Commercial Precinct Extension. Total Project Cost \$2,250,000; Funding \$1,125,000; HSC Cost \$1,125,000	EOI Successful – Detailed Application due 7 Sept 2018
Department of Infrastructure, Local Government and Planning – Innovation and Improvement Fund – Hinchinbrook Flood Zone Web – App. Total Project Cost \$31,500; Funding \$31,500; HSC Cost \$Nil	Acquitted
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
QCoast 2100 – Coastal Hazard Adaptation Program – CHAS Phases 3 and 8. Total Project Cost \$460,000; Funding \$450,800; HSC Cost \$9,200	Successful
Department of Communities, Disability Services and Seniors – Advancing Qld – Age Friendly Community Grants – Ambassador Volunteering Program and Upskilling. Total Project Cost \$35,000; Funding \$30,000; HSC In Kind \$5,000	Unsuccessful
Department of Education and Training – Skilling Queenslanders for Work – First Start Program 2018/19 - Four full time trainee positions submitted – Funding \$60,000	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

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

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																	
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 and review of requirements have been obtained as guide for tender process if successful.												
						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	Onsite meeting with Ergon to progress												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Environmental Work Warrens Hill	\$100,000	\$0	\$100,000	\$0	Tender specifications being developed												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Traffic Flow Warrens Hill	\$15,000	\$0	\$15,000	\$0	Part of the Environmental Work at Warrens Hill, tender specifications being developed												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
GIS mapping for weeds	\$25,000	\$0	\$25,000	\$0	Contractor briefed awaiting firm costing												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Seating for footpath management plans	\$10,000	\$0	\$10,000	\$0	Discussions to be had at PDG level by EMDPES												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Landfill remediation Warrens Hill	\$776,600	\$0	\$776,600	\$0	Part of the Environmental Work at Warrens Hill, tender specifications being developed												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Herbert Street - activate space	\$0	\$160,000	\$160,000	\$0	Await Engineer Certification for Section 1 - Shelters for the Cartwright Street ebd of Herbert St.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Francis Creek Digital Kiosk	\$0	\$0	\$0	\$0	PO issued with arrival expected September. Received costing 14.08.2018 for installation. No further update.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TOTALS	\$1,066,600	\$160,000	\$1,226,600	\$0													

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

C	Construction	A	Assessment	P	Procurement
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Project Description	Programme Estimate 2017/2018			2017/2018 Carry Overs	Comments and Projected Timeline												
	HSC Budget	Other	Total														
2017/2018 Carry Over Capital Projects																	
W4Q2.09 Herbert Street – Activate Space Designs have commenced				TBC	Design Development and Structural Design over half-way complete. (Cartwright St NOT included) - NIL MOVEMENT												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
CBD Works (CBD seats, planter boxes and bins)				TBC	Ingham Streetscape Development plans in progress												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
HVIL Refurbishment				TBC	Await brief from CA Architects												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO tracks/walks (Parks and Gardens almost finished walks, armsign been engaged)				TBC	Await final wording of entry signage.Tender closed for installation. Pathway connectivity re Parklands and Toilets on Cultural Precint complete.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Aged Friendly street and park furniture_DCCSDS grant				TBC	Extension has been granted with the funding and project manger is going out to RFQ for revised contract amount. Tenders close 12 September												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
CBD Revitalisation (Hinchinbrook Way Walk Wayfinding signage, Rotary Park revitalisation, maps and signage)				TBC	Ingham Streetscape Development plans in progress												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
CBD/Cartwright St				TBC	NIL Movement												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Hinchinbrook Way Walk (Tourist Loop Signage, Hinchinbrook Way Drive)				TBC	THW signage being reviewd , style guide not followed and colour review is in progress for final of signage for signoff re CDB signage only.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Wallaman Falls Infrastructure Project				TBC	Grant funding received. Draft RFQ Produced for consideration.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO upgrade lighting				TBC	Part of a multi year roll out. A number of jobs outstanding but in progress.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Lannercost Street laneway artwork discussions with project manager				TBC	Concept plans have been received and in review.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
					No capital money required to date. Meeting had big turn out with extra committee representatives. Style Guide progressing												

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2018

Aged Care Projects (aging in place)				TBC		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Additional Shoring Box (cemetery)				TBC	No Contractors applied for first RFQ. Going out to tender again. Discussion held 10 September and concesous is to ask locals to construct to specs.												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Totals																	

VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



10,967 PATRONS IN AUGUST,
16,149 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 **↓28%** IN
COMPARISON TO AUGUST 2017 [8]

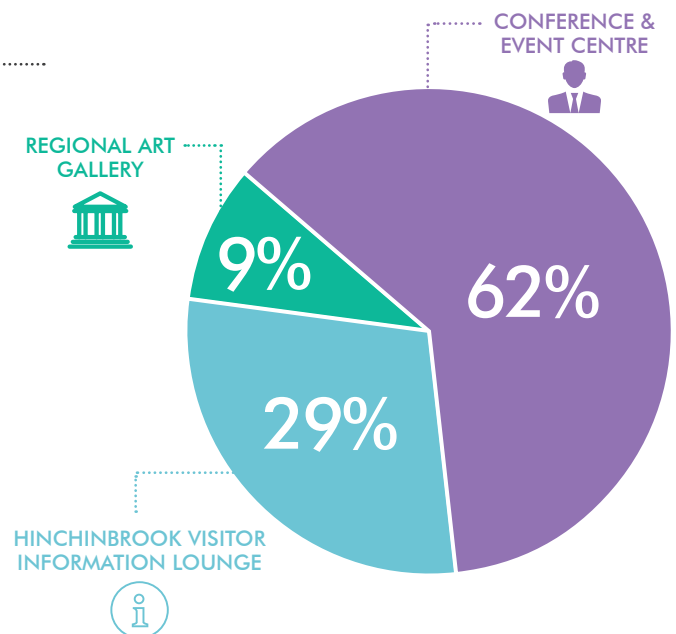
AUGUST 2018 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

5 YEAR COMPARISON [10]

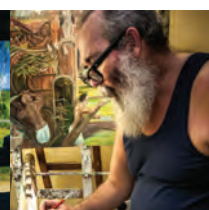
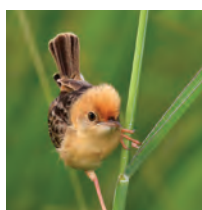
	AUGUST 2018 EVENTS	AV GROWTH PER ANNUM SINCE AUGUST 2014/15
	CONFERENCE & EVENT CENTRE 6,761 PATRONS	↓-10% PA
	REGIONAL ART GALLERY 977 PATRONS	↓-6% PA
	HINCHINBROOK VISITOR INFORMATION LOUNGE 3,229 PATRONS	↓-4% PA

TYTO VISITATION [11]

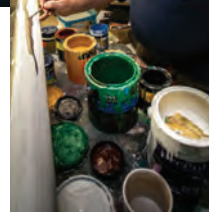
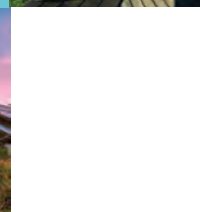


AMBASSADOR CONTRIBUTIONS AUGUST [12]

	REGIONAL ART GALLERY 0 HOURS		HINCHINBROOK VISITOR INFORMATION LOUNGE 428 HOURS		TYTO CONFERENCE AND EVENTS CENTRE 20.75 HOURS		TOTAL WAGES SAVED 2018/19 \$29,213
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TYTO is owned and operated by Hinchinbrook Shire Council



CONFERENCE & EVENT CENTRE: A GROWING REVENUE STREAM

Year On Year Monthly Comparison ONLY



DIRECT SPEND
(ROOM HIRE AND
F&B) ↓-62.0%
COMPARED TO AUG
LAST YEAR [1]



297 DELEGATES
PER DAY PER EVENT,
COMPARED TO 425 IN
AUGUST 2017 [2]

EVENT TYPES [4]

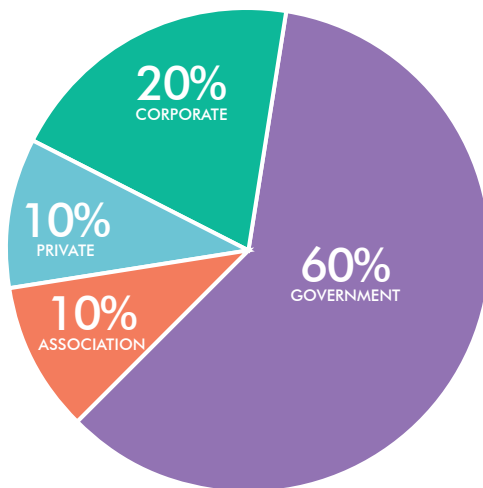
AUG 2018 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE AUG 2014	
EVENT	3	↓-40%	6140
WORKSHOP	5	↑400%	68
CONFERENCE	1	↑1 BOOKING	107
MEETING	8	↑700%	61
OTHER	3	↑3 BOOKINGS	385



AUGUST 2018 HIGHLIGHTS

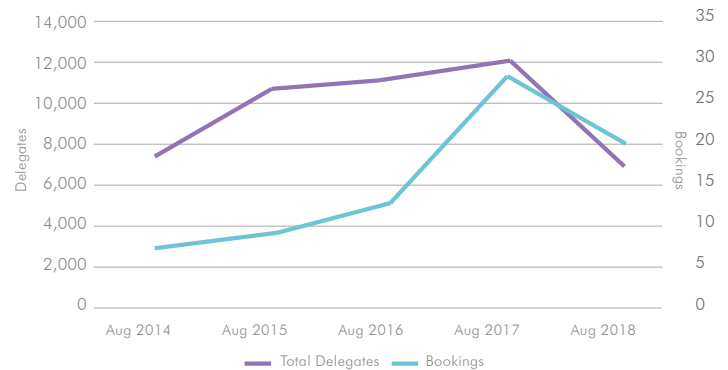
TYTO USE, GROWTH & IMPACT ANALYSIS

EVENT USAGE [5]



EVENT BOOKINGS & PAX [3]

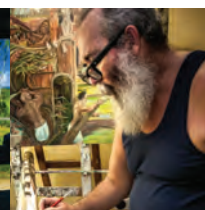
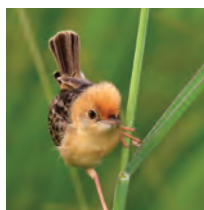
5 Year Comparison*



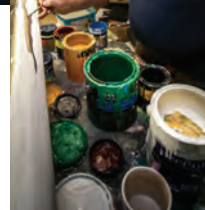
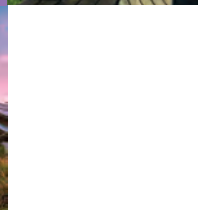
% CHANGE PA SINCE 2013/14 [6]

GOVERNMENT - NON FEE	↑200%
GOVERNMENT - FEE	↑200%
ASSOCIATION	+1 BOOKING
CORPORATE	+4 BOOKINGS
PRIVATE	↑100%
OVERALL BOOKINGS	↑300%

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



TYTO is owned and operated by Hinchinbrook Shire Council





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



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

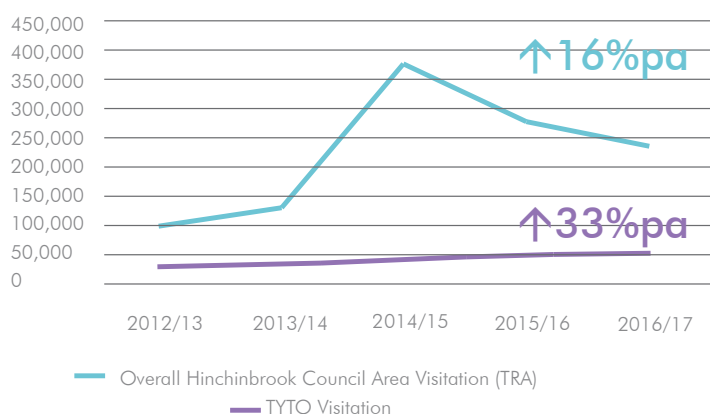
FINANCIAL YEAR 2017/18 HIGHLIGHTS

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
67.75 HOURS
=
TOTAL WAGES SAVED
2018/19 **\$5,648**

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.

- Visitor driven attractions of TYTO are the Conference and Event Centre, Art Gallery and Information and Wetland Centre
- The proportion of annual visitor origins remains constant throughout historic data and includes all visitors to the visitor driven attractions
- 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
- Total value added to the region is based the Tourism Satellite Account for the Townsville Region. Source: Tourism and Events Queensland
- 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 August 2018 with August 2017.
2. Figures provided by Council on the number of event delegates of the average number per day, comparing the month of August 2018 with August 2017.
3. Figures provided by Council on the number of patrons per day at events and number of event bookings, comparing the month of August in 2014-2018.
4. Figures provided by Council on the number of bookings by type of event, comparing August 2018 with August 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 August 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 August 2018.
6. Figures provided by Council on number of event users by type, comparing the month of August 2018 with August 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 August 2018 and in July–August 2018.
8. Figures provided by Council on patrons to the visitor driven attractions, comparing the month of August 2018 to August 2014 with an average per annum percentage growth.
9. Figures provided by Council on patrons to the visitor driven attractions per month since August 2012.
10. Figures provided by Council on number of patrons to each of the visitor-driven attractions for August 2018, comparing August 2018 figures with August 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 August 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.
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.



TYTO is owned and operated by Hinchinbrook Shire Council

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

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

Resolution Number 280818-26 – Chloe Roveglia

That Council provide the sum of \$350 to Council's Maraka Queen Entrant for 2018, Miss Chloe Roveglia from Council's public relations budget.

Status:

September 2018 Update – Correspondence dated 31 August 2018 sent to Chloe Roveglia by Acting CEO (Doc ID # 2261850) congratulating Chloe on her initiative, seeking account details for payment of funds and requesting Chloe to liaise with TYTO and Media staff regarding float.

Matter Closed

Resolution Number 280818-24 – 2018 LAWMAC Conference

That Council submit an expression of interest for the right to host the 2019 LAWMAC Conference in the Hinchinbrook Shire.

Status:

September 2018 Update – Correspondence dated 30 August 2018 sent to LAWMAC by Acting CEO (Doc ID # 2261507) expressing Council's interest in hosting one of the two 2019 LAWMAC Conferences in the Hinchinbrook Shire.

Resolution Number 280818-23 – Aerial Services – Quotation Evaluation and Recommendation – RF002551

That Council resolve to appoint Liddles Air Service Pty Ltd, ABN 73 617 737 084 to undertake Aerial Services works to the estimated value of \$46,800 per annum, for a period of two (2) years with two (2) x twelve (12) month extensions at the discretion of Council.

Status:

September 2018 Update – Successful and unsuccessful letters dated 4 September 2018 have been drafted and will be sent to the necessary recipients. Further it is intended that a meeting with the successful contractor will be arranged to go through the detail and expectations.

Matter Closed

Resolution Number 280818-14 – Ingham Wolbachia Release

That Council resolve to participate in the Ingham Wolbachia Release Program and provide inkind support to the project.

Status:

September 2018 Update – Correspondence has been received by Scott Humphreys at the Townsville Public Health Unit on 31 August 2018 that no activity is expected in the next couple of months whilst Townsville Public Health Unit arrange all the necessary paperwork and permissions.

Matter Closed

Resolution Number 280818-13 – Straw No More

That Council resolve to:

1. Note the campaign initiated by Molly Steer ('Straw No More') and Nicole Nash ('The Last Straw on the Great Barrier Reef') to rid the wet tropics region and the Great Barrier Reef of the impact of plastic straws and single use plastics.
2. Commit supporting this campaign in whatever way is feasible.
3. Establish as a primary goal to remove plastic straws and other single use plastics from Council operations.
4. Encourage all Council run and supported events and functions to reduce and eventually remove straws and other single use plastics.
5. Encourage the Chamber of Commerce to investigate the feasibility of an initiative that supports local businesses in transitioning away from the use of all single use plastics.

Status:

September 2018 Update – The Council Facilities Team have been updated and will be altering their documentation to accommodate this new initiative. Council sent correspondence dated 10 September 2018 to Cairns City Council advising that Hinchinbrook Shire Council is now a Straw No More Council. 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.

Status:

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:

September 2018 Update – In progress.

Resolution Number 310718-20 – Support for the Ingham Autofest Performance Car Festival 2018/2023

That Council endorse the action of the Chief Executive Officer in signing the Memorandum of Understanding (MOU) between Spring Car Nationals Pty Ltd and Hinchinbrook Shire Council for the annual Ingham Autofest Performance Car Festival 2018-2023; and that Council provide inkind support of up to \$5,500 (excl. GST) per annum to the festival as outlined in the MOU.

Status:

September 2018 Update – MOU has been signed by CEO and debrief meeting scheduled for 26 September 2018.
Matter Closed

August 2018 Update – Await final review of event held on 20-22 July 2018, due to a number of conditions not being complied with prior to, during and after the event.

Resolution Number 310718-18 – Reallocation of Budget Funds

That Council resolve to not renew its membership of Tropical Coast Tourism Inc.

Further, that the budget sum of \$25,000 be reallocated to other Council projects including \$5,000 (excl. GST) per year for three (3) years to participate in the Tourism Sentiment Index project being coordinated by Townsville Enterprise Ltd.

Status:

September 2018 Update – Actioned.
Matter Closed

August 2018 Update – Actioned regarding Tourism Sentiment Index project. Other funding to drive tourism projects.

Resolution Number 290518-31 – Long Term Management of Council Landfill

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

Status:

September 2018 Update – Meeting held with GHD personnel on Friday 31 August and tender documentation (specifications) are currently due by mid-September. This will allow a tender to be issued.
Matter Closed

August 2018 Update – On-site meeting with GHD Representatives on 6 August 2018. GHD to develop tender specifications to allow the "go to market" phase.

July 2018 Update – Operations Manager met with GHD on Friday 17 July 2018 to confirm scope of work and it is expected that a formal offer to undertake the required work will be received by the week ending 20 July 2018.

June 2018 Update – Initial discussions with GHD has been held with formal request to be forwarded by Council.

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:

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

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

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

The Trustee Permit

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

Reason(s) for Decision

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

- Local content provided as part of the EOI.

Status:

September 2018 Update – Trustee Permits are being developed in preparation for sign off by both parties, Council have recently received a survey plan from the applicant which requires corrections in order to finalise and the applicant has been notified accordingly.

August 2018 Update - August 2018 Update – RAD provided a draft site plan location to be verified on site and surveyed for DNRME registration purposes by the RAD Surveyor.

July 2018 Update – Discussions between RAD and the Planning and Development Manager were undertaken to clarify potential misinterpretation of Council's Decision Notice. RAD is satisfied with the clarification and further meetings are scheduled to progress the Trustee Permit.

June 2018 Update – Roberts Nehmer McKee Lawyers services appointed to execute Trustee Permit between Hinchinbrook Shire Council and JAM Squared Pty Ltd T/A Remote Area Dive.

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

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

Resolution Number - 250717-36 – Works for Queensland

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

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

Status:

September 2018 Update – All projects are progressing, however some are behind initial forecasts for proposed construction. All projects require completion by 30 June 2019.

August 2018 Update – Departmental approval was obtained 18 July 2018 in relation to Council's variation on the above two x projects (highlighted in yellow). Project Managers have been informed to commence works. All other projects are in progress.

July 2018 Update – Council is awaiting Departmental approval in relation to these 2 x revised projects. All other projects are in progress.

June 2018 Update – Council is awaiting Departmental approval in relation to these 2 x revised projects. All other projects are in progress.

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

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

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

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

January 2018 Update – Ongoing.

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

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

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

September 2017 Update – Anticipate departmental notification mid September 2017.

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

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

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

Status:

September 2018 Update – Stage Three Status Report submitted. Gilroy Santa Maria College has reached 99% completion in the Research Phase, and GP One has commenced transferring data from word into Intuiface format.

August 2018 Update -

- Digital Honour Roll Meeting was held at Gilroy Santa Maria College last week – 12pm Wednesday 8 August. Attendees included Stephen Bourke, Felix Reitano, Amy Squires, Fiona Robinson, and Sarah Dunn.
- Costs spent on the grant so far are the deposit for the Digital Honour Roll - \$1,900.14, and \$539 for research fees. Total of \$2,439.14. Next cost will be the remainder of the machine - \$,7600.56
- Gilroy Santa Maria College have almost completed their research – 38 of the 39 are complete, and only finishing touches are required to the last one.
- Stephen Bourke to work on the invitations to the launch (8 weeks notice required) and will send through to Council once complete.

July 2018 Update – In process of acquiring digital machine.

June 2018 Update – The project is in progress, with HSC Facebook Posts and Herbert River Express Articles being utilised to update the community on project progression.

May 2018 Update – The project is in progress.

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

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

February 2018 Update – The project is currently in progress.

January 2018 Update – The project is currently in progress.

December 2017 Update – The project is currently in progress.

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

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

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

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

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

June 2017 Update – In progress.

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

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

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

Status:

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

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

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

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

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

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

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

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

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

December 2017 Update – Await final engineering drawings from contractor.

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

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – No further update.

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

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

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

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

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

September 2016 Update – Permits currently being assessed by DTMR.

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

July 2016 Update – No update at this stage.

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

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

March / April 2016 Update – EOI closed on 21 March 2016. A meeting of the Public Art Committee has been scheduled to consider the designs and make a recommendation to Council.

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

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

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

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

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

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

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

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

Status:

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

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

July 2018 Update – Nil movement.

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

May 2018 Update – Included in PDG agenda.

April 2018 Update – Nil movement.

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

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

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

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

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

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Status:

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

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

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

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

May 2018 Update – In progress.

April 2018 Update – Nil movement.

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

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

January 2018 Update – Free Wi Fi network is active.

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

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

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

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

August 2017 Update –

Item i. and v. are on hold,

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – No further update.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution Number – 180613-24 – National Regulatory System for Community Housing (NRSCH)

That Council advise the Department of Housing and Public Works that we no longer wish to be a community housing provider and that we intend to investigate the possibility of a local community housing provider taking over ownership of the Forrest Glen Retirement Units.

Status:

September 2018 Update – This is now being addressed under Resolution Number 280818-12 – Forrest Glen Retirement Village – Lot 540 on SP288711 – Transfer to Hinchinbrook Community Support Centre.

Matter Closed

August 2018 Update - August 2018 Update – Report on the August Council General Meeting agenda.

July 2018 Update – Teleconference held with Officers from the Department of Public Works to progress the transfer process. Awaiting confirmation of a meeting date with HCSC regarding some questions that they require further clarification regarding, including the operation of the biocycle units and the surplus funding Council is holding for the facility. HCSC have advised that their board has agreed to take over the facility. Awaiting clarification from CFO regarding the surplus funds.

June 2018 Update – Contact has been made with the Director of the HCSC to invite her and relevant representatives to meet with Council and Officers to discuss details of the possible hand over of the facility to HCSC.

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

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

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

February 2018 Update – Discussions to be had with HCSC.

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

December 2017 Update – Matter is progressing.

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

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

September 2017 Update – No further update.

August 2017 Update – Matter is progressing.

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

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – Ongoing.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

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

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

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

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

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

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

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

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

September 2014 Update – No further update.

August 2014 Update – No further update.

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

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

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update – No further update.

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

February 2014 Update – No further update.

January 2014 Update – No further update.

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

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

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

September 2013 Update – No further update.

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

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

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

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

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

Status:

September 2018 Update – Nil movement.

August 2018 Update - Nil movement.

July 2018 Update – Nil movement.

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

May 2018 Update – Included in the PDG agenda.

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

March 2018 Update – No further update.

February 2018 Update – No further update.

January 2018 Update – No further update.

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

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

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

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

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

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

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

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

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

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP approved by DTMR.

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

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

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

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

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

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

July 2016 Update – No further update at this stage.

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

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

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

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

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

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

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

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

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

August 2015 Update – Work progressing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- *The route must have significant tourism and/or scenic appeal, including a reasonable frequency of quality tourist attractions to maintain the interest of the visitor*

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

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

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

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

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

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

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

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

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

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

August 2013 Update – DTMR Townsville 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.

WASTE MANAGEMENT - VIRTUAL VOUCHERS

Executive Summary

Council has been operating a “virtual voucher” arrangement in relation to waste accepted out Warren’s Hill Landfill and the Halifax Transfer Station since January 2014.

This report provides an update on the take up and impact on Council and provides an opportunity for Council to either continue with the framework in its current format or make changes as deemed necessary.

The current situation is:

- » Council offer up to four free “virtual vouchers” for each residence in the Hinchinbrook Shire for “domestic waste”; and
- » Virtual Vouchers can be used for domestic green or household waste not exceeding one tonne.

For Council Decision – Recommendation

That Council resolve to continue with the provision of four free virtual vouchers for domestic waste rateable properties per financial year.

Background

Virtual Vouchers were introduced in January 2014. The virtual voucher system was introduced:

- in an attempt to eliminate the need for a bulk kerbside clean-up; and
- to avoid people wanting ‘rain checks’ on free dump weekends.

The vouchers are ‘virtual’:

- to enable both property owners and renters to make use of the voucher system;
 - to prevent vouchers being lost;
 - to prevent establishment of a market; and
 - to minimise the burden on administration.
-

Attachments

- a. Draft Policy – Waste Virtual Vouchers
 - b. Draft Procedure – Waste Virtual Vouchers
-

Statutory Environment

Nil

Policy Implications

Draft policy and procedure documents are attached. There is no known impact on any existing policy.

Consulted With

Executive Manager Development, Planning and Environmental Services
Acting Chief Executive Officer

Financial and Resource Implications

Vouchers used last year equated to a total value of \$55,246.50 (revenue lost).

What is not quantifiable is the impact (reduction) on illegal dumping. Anecdotal evidence suggests that the use of the virtual vouchers does impact positively on illegal dumping.

Risk Management Implications

Nil

Strategic Considerations

Corporate Plan – 2.4 Stewardship of the Great Barrier Reef

Operational Plan – 2.4.5 Implement agreed activities from the Reef Guardian Action Plan

Officers Comment

Council in January 2014 decided to introduce virtual vouchers for domestic waste.

In an effort to ensure there is a clear intent and understanding this report seeks to clarify what domestic waste is and to ensure Council understand the impact this initiative does have on Council finances.

The definition of domestic waste is:

- » waste produced in the course of a domestic activity;
- » waste from accommodation used purely for living purposes (and without commercial gain) and which is disposed of via normal mixed domestic waste refuse collection; and
- » it is also known as municipal solid waste (commonly called trash, garbage and refuse or rubbish) which consists of everyday items that are discarded by the public.

Hinchinbrook Shire Council provides residents with four free virtual vouchers to help households remove general domestic waste and green waste.

Use of the virtual vouchers for green waste disposal is subject to the condition that the whole load contains only uncontaminated green waste (this includes branches, leaves, grass clippings, but not pots, pavers, sleepers or soil).

1. Policy Statement

The purpose of this policy is to set out use of the Virtual Vouchers offered at Warrens Hill Waste Management Facility and Halifax Transfer Station. Free dump weekends have been replaced with the Virtual Voucher System enabling residents to come at their own convenience. No printed vouchers are required eliminating unnecessary administration costs.

2. Scope

Four virtual vouchers (no exceptions) per financial year are offered to each household within the district for domestic green or household self-hauled waste not exceeding one tonne.

Occupants must provide evidence of occupancy for e.g. drivers licence, a personal bill. If a person is carrying for another household, paper evidence must be provided for the household and ID for driver.

Vouchers are issued per property, not per person. Should a property have a new tenant or owner they are not entitled to vouchers in the current financial year if the four vouchers allocated to that property have already been used.

Vouchers are not to be used for part payment for charges, vouchers have no monetary value.

Vouchers will not carry over to the next financial year.

3. Responsibility

Warrens Hill Waste Management Facility staff

NQ Employment staff trading as NQ Green Solutions

4. Associated Documents

ECS_401 Banking Summary Halifax Transfer Station

ECS_408 Voucher Transactions for Halifax Transfer Station

Virtual Voucher Spreadsheet 2014-2015 onwards

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

Policy Number: [Insert Policy Number]

Authorised By: [Insert Manager Name Or Resolution]

Document Maintained By: [Department Name]

Version No: [Enter Version]

Initial Date of Adoption: [Enter Date]

Current Version Adopted: [Enter Date]

Next Review Date: [Enter Date]

1. Purpose

The purpose of this procedure is to set out the use of Virtual Vouchers offered at the Warrens Hill Waste Management Facility and the Halifax Transfer Station. No printed vouchers are required eliminating unnecessary administration costs.

2. Scope

Four virtual vouchers per financial year are offered to each household within the Shire for domestic green or msw self-hauled waste not exceeding one tonne.

Occupants must provide evidence of occupancy for e.g. drivers licence, a personal bill. If carrying for another household, paper evidence must be provided for the household and ID for the driver.

Vouchers are issued per property and not per person, should a property have a new tenant or owner they are not entitled to further vouchers in the current financial year if the four vouchers for that property have already been used.

Vouchers are not to be used for part-payment for charges. Vouchers have no monetary value.

Vouchers will not carry over into the next financial year.

3. Responsibility

Warrens Hill Waste Management Facility staff and NQ Employment staff working at the Halifax Transfer Station
Hinchinbrook Shire Council Staff to collate receipt/voucher data and funds received by NQ Green Solutions

4. Procedure

WARRENS HILL WASTE MANAGEMENT FACILITY

1. Drivers wanting to use a voucher are to provide relevant ID (ie Driver's licence) showing their residential address within the Shire.
2. Details including the address, name of driver and date are to be entered in the Virtual Voucher Spreadsheet.
3. If a driver is disposing of waste on behalf of another person, they are required to produce a document showing the other person's name and street address, as well as their own driver's licence. A notation of "on behalf of ...[name on account]..." will be made in the spreadsheet.
4. Enter the voucher in the Mandalay system. No receipt is handed to the driver.
5. Once all four vouchers have been used, the entry is highlighted in red for quick reference. This address is then emailed to NQ Employment (nqgshalifaxtransfer@nqemployment.org.au) for Halifax Transfer Station staff to update their records.
6. On receipt of emails of voucher transactions from Halifax Transfer Station, the weighbridge operator enters transactions into the Virtual Voucher Spreadsheet and records the transaction in Mandalay.

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Procedure Number: [Insert Form Number]

Authorised By: [Insert Manager Name]

Document Maintained By: [Department Name]

Version No: [Enter Version]

Initial Date of Adoption: [Enter Date]

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Next Review Date: [Enter Date]

HALIFAX TRANSFER STATION

1. Upon opening the facility, check emails from Warrens Hill and update the Voucher Book with addresses for which all four vouchers have been used.
2. Drivers wanting to use a voucher are to provide relevant ID (ie Driver's licence) showing their residential address within the Shire.
3. Details including the address, name of driver and date are to be entered in ECS_408 Voucher Transactions for Halifax Transfer Station form.
4. Once all four vouchers have been used, the entry is highlighted in red for quick reference. This address is then emailed to NQ Employment for Halifax Transfer Station staff to update their records.
5. If a driver is disposing of waste on behalf of another person, they are required to produce a document showing the other person's name and street address, as well as their own driver's licence. A notation of "on behalf of ...[name on account]..." will be made in the spreadsheet.
6. Halifax Transfer Station staff then record virtual vouchers received in ECS_408 Voucher Transactions for Halifax Transfer Station form.
7. Halifax Transfer Station staff send a copy of voucher transactions to WarrensHill@hinchinbrook.qld.gov.au at the end of each day.

Microsoft Excel - Virtual Voucher Spreadsheet July 2014

Warrens Hill - Virtual Vouchers - 4 Vouchers per household (no exceptions)

No.	Street	Town	1st Load	2nd Load	3rd Load	4th Load	Comments									
			Date	Surname	First Name	Date	Surname	First Name	Date	Surname	First Name	Date	Surname	First Name	Date	
92	12 Gort St	Ingham	4/10/14	Bankowski	James											
93	22 Gort St	Ingham	3/10/14	Di Giacomo	Joseph											
94	30 Gort Street	Ingham	3/10/14	Vaccher	Robert											
95	15-17 Gorton St	Trebonne	6/10/14	Winterburn	Rod											
96	10 Grevillea St	Alingham	24/09/14	Thom	Alan											
97	25 Grevillea St	Alingham	23/09/14	Vincent	Gary											
98	26 Grevillea St	Alingham	9/09/14	Valinotti	Stephen	30/09/14	Valinotti	Stephen								
99	1 Gary Gum Crt	Alingham	26/09/14	Johnson	Trent											
100	278 Hambley Rd	Ingham	5/09/14	David	Guzzzo	3/10/14	Guzzzo	David								
101	2 Hardy St	Ingham	3/10/14	Rison	Albert											
102	34 Hardy St	Ingham	6/10/14	Stanta	Mick											
103	Hawkins Ck Rd	Ingham	21/09/14	Munnamra	Frank											
104	1964 Hawkins Ck Rd	Ingham	3/10/14	Headlow	Jeff & Lesley											
105	181 Hawkins Ck Rd	Ingham	11/10/14	Canlanterro	Jeffery											
106	8 Hecht St	Ingham	8/10/14	Bowden	Rodger											
107	15 Horner St	Ingham	14/10/14	Mannara	Sam											
108	30 Ingham	Ingham	26/09/14	Janson	L & J											
109	17 Jesson St	Ingham	14/09/14	Conrad	Pat	5/10/14	Conrad	Pat								
110	654 Lannercost Evt Rd	Lannercost	8/10/14	Jamie	Verner											
111	118 Lannercost St	Ingham	21/09/14	Venables	Pauline											
112	120 Lannercost St	Ingham	16/08/14	Hill	Allison	15/08/14	Hill	Allison	15/08/14	Hill	Allison	15/08/14	Hill	Allison		
113	9 Leckie St	Ingham	25/09/14	Fichera	Damian											
114	352 Leggs Rd	Ingham	5/10/14	Gullano	Robert	5/10/14	Gullano	Robert	12/10/14	Gullano	Robert					
115	6 Lehane St	Ingham	11/08/14	Gallon	G											
116	74 Leichardt St	Forest Beach	12/10/14	Fox	Kate											
117	47 Long Pocket Rd	Ingham	2/10/14	Tento	Kate											
118	21 Lynch Street	Ingham	03/10/14	Stubbins	Wayne											
119	26 Lynn St	Ingham	4/10/14	Tonelli	Allen											
120	13 Lynn St	Ingham	12/10/14	Hennessy	Pat											
121	29 Lynn St	Ingham	12/10/14	Fletcher	Brian											
122	11 Lyons St	Ingham	1/10/14	Hobbs	Ronald											
123	7 Lyons St	Ingham	5/08/14	Killoran	Harold											
124	2 Lyons St	Ingham	4/10/14	Carmello	Tony	4/10/14	Carmello	Tony								
125	3 Macadamia St	Forest Beach	17/08/14	Kohler	K & D											
126	31 Macdonald St	Ingham	26/09/14	Ogston	Ronald	2/10/14	Ogston	Ronald								
127	18 Mahoney St	Ingham	10/10/14	DeMaso	Lugina	10/10/14	DeMaso	Lugina								
128	14 Maple St	Alingham	23/09/14	Croftman	Amy											
129	4 Mana Crt	Ingham	27/09/14	Martin	Peter											
130	75 Marina Pde	Ingham	2/10/14	Carr	Colin											
131	64 Marina Pde	Ingham	4/09/14	Mick	Gradyshaw											
132	21 Marina Pde	Ingham	03/09/14	Carlson	Allen	17/09/14	Carlson	Allen	17/09/14	Carlson	Allen	18/09/14	Carlson	Allen	Up front get	
133	29 Marina Pde	Ingham	11/10/14	Scipilli	Alan											
134	55 Marsh's Rd	Lannercost	8/08/14	Costababer	Scott											

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Next Review Date: [Enter Date]

5. Legal Parameters

Nil

6. Associated Documents

ECS_401 Banking Summary Halifax Transfer Station

ECS_408 Voucher Transactions for Halifax Transfer Station

Virtual Voucher Spreadsheet 2014-2015 onwards

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

Procedure Number: [Insert Form Number]

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Version No: [Enter Version]

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PROPOSED AMENDMENT - CEMETERIES STATEMENT OF PRINCIPLES

Executive Summary

Hinchinbrook Shire Council (Council) resolved at an ordinary council meeting in June 2018 to adopt the "Hinchinbrook Cemeteries Statement of Principles".

The objective of this document is to ensure that there is consistency in relation to the way operational activity is undertaken and to outline a framework that guides any work and activity undertaken at the cemeteries.

Since the adoption of these principles, Council officers have received requests to undertake activity that is inconsistent with the Statement and this report provides information to allow Council to consider these requests.

If this consideration is favourable a change to the "Cemeteries Statement of Principles" is required and a draft document is attached that reflects the changes required.

The requests for changes are:

- » To allow the building of "double" vaults on the one plot, and
- » To allow the reconfiguration of vaults size and number on multiple plots.

For Council Decision – Recommendation

The Council resolves:

1. To allow the building of "double vaults" on one plot and to update the Cemeteries Statement of Principles to reflect same; and
 2. To allow council officers to review on application, requests to reconfigure vault size and positioning on multiple plots and to update the Cemeteries Statement of Principles to reflect same.
-

Background

In June 2018, Council considered and resolved to implement a framework in relation to the operational activity and overall look and feel of the Shires' cemeteries.

Prior to the adoption of the Statement, the development and particularly the layout and way that work was undertaken by contractors, was inconsistent. The adoption of the Statement principles has ensured that any work going forward will ensure consistency and form.

Since the adoption of the Hinchinbrook Cemeteries Statement of Principles, council officers have received requests for the development of plots at the New Ingham Cemetery that are inconsistent with the framework.

These requests are in relation to the provision of "double vaults". This is one vault on top of an existing vault on the one plot and for several vaults on a number of adjacent plots, namely three vaults to be erected on an existing two plots.

The current iteration of the Hinchinbrook Cemeteries Statement of Principles does not accommodate for these requests.

Anecdotal information suggests that Council in recent history has not encouraged double vaults or multiple vaults on plots; however the author has not been able to identify any official decision in relation to this area.

A walk through of the New Ingham Cemetery indicates that this practice has been allowed previously as there are a number of "double vaults".

A contractor who currently builds vaults at the cemetery has indicated that the design and construction of the vaults does allow for “double vaults”. Therefore, the issue of multiple vaults on one plot, allowing two vaults one on top of the other, does appear to work.

In relation to multiple vaults on one or more plots does pose issues. These are in relation to access for stonemasons and the actual number and configuration of the site.

Attachments

DRAFT Hinchinbrook Cemeteries Statement of Principles

Statutory Environment

Not applicable

Policy Implications

Nil

Consulted With

Robert Narmino – Stonemason
Executive Manager Development, Planning and Environmental Services

Financial and Resource Implications

The current fee structure as adopted by Council levies a fee for a plot. With the potential introduction of multiple vaults on plots, Council’s revenue will be adversely impacted.

However, the allowing of multiple vaults on plots will increase the life of the cemetery and hence provide savings to Council.

Risk Management Implications

Cemeteries play an important role in the fabric of the Shire’s community. Any changes to way the cemeteries are managed and portrayed to the community do run the risk of attracting adverse publicity.

The requests that council officers have received however, are from residents looking for ways to ensure that their loved ones are located appropriately in their final resting place. These changes indicate we are being responsive to the wishes of the community.

Strategic Considerations

- 1.4 Be open to innovative and alternate solution for the provision of ongoing public infrastructure needs.
 - 4.5 Regulatory Functions that underpin liveability.
-

Officers Comment

There has been significant debate in the last year in relation to the provision of the cemetery service. A lot of good work has been undertaken to place Council in a position where there is now a guiding framework to allow officers to work with key stakeholders and members of the community.

The objective is to have a cemetery that meets the requirements of the family and that there is no adverse impact on the operational management and running of the cemetery.

Cemeteries are a significant investment for the community and Council, therefore consideration is needed when reviewing each aspect of cemetery operations.

In this case, the requests that have come from the community do have an impact on Council in two ways.

Firstly, if the request is granted, Council will forgo minimal fees and charges revenue and secondly the life of the cemetery will increase as we are undertaking more interments in the same space.

In attempting to find a way to say “yes”, it does mean that we need think outside of the square.



HINCHINBROOK
SHIRE COUNCIL

**HINCHINBROOK SHIRE COUNCIL CEMETERIES
STATEMENT OF PRINCIPLES**

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1 OBJECTIVE

1. To honour the Shire of Hinchinbrook's history and those who have made Hinchinbrook the diverse and liveable town it is today.
2. To set appropriate standards for the services provided at Hinchinbrook Shire Council's (Council) operated cemeteries, which enable the effective delivery of services to meet community needs.
3. To provide a consistent approach to the operation of cemeteries owned, managed and maintained by council.
4. To provide a place for the living to visit their loved ones.

2 DEFINITIONS

1. Council – this refers to the Hinchinbrook Shire Council and specifically to employees within the Section of Environmental Services or Infrastructure Services Delivery as specified, and where appropriate, within this document.
2. Workers – this includes Council employees, contractors, volunteers, and all others who perform work on behalf of council.
3. Inter / Interment – the act or ritual of interring or burying.
4. Right of Burial – the right to inter into a burial plot.
5. Cemetery Reservation Certificate – a legal document that permits the right to be buried in a particular grave and the right to authorise the burial of others in the grave/plot (up to the number permitted in that grave as determined by Council).
6. Monuments / Memorial – Monuments are a practical way of perpetuating memories and providing a focal point on a plot for family, friends and others. The size of the monument allowed on a plot depends on the area of the cemetery it is to be placed.

3 GENERAL

1. The principles within this document apply to all Cemeteries that are under Council's control. These principles apply to all individuals, organisations, businesses and workers who enter a cemetery under Council's control.
2. Council managed cemeteries include; Old Ingham Cemetery, New Ingham Cemetery and Halifax Cemetery.
3. Old Ingham Cemetery is a historic cemetery and no new burial plots are available to reserve. Existing Cemetery Reservation holders may make an application for interment.
4. New Ingham and Halifax Cemeteries are fully operational and available for new burials and reserves.
5. Cemetery fees for services provided are set out within Council's Fees and Charges, which are reviewed annually.
6. Council applies cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemetery and to contribute to the ongoing maintenance of the cemetery. However Council does not accept the responsibility of maintaining graves, with the only exception being the Council owned Mausoleum Wall at the New Ingham Cemetery.
7. Council's approved cemeteries form/s must be completed for every funeral or memorial service and submitted to Council.

4 STANDARD CONDITIONS

1. All burials shall take place between 9:00am and 3:00pm weekdays. After hours can be negotiated with Council, and would incur fees for services as set out within Council's Fees and Charges.
2. All enquiries should be directed to Hinchinbrook Shire Council's Office on (07) 4776 4600.

3. Two working days' notice must be given to allow sufficient time for administrative and burial preparation to be completed. In the circumstance where a burial is required on shorter notice, Council will make every effort to support this.
4. Council can accommodate a maximum of 2 coffin interments per day.
5. Council provides the option of a traditional burial at a single burial depth of 1.5 meters to allow the family to backfill the grave in line with their tradition.
6. Graves are excavated at a depth of 1.5meters.
7. Preparation of plots – Workers will prepare grave sites, the preparation includes: Digging, Laying shoring boards and bars as required, setting lowering devices.
8. On request by a Funeral Director, workers will set up chairs and marquees, for graveside services (setup fees apply as per Hinchinbrook Shire Council's fees and charges).
9. Council understands funeral times are difficult to predict, however a maximum of 1 hour early or late arrival is permitted from the scheduled time indicated on the Application for Interment Form, with advanced notice to be given to Council's Environmental Services Office.
10. If Funeral Directors supply lowering devices, Council does not accept any responsibility for any maintenance or repairs to such devices. Council will take every care with the Funeral Director's equipment and will notify if they need maintenance or replacing.
11. Workers will be present to locate the burial site and make Funeral Directors aware of any safety concerns. This must occur at least 15 minutes in advance of the funeral commencing. Once the safety inspection is complete, the site becomes the responsibility of the Funeral Director as their "Place of Work" for the duration of the funeral.
12. The Funeral Director must remain on site and present during the funeral at all times.
13. Funeral Directors must supervise and assist families throughout the duration of a traditional funeral service.
14. The responsibility of the site concludes when the last of the family members and the Funeral Director's employees leave the site and Cemetery staff have been informed.
15. Workers must backfill a plot as soon as possible to ensure the safety of those on site after the departure of the family and the removal of the Funeral Director's equipment.
16. Council will exercise all due care when undertaking excavation for an interment when an existing monument or memorial structure exists on or around a plot.
17. In the event of a reopening, the family / funeral home must engage a Monumental Stone Mason to remove the existing monumental structure at least 48 hours prior to the funeral to allow workers to prepare the plot.
18. Any structures moved must be either placed in a suitable location as agreed with workers, if it is able to be reinstated on the grave following the funeral. If the structure is unable to be reinstated, the Monumental Mason must remove all waste material from the cemetery.
19. Participation by Council staff on duty in the actual burial process is prohibited; this includes Council staff carrying the casket from the funeral vehicle, unless previously authorised by Council
20. All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements and standards, i.e. *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, *AS4201-1994 Headstones and Cemetery Monuments*, *AS4425-1996 Above Ground Burial Structures*.

5 RESERVING A PLOT

1. The person/s reserving a new plot (Reservation holder) will receive a Cemetery Reservation Certificate and acquires the entitlement to be buried in that plot and the right to authorise the burial of others into the plot.
2. A reserved plot may be surrendered to council. If the surrender occurs within 6 months from the date of application, a full refund will be provided to the original payee. If the cancellation occurs later than 6 months from the date of the application, Council will refund 80% of the fees paid to the original payee.
3. Council will undertake a review of all reserved plots in excess of 10 years duration, annually, in order to ascertain whether the applicant still requires the reservation.

6 RIGHT OF BURIAL TRANSFER

1. A Cemetery Reservation Certificate may be transferred to another applicant where Council eligibility requirements have been met, these include –
2. Original Cemetery Reservation Certificate and written authority from the current reservation holder consenting to the transfer, or;
3. A certified copy of the deceased Reservation Certificate holder's last known Will and Testament, and;
4. Certified written authority provided from all beneficiaries, or;
5. Written authority from the Reservation Certificate holder's personal legal representative providing evidence of authority to transfer.

7 APPLICATIONS FOR INTERMENT

1. Councils burial application form must be completed and sent to council's Environmental Services Office or emailed to EnvironmentalServices@hinchinbrook.qld.gov.au at least 2 working days before the intended funeral date to allow sufficient time for administration work and the grave to be prepared.
2. A burial application form along with a copy of the death certificate or cremation certificate must be supplied to Council at least two days prior to the funeral.
3. Approval of an Application for Burial for a pre-reserved plot/grave will be granted when:
 - The Applicant is the Reservation Holder; or
 - The Reservation Holder is the person being interred;
4. Where the application is for the deceased Reservation holder, the Applicant has the authority to arrange a suitable monument or plaque. Authority for any future interments into the plot shall not be permitted, until such time as the Cemetery Reservation Certificate has been transferred to the rightful beneficiary, as per the Right of Burial Transfer guidelines outlined within Section 6 of this document.
5. Refer to council's Cemetery Fees and Charges for a full list of applicable fees.

8 LAWN & BEAM CEMETERY SECTIONS

1. A plaque may be installed on the concrete plinth in the Lawn Section and a headstone on the concrete beam in the Beam Section, by a Monumental Stone Mason or an approved licensed builder. An Application for a Permit to Erect a Monument must be completed prior to the erection of all new monuments, and upgrade works. Plaques and headstones must comply with the specifications outlined in Section 11 Memorials & Monuments.
2. Fresh and plastic flowers are permitted to be retained within flower urns and metal vases only and must be securely placed at the head of the grave site (or concrete beam for those where such is provided). Such flowers will be removed as they deteriorate, at the discretion of Council.
3. The lawn sections have a concrete plinth for the purpose of erecting a small plaque, and the placement of metal vases on the concrete plinth to hold flowers. Fragile or glass items are not permitted within the lawn sections whatsoever as they may be damaged when maintaining the lawns and brush-cutting.
4. Items are not permitted to be installed within the grassed area, such as archways, crosses, statues or other structures and plots must not be enclosed with railing or kerbing or surrounded by rocks, bricks or other materials.
5. Council is responsible for the maintenance of the lawn area. All shrubs, plants etc. within the cemeteries are planted and cared for by Council. No tree, shrub or other plant is permitted to be planted within the cemetery, including at grave sites, other than by Council.
6. Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council after due notice to family or descendants.
7. Any item identified as a hazard that may endanger the wellbeing of the public or workers shall be removed at the discretion of Council. Council reserves the right to remove any headstone, granite, marble, concrete and any flower container (after due notice to family or descendants) in the event that the condition of same

renders it dangerous to workers or visitors and the cost of so doing may be recovered, at the discretion of Council, from the valid Right of Burial holder or their family.

9 MONUMENTAL CEMETERY SECTIONS (Catholic, Anglican, Uniting, Lutheran)

1. Monuments are required to be installed by a Monumental Stone Mason or an approved licensed builder. An application for "A Permit to Erect a Monument" must be completed and approval granted, prior to the erection of all new monuments, and upgrade works. Monuments must comply with the specifications outlined in the Memorials & Monuments section of this document.
2. Fresh and plastic flowers are permitted to be retained within flower urns and metal vases only and must be placed at the head of the grave site. Such flowers will be removed as they deteriorate, at the discretion of Council.
3. For safety reasons, no glass, shells, non-approved vases and breakable ornaments are to be left at grave sites. Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council after due notice to family or descendants.
4. Council is responsible for the maintenance of aisles between the rows of graves in the monumental grave sections. Maintenance of the grave and immediate surrounds is the responsibility of the Right of Burial Certificate holder and family.
5. No tree, shrub or other plant is permitted to be planted within the cemetery, including at grave sites, other than by Council. All shrubs, plants etc. within the cemeteries are planted and cared for by Council.
6. Any item identified as a hazard that may endanger the wellbeing of the public or workers shall be removed at the discretion of Council. Council reserves the right to remove any headstone, granite, marble, concrete and any flower container (after due notice to family or descendants) in the event that the condition of same renders it dangerous to workers or visitors and the cost of so doing may be recovered, at the discretion of Council, from the valid Right of Burial holder or their family.

10 MEMORIALS & MONUMENTS

1. All monuments must be constructed by a licensed Monumental Stone Mason or Builder (who has provided Council with evidence of a current public liability insurance policy) and must comply with the Australian Standards AS4204-1994 Headstones and Cemetery Monuments. Failure to comply may result in removal.
2. Construction dimensions of monuments/vaults/concrete slabs are to comply as follows:
 - Lawn Sections: 380mm long x 280mm wide (max)
 - Beam Sections: 1300mm long x 900mm wide x 1000mm high (max)
 - Monumental (Religious) Sections in ground burials: A mandatory full concrete slab that is 2700mm long x 1500mm wide must be laid over the grave within 2 years from date of burial.
 - Monumental (Religious) Sections Vault size: 2400mm long x 1300mm wide

• *Note – Council will consider written applications for deviations from the specifications (for example, double vaults, multiple vaults on plots) however must be accompanied by verified information from funeral directors and/or stonemasons including drawings signifying that all possibilities have been considered and the result is achievable. Further Council officers decision will be final.*

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3. A Permit to erect a monument form must be completed and handed into Council, prior to erection of all new monuments, headstones and upgrade works. All workers carrying out work at a Council owned cemetery must carry their permit on them at all times. Failure to provide your permit to Council officers when requested may result in being asked to stop works immediately.
4. Council Officers must carry out an inspection of the grave site and mark the grave before any monumental works can take place.
5. The fee for a permit is detailed in the Cemetery Fees and Charges. Once a permit has been paid for and approved, it will be issued to the applicant and/or Monumental Stone Mason.
6. A Construction Permit will only be issued with consent from the Right of Burial holder. Where the Right of Burial holder is deceased, a Permit to Erect a Monument may be issued with the approval of the applicant identified on the Application for Burial Form/s (for the Right of Burial holder).

7. A family can request to erect a monument on a historical plot in honour of the deceased person through a Permit to Erect a Monument application form. Council may consider such a request where it believes the family is acting with the full consent of the deceased person. If approval is given, the Right of Burial certificate will not automatically be transferred, refer to section Right of Burial Transfer of this policy.
8. Any monumental grave, vault, monument, headstone, plaque or marker in the Cemetery shall be maintained by the Legal Personal Representative or family of the person whose remains have been buried within the plot.
9. The opening of vaults, crypts or mausoleums is to be arranged directly with a Monumental Stone Mason. Council must receive formal notification via the "Burial Application Form" or "Exhumation Request Application Form" (from the family or Funeral Director) prior to any action being taken.
10. When an unveiling of a headstone is undertaken, we require that all of the materials that are part of the unveiling process be removed following the celebration.

11 REFERENCES

1. Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2012
2. Subordinate Local Law 1.14 Undertaking Regulated Activities regarding Human Remains 2012
3. AS 4425-1996 Above ground burial structures
4. AS 4204-1994 Headstone and cemetery monuments

TYTO CONFERENCE CENTRE - OFFICE 1A – TENANCY AGREEMENT – DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY – LOT 801 on SP 225261, 73 – 75 McILWRAITH STREET, INGHAM

Executive Summary

The Tenancy Agreement with the Department of Agriculture, Fisheries and Forestry (DAFF) at the TYTO Conference Centre, Office 1A in Lot 801 on SP 225261, 73 – 75 McIlwraith Street, Ingham, expired on 30 June 2018. The Department has requested a renewal of the agreement.

For Council Decision – Recommendation

It is recommended that Council resolves to approve a Tenancy Agreement between Council and Department of Agriculture, Fisheries and Forestry and Hinchinbrook Shire Council for the TYTO Conference Centre, Office 1A (floor area – 10.75m²) in Lot 801 on SP 225261, 73 – 75 McIlwraith Street, Ingham subject to the following conditions:

1. Tenancy Fee \$29.80/m² per month exclusive of GST;
2. Tenancy term – Annual;
3. Yearly increase as per Council's Commercial Charges, Regulatory Fees & Other Charges schedule.

Reason(s) for Decision

- The Department of Agriculture and Fisheries is utilising TYTO office space which otherwise would have been vacant;
 - The Department of Agriculture and Fisheries is providing a good service to the Hinchinbrook agricultural community.
-

Background

The lease over TYTO Conference Centre, Office 1A in Lot 801 on SP 225261, 73 – 75 McIlwraith Street, Ingham, expired on 30 June 2018. The previous term under the standard Commercial Tenancy Agreement Conditions was for twelve months with the rental being \$269.43 per month plus GST which includes \$18.00 amount to cover power usage per month.

Attachments

Attachments	
Attachment A:	Locality Plan
Attachment B:	Council Decision 270617-32

Statutory Environment

Land Act 1994

Local Government Act 2009

Policy Implications

Not Applicable

Consulted With

Chief Financial Officer

Executive Manager Development, Planning and Environmental Services

Financial and Resource Implications

The Tenancy Agreement charge has been increased with 1.89% in line with the Councils Commercial Charges, Regulatory Fees & Other Charges schedule for 2018/2019.

Risk Management Implications

Nil

Strategic Considerations

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

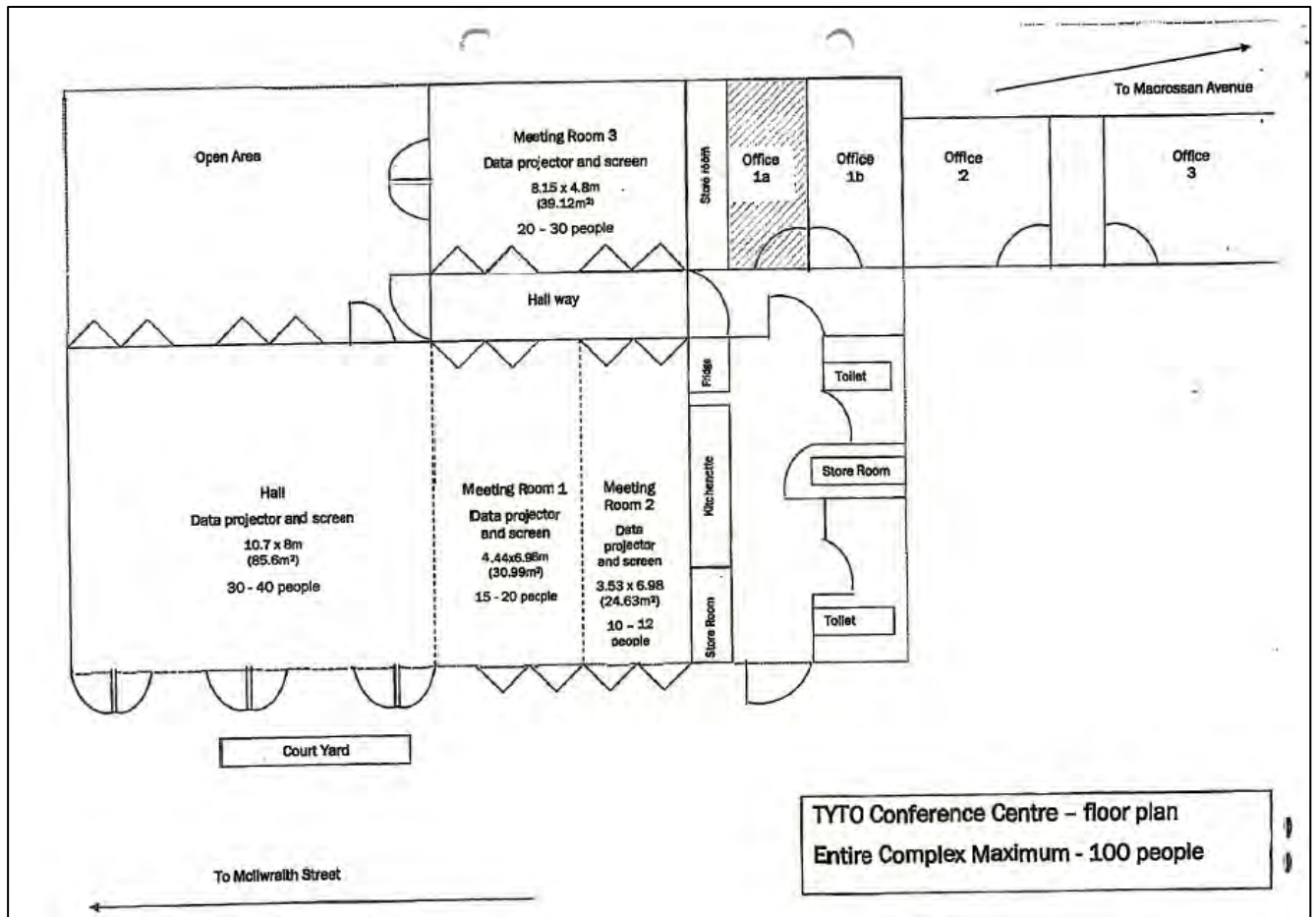
Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Strategic Direction <ul style="list-style-type: none"> ▪ Fiscally responsive and responsible management of public infrastructure and assets ▪ Responsive and responsible management of land ▪ Council's role in creating an enviable lifestyle and contribution to the whole of life liveability of our Shire ▪ Council's role in creating and supporting the economic prosperity of our Shire 	Direction <ul style="list-style-type: none"> 1.3 Ensure that proposed extensions to road, water or sewerage networks have a demonstrated social and economic imperative 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 2.3 Riverine and riparian environment management 2.4 Natural resource management 4.2 Provision of Recreation Opportunities 4.5 Regulatory Functions that underpin liveability 5.2 Support for business diversity and employment growth 5.4 Natural Disaster Management

Officers Comment

The Tenancy Agreement with the Department of Agriculture and Fisheries is utilising office spaces at TYTO and supported.

Attachment A

Locality Plan



2.4.7 LEASE OF TYTO CONFERENCE CENTRE, OFFICE 1A IN LOT 801 ON SP225261, 73-75 MCILWRAITH STREET, INGHAM TO DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY

Consideration of Report to Council from Executive Manager Environment and Community Services dated 9 June 2017 regarding renewal of Department of Agriculture, Fisheries and Forestry (DAFF) lease at Office 1A at the TYTO Conference Centre which expires on 30 June 2017.

Moved Councillor Skinner

Seconded Councillor Lancini

Council Resolution - That Council approve a tenancy agreement to be drawn up between Department of Agriculture, Fisheries and Forestry and Hinchinbrook Shire Council for TYTO Conference Centre, Office 1A (floor area ~ 10.75m²) in Lot 801 on SP 225261, 73 – 75 McIlwraith Street, Ingham for a further term of twelve (12) months being 1 July 2017 to 30 June 2018 at \$269.43 per month inclusive of \$18.00 power charge plus GST for the term of the agreement and that Department of Agriculture, Fisheries and Forestry pay all external costs associated for document preparation.

Carried – 270617-32

**2018/2019 FINANCIAL YEAR COMMUNITY ACTIVITY GRANTS SPONSORSHIP:
1 JULY 2018 TO 30 SEPTEMBER 2018 - HINCHINBROOK COMMUNITY SUPPORT CENTRE**

Executive Summary

Community Activity Grant application period for 1 July 2018 to 30 September 2018 was advertised through the Herbert River Express on 7 April 2018. In accordance with the policy, the application from Hinchinbrook Community Support Centre has been referred to Council for decision. Hinchinbrook Community Support Centre is seeking a combined amount of \$72,000.00 ex GST as financial support to assist general administration costs of services. In 2017/2018 budget, Hinchinbrook Community Support Centre received \$62,564.00 ex GST. On Tuesday 7 August 2018 representatives from the Hinchinbrook Community Support Centre attended a Councillor Connect Session to provide further details surrounding their applications.

For Council Decision - Recommendation

1. That Council decline Hinchinbrook Community Support Centre's Community Activity Grant application to the value of \$45,000 ex GST on the grounds that the Activity does not fall within the Community Activity Grant Policy guidelines, however Council enter into a Memorandum of Understanding with the Hinchinbrook Community Support Centre to the value of \$45,000.00 ex GST for the purpose of providing Administration Assistance.
 2. That Council decline Hinchinbrook Community Support Centre's Community Activity Grant application to the value of \$23,000 ex GST on the grounds that the Activity does not fall within the Community Activity Grant Policy guidelines, however Council enter into a Memorandum of Understanding with the Hinchinbrook Community Support Centre to the value of \$23,000.00 ex GST for the purpose of employing a Grants Officer.
 3. That Council approve Hinchinbrook Community Support Centre's Community Activity Grant application for the Out and About Bus Service to the value of \$3,000.00 ex GST
-

Background

Community Activity Grant application period for 1 July 2018 to 30 September 2018 was advertised through the Herbert River Express on 7 April 2018, Hinchinbrook Shire Council Grapevine on 11 April 2018, Hinchinbrook Shire Council Facebook and Website on 3 April 2018. Applications closed on 27 April 2018 where twelve (12) applications were received and assessed under the Community Activity Grants Policy.

In accordance with the policy, the Hinchinbrook Community Support Centre application is in excess of \$2,000 and must be submitted to Council for assessment and approval.

Councillor Connect took place on Tuesday 7 August 2018 for a one (1) hour presentation. At the Councillor Connect Session, the following aspects of the application were reviewed;

- Purpose of each funding request
- How the funding will be utilised within each request
- Key outcomes achieved from previous funding
- Expected key outcomes from current funding request

Please find below three (3) Hinchinbrook Community Support Centre applications for Council review:

1. Administration Assistance

Funding being sought is to provide administrative functions and responses not supported by government funding and grants. Enabling HCSC to deliver stronger and more cost effective services to improve outcomes for children, families and individuals in need.

2. Grants Officer:

Funding being sought is to provide administrative support to Hinchinbrook Shire Community in sourcing, applying for, expending and acquitting externally sourced grants.

3. Out and About Bus:

Transport of Hinchinbrook Shire residents whom have no available transport for shopping, socialising and appointments at a minimal cost to users.

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
Hinchinbrook Community Support Centre	Administration Assistance	\$45,000	\$36,567	0.3	0.81	Recommend an MOU	\$39,564
Hinchinbrook Community Support Centre	Grants Officer	\$23,000	\$0.0	0.0	0.0	Recommend an MOU	\$20,000
Hinchinbrook Community Support Centre	Out and About Bus	\$3,000	\$7,761	0.0	1.94	To approve \$3,000	\$3,000

* ROI - Return on Income

The potential economic impact to Hinchinbrook Shire Council was calculated through the Event Impact Calculator from Economy ID using statistical data source by National Institute of Economic and Industry Research (NIEIR).

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
Total Sponsorship supported		\$62,017.00	
Total Community Activity Grant Funds remaining		\$185,983.00	
Applications Pending Approval			
Hinchinbrook Community Support Centre	Administration Assistance	\$45,000.00	
Hinchinbrook Community Support Centre	Grants Officer	\$23,000.00	
Hinchinbrook Community Support Centre	Out and About Bus	\$3,000.00	
Total Sponsorship Pending		\$71,000.00	
Total Community Activity Grant Funds remaining		\$114,983.00	

Attachments

Nil

Statutory Environment

Local Government Act 2009

Policy Implications

Community Activity Grants Policy

Consulted With

Cr Mary Brown

Cr Andrew Lancini

Executive Manager Development, Planning and Environmental Services

Manager Economic and Community Development

Financial and Resource Implications

Community Activity Grants budget for 2018/2019 is \$248,000.00

Risk Management Implications

Minimal risk

Strategic Considerations

Economic Development Strategic Plan

Officers Comment

The Regional Event Coordinator believes that the Hinchinbrook Community Support Centre Applications - Grants Officer and Administration Assistance do not meet the Policy Criteria and should be reassessed. As per the Community Activity Grant panel recommendations, Hinchinbrook Community Support Centre may require to apply for a Memorandum of Understanding to fund the Grants Officer and Administration Assistance activities. The services the Grants Officer and Administration Assistance provide to the Hinchinbrook Community are a necessity in improving factors such as health and wellbeing, education, sports opportunities, community safety, outcomes for youth and support for the elderly and disadvantaged.

**2018/2019 FINANCIAL YEAR COMMUNITY ACTIVITY GRANTS SPONSORSHIP:
1 OCTOBER 2018 TO 31 DECEMBER 2018**

Executive Summary

Community Activity Grant application period for the second quarter of 2018/2019 financial year was advertised in the Herbert River Express, Hinchinbrook Shire Council Grapevine, Hinchinbrook Shire Council Facebook and Website. Applications closed on 17 August 2018 where five (5) applications were received and assessed under the Community Activity Grants Policy.

For Council Decision – Recommendation

1. Ingham State School P&C Association – Romanello Shield

That Council approve Ingham State School P&C Association Community Activity Grant application to the value of \$2,000.00 ex GST.

2. Macknade State School P&C 125 year Celebrations Association – Macknade State School Reunion

That Council approve Macknade State School P&C 125 year Celebrations Committee Community Activity Grant application to the value of \$2,000.00 ex GST.

3. Noorla Bowls Club Incorporation – Noorla 4's Bowls Competition

That Council approve Noorla Bowls Club Incorporation Community Activity Grant application to the value of \$500.00 ex GST.

4. Herbert River Men's Shed – Antique Market

That Council decline application to the value of \$862.00 on the grounds that the event does not fall within the application catchment of 1 October to 31 December 2018. The application was submitted 10 days prior to the event taking place. An Acquittal form has not been submitted for the previous funds received.

5. Ingham Maraka Festival Incorporation – MMM Radio Ingham Maraka Festival

That Council approve Ingham Maraka Festival Incorporation Community Activity Grant application to the value of \$12,000.00 ex GST.

Background

Community Activity Grant application period for 1 October 2018 to 31 December 2018 was advertised in the Herbert River Express on 28 July 2018, Hinchinbrook Shire Council Grapevine on 18 July 2018 and Hinchinbrook Shire Council Facebook and Website on 27 July 2018. Applications closed on 17 August 2018 where five (5) applications were received and assessed under the Community Activity Grants Policy. As of the 10 September 2018 there have been fifteen (15) applications approved by Council, three (3) applications pending approval awaiting further investigation and four (4) unsuccessful applications. Please find below five (5) applications for Council review:

1. Ingham State School P&C Association – Romanello Shield

Romanello Shield is an inter-school sports event that involves all primary aged children and their families in the district. The event builds morale and community spirit in a family friendly regional town. It helps encourage active activities and healthy sporting pursuits for youth. Now into its 47th year and is a community event with multiple generation participation.

2. Macknade State School P&C 125 year Celebrations

The Macknade State School 125 year Celebrations is the Macknade State school reunion being held on Saturday November 10th 2018. Macknade State School host the resuming of the time capsule and official opening of the 125 year school reunion. The celebration will include food stalls, raffles, school displays and bar with entertainment.

3. Noorla Bowls Club Incorporation – Noorla 4's

The Noorla 4's Bowls Competition is held Every November at the Noorla Bowls Club. Bowlers travel distances from as far as Sarina, Charters Towers and Darwin. The community will benefit by an increase in accommodation bookings and meals purchased from local café's and pubs and sightseeing of the district.

4. Herbert River Men's Shed – Antique Market

In an effort to fundraise for the construction of a new facility, the Herbert River Men's Shed have collaborated with Fiori with Love in hosting an Antique Market, offering an assortment of old engines, tools, refurbished furniture and preloved items. Fiori with love will supply light refreshments. The Community Activity Grant Application was submitted on 20th August 2018 with the event taking place on the 1 September 2018. The Event does not fall within the application catchment of 1 October to 31 December 2018. An Acquittal Form is still to be received from obtaining a grant for the Christmas Auction held on the 11th November 2017.

5. Ingham Maraka Festival Incorporation – MMM Radio Ingham Maraka Festival

The Maraka festival is run by a collaborative group of delegates from local community service clubs. Maraka is an indigenous word meaning 'happy gathering' and runs across two weeks in October, with several different events to cover all ages. The event ends with Mardi Gras in Rotary Park and the crowning of the Maraka Princess and Queen followed by the fireworks display. Maraka has a strong proud history within the community with this year marking the 59th Maraka Festival. It was created by service organisations as a thank you to the people and businesses within our local community. Economic benefits are felt by the local businesses due to the increase in activity and spending during the festival.

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	COMMITTEE RECOMMENDATION	Funding Received previous year	Panel Status
Ingham State School P&C Association	Romanello Shield	\$2,000	\$29,162	0.1	\$14.58	\$2,000	NIL	Approve
Macknade State School P&C 125yr Celebrations Committee	125 year Reunion/ Celebration	\$2,000	\$26,264	0.0	\$13.13	\$2,000	NIL	Approve
Noorla Bowls Club Inc.	Noorla 4's	\$500	\$33,973	0.3	\$67.95	\$500	\$300	Approve
Herbert River Men's Shed	Antique Market	\$862	\$4,063	0.0	\$4.71	\$862	\$500	Decline
Maraka Festival Inc.	MMM Radio Ingham Maraka Festival	\$12,000	\$179,444	2.2	\$14.95	\$12,000	\$13,000	Approve

The potential economic impact to Hinchinbrook Shire Council was calculated through the Event Impact Calculator from Economy ID using statistical data source by National Institute of Economic and Industry Research (NIEIR).

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

Organisation	Event	Amount Approved ex GST	Date Approved
Approved Application			
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
Total Sponsorship Supported		\$62,017.00	
Total Community Activity Grant Funds remaining		\$185,983.00	
Applications Pending Approval			
Ingham State School P&C Association	Romanello Shield	\$2000.00	
Macknade State School P&C 125 Year Celebrations Association	Macknade State School 125 year Celebrations	\$2000.00	
Noorla Bowls Club Incorporation	Noorla Bowls Club Competition	\$500.00	
Herbert River Men's Shed	Antique Market	\$862.00	
Ingham Maraka Festival Incorporation	MMM Radio Ingham Maraka Festival	\$12,000.00	
Total Sponsorship Pending		\$17,362.00	
Total Community Activity Grant Funds remaining		\$168,621.00	

Attachments

Nil

Statutory Environment

Local Government Act 2009

Policy Implications

Community Activity Grants Policy

Consulted With

Cr Mary Brown

Cr Andrew Lancini

Executive Manager Development, Planning and Environmental Services

Manager Economic and Community Development

Regional Events Coordinator

Financial and Resource Implications

Community Activity Grants budget for 2018/2019 is \$248,000.00

Risk Management Implications

Minimal risk

Strategic Considerations

Economic Development Strategic Plan

Officers Comment As per the Community Activity Grant panel recommendations, all quarter-two applicants meet the criteria established under the Community Grants Policy. The activities, as presented, provide a positive contribution to the Hinchinbrook Region and will present positive economic and social outcomes. The Regional Event Coordinator supports Council endorsing all recommendations

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MONTH ENDING 31 AUGUST 2018

Executive Summary

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

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

This report details and indicates a true and accurate summary of activities which have been undertaken during the month of August 2018.

CAPITAL WORKS CURRENTLY IN PROGRESS

- See attached

MEDIA ENGAGEMENT

- Media releases sent - 8
- Media enquiries carried out – 15
- Hinchinbrook Shire Council Facebook page – 2,257 likes (2,239 likes as at 31 July)
- Dredging of Victoria Creek Channel, Taylors Beach set to commence (7,655 from organic reach and 0 from paid reach), 1249 post clicks, 260 reaction/comments/shares
- Press articles – 37
- TV coverage – Nil
- Radio coverage – 6
- Web coverage - 45

HUMAN RESOURCE SERVICES

HRS activities also include addressing all other HR matters which are not identified in this Report.

Recruitment:

Advertised Vacancies:

- Plant Operator (Grader) – interviews to be held 12 September
 - Labourer - Works – Interviews were held on 5 September - waiting on Panel recommendation
-

Author: James Stewart
Position: Acting Chief Executive Officer
Date: 10 September 2018

- Plumber - Water and Sewerage – Panel has applicants for short listing

Recruitment not finalised:

- Conference and Events Coordinator – advertised through external agencies

New Employees:

- 3 month direct appointment - Local Laws, Environmental Health

Internal Appointments:

- Officer whom concluded NDRRA appointment directly appointed to Environmental Health until 21 December 2018
- Parks and Garden employee successful for Truck Driver position within Works

Resignations:

- Ken Veness - Waste Manager Environment, Waste and Local Laws after 7 months employment with Council
- Rebecca Devietti - Finance Officer , Rates after 3 years employment with Council

Work Experience:

- Nil

Training:

- Works employee undertaking a traineeship in Cert III Civil Construction Plant Operations, Cert III Maintenance are in the final process of being signed off as completed, 2 have gained Plant tickets with 4 more to be signed off within the next month. – Sign off is continuing with completion looking to be finalised in next visit
- 10 (new) Works employees have signed up for traineeships under User Choice funding Cert III in Civil Construction Plant Operations and Civil Road Construction and Maintenance. Training packs received
- Discussion to be held with Works Managers to discuss those employees that completed Cert III Civil Plant Operations to gain their HR Licence allowing them to move plant equipment from one site to the next as needed. Quotes have been received however comparison to using a Council vehicle would be of cost benefit; however this would depend on the availability - ongoing
- Matrix identifying Training and Skills gap linked to PD's, information has commenced to be put into TechOne. Skill requirements are also identified within performance appraisals. Appraisals are 50% complete
- Pastoral meetings held with Trainees ensuring training needs are being met. Meeting identified some TAFE teachers are slow to respond. Stores Trainee is still waiting on proper desk area 10 months into traineeship, this has been discussed previously with Manager, and budget restraints were identified as the reason for the refurbishing of the Store office before 30 June 2018.

General:

- Performance Appraisals have commenced across Council - currently only 50% have returned to HR
- On Boarding and Uniform Policies has been updated needing CEO signoff. Policy and Procedures continue to be updated for CEO approval.
- Investigation into holding a Mental Health / Safety Forum has begun, with a meeting identified 13 September 2018 with committee identified at BIT meeting to put forward an action plan to the CEO.

WORKPLACE HEALTH AND SAFETY

- Incident Reports
See graphs attached

- Hazard Reports
See graphs attached
- Public Liability Claims
See graphs attached
- Workers Compensation and Rehabilitation
See graphs attached
- WHS Training
 - Traffic Implementation Refresher
 - First Aid
 - Advanced Resuscitation
- Health Monitoring
 - Ongoing onsite monitoring of Noise
- Other on Going Activities
 - VOCC operators
 - Field Task Observation
 - HSC Systems Development
 - § Chemical Register
 - § Work Instructions and Job Safety Analysis
 - § Training Data Upload.

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
 - Mayor and Acting CEO attended NQROC Meeting, Townsville – 10 August 2018
- Far North Queensland Regional Organisation of Councils – FNQROC
 - Deputy Mayor attended FNQROC Boarding Meeting, Cairns – 13 August 2018
- Regional Economic Development Regional Organisation of Councils – RED-ROC
 - Nil

EMERGENCY DISASTER MANAGEMENT

- Activities
 - 6 August – Disaster Resilience Officer position discussions
 - 14 August – Disaster Resilience Officer position discussions
- Training
 - 29 – 20 August – Natural Hazards Disaster Risk Management Workshop

PROJECTS

- CSI Project

CRM training can be done through AMS units, however it may be more ideal for staff if this is undertaken internally. Procedures on CRM's are being progressed.

Further CRM training to occur shortly.

- Customer Service Charter

Charter is now in place. Continue to review and focus on the various gateways that impact on meeting targets such as CRM system, timely feedback on queries / complaints. Generally there has been a good improvement across the organisation.

Telephone Review undertaken and Procedure formulated and circulated to staff.

- Actions from Staff Survey Results

Planning in place for new staff survey after new CEO commences.

- Internal Audit – Fuel Management

See attached Report

MANAGEMENT ACTIVITY

- Conference Attendance

- 21 – 23 August – Northern Alliance of Councils Conference, Ingham

- Training Attendance

- Nil

- Meeting Attendance

In addition to the meetings already documented the CEO attended the following meetings:-

- 1 August – Staff presentations
- 1 August – Internal staff meetings
- 2 August – Mayoral Meeting
- 2 August – Discussions with NQ Employment
- 2 August – By-Election discussions
- 2 August – Executive Management Team Meeting
- 3 August – Internal staff meetings
- 3 August – Discussions with Councillor
- 6 August – BIT suggestion meetings with staff
- 6 August – Teleconference regarding Four Day Working Week Report
- 7 August - Internal staff meeting
- 7 August - Council Connect / Briefing Session
- 8 August – Internal staff meetings
- 8 August – NDRRA submissions sign off meeting
- 8 August – Meeting regarding Four Day Working Week Report
- 8 August – Joint Consultative Meeting regarding Four Day Working Week Report
- 9 August – Meeting with Depot staff
- 9 August - Safety Committee Meeting
- 9 August – Meeting with Returning Officer for By-Election
- 9 August – Executive Management Team Meeting
- 9 August - Internal staff meetings
- 13 August – Discussions regarding 2017/2018 Natural Disaster Resilience Program
- 13 August – Meeting with Mayor and Returning Officer for By-Election

- 13 August – Meeting with resident
 - 13 August - Internal staff meeting
 - 13 August - Procurement Committee Meeting
 - 14 August – Councillor Portfolio Meetings
 - 15 August – Business Improvement Team Meeting
 - 15 August – Discussions with Stabilised Pavements Australia
 - 15 August – Internal staff meetings
 - 16 August – Discussions regarding SES Memorandum of Understanding
 - 16 August – Safety Management Plan Meeting
 - 16 August – Executive Management Team Meeting
 - 17 August – Internal staff meetings
 - 20 August – Meeting with Noel Fichera
 - 20 August – Motorplex discussions
 - 21 August – Projects Development Group Meeting
 - 23 August – Discussions regarding Tablelands Regional Council regarding SATIDS
 - 23 August – Executive Management Team Meeting
 - 24 August – Internal staff meetings
 - 24 August – Meeting with Noel Fichera and Josh Liddle
 - 24 August – Bowling Alley and Boxing Club discussions with Mayor and CFO
 - 24 August – Teleconference with KPMG regarding records management
 - 27 August – Discussions regarding SES Memorandum of Understanding
 - 27 August – Internal staff meetings
 - 28 August – General Meeting
 - 28 August – Staff BIT presentations
 - 29 August – Executive Management Team Meeting
 - 29 August – Internal staff meetings
 - 31 August – Discussions with Mayor and Building Certifier regarding Straloch building
 - 31 August – Internal staff meeting
- Events
 - 7 August – Lower Herbert Community Shed Meeting
 - 16 August – Ingham State High School Awards Night
 - 17 August – Meals on Wheels
 - 26 August – Forrest Beach Playground Community Information Session at Forrest Beach Markets

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
- Permanent Signage at Flood Prone Areas
- 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
- LED lights
- Struvite recovery from wastewaters

MAYORAL DISCRETIONARY FUND

Nil

C	Assessment	A	Procurement	P	Construction
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OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT FOR MONTH ENDING 31 AUGUST 2018

Office of the CEO Capital Progress Report:

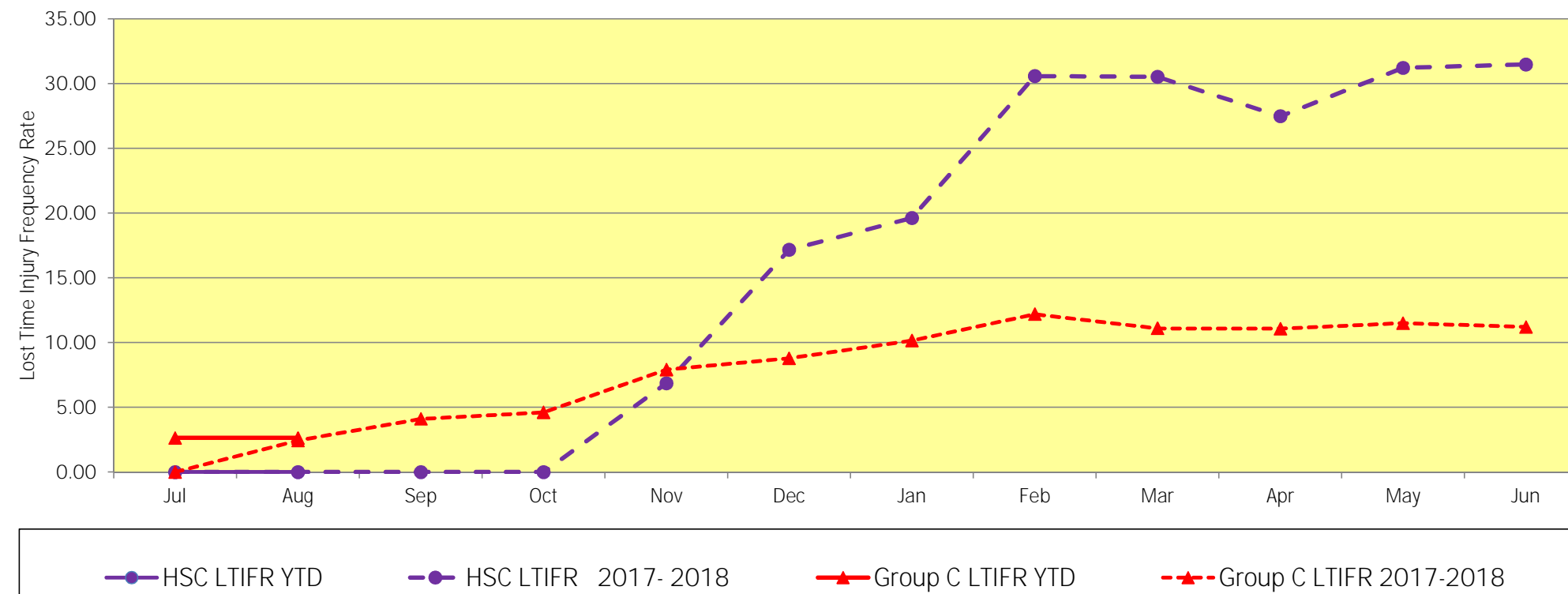
Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 YTD Expenditure	Comments & Project Timeline																	
	HSC Budget	Other Source	Total																			
CSI Project 2016/2017 \$20k Carryover to be confirmed	\$0	\$0	\$0	August 2018 \$2,565	Carryover from 2016/2017 project.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Unallocated Capital Fund 2017/2018 \$100k Carryover to be confirmed	\$0	\$0	\$0	August 2018 \$0	Carryover from 2017/2018 project.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Airport development plan 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$20,000	\$0	\$0	August 2018 \$0	A/CEO grant application has been submitted under the Building our Regions funding stream 05/09/18.																	
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Marine Access – Dungeness and Forrest Beach 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$100,000	\$0	\$0	August 2018 \$0	A/CEO has completed a pre-lodgement for Dungeness and is 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 FOR MONTH ENDING 31 AUGUST 2018

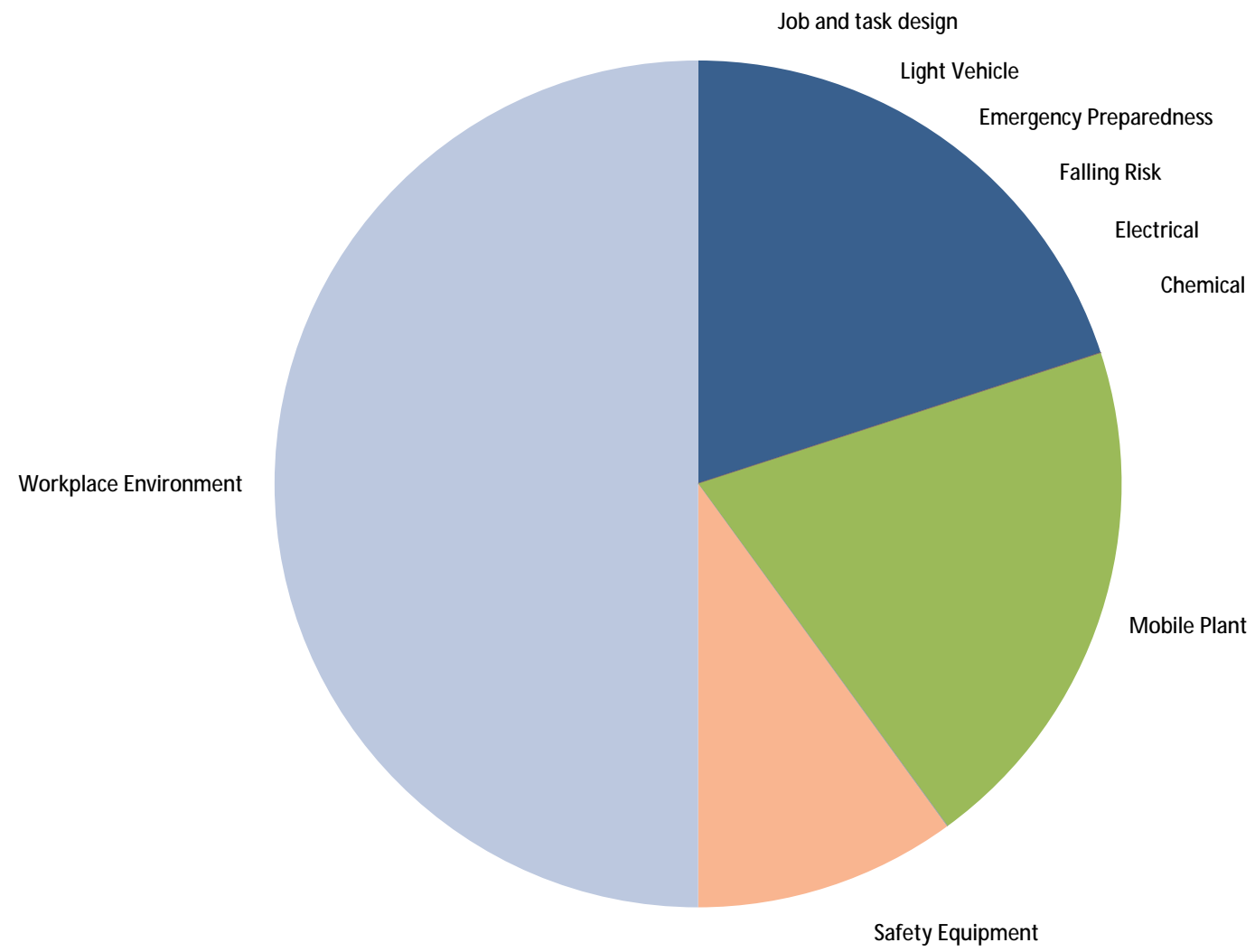
Project Description (Project Code)	Programme Estimate 2018/2019			2018/2019 YTD Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Planning and development costs for motor sport precinct 2018/2019 (carryover from CEO's unallocated Capital fund 2017/2018)	\$20,000	\$0	\$0	August 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	August 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	August 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	August 2018 \$0	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	August 2018 \$0													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												

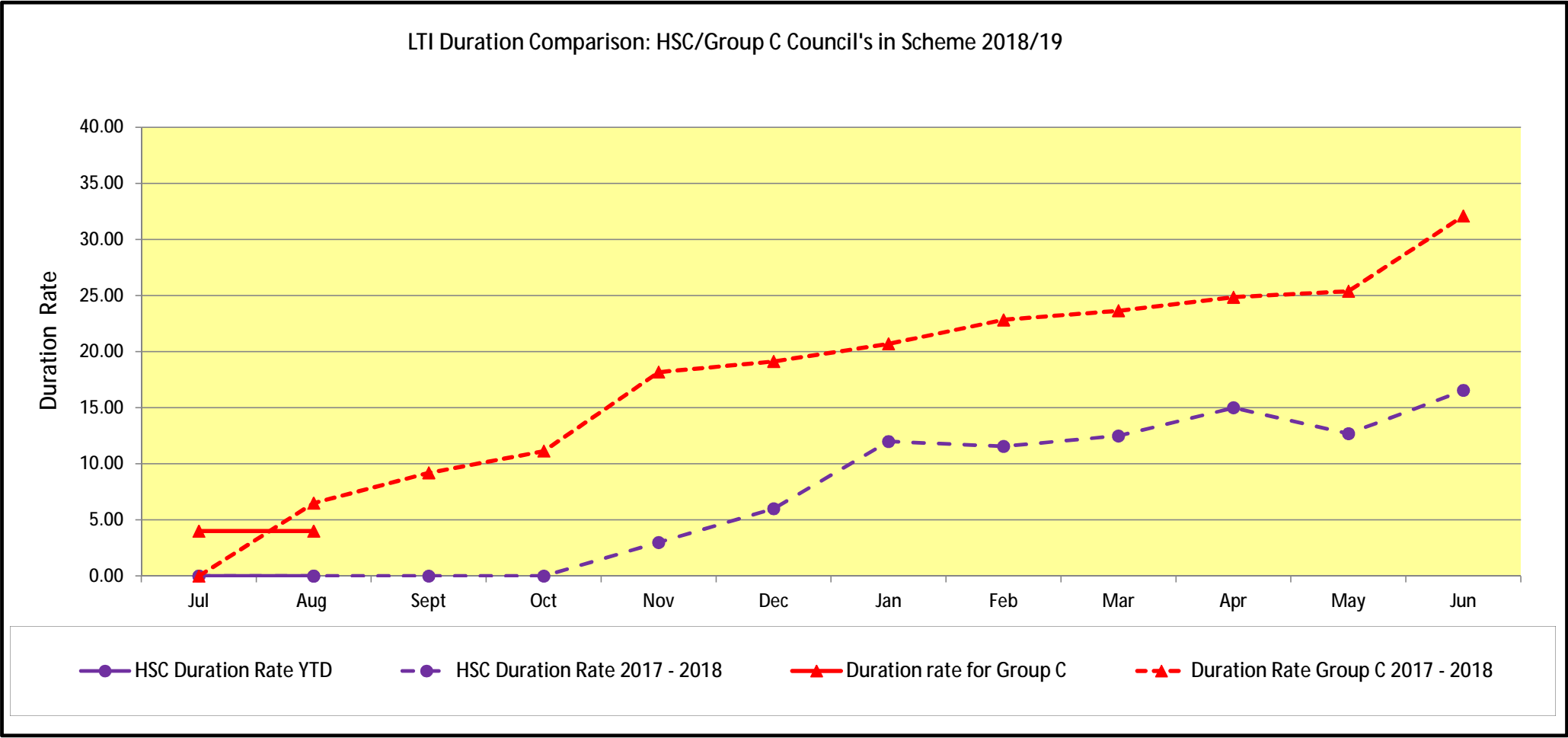
LTIFR Comparison: HSC / Group C Councils in Scheme - 2017/18



LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD		0.00	0.00										
HSC LTIFR 2017- 2018		0.00	0.00	0.00	0.00	6.87	17.18	19.63	30.60	30.54	27.49	31.23	31.49
Group C LTIFR YTD (Councils with wages \$10-20 mil)		2.64	2.64										
Group C LTIFR 2017-2018		0.00	2.45	4.11	4.62	7.92	8.79	10.17	12.20	11.11	11.08	11.51	11.21

Hazard Type 2018 - 2019





LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD		0.00	0.00										
HSC Duration Rate 2017 - 2018		0.00	0.00	0.00	0.00	3.00	6.00	12.00	11.57	12.50	15.00	12.70	16.55
Duration rate for Group C		4.00	4.00										
Duration Rate Group C 2017 - 2018		0.00	6.50	9.20	11.14	18.18	19.14	20.70	22.84	23.65	24.86	25.40	32.10

Internal Audit : Fuel Management Summary

Area	Ref	Audit Recommendation	Status/Response	March 2018 Update	April 2018 Update	May 2018 Update	June 2018 Update	July 2018 Update	August 2018 Update	Expected Completion Date
Data Capture into Technology One										
	7.1.1	Management conduct discussions with the vendors of DataFuel and Starcard to determine whether the information can be downloaded in a manner that would allow integration into Technology One.	<i>We have already started looking into this with the assistance of a TechOne consultant. Further consultancy time is required to progress, including fully testing the system.</i>	Format issued resolved & testing re-started. T1 consultant to be booked in April to put ETL's into Production	Unable to secure same T1 consultant for a number of months. For continuity purposes that would be preferable. Due to system refresh we were at risk of losing the work already completed by T1. However we have found a way to extract ETL's so we can copy back into the TEST/TRAIN system. Due to unexpected staff leave (sick) testing has not progressed.	Testing resumed- successfully copied ETL's back into TRAIN. Followed the process step by step however the end result is not correct. Encountered an issue with the fuel tank capacities which need to be re-loaded in to TRAIN. Odometeres & stock issues are still not updating as required. New temporary IT manager has experience in this area & we plan to utilise this.	No further progress due to budget & year end work.	Original T1 consultant booked for on-site visit in mid October to finalise testing & put into Production. October was the earliest the consultant was available.	Original T1 consultant booked for on-site visit in mid October to finalise testing & put into Production. October was the earliest the consultant was available.	30 June 2018 - as per Audit Committee meeting 28/2/18
	7.1.4	Utilise the Caltex Online Business Centre reporting capability through their online portal which contains a number of detection reports that are in a format that allows data analysis.	<i>see 7.1.1</i>	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	Refer comment 7.1.1	30 June 2018 - as per Audit Committee meeting 28/2/18
	7.1.6	Once data is uploaded into Technology One, Fleet Officers should routinely analyse the usage of fuel to confirm that usage patterns appear reasonable (and, if not, investigated). The key fuel data analytics that could be considered are: § Fuel tank size vs actual volume purchased (Indicates more than one car being filled at a time) § Number of purchases in a month (Indicates potential for filling another car on the kev/card) § Weekend and out of hours' purchases (Indicates that personal vehicles may be filled)	<i>To be reviewed and implemented based on outcomes achieved via the automation of Datafuel and Caltex fuel entries and invoices into CSI. This is work in progress but is a high priority</i>	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	30 June 2018 - as per Audit Committee meeting 28/2/18

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – SEPTEMBER 2018

For Council Decision – Recommendation

That the Report be received and noted.

<p><i>Resolution Number – 280818-20 – Leave of Absence – Councillor Wally Skinner</i></p> <p>That Council grant leave of absence to Councillor Wally Skinner for the period Tuesday 11 September 2018 to Friday 28 September 2018 inclusive for recreation leave.</p> <p>Status: <i>September 2018 Update – Leave noted.</i></p> <p style="text-align: right;"><i>Matter Closed</i></p>
<p><i>Resolution Number – 280818-19 – Councillor Opportunities – Attendance at 2018 Local Government Association of Queensland (LGAQ) Annual Conference</i></p> <p>That the Mayor and the Chief Executive Officer attend the LGAQ Conference in Brisbane from Monday 29 to Wednesday 31 October 2018.</p> <p>Status: <i>September 2018 Update – Mayor and new CEO Alan Rayment registered to attend.</i></p> <p style="text-align: right;"><i>Matter Closed</i></p>
<p><i>Resolution Number – 280818-18 – Councillor Opportunities – Attendance at Australian Local Government Women's Association Queensland State Conference – September 2018</i></p> <p>That the Deputy Mayor Mary Brown and Councillor Kate Milton attend the Australian Local Government Women's Association (ALGWA) Queensland Branch Conference at TYTO from Wednesday 5 to Friday 7 September 2018.</p> <p>Status: <i>September 2018 Update – Deputy Mayor and Councillor Milton registered to attend.</i></p> <p style="text-align: right;"><i>Matter Closed</i></p>
<p><i>Resolution Number – 270218-20 – Aboriginal Cultural Heritage Policy</i></p> <p>That Council adopt the Aboriginal Cultural Heritage Policy as presented.</p> <p>Status: <i>September 2018 Update – Training for relevant staff has is being organised by EMPDES and HR prior to the end of 2018.</i></p> <p><i>August 2018 Update - Not yet implemented.</i></p> <p><i>July 2018 Update – Not yet implemented.</i></p> <p><i>June 2018 Update – Not yet implemented.</i></p>

May 2018 Update – Not yet implemented.

April 2018 Update – Training of staff to be arranged and indigenous (native title) officers to be involved in training.

March 2018 Update – Policy uploaded to website. Training of staff to be arranged and indigenous (native title) officers to be involved in training.

Resolution Number – 121217-29 – Mayor Jayo – Solar Projects Feasibility Assessment

That Council accept the quote from Resource Analytics for \$27,400 (excl. GST) for the preparation of a feasibility assessment to assess the suitability of rooftop solar on Council's main Administration Building in Ingham, as well as large scale solar photovoltaic (PV) on Council's preferred site to offset Council's electricity usage (project).

Phase One will cover Tasks 1 to 6 which will cover:

- Task 1 Electricity Profile Analysis
- Task 2 Rooftop Solar at Council Administration building
- Task 3 Constraints Assessment site visit
- Task 4 Ergon Liaison
- Task 5 Technical Feasibility of large scale solar
- Task 6 Report and Communication
- Task 7 Council Workshop

The sum of \$27,400 (excluding GST) will be funded from the repurposing of the \$100,000 provided in the Capital Budget for solar on Council's Administration Building roof.

Status:

September 2018 Update – Teleconference held with Joel Harris on 4 September 2018. Next step is to focus on reducing large power consumptions sites of TYTO, Lannercost Office and Depot via roof top solar and investigate integrity of rooftops.

August 2018 Update – Joel carrying out further enquiries with Ergon for other sites and draft Feasibility Assessment Report now due by 17 August 2018.

July 2018 Update – Project update provided by Joel Harris on 28 June 2018 and forwarded to Councillors with an undertaking to provide draft report by end of July 2018.

June 2018 Update – Joel Harris provided an update on the project to Mayor, Acting CEO and Councillors Skinner and Tack on Tuesday 22 May. Council gave authority to Resource Analytics to engage with Ergon on its behalf regarding the solar project. Further mapping of alternatives sites also provided to Joel and advice received advising they have engaged with Ergon who are undertaking a preliminary connection enquiry for three (3) Council sites, as well as another area.

May 2018 Update – Joel Harris of Resource Analytics visited various sites on 16 April 2018. Continuing to review.

April 2018 Update – Consultant to visit on 16 April to look at sites.

March 2018 Update – Consultant was supposed to visit on 14 March 2018 to look at sites, however due to flooding disaster management operations, visit postponed to a date yet to be arranged.

February 2018 Update – Continuing to provide requested information.

January 2018 Update – Resource Analytics appointment has been confirmed. Funding will be repurposed at the December budget review.

Resolution Number – 290915-47 – Southern Atherton Tablelands Development Scheme (SATDS)

That Council agree to:

- The formation of a Southern Atherton Tablelands Steering Committee with the objectives of exploring the potential benefits of the Southern Atherton Tablelands Development Scheme and lobbying for funding to prepare appropriate feasibility studies and master planning.
- Endorsement of the Steering Committee consisting of two representatives from each of Hinchinbrook Shire Council, Tablelands Regional Council and Herbert River Improvement Trust and one each from Townsville Enterprise, Advance Cairns and the Department of State Development, subject to agreement from each organisation.
- A Memorandum of Understanding between participating organisations to initially form the basis for the Steering Committee, delegating authority to the Committee to develop its own Terms of Reference and to authorise expenditure of available funds to achieve its objectives.
- A seeding fund contribution for the Committee as part of its first 2015 / 2016 budget review.

Status:

September 2018 Update – Mayor met with Tablelands Regional Council Mayor at NAOC Conference on 23 August 2018 and scope of works has changed and dam will not be considered in the previous location, if at all. On that basis, Council will not be paying the contribution and Tablelands Regional Council has indicated that they will not invoice Council. TRC will forward copy of report in due course. Matter Closed

August 2018 Update – Tablelands Regional Council Mayor and CEO will meet with Hinchinbrook Shire Council Mayor and CEO following their attendance at the upcoming Northern Alliance of Councils (NAOC) Conference in Ingham in August on 23 August. Councillor Skinner and Herbert River Improvement Trust members also invited to meeting. \$8,000 invoice now received from Tablelands Regional Council as requested of them in July 2017.

July 2018 Update – No further update.

June 2018 Update – No further update.

May 2018 Update – No further update.

April 2018 Update – Mayor had discussions with Tablelands Regional Council Mayor on 09/04/18 who will investigate matter further.

March 2018 Update – Further letter dated 06/03/18 sent to Tablelands Regional Council once again requesting tax invoice and information regarding the calling of their EOI for a Feasibility Study.

February 2018 Update – No further update.

January 2018 Update – No further update.

December 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

November 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

October 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council. Further letter sent requesting copy of TRC EOI for Feasibility Study.

September 2017 Update – Still awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

August 2017 Update – Awaiting receipt of \$8,000 tax invoice from Tablelands Regional Council.

July 2017 Update – CEO corresponding with Tablelands Regional Council CEO advising that as Tablelands Regional Council will not release the Funding Agreement, Council will only agree to pay \$8,000 which was Council's share of costs incurred to date in February 2016.

June 2017 Update – Tablelands Regional Council CEO has advised that "on legal advice" they will not release the Deed as it was an agreement between Tablelands Regional Council and two Governments.

May 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

April 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

March 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

February 2017 Update – Still awaiting receipt of copy of Funding Agreement which reflects flood mitigation.

January 2017 Update – CEO of Tablelands has verbally confirmed that Hinchinbrook Shire Council has been included in the funding agreement re: flood mitigation. Still waiting to see copy of agreement.

December 2016 Update – CEO has formally written to Tablelands Regional Council asking confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

November 2016 Update – Council still awaiting confirmation that funding agreement has been changed to also reflect flood mitigation in its own right.

October 2016 Update – The Tablelands Regional Council passed the following resolution at its last Council meeting:

- Write to the members of the Southern Atherton Tablelands Irrigation Development and Flood Mitigation Steering Committee and thank them for their hard work and dedication in advocating for the development of the Southern Tablelands region;
- Endorse working together with Hinchinbrook Shire Council and Herbert River Improvement Trust to support the investigation of new dams, weirs, pipelines and channels to support significant new irrigated agricultural development in the upper Herbert River, taking into consideration flood mitigation and power generation possibilities;
- Continue to advance the National Water Infrastructure Development Fund agreement for the purpose as stated above;
- Approve the expenditure of up to \$10,000 (ex-GST) for project management leading up to the finalisation of the Grant Deed and that these funds be expended from joint funds provided by the Herbert River Improvement Trust and Hinchinbrook Shire Council with their express agreement.

Hinchinbrook Shire Council is still confirming the change to the agreement to reflect flood mitigation in its own right.

September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance was Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:

1. Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) – to be negotiated
2. Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties
3. HSC and HRIT to draft an agreement between themselves
4. TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties
5. TRC negotiate with the terms of the grant deed
 - Item 1 – leave as it currently exists in the draft
 - Item 2 - Activity - Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"
 - Item 3 – Clarification around pre-feasibility and feasibility – can this be done with the total funds
 - Item 4 – commencement and term – negotiation to start and be completed before the end of this term of local government
 - Item 5 – Milestone payments – negotiate
 - \$ 35 % to engage contractors
 - \$ 35 % on receipt of investigation reports

- § 20 % on receipt of draft pre-feasibility study
- § 10 % on receipt of pre-feasibility study

- Item 6 – negotiate \$75,000 initial contribution from the parties and see if day-labour can be costed to this contribution

6. Joint media release agreed between the parties

7. Respective CEO's to present report covering the above to their next General Meetings.

August 2016 Update – No further progress.

July 2016 Update – No further update.

June 2016 Update – Meeting held between Hinchinbrook Shire Council Mayor and CEO and Tablelands Regional Council Mayor and CEO on Friday 10 June 2016. Decided that Mayor and CEO would visit Tablelands in the future to receive a full briefing with the Tablelands Regional Council.

May 2016 Update – No further update at this stage.

March / April 2016 Update – Meeting was held on 9 March 2016. Business Case has also been developed for a Preliminary Indicative Economic Analysis completed by Cummings Economics. Department of Agriculture and Water Resources were considering recommending \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal.

A flying minute will need to be confirmed at the next meeting of the Committee as follows:

- That Committee Members agree to \$750,000 in funding to focus on economic viability and business case development of the preferred infrastructure for the proposal
- That Committee Members agree to employing GHD under Local Buy, for an amount up to \$4,000, to amend the original application to provide a revised project plan and budget which will focus on economic viability and business case development of the preferred infrastructure for the proposal, for an amount of \$750,000.

February 2016 Update – Draft Memorandum of Understanding and Contribution Agreement for the Joint Steering Committee now received. Tablelands Regional Council's Mayor and Deputy Mayor are keen to progress the matter to facilitate an inaugural meeting of the Joint Steering Committee being held as soon as possible in February.

January 2016 Update – Correspondence dated 4 December 2015 received from Tablelands Regional Council (TRC) advising of their adoption on 19 November 2015 of the Report. TRC will now form the Steering Committee and prepare a draft Memorandum of Understanding in consultation with member organisations. TRC adopted a further resolution on 3 December 2015 to provide \$25,000 seed funding. Expressions of Interest under the National Water Infrastructure Development Fund close 21 January 2016 and they will proceed to lodge an EOI.

December 2015 Update – Understand that Tablelands Regional Council have adopted the Report but yet to receive correspondence from them in relation to this.

November 2015 Update – Tablelands Regional Council have not yet considered the matter at a formal Council meeting but this will be reported to their Ordinary Meeting on 19 November 2015 and will advise Council of the outcome after that point.

October 2015 Update – Letter written to Tablelands Regional Council advising them of resolution outcomes.

LATE BUSINESS ITEMS FROM GENERAL MEETINGS

- GENERAL MEETING – 25 OCTOBER 2016

3.3 COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

Councillor Lancini raised whether Council could investigate other treatments for the eastern side of the Lucinda Swimming Enclosure (e.g. recycled plastic slats) to alleviate sand encroachment which currently causes problems on the eastern side of the enclosure.

Action – Executive Manager Engineering Services and Executive Manager Environment and Community Services to brief Council at a future Briefing Session.

September 2018 Update – Consultant has provided proposed concept options assessment for Council consideration. Review of received documentation to be initially undertaken by Council Officers in preparation for presentation to Council.

August 2018 Update – Alternative designs currently in development which take into account outcomes from the investigation into constraints phase of the project. It is expected the designs will be available to Council for review and comment by the end of August 2018.

July 2018 Update – Council has received the Investigation of Constraints Report from the Consultant detailing the referrals that the proposed work will trigger and the outcomes of the pre-lodgement advices from a number of Departments. The next phase of the project is to develop alternative designs considering advice received whilst ensuring minimal possible impacts and development approvals. The outcomes of this phase will be presented to Council for review and comment by the end of August 2018.

June 2018 Update - Awaiting GHD to complete the preliminary design and pre-lodgement meeting.

May 2018 Update – The project is currently under preliminary design with GHD. The next step is to conduct a Pre-Lodgement meeting and following this meeting a structural analysis will be conducted on the mounting points (the poles) to see if there is anything significantly wrong with them and the decision will be made if they should be changed.

April 2018 Update – GHD have been appointed to undertake the full design and Development Application process in order get to a shovel ready stage for this project.

March 2018 Update – Currently in procurement phase for design services to produce detailed design documentation for the proposal.

February 2018 Update – EMISD provided an update to Council confirming the trial of the floats has proven ineffective. Council wish to proceed with the Works 4 Queensland Project to investigate and install a fixed enclosure as an alternative to the net.

January 2018 Update – The swimming enclosure net has now been installed and the floats have been attached to the net on a trial basis as per the discussions with Council and the LPA. The \$50,000 Works for Queensland Round 2 project is on hold until the outcome of trial is known.

December 2017 Update – As per last months update, still awaiting feedback from LPA to finalise Management Plan.

November 2017 Update – The LPA were issued a draft of the 2017/2018 Management Plan for comment on 04/09/17 (ECM # 2217091). Some feedback received and further discussions required to finalise the Plan. It is currently unclear when the LPA intend to trial attaching floats to the swimming enclosure.

October 2017 Update – Repairs have been completed and Lucinda Progress Association have been notified of the planned dates the net is to be reinstated.

September 2017 Update - Repairs are currently being undertaken. The net has sustained a large amount of damage. NOTE - \$50,000 Works for Queensland Round 2 Funding confirmed for net replacement.

August 2017 Update - Swimming enclosure net has been removed and is currently being repaired. Lucinda Progress Association will then trial fitting buoys and the net will be re-installed.

July 2017 Update – As communicated via the Mayor, current strategy is the local operators in charge of maintaining the stinger net are planning to trial attaching buoys to the net to keep the net from being buried by debris and sand.

June 2017 Update – EMECS provided briefing on 12 June 2017. Matter still being investigated.

May 2017 Update – Noted on future Briefing Session list.

April 2017 Update – Noted on future Briefing Session list.

March 2017 Update – Noted on future Briefing Session list.

February 2017 Update – Noted on future Briefing Session list.

January 2017 Update – Noted on future Briefing Session list.

December 2016 Update – Noted on future Briefing Session list.

November 2016 Update – Noted on future Briefing Session list.

- GENERAL MEETING - 26 APRIL 2016

- 3.1 COUNCILLOR MARY BROWN – SHIRE DIRECTIONAL SIGNAGE IN FRONT OF PUBLIC TOILETS AT VINCE CORBETT PARK, FORREST BEACH

Forrest Beach Progress Association have reported that the directional signage is unreadable and of poor quality. Executive Manager Environment and Community Services advised that the electronic notice board was originally thought to be able to notify the public however Council is currently in the process of awaiting receipt of a signage design.

Action - Outcome of investigations to be provided to Council.

September 2018 Update – Not actioned, however MECD is aware of this item and it is on the list of signage / marketing material that is being addressed.

August 2018 Update – Not actioned, however MECD is aware of this item and it is on the list of signage / marketing material that is being addressed.

July 2018 Update – Matter was addressed in June and it was resolved that MECD is to come back with a design based on the Pillars in CBD. MECD has a design to present at the July PDG. MECD is also writing copy for each area.

June 2018 Update – Flaws in design of drive towers to be addressed at next PDG meeting.

May 2018 Update – Awaiting for Rinaudo Engineering and Fichera Electrical to update their quotes. Once updated, the CEO Authorisation Forms are ready to go. The Sign Company has updated their quote. (all Companies originally contacted on 26 April 2018).

- *Rinaudo Engineering has advised they can now subcontract the laser cutting component of the towers, ED seeking quotation on that. Townsville laser cutting has supplied a quote on laser cutting component.*
- *Rinaudo Engineering is unable to commence project until next financial year.*
- *Jenna Devietti has advised the Forrest Beach tower will require a RCP, the other towers require Council Permit. ED awaiting advice from Matt Schembri on required process.*
- *Spreadsheet of information panels has been started, but not completed.*

Next Step:

- 1. RFQ for footing installation;*
- 2. RCP Permit;*
- 3. Council Permit.*

April 2018 Update – Halifax do not want the tower, hence MECD looking at alternatives that will be viable (cost was based on every area getting same idea).

March 2018 Update – Tower structures under review and will be discussed when designs are available.

February 2018 Update – Still on hold. No further update.

January 2018 Update – No further update.

December 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

November 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

October 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

September 2017 Update - This matter is still in progress.

August 2017 Update – This matter is still in progress.

July 2017 Update – EDO has sought response from Forrest Beach Progress Association. EDO is now seeking confirmation of text internally which will be sent back to Forrest Beach Progress Association for approval. Once text is approved by both parties, this can be added to design package ready for sign manufacturer.

June 2017 Update – EDO has contacted the Forrest Beach Progress Association regarding wording for signage.

May 2017 Update – Economic Development Officer (EDO) is currently liaising with Progress Associations to discuss “see and do” elements of drive signage.

April 2017 Update – Discussions will be held with EMECS regarding park signage at the April Briefing Session. A Hinchinbrook Way drive sign will be erected in the area. It is anticipated that the sign will be installed early in the 2017 / 2018 financial year.

March 2017 Update – Directional signage continues to be progressed by SEDTO.

February 2017 Update – Faded sign removed and will be replaced with directional signage being progressed by SEDTO.

January 2017 Update – The existing faded sign will be removed before end of January 2017.

December 2016 Update – Applying for Queensland Transport Infrastructure Funding (QTIF) and envisage regardless of funding that the sign will be erected at Forrest Beach no later than 30 June 2017.

November 2016 Update – No further update.

September / October 2016 Update – Senior Economic Development and Tourism Officer (SEDTO) advised update at PCG meeting on 15 September 2016. Council progressing signage through the Hinchinbrook Way Drive.

August 2016 Update - Senior Economic Development and Tourism Officer (SEDTO) is continuing to progress the Hinchinbrook Way Drive Signage and will provide an update to Council at the CBD Project Control Group (PCG) Meeting on 15 September 2016.

July 2016 Update - The Senior Economic Development and Tourism Officer (SEDTO) has had initial discussions with the Forrest Beach Progress Association (FBPA) regarding the signage and the FBPA has advised they support the signage and information to be provided in the Hinchinbrook Way Drive Loop.

June 2016 Update – Forrest Beach Progress Association have been in discussion with Senior Economic Development and Tourism Officer (SEDTO) regarding the possibility of rebranding the sign, including an update of the information (which has already been completed) to follow the Hinchinbrook Way style guide.

Acting Executive Manager Environment and Community Services has discussed this with SEDTO who has assumed responsibility for this project in regards to design.

May 2016 Update – FBPA have advised that they would prefer to wait for the new precinct sign to be installed before considering whether this sign is still needed or wanted.

April Update – The draft design for the new sign has been finalised and is being sent to FBPA and Council for approval.

PROJECT DEVELOPMENT GROUP MEETING MINUTES

Executive Summary

Council have agreed that the Project Development Group Minutes are to be considered by Council for adoption.

For Council Decision – Recommendation

That Council receive and note the Project Development Group Meeting Minutes held on 21 August 2018.

Background

The Project Development Group meet monthly to discuss a range of issues pertaining to CBD and other projects.

Attachments

21 August 2018 Project Development Group Meeting Minutes

Statutory Environment

2014 – 2019 Corporate Plan – 5.1 – Our Ingham CBD is attractive, alive and diverse

2017 / 2018 Operational Plan – 5.1 – CBD refresh and associated actions

Policy Implications

Not applicable

Consulted With

Not applicable

Financial and Resource Implications

Not applicable

Risk Management Implications

It is important that these projects are progressed through a Project Development Group to ensure timely and cost effective implementation. Group meeting minutes progressing through to Council's General Meeting ensures transparency of projects.

Strategic Considerations

Not applicable

Officers Comment

Not applicable



PROJECTS DEVELOPMENT GROUP MINUTES

Tuesday 21 August 2018 at 9.00 am

Council Chambers

Attendance: Mayor Ramon Jayo, Councillors Mary Brown, Wally Skinner, Marc Tack and Kate Milton, Acting CEO James Stewart, Acting EMISD Jenna Devietti, Acting EMDPES Ken Veness, MECD Donna Prentice and MCO Dianne Purnell

Apologies: Council Andrew Lancini

AGENDA ITEMS	MINUTES	Responsible Officer
1. Minutes of Previous Meeting – 19 July 2018	That the Minutes of the previous meeting held on 19 July 2018 be approved and sent to a General Meeting for Council's information.	

<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>21/08/2018 – Layout received. Review has not occurred as priority is delivery of Lannercost Street. However Tourism / THW banners in Rotary Park design is complete with new imagery with RFQ to occur next.</p> <p>19/07/2018 – Nil movement. MECD also awaiting layout from Consultant.</p> <p>21/06/2018 – Nil movement. MECD also awaiting layout from Consultant.</p> <p>The Mayor advised that the money from Rotary Club is now being used to build a shed at the Showgrounds.</p> <p>Keep Rotary in the loop about what Council decides to do in Rotary Park and don't worry about organising a meeting with Rotary now. Council to progress with its own plans.</p> <p>Helen Motti is doing the layout for the chairs, bins and layout for Herbert and Lannercost Streets. MECD is waiting on Helen to advise what they have to do.</p> <p>Mayor spoke to Rinaudo who won't be able to produce prototype until the end of the year. Mayor will speak to him again to see if he can do this sooner (by September) or sub-contract it out to another builder. (bins built by him and he was to make a prototype around the potplants).</p> <p>Imagery will start going up on Coles soon.</p> <p>17/05/2018 – Meeting held with Rotary President and Mayor and MECD regarding Club's suggested ideas for the park with funding they are going to provide.</p> <p>Action - MECD to address a future Rotary meeting to update Club on Council's plans for the Rotary Park space.</p> <p>19/04/2018 – See previous minutes of 27/03/18 – The only project that has commenced with design approved is the replacement of the banners. MECD to allocate relevant imagery and continue with project.</p> <p>MECD met with lead consultant (Helen Motti) regarding round cement seat/table and a suggestion was to strip them back to polished cement however will continue to investigate further treatments.</p> <p>Action - EA to set up meeting for MECD to meet with Rotary President, Ed Slater regarding the Club's suggested ideas for the park with funding they are going to provide.</p> <p>27/03/2018 – Will be completed as required. After works are completed, promotion addressed for Shire through electronic notice board at toilet block.</p>	<p>MECD</p>
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in</p>	<p>21/08/2018 – Toilet update as per item 10 below. As per above, priority is delivery of Lannercost Street. Installation of other signs will occur that do not relate to toilets.</p> <p>19/07/2018 – MECD advised that a lot of the planning has been done and directional signage is on hold awaiting toilet block to be complete.</p>	<p>MECD / CFO</p>

<p>Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>21/06/2018 – Signage on hold as it requires toilet block to be complete.</p> <p>Concept design is underway. Architect met with Council on Tuesday 5 June to discuss options and to receive feedback to further the designs. Council approved an extension and will be presented at a Council Briefing Session on Tuesday 3 July 2018.</p> <p>17/05/2018 – Awarded work for the concept design, which is now underway. Expect designs by 30 May 2018.</p> <p>19/04/2018 – RFQ for design of toilet block closed Tuesday 9 April 2018. Currently evaluating quotations. Council will accept \$2,500 for concept designs. Action - CFO to set time limit to 14 days for Hugh Markwell to provide designs to Council.</p> <p>27/03/2018 – Will be completed as required. After works are completed, promotion addressed for Shire through electronic notice board at toilet block.</p> <p>Report was considered at General Meeting 27 February 2018 with locality finalised. Staff organising a RFQ for the design of the toilet block as per Council resolution.</p>	
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>21/08/2018 – Design for marketing WiFi is complete. RFQ for ground stickers / other sizing complete and ready for electronic community notice board.</p> <p>IT Manager working on matter with airbridge regarding cameras for Dungeness.</p> <p>19/07/2018 – Members viewed completed free Wifi signage template on screen.</p> <p>Action – Free Wifi Stickers to be adhered to pavement instead of installing signage.</p> <p>Action - Message of free wifi to also be included on electronic community notice board.</p> <p>Action - Council to speak to Telstra representatives while they are attending NAOC.</p> <p>21/06/2018 – Tourism Officer contacted Cade Heringe from Telstra. Telstra does not supply signage for WiFi hotspots in individual shires. Hinchinbrook Shire to create own signage for Wifi areas. Telstra will forward examples of WiFi signage other Shires have implemented. David White attended Council on 12 June to discuss WiFi options and other innovative technology for the Shire and WiFi for Dungeness was included in these discussions.</p> <p>Rosemary and Dwain met with David White and Doug from Airbridge. In this funding round the project would be too big. Going to progress to get a smaller design.</p> <p>Cameras for Dungeness were to be able to prosecute people tampering with trailers etc. They are not good enough. Action - Obtain footage to see the quality.</p> <p>EMDPES waiting on costs still. Action - Chase up what we are doing with the \$10,447.</p> <p>Action - MECD to send Mayor name of a prospective solar developer.</p>	<p>MECD</p>

	<p>17/05/2018 – Initial investigation indicates that approximately \$10,447 in Telstra credit is available for a project.</p> <p>Innovation Grants available at the moment and David White from Telstra contacted GO re: doing more with WiFi across the Shire.</p> <p>Action - Suitable signage alerting people as to availability of wifi yet to be installed. Send out Media release when signs installed.</p> <p>Action - WiFi for Dungeness to be investigated.</p> <p>Action - EMDPES to contact David White to speak with Council as to the Telstra options available.</p> <p>19/04/2018 – Landing Page is operational.</p> <p>Action – MECD to action WiFi signage and media release.</p> <p>Action - EMDPES to investigate whether any Telstra credit is left for other district WiFi hubs.</p> <p>27/03/2018 –</p> <ul style="list-style-type: none"> • WiFi Signage – No action to date. • WiFi Landing Page – In progress. • WiFi Analytics Report – Quarterly Report will be provided 15 March. • Media Release – To be actioned. • Letter to Telstra re: cleanliness of site – No action to date. • Waiting for brass floor plates to be installed. <p>15/02/2018 –</p> <p>Action - Purple WiFi analytics report to be presented at General Meeting.</p> <p>Action - Signage alerting people as to availability of wifi to be progressed and implemented.</p> <p>23/11/2017 - The following update was provided:</p> <ul style="list-style-type: none"> • Installation works have been finalised at Rotary Park and the Hinchinbrook Visitor Information Lounge. • Council's Facility Officer advised <i>"the work undertaken for the WiFi connection is very messy there is cement powder left on the concrete and cement up the wall of the iron and the finish on the concrete is not real good. Is the job complete? and or is the job going to be inspected? Due to the site being in the public eye, all contractors are to leave the site clean. Can they go back and clean?"</i> - SEDTO following up with Telstra project officer on matter. <p>Action - SEDTO to send a letter to Telstra to follow up on this matter.</p>	
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	<ul style="list-style-type: none"> • Telstra Air team have advised network configuration will be finalised on or around Thursday 30 November and the network will go live from this date. • SEDTO has finalised the Purple platform configuration, including all network access pathways and offline and online splash pages. It is noted further work needs to be done to enhance access pathways to optimise data collection associated with social media platforms. • SEDTO and CCMO coordinating launch with Telstra Air media team. It is advised we run a soft launch (network activation) to test all access pathways and splash pages prior to formal launch. It is noted that the network will be ready for a formal launch on or around 14 December 2017. As previously discussed there is an opportunity to launch the network in conjunction with the official opening of the Hinchinbrook Way walk; however brass floor plaques are not likely to arrive until 19 December. As such SEDTO seeks direction from PDG as to the following options: <ul style="list-style-type: none"> i. Launch the network on or around 14 December; ii. Launch the network in the first or second week of January 2018. <p>Action – SEDTO to check with Telstra Air Media Team if they will be in a position to soft launch locally at the Mayor’s Light up the Tree Event / Christmas Carols on Sunday 3 December.</p> <ul style="list-style-type: none"> • It is further noted that signage should be installed at both sites advising locals and visitors of the availability of free WiFi. <p>Dungeness Free WiFi – The following update was provided:</p> <ul style="list-style-type: none"> • SEDTO has had several conversations with Telstra regarding the proposal. • A formal request for written quotation has been sent to Telstra’s Regional Senior Account Executive David White. • Telstra have advised that they will require specifications of any infrastructure associated with Council’s proposed CCTV at Dungeness (i.e. locality, power supply, will the CCTV be tower mounted or mounted to existing infrastructure). As a guide Telstra have provided the preliminary advice that project cost will be heavily influenced by the locality of existing Telstra infrastructure. SEDTO has not checked whether an existing phone box exists at the locality (which is the best option!). Alternatively we could seek consent to connect into existing Telstra services at the Marine Safety premises in Dungeness. <p><i>EMDPES advised further that Council has a credit with Telstra and this money could be utilised towards other WiFi hubs in the district.</i></p>	
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	<p>26/10/2017 - SEDTO provided the following update:</p> <ul style="list-style-type: none"> • Installation works have commenced and Telstra Air Wi Fi network will be operational by mid-November 2017. • SEDTO working with Telstra regarding network configuration, splash page other operational aspects • SEDTO and CCMO working on collaborative launch and media release with Telstra team. SEDTO will discuss media and marketing approach at PDG. <p>The meeting agreed that the media and marketing approach is imperative for the launch of the Wi Fi network in November. Details of launch for November yet to be confirmed.</p> <p>Action - SEDTO to also speak with Telstra to obtain a quote regarding installation of nodes at Dungeness for camera data (Purple Wi Fi). SEDTO to follow up with CFO regarding camera systems.</p>	
<p>2.4 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:</p> <p>i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.</p>	<p>21/08/2018 – Full review of project complete - advised by LEAD the planning documents provided for the specifications of the wall were incorrect and re-design necessary. Have advised some of the items are not necessary ie making the logo an art piece and additional swirls. Advised these will have minimal impact and be costly. This change with lighting is all that is required and hence save dollars and time. Requote has occurred and includes the redesign of the sign as well as the project management fees for this phase of the project. The following is required for the sign:</p> <p>A1 Set out plan at 1:100 scale A1 Finishes plan at 1:100 scale (including lighting design); A1 Planting plan at 1:100 scale; A1 Section & detail sheets; Specification notes; Planting schedules;</p> <p>Will take 4 weeks to RFQ for works to commence. <i>The Mayor left the meeting at 10.04 am</i></p> <p>Action – MECD to check RFQ for wording regarding drawings.</p> <p>19/07/2018 – With Lead Consultants. Update pending as they are working on CBD items first.</p> <p>21/06/2018 – With Lead Consultants. Update pending as they are working on CBD items first. Mapping required to be able to progress. Waiting on Lead to be satisfied with the document to progress. We will be buying seating which has been determined.</p> <p>17/05/2018 – Lead Consulting has been engaged to project manage the Entry Statement as well as the seating.</p> <p>19/04/2018 – No movement.</p> <p>Action - MECD to check with Engineering firms whether each of the elements can be done.</p>	MECD

	<p>15/03/2018 – Engineering drawing received. TRAG to undertake project to cost local implementation of key components.</p> <p>15/02/2018 – Yet to be installed.</p>	
<p>2.5 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:</p> <p>i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.</p>	<p>21/08/2018 – Recoat has been given the go ahead– awaiting delivery and then installation.</p> <p>19/07/2018 – Sign re-aged and to be delivered within 5 days after recoat.</p> <p>21/06/2018 – Sign still with manufacturer.</p> <p>17/05/2018 – Sign has been sent back to manufacturer to fix. All other trades arranged and ready to go when sign is returned.</p> <p>19/04/2018 – No movement. Hemmetts has been contacted regarding electricals.</p> <p>27/03/2018 – Sign was scratched on delivery and poorly lacquered and MECD looking to re-sand. Will advise date. Yet to be installed. Procedure for care to be done and distributed for facilities.</p> <p>15/02/2018 – Corten sign has been fabricated and was dispatched to Council Depot before Christmas. Hemmett Electrical will be installing.</p> <p>MECD advised on return from leave that sign had scratches when received and will assess before installation.</p>	MECD
<p>3. Hinchinbrook Way Drive - Towers</p> <p>Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.</p>	<p>21/08/2018 – Still on the list.</p> <p>19/07/2018 – Artwork in progress. MECD currently writing copy for towers. Talking to Hemmett also about low voltage lighting for towers. Members suggested that the tower wording to be sent to Progress Associations for their review. The tower is a see and do node for each township (e.g. Halifax, Trebonne etc.) with Hinchinbrook Way colour palette.</p> <p>Action – Tower locations to be amended.</p> <p>Action – Send tower wording to Progress Associations for their review.</p> <p>Action - Make tower higher for visibility.</p> <p>Action – Councillor Lancini to liaise with MECD to discuss with Halifax Progress Associations (Ron Millan) regarding wording for the Halifax Tower.</p> <p>21/06/2018 – Review of issues with drive towers regarding construction for discussion.</p> <ul style="list-style-type: none"> Rinaudo Engineering and Fichera Electrical have been followed up with their quotes on 17/5/18. Quotes not yet received. Fichera Electrical conducted meeting with Tourism Officer to discuss lighting options for quotation. RFQ for footing installation is drafted. Robert Giuliano to provide required process for Council Permit. 	MECD

	<p>MECD presented a list of issues raised with the Drive Tower.</p> <p>Action - It was suggested to:</p> <ul style="list-style-type: none"> • work with electrician regarding low voltage lighting. • Make tower a pillar to alleviate climbability similar to towers in Lannercost Street. • Continue signage by taking out the wings and use the flat space on the pillar for wording. • Use more heritage colours for Halifax as opposed to using all colours of the logo for Forrest Beach. <p>17/05/2018 – MECD will not be engaging Marketing Eye. Once exact panel sizes are presented, MECD will assess. Copy has been reviewed and copy from website may suffice in some areas. Information provided was not sufficient and MECD will rewrite wording.</p> <p>Quote obtained from Men's Shed for Halifax sign.</p> <ul style="list-style-type: none"> • Awaiting Rinaudo Engineering and Fichera Electrical to update their quotes. Once updated, the CEO Authorisation forms are ready to go. The Sign Company has updated Quote. (all companies originally contacted on 26 April 2018). • Rinaudo Engineering has advised he can now subcontract the laser cutting component of the towers - seeking quotation on that as well. Townsville laser cutting has supplied a quote on laser cutting component. • Rinaudo Engineering is unable to commence project until next financial year. • Jenna Devietti has advised the Forrest Beach tower will require a RCP, the other towers require Council Permit. MECD awaiting advice from Matt Schembri on required process. • Spreadsheet of information panels started but not yet completed. <p>Action - Next Steps:</p> <ol style="list-style-type: none"> 1. RFQ for footing installation 2. RCP Permit 3. Council Permit <p>Action - Consultation with HPA to be determined with Halifax community concerning style of tower.</p> <p>19/04/2018 – No movement. Only Halifax does not agree with towers and would prefer something more vintage. Look has been decided for other towers and sites identified. Signage to be re-worded for Halifax. Investigate whether Melissa at Marketing Eye can do the re-wording.</p> <p>Actions –</p> <ul style="list-style-type: none"> • PDG happy to progress all towers, except Rotary Park x 2 and Halifax. Halifax being left out pending resolution of historical aspect and wording. 	
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	<ul style="list-style-type: none"> • 2 towers for Rotary Park were removed until plan comes up for Rotary Park - on standby - perhaps 1 tower could be located at the northern end (area opposite McDonald's) in Herbert Street also. • Wording to be sorted on all towers. • Look at consultancy to finalise wording without delay. • Check with contractors for delivery of towers. • RFQ's for Forrest Beach, Taylors Beach and Lucinda to be issued for construction. • Check with Halifax Progress Association as to what their preferences would be. <p>27/03/2018 – MECD to write copy from submitted suggestions via Progress Associations. Halifax Progress Association (HPA) has presented concerns over tower structure suitability for a “heritage” township.</p> <p>MECD suggests “tower” structure to be reviewed for area sensitivity and report for all locations. MECD believes however “towers” are costly and could be unsuitable for some areas if concerns are not addressed. One size does not fit all. Savings could be made and more sensitive tourism ‘iconography’ could be adopted.</p> <p>HPA has Mens Shed doing up a proposed prototype to be provided to MECD.</p> <p>15/02/2018 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network, and Wayfinding Signage.</p> <p>Minor work yet to be carried out – interpretive wording needs to be finalised and to be contracted out. Consultation has occurred in beach areas.</p> <p>Construction of towers – consultant has been verbally advised. Drawings to be finalised and then issued. Quotes have been renewed with Rinaudo and The Signage Co.</p> <p>23/11/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>26/10/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>21/09/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>17/08/2017 – Work on the Hinchinbrook Way Drive has been paused whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>22/07/2017 - The meeting noted that Internal approval of see and do panels is currently underway. Progress Associations will then approve.</p>	
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	<p>SEDTO also advised that the information has been provided by Progress Associations and text is being refined subsequent to which quotes will be finalised and installation commenced.</p> <p>15/06/2017 - EDO advised that all Progress Associations have responded. EDO is in process of adding text to top 5 'see & do' and sending back to Progress Associations for approval. This project is also on hold with QTDDIF funding application.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • EDO is currently liaising with the Progress Associations (Halifax, Lucinda, Taylors Beach and Forrest Beach). EDO has called and emailed requesting a list of top 5 activities tourists would be interested in within their area. This information will be put on the drive panels. Currently only heard from Halifax and Forrest Beach. • List of outstanding tasks for this project: <ul style="list-style-type: none"> - Dot Dash to provide final artwork on location map and overall map; - Liaise with Progress Associations for wording on see and do panels – in process; - Seek Council approval/input; - Engage HTC to prepare Traffic Management Plans for installation of towers within TMR zones; - Lodge RCP; - Finalise all content and layout for interpretative content - Info panels; - Request variation cost estimate as quotes are nearly 12 months old; - Revise Langtree Consulting on work done regarding construction details and safety audits - Prepare and submit authorisation form to engage the Sign Company, Rinaudo Engineering and Fichera Electrical; - Prepare RFQ for specialised signage elements (scope suitable contractors); - Prepare RFQ for footing installations; - Prepare and submit authorisation form to engage footing contractor and specialised signage element contractor; - Engage successful contractors and forward all relevant design files. <p>Resolved - Committee noted update provided.</p> <p>Committee also noted that the tree that Richard Cross raised concerns about at Halifax has been destroyed by vandals and the tree is going to be replaced at another suitable location.</p>	
4. Ingham CBD Master Plan – Lannercost Street Precinct	<p>21/08/2018 – Artwork complete to present to Coles. Local Coles supported artwork however property managers have declined artwork to be installed as they believe it will detract from building. The building is up for sale and the owners are a consortium in Melbourne. Artwork is detachable.</p> <p>Master Plan has been emailed to Councillors for feedback. Cr Brown and MECD have walked route and reviewed all areas. MECD documenting changes to send back to LEAD for action. Expected from LEAD by 24/08/18.</p>	MECD

	<p>19/07/2018 – MECD met with Lead Consultants. New imagery to be requested to be used at Coles.</p> <p>Members viewed Lannercost Street CBD design received.</p> <p>Action - MECD to email out CBD plan with recommendations as a separate document to review.</p> <p>Mayor spoke with Rinaudo who cannot do anything until the end of the year however Council cannot wait that long. Action - Mayor to ring Rinaudo again to clarify.</p> <p>21/06/2018 – Operations Manager has spoken to the Coles Manager who has lodged a maintenance request through their system. This will be carried out in due course.</p> <p>MECD met with Lead Consultants. New imagery being used at Coles.</p> <p>17/05/2018 – Await Contractor (Rinaudo) regarding prototype as he has not yet commenced. Lead Consultants engaged to carry out mapping of seating, bins, pot planters as per suggestions from DTMR for dissemination to Council and approval.</p> <p>Discussion held regarding Lannercost Street and general untidiness around Coles.</p> <p>Action - Mayor to speak with Rinaudo regarding timing.</p> <p>Action - EMDPES to contact Coles to clean up front of building.</p> <p>19/04/2018 – Have met with contractor and a prototype is currently under construction for upcycle of pot planters. Nursery has recommended plants to achieve Council requirements. MECD has requested quote for project to be assisted by a Project Manager. DTMR have provided their suggestions for the approval process. Count has been carried out and photographed.</p> <p>27/03/2018 – (1) MECD has spoken with Mayor re: idea for bins, planters and seating. Trying to obtain group meeting to advise design requirements to build 1 X prototype for approval. MECD has reviewed EMDPES map for locations and has met with DTMR who have offered advice in what they would be most likely to approve.</p> <p>As per action below, MECD has meeting with Ingham Family History Association (IFHA) to commence collection of images. MECD to acquire design specs for each and share to ensure correct imagery is collated and a standardised design is presented. Approval will be sought from Council. Thereafter a 'historical walk' will be designed and implemented as a self guided walking tour to start with. A full guided tour to be designed and implemented. This will be added to Tourism Program.</p> <p>Look possibly to IFHA to conduct tours. Money to be diverted to their organisation. MECD to report back as to PDG.</p> <p>EDS 2020 – provided for final review, all changes provided have been complete.</p> <p>MECD meeting with Nick Rinaudo (who built bins) on Wednesday 04/04/18 regarding a prototype to mirror the bins.</p>	
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	<p>15/02/2018 – RFQ responses received in January 2018 for amendments to Master Plan aligning with all changes stemming from change of Council. SEDTO advised by EMDPES to defer assessment until further changes to Master Plan had been confirmed by Council.</p> <p>Prior to final assessment of submissions, minor amendments to be made.</p> <p>Waiting on design of chairs. EMDPES is engaging a Project Manager and the CEO has signed off on RFQ.</p> <p>Aim is to replicate those seats in the main street with a planter box beside it (square ones). Mens Shed to construct with lockable cage on top. Council staff to interchange plants.</p> <p>Action - Hinchinbrook Way bins with pictorials of historical and old flooding location photos (e.g. in front of canegrowers building) to be progressed and remove old yellow / orange bins.</p> <p><i>Mayor to meet with MECD to show example.</i></p> <p>Action - Seating to be consistent with seating in front of Council building (with exception concrete footings) – modify to be higher and add arm and back rests.</p> <p>Action - Repurpose existing seats for other areas of Shire.</p> <p>Action – MECD to source suitable matching planter boxes with existing plant holders not required to be repurposed.</p> <p>23/11/2017 - The Mayor advised that a meeting has been requested with Acting District Director Brett Whitbread and new District Director Stephen Mallows regarding various matters. Date yet to be confirmed.</p> <p>Members requested that it be noted finalisation of CBD master planning is a high priority of Council notwithstanding draft Economic Development Strategy (EDS) content and that EDS should reflect accordingly.</p> <p>26/10/2017 – SEDTO advised that the new Economic Development Strategy (EDS) document has not prioritised CBD Master planning, pending Councillor comment.</p> <p>The meeting noted that the seating project is \$120,000.</p> <p>Actions –</p> <ul style="list-style-type: none"> • Invite DTMR Director Brett Whitbread to a meeting to discuss seating conditions for the CBD. (SEDTO and MECD to have styles available for this meeting). DTMR to be asked whether shade sails or covers can also be considered for street. • Design Department to design shelters. <p>EMDPES to identify proposed sites for seating and come back to Council. Cr Tack to also be consulted regarding the Hinchinbrook Community Support Centre (HCSC). Once Council is happy with this, to be tabled at the Aged Care Committee Meeting. NOTE: Include seat in front of hospital.</p>	
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	<p>23/03/2017 –</p> <ul style="list-style-type: none"> i. Pavement and landscaping design as per the Ingham CBD Master Plan be ratified as the standard for all future CBD works ii. Need to determine the exact area of the CBD area in which we will apply to the Style Guide. SEDTO to comment. iii. Rubbish bins as per recent installations be confirmed as the standard for all future CBD works iv. Drinking water fountains as per recent installations be confirmed as the standard for all future CBD works. <p>Action - Defer this matter to the next PCG Meeting subject to the Entry Statement design being finalised.</p>	
5. JCU Concept Plans for the Herbert Street Park Precinct	<p>21/08/2018 – Await engineering certification and drawing from Hugh Markwell.</p> <p>19/07/2018 – Revised concept for shade shelters was presented by Hugh Markwell.</p> <p>Concept to build would be approximately \$40K-\$50K for each shelter. 5 shelters required. As per the engineering drawings provided, Hugh advised that shelters could be built with marine ply and possibly painted pine which would be cheaper and obviously the more you build, the cheaper it is. The shelter is a steel structure with cantilevered roof. Perhaps the roof could be built at and Engineering Firm and then delivered to site for crane to install. There would be ongoing maintenance costs for the timber and if it is exposed it will suffer. Galvanised steel for the uprights. And solar up or down led lighting could be installed which would be essential at night. Perhaps the iron could be painted with corrugated iron used on the roof. Using tin is hard as the edges need to be sealed but worth exploring. Cheaper metals could also be investigated. Matching paint is easier than colour bond. Shelters are to be orientated differently to maximise the shade at each spot.</p> <p>Members are happy with the design. It is aesthetically pleasing and will entice people to stop as they will be pieces of art and points of interest. Works to be developed in stages with signage to showcase the district installed near the railway line which will entice people to stay longer and to connect to other district sites / attractions.</p> <p>Project needs to be referred to Council eventually for a formal resolution to allow it go out for design and construct tender.</p> <p>Action - MECD has been working with Michael Hemmett for lighting for TYTO and can incorporate this lighting into the Herbert Street project.</p> <p>Action - Acting CEO James Stewart and Operations Manager Ken Venness to be project managers and investigate other options for marine ply, lighting options and painting of underside of shelters.</p> <p>21/06/2018 – Shelters and Engineers drawing with Hugh Markwell who has sub-contracted an Engineer. Deadline for final drawing is 30 June and then it will go to RFQ.</p>	MECD

	<p>EMISD provided a project cost estimate (comparison) for cleaning and relining of drainage in this area, including the removal of existing invasive species (trees) and replace with 22 species and includes a 20% project contingency.</p> <p>Possibly reline later and then clean again when relining occurs later. It was noted that the meeting liked Option 2A. There is money in the budget to install shelters, however no money budgeted for relining.</p> <p>Action - Apply for W4Q funding for stormwater rehabilitation and tree replacement.</p> <p>Action - Educate community that trees will be missing.</p> <p>Action – Continue with shelters and plant trees now as shelters are erected and concentrate only on the one area.</p> <p>17/05/2018 – Concept agreed for shelters in section 1 of the precinct and EMDPES to engage engineers to draw them up through LocalBuy.</p> <p>19/04/2018 – Changes received and to be discussed. Hugh Markwell has provided changes.</p> <p>Action - Design to be marked out by Hugh Markwell to allow members to view conceptualisation.</p> <p>Action - MECD to circulate the changes out to Members.</p> <p>Action – Cost comparison by ISD to be provided at next PDG meeting.</p> <p>27/03/2018 – MECD sent Council requested changes for action. Awaiting changes from Hugh Markwell.</p> <p>15/02/2018 – The meeting noted Hugh Markwell's two proposed concept schemes for the Herbert Street Activation Area.</p> <p>The proposed awnings should not be as high as the Tully Street cantilevered awning (dome round and lower) and it was noted that they would tie in with the Hinchinbrook Way colours (different colours for each shelter).</p> <p>The meeting also noted the Infrastructure Service Delivery officer's presentation regarding drainage problems from the Fig Trees in that space. A solution could be to progressively remove the Fig Trees causing the significant root intrusion and replace those trees with suitable plants.</p> <p>The whole project to be carried out together i.e. remove old problem trees, plant new trees, fix damaged pipes and install shelters.</p> <p>Costs have been budgeted for drainage and meeting noted costs for mature trees to be planted could be in the vicinity of \$15,000 for a 3m to 4m tree that have a 75% success rate.</p> <p>It was raised that the \$60,000 Rotary Club funds are to be used for Rotary Park only. Perhaps seating at Rotary could be used but seating has to be consistent across all parks. When money is allocated a plaque will be erected recognising the funds received from Rotary.</p>	
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	<p>Action - Infrastructure Service Delivery to prepare costings (cost analysis – with trees also (not attract bats) and variable design work for Colin Dallavanzi to consider (shade practicality).</p> <p>23/11/2017 - As per recommendation for Item 4.</p> <p>26/10/2017 – SEDTO – as per recommendation for Item 4.</p> <p>21/09/2017 - SEDTO – as per recommendation for Item 4.</p> <p>17/08/2017 – Meeting scheduled for Monday 14 August. Outcomes will be presented to PCG.</p> <p>Work in progress. Awaiting discussions with Wilmar and other stakeholders to finalise submission to Council.</p> <p>Regarding the Herbert Street Precinct, the meeting noted the seating and potplants etc. aspirations as referenced in Item 4.</p> <p>22/07/2017 – The meeting noted that this matter was discussed at the Portfolio Meeting and the Department will collate a proposal to Council for consideration on 22 August 2017.</p> <p>15/06/2017 – Action - To be discussed at Master Planning Meeting.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • Concept plans emailed to PCG members on 17 May 2017. • Concept plans to be printed for Councillors. 	
6. Frances Creek Rest Area	<p>21/08/2018 – No further information to report. Sign should be installed in the next 4 weeks as the physical requirements are now installed.</p> <p>Action - MCO to discuss with electronic notice board network to ensure content is able to be added and can be linked in.</p> <p>19/07/2018 – The sign has been ordered. Arrangements are being made for its installation which will need a crane. A power connection is also being installed. Likely completion is October 2018.</p> <p>Action – Acting EMDPS to check with BMD regarding electronic sign and power connection.</p> <p>21/06/2018 – Tourism Officer is liaising with the supplier regarding the expected delivery date and installation. TO has contacted DTMR regarding confirmation of when the site can be accessed.</p> <p>Rest area will not be opened until October 2018. The sign is similar to the community electronic notice boards however more like a tv sign.</p> <p>Action - Pamphlet to be sent around again.</p> <p>17/05/2018 – No further information to report. Electronic sign will be ordered and installed closer to the completion of the rest area which is anticipated to be around December 2018.</p> <p>Action - Electronic sign to be ordered.</p>	EMDPES

	19/04/2018 – Further details were forwarded to DTMR on 16, 20, 21 March and 5 April 2018. EMDPES is liaising with DTMR. Budget has been allocated for digital display.	
7. Flooding History Pictorials	<p>21/08/2018 – NIL movement. Please note until the exact number of rubbish bins and location is signed off, this project will not commence.</p> <p>19/07/2018 – NIL movement.</p> <p>The Chamber President has advised that Fiorelli's Café also intends to display some photos of historic floods taken near their premises.</p> <p>Action - Item 7 will be picked when Item 4 plans approved and then an RFQ done up to allow all Historians to put in a quote.</p> <p>21/06/2018 – Nil movement. MECD to talk to Family History Society about TEL funding for this project. E.g. tour guide to show alley of history etc. Brainstorm projects for TEL funding.</p> <p>17/05/2018 –MECD has engaged Lead Consultants to produce full mapping and then historian to be engaged. Bin locations are required to be approved as they will dictate the images and history of the area in which it is located.</p> <p>19/04/2018 – No movement. Use historical or flooding photos.</p> <p>Action - MECD to liaise with a consultant for this project to progress quickly.</p> <p>27/03/2018 – Refer item (4) will be a mix of flood and history image and quantity for enlarge. Print process to be factored into project due to low resolution of some images which may not be suitable for the project.</p> <p>Meeting has not proceeded due to flooding and will be rescheduled.</p> <p>15/02/2018 - This discussion will occur with the update of the Local History Group MOU on 4 December 2017. Research into styles of interactive points of interest has begun.</p> <p>The meeting discussed artworks in the Council alleyway (both walls) and connectivity to other history points in the district or establishments. It was suggested that secondary school art students could be requested to participate in these works. \$25,000 budgeted for portraits and murals.</p> <p>Action – MECD to revisit Public Art Committee and policy.- MECD to review – not done yet</p> <p>23/11/2017 - NIL movement. This discussion will occur with the update of the Local History Group MOU on 4 December 2017. Research into styles of interactive points of interest has begun.</p> <p>MECD currently working on delivery mechanisms for pictorials. Ideas will be presented to a future meeting.</p>	MECD

	<p>The Mayor advised that he has discussed with Mayor of Winton Shire how they obtained shirewide WiFi and the meeting agreed that MECD talk direct to Winton Shire (Alan Rayment) to investigate how they implemented the WiFi.</p> <p>Action – MECD to contact Mr Rayment at Winton Shire Council. NIL MOVEMENT</p> <p>26/10/2017 – Perhaps Local History Group can be tasked with this project to assist Council?</p> <p>Actions –</p> <ul style="list-style-type: none"> • MECD to discuss this project with the Local History Group. – see 4 • Mayor to investigate Winton Shire's shirewide Wi Fi costs.-Nil Movement <p>21/09/2017 – Nil movement.</p> <p>17/08/2017 – Recommendation to install pictorial historical flood display on Palm Creek footpath (between white bridge and Botanical Gardens). Indicative design and quotations being sought for presentation to PCG.</p> <p>MECD and SEDTO to investigate appropriate structures and fixtures suitable to affix flood display as suggested including suggested sites at which the fixtures may be installed for purposes of enhancing visitor attraction throughout the precincts for the Committee's further consideration. See 4</p> <p>22/07/2017 – The meeting noted EDO's advice that if Council proceed with the Charters Towers example, this could also be used in this space. Grants Officer has not found any available funding. There are existing items of flood history in the town such as flood height chart on Seymour Hotel and the Sacred Heart Monument in the Ingham Cemetery which could be used in a flood tour.</p> <p>NOTE: Council's philosophy is to develop a pictorial historical flood display in a suitable area to be determined.</p> <p>Action - SEDTO to investigate suitable areas and ideas for the display. - Decision MADE bins through The Lannercost and Herbert St Precincts.</p> <p>20/04/2017 – EDO advised that she met with Grants Officer and Records Department to discuss and was advised that there are photos available that can be sought. Grants might be available such as RACQ Get Ready Queensland Initiative that is more so aimed at residents to prepare them for natural disasters. In regards to a grant aimed at a tourism tour, in the initial search EDO has not yet found any grants. EDO suggested that if PCG would like to go ahead with this project that it be incorporated into long term plan in March 2018.</p> <p>Action – Acting EMDP to progress project.</p> <p>NOTE: Council's philosophy is to develop nodes in various suitable areas portraying historical photos of flooding and other historical aspects of Lannercost and Herbert Streets with an overall view to enhancing the visitor walking experience along the Hinchinbrook Way Loop Walk.</p>	
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	<p>23/03/2017 – SEDTO advised that this will be incorporated into the Visitor Lounge.</p> <p>Action - SEDTO will write a strategic long term plan for the Visitor Lounge incorporating matters such as flood history pictorials.- No –this is now a part of bins .see point (4)</p>	
8. Straloch Building	<p>21/08/2018 – Have one quote to review building and what can be achieved. Will have another early in the week of 13/08/18. Both have advised verbally. Issue will be with the awning and/or Main Roads approval. Artwork chosen x 3 for front and side wraps. Cost will be in affixing to structure / labour.</p> <p>19/07/2018 – Discussion yet to occur with Mayor. Plan B on skins being investigating. These wraps will be portable chattels used on buildings that can be taken down and erected at any time.</p> <p>Upgrade of flags in Rotary Park is also occurring.</p> <p>Other sites for wall art being investigated are the wall of AC Glass along the Walk and at Helen's Nails building near Mick's Auto also.</p> <p>Action - MECD to speak with Mayor to eventually discuss with Adrian Chinotti.</p> <p>Action - Plan B for wrap to be enacted before Maraka 2018.</p> <p>21/06/2018 – This is a Chamber (HCCIT) project. MECD has pricing outside of labour should Council have to action.</p> <p>Action - MECD to speak with Mayor to eventually discuss with Adrian Chinotti.</p> <p>Action - Plan B for wrap to be enacted before Maraka 2018.</p> <p>17/05/2018 - Cr Brown updated Council with the following information provided from the Chamber:</p> <p>Chamber will not receive an answer to their three grant applications until August 2018. Chamber has changed project dates and are applying to one new stream (in addition to the two spoken about) and also reapplying to one that had been rejected. Chamber hoping that Council is able to confirm its funding to Chamber before they resubmit in early June. Chamber's lowest score was for viability criteria due to unconfirmed funding, despite the wide range of inkind support noted.</p> <p>Should the project come back to Council, Plan B would be for the installation of a building wrap.</p> <p>A quote was obtained previously and it was noted that the hardest part of the building wrap would be to attach it to the building.</p> <p>Action – MECD to obtain up to date quote for building wrap (Plan B).</p> <p>19/04/2018 – Await feedback from Chamber – this is no longer a Council project.</p> <p>Action – MECD to investigate wrap around the building (Plan B).</p>	MECD

	<p>27/03/2018 – MECD has requested budget regarding Council water and sewerage maintenance on water towers to contribute to funding from Council if applicable, otherwise HSC to provide letter of support to gain funding for project.</p> <p>Water and Sewerage has confirmed that there is no budget for painting of water tower in their budget and Gerhard advised that there is no budget from facilities point of view. James advised that money may be allocated in Tokalon Water Tower in next financial year but whether this is the money they were talking about. Perhaps this is where the confusion lies.</p> <p>MECD to check with Chamber as to what is happening with the funding application.</p> <p>15/02/2018 – Hinchinbrook Chamber of Commerce, Industry and Tourism presented to Council at the Connect Session on 06/02/18. Council HCCIT proposal in principle, dependent on overall grants received through Community Activity Grants and RADF for components of \$60,000 plus inkind. Inkind requests to be reviewed as they seem to be short and recommendation to be advised. Directives provided to relevant staff to follow up on areas to assist as at 07/02/18.</p> <p><i>It was noted that Council's Letter of Support was provided on 06/02/18.</i></p> <p>23/11/2017 - Await application from Madeleine D'Urso.</p> <p>EMDPES advised that Madeleine D'Urso is progressing with the project and investigating public art in rural areas and requires dimensions of the building. It was noted that RADF funding only applied to art that can be removable. Madeleine is investigating a funding application through Qld Art Showcase where up to \$100,000 is available.</p> <p>Further discussion ensued regarding use of building / construction wraps instead. The wrap could be used as an advertising tool / billboard and further uses of the wrap could be that it is rented out as a billboard. TMR conditions would require to be investigated though.</p> <p>Action - MCED to look at investigating "billboard" type wrapping to further consider in the event that funding applications fail. COMPLETE cost without installation approx. \$1200.</p> <p>26/10/2017 – RADF paperwork supplied to Madeleine D'Urso to submit application.</p> <p>21/09/2017 - RADF has been successful and henceforth Project Champion Madeleine D'Urso has been sent application forms to apply for funding. Await round and Committee to address application.</p> <p>17/08/2017 – RADF decision delayed until 31/08/17.</p> <p>Committee requests that a concept / project specific to this building be designed / sourced to expedite original intent for possible beautification work.</p> <p>22/07/2017 – The meeting noted that the RADF Funding will not be known until the end of July 2017. A full scope of the application will be required to see if it would meet funding guidelines and/or be assessed through the RADF Committee.</p> <p>15/06/2017 – EMDP advised that they will apply for RADF funding for Madeline D'Urso.</p>	
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	<p>24/05/2017 –</p> <ul style="list-style-type: none"> • A rough quote was obtained to clean the structures facade and provide it with one coat of paint. • The project will require traffic management. • Clean and paint \$2,100 - \$3,100. • Traffic Management approx \$700. <p>Resolved - Committee noted advice provided. TPM investigating person to conduct Mural workshop.</p> <p>Action - Cr Brown to speak with TPM to progress.</p>	
<p>9. Update Key Projects - Funding applied</p> <p><i>Grants Officer and respective Executive Managers to give update</i></p>	<p>21/08/2018 –</p> <p><u>W4Q 2017-2019 - Playground Equipment at Forrest Beach</u></p> <p>Acting EMISD advised that a meeting was held with Forrest Beach Surf Lifesaving Club and Forrest Beach Progress Association regarding proposal. Report to Council to be tabled at August meeting.</p> <p>As the Forrest Beach Master Plan is due by June 2019, need to sort out consultation to reinvigorate Vital Places and the planning strategy to deliver. This W4Q funding is not the same as the master plan.</p> <p>Action - Mayor to attend next FB Progress Association with Cr Tack to discuss and sort through this matter.</p> <p>Action – Available Councillors to showcase playground plan at Forrest Beach markets and communicate (information session) to community this weekend on Sunday 26 August.</p> <p><u>MIPP2</u></p> <p>Dutton Street Bridge detailed design has been submitted and awaiting official advice as to success of application. Total estimated project cost - \$611,291 - fully funded.</p> <p><u>Get in the Game – Get Planning Spaces Funding</u></p> <p>Applications open in September and Council is considering an application in relation to lighting at the multi sports arena.</p> <p>Applications for funding (through both funding streams) being made for lighting and wiring as well as obtaining quotes for lighting the shed on a generator. RFQ being advertised on 22/08/18.</p> <p>Wallaman Falls Master Plan - RFQ to engage a suitably qualified organisation to engage with people to come up with a Master Plan for the next 10 years. Not just to Wallaman Falls – scope out to other areas back towards Mt Fox etc.</p> <p><u>Edu – Tourism</u></p> <p>Regarding edu-tourism being a unique subject as part of student's degrees and REC to scope this out, MECD advised not a priority at this stage.</p>	<p>EMISD / GO / CFO / EMDPES</p>

	<p>Required report from Edu-tourism not yet received and MECD has not yet talked to Ross for value for money \$5,000.</p> <p>Cr Brown attended meeting last week and new student carrying out economic analysis and will report on edu-tourism and its value to Councils economy.</p> <p><i>Cr Brown left the meeting when discussing the BOR – Airport.</i></p> <p><u>BOR - Airport</u></p> <p>Ingham Aerodrome Commercial Precinct Extension EOI - Invited to submit detailed application by 7 September 2018. Total estimated project cost - \$2,250,000 - 50/50 funding.</p> <p>Acting CEO advised that footprint has been reduced (by about 2/3rds) due to flood impacts and included culverts. Revised estimate is \$1.8M.</p> <p><i>Cr Brown returned to the meeting</i></p> <p><u>Gairloch Boat Ramp</u></p> <p>Ongoing. Intend to move barriers to bridge and install more crocodile signs.</p> <p><u>Innovation Fund - Lidar Project</u></p> <p>Ongoing. Meetings held on delivery and planning of this project.</p> <p><u>Ageing Population - Aged Care</u></p> <p>Money has been allocated in the 2018/2019 budget, plan to be determined. Meeting to be held next week. Action - Mayor to respond to Eric Shoubridge.</p> <p><u>Ageing Population - Aged Care Committee</u></p> <p>Meeting scheduled with committee late August. Seniors guide is being draft by MECD and list of providers shared with Committee for comments.</p> <p><u>Tourism</u></p> <p>MECD advised that media release is incomplete at this stage as footage not available to date due to workload of film producers. However, media has been placed on THW website and shared with airing of clip on Creek to Coast Sat 11/08/18 and 7Two Sat 18/08/18. This was shared on Creak to Coast Facebook and BCF Facebook page. BCF post has been very successful.</p> <p><u>Bosworth's Road</u></p> <p>Survey completed with design works to be undertaken and progressed to release to market.</p> <p>Checking that alignment and height is correct from previous survey so scope is accurate for construction works tender.</p>	
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	<p><u>ARUP Dungeness Report</u></p> <p>CEO advised that direction sought from ARUP regarding presentation by ARUP to Council on their final SASR report. ARUP declined offer.</p> <p>Action - Report to be circulated to Council before receiving a briefing by Acting CEO at next Briefing Session and then release to wider community.</p> <p><u>Lucinda Swimming Enclosure</u></p> <p>Phase 1 completed to look at potential developments and report has been provided. Next stage is preliminary design phase. GHD to suggest how amendments can be done to the net without changing the structure. To be presented to Council when received.</p> <p>Action - Acting EMISD to follow up GHD.</p> <p><u>Multisports Arena</u></p> <p>Keita to commence drainage works to commence week of 13/08/18. Drainage works are being project managed by ISD. Lighting and PA to be actioned by Corporate Services via grant application. \$30,000 co-contribution to be identified in capital carry over budget. Preliminary information suggests that the grant funding of \$150,000 will be insufficient for both lighting and PA system as Acting CEO advises that initial estimate for lighting alone (post conduit which was included with original construction) was \$200,000. Staff seeking quotations from a local supplier for PA system and will seek 3 quotations for the lighting to be submitted with the grant application.</p> <p><u>Mercer Lane / Johnstone Street Shade</u></p> <p>A quote for the Mercer Lane shade has been received at \$47,455 (excl. GST). This will leave a budget of approximately \$140,000 for the Johnstone Street car park shade. Councillors indicated preference for a PVC type shade structure at a previous session and officers will provide a range of these designs for final choice now the budget available is known.</p> <p>19/07/2018 –</p> <p><u>W4Q 2017-2019 - Playground Equipment at Forrest Beach</u></p> <p>RFQ has closed for Vince Corbett Park play equipment. Currently evaluating nine submissions received and aiming for a Report to Council to be considered at the August General Meeting. A powerpoint presentation was provided by Acting EMISD Jenna Devietti regarding Vince Corbett Park play equipment.</p> <p>Discussed the three (3) options provided and the possibility of combining some elements from each option. Consultation needs to occur and eventual report to council.</p> <p>Meeting noted that approval also received from the State Government to move \$200,000 funding from Picaninny Park to this project.</p>	
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	<p>Action – Acting EMISD to meet with Forrest Beach Surf Lifesaving Club and Forrest Beach Progress Association regarding how they use the spaces.</p> <p><u>MIPP2</u></p> <p>Nothing received as yet for Forrest Beach Sewerage Scheme submission.</p> <p>Action – EMISD to chase up.</p> <p><u>Get in the Game – Get Planning Spaces Funding</u></p> <p>Wallaman Falls Master Plan. Not allowed to use main canyon as no motors are to be used in the main canyon. Investigate bunji jumping and / or walking loops. Scope out flying fox to bottom to walk back up as part of adventure tourism.</p> <p>Action - Come up with the ideas and go out to a consultant.</p> <p><u>Edu – Tourism</u></p> <p>Edu-tourism is a unique subject as part of students degrees.</p> <p>Action – Regional Events Coordinator (REC) is scoping this out.</p> <p><u>BOR - Airport</u></p> <p>Still waiting on funding for airport.</p> <p><u>Gairloch Boat Ramp</u></p> <p>Council can shift bollards to make a ramp there to allow tour guides to go from Gairloch downstream only to Cordelia though as you cannot pass the rail bridge. The budget is \$20K to look at the ramp there.</p> <p><u>Innovation Fund - Lidar Project</u></p> <p>Ongoing.</p> <p><u>Ageing Population - Aged Care</u></p> <p>Another meeting being organised.</p> <p><u>Ageing Population - Aged Care Committee</u></p> <p>Have to develop a seniors guide. All information has been done and a draft is going out to the Committee for review. It is a referdex for residents to see what is available (booklet similar to MyAgedCare on the internet).</p> <p>How do we go about to market ourselves in Melbourne, Sydney re: cheap housing and investing here etc? MECD is working towards this with Economic Snapshot (like TripAdvisor) and is doing similar to Q&A style – going to go out and talk to people and do up a short video.</p> <p><u>Tourism</u></p>	
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	<p>Scott Hillier has filmed in the district recently and MECD currently awaiting footage but will most likely be in September.</p> <p>Action – MECD to write a media release.</p> <p><u>Follow up from 17/05/18</u></p> <p>Action - EMISD scoping out the project for improvements to playground equipment and tables and chairs.</p> <p><u>Bosworth's Road</u></p> <p>Occurring.</p> <p><u>ARUP Dungeness Report</u></p> <p>Action – to be accepted at next Council meeting.</p> <p><u>Lucinda Swimming Enclosure</u></p> <p>Pulled RFQ for contractor to help with Development Applications. Phase 1 completed to look at potential developments and report has been provided. Next stage is preliminary design phase. GHD suggested how amendments can be done to the net without changing the structure. To be presented to Council when received.</p> <p>Lucinda Progress Association advised that the \$50K will more than likely be chewed up by now and they would prefer a zero depth water park in Borello Park.</p> <p>What was raised was the lifting and dropping of the net and then the maintenance. Council is keen to see what contractors recommendation / solution is going to be.</p> <p>One option is to possibly have a hard face on the eastern side of the net and then have the net on the western and northern side.</p> <p><u>Multisports Arena</u></p> <p>Council to lodge an application for lighting and the playing surface. To come out of CEO's contingency fund.</p> <p><u>Mercer Lane / Johnstone Street Shade</u></p> <p>A quote for the Mercer Lane shade has been received at \$47,455 ex GST. This will leave a budget of approximately \$140k for the Johnstone Street car park shade. Councillors indicated preference for a PVC type shade structure at a previous session and officers will provide a range of these designs for final choice now the budget available is known.</p> <p>Budget is \$200,000. Three (3) options / quotes received from submitters and three will now be evaluated for Council consideration including warranty and costs for maintenance.</p> <p>Action – One EOI for Mercer Lane. Progress discussion to obtain quotes.</p>	
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	<p>21/06/2018 – RFQ has been released to market for the Design and Construction of additional playground equipment to enhance and complement existing park assets. Including but not limited to a giant Flying Fox, Rope Play (Rope climbing Pyramid) and Giant Slide. Amendments and improvements to existing picnic tables will be incorporated to the final design once a contractor has been selected. RFQ closes on 02/07/18. Submissions will be provided to PDG as soon as received.</p> <p>Action - EMISD to obtain quotes for MIPP.</p> <p>Action – Follow up Forrest Beach Sewerage.</p> <p>Council has not yet heard about the Wallaman Falls Master Funding. It will most likely be delayed.</p> <p>The meeting noted that in regards to tenders received for the Mercer Lane project, Tenderlink did work and all businesses registered were sent information. Three quotes will now be obtained.</p> <p>Action - EMDPES to talk with Sarah.</p> <p>Application lodged under BOR for Airport.</p> <p>Edu-tourism group coming through area on 22/06/18.</p> <p>Action - Require report from Edu-tourism and MECD to talk to Ross for value for money \$5,000.</p> <p>Action – EMISD to look into moving bollards at Gairloch Bridge for fishing ramp and use it as a tourist destination.</p> <p>Action - Check with Kerry as to what has occurred with the Innovation Fund – LIDAR project.</p> <p>Action – EMDPES to follow up about the Aged Care Committee Meeting.</p> <p>17/05/2018 – EMISD is currently scoping out the project for improvements to playground equipment and tables and chairs.</p> <p>BOR application has been submitted for airport.</p> <p>Lucinda / Dungeness development under MIPP2 expected next week.</p> <p>19/04/2018 – EMISD advised that the budget for Picanniny Park has now been changed to a recreational precinct at Forrest Beach.</p> <p>Regarding the MIPP, Council has made an application for the Menzies Street bridge.</p> <p>W4Q proceeding as previously programmed and no concerns have arisen in this space.</p> <p>27/03/2018 – EMISD advised as follows:</p> <ul style="list-style-type: none"> • Picanniny Park is on hold pending outcome regarding Native Title. • Wattle Street needs to be reallocated. • Bosworths Road is now proceeding to construction phase for Forrest Beach end to the Causeway only. 	
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	<ul style="list-style-type: none"> • All other projects are proceeding as planned. <p>Discussions were held with Grants Officer regarding the following funding:</p> <p><u>Maturing the Infrastructure Pipeline Program 2 (MIPP2)</u> Round 2 currently open through the Department of State Development, Manufacturing, Infrastructure and Planning.</p> <p>Focus of this program is for funding studies and investigations which will assist local governments to form a strategic view of their key infrastructure priorities and needs; and/or business cases and designs for the development of local government infrastructure proposals to provide better clarity on investment decisions. Resolved the 3 existing project proposals from Round 1, being Forrest Beach Sewerage Scheme, Herbert River Water Intake System and the Lucinda Long Term Marina Access are yet to be completed, <u>therefore no applications will be put forward and submitted for this current round.</u></p> <p><u>Get in the Game 2018-2015: Get Planning Spaces</u> This funding through the Department of National Parks, Sport and Racing closes 18 April 2018. This program will provide funding to develop quality infrastructure planning documents, which in turn will contribute to the evidence base regarding future infrastructure needs for sport and recreation in Queensland.</p> <p>Action - resubmit the Wallaman Falls Strategic Masterplan (unsuccessful application from the previous round) with amendments based on feedback received from the Department.</p> <p><u>Work for Queensland 2017-2019</u> This funding is through the Department of Local Government, Racing and Multicultural Affairs (attach table detailing current and possible project proposals).</p> <p>Regarding the table below, it was resolved to replace existing approved projects, being Wattle Street Footpath \$60,000 and Picaninny Park \$200,000 with a Bitumen Reseal of the gravel carpark located on Palm Street, Forrest Beach \$60,000 and the distribution of the \$200,000 between the upgrading of picnic tables and shade shelters and additional play equipment for children at the Forrest Beach park.</p> <p>With reference to the Department's guidelines, "works involving planning and design only" are ineligible projects.</p>	
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Project Proposals	Estimated Cost	
Lucinda Swimming Enclosure	\$ 50,000	
Horse Arena	\$ 400,000	
Toilet Block (Main Street) Male/Urinal, Female, Disability, baby change room	\$ 300,000	
Bosworth Road (from Forrest Beach Road turnoff to the Forrest Beach side of the causeway)	\$ 350,000	
Shade Structure (Mercer Street and Johnstone Street)	\$ 200,000	
Wallis Street, Trebonne - Bitumen Widen	\$ 100,000	
North End Taylors Beach near ramp – Bitumen	\$ 120,000	
Stone Street, Ingham	\$ 200,000	
Herbert Street - Activate Space ie viewing platform for the trains, tables/seating and cultural area for recognition of local heritage	\$ 320,000	
Wattle Street – Footpath overspend ***	\$ 60,000	*** To bitumen reseal on Palm Street, Forrest Beach
Forrest Beach Picaninny Park – pathway and boardwalk and bench seats ****	\$ 200,000	**** To go toward "Possible Project Proposals" for Forrest Beach play area for kids , tables upgrade and shelters
TOTAL	\$2,300,000	
Possible Project Proposals		
Long Pocket Road Extension (to complete)	\$ 950,000	
Halifax Footpath - Stevenson Avenue to Skene Street on Halifax Road	\$ 320,000	
Forrest Beach - Play area for kids – baby swings, etc	\$ 20,000	
Picnic tables upgrade from round cement to aluminium picnic set incl. shelters	\$ 20,000	
Balance of Bosworths Road	\$ 700,000	
TOTAL	\$2,010,000	
<p><u>Regional Capital Fund – Building Our Regions – Round 4</u> Round 4 is currently open through the Department of State Development, Manufacturing, Infrastructure and Planning (attach PowerPoint Presentation). The Queensland Government is providing funding for infrastructure in regional Queensland, with a focus on significant economic infrastructure projects that will deliver sustainable economic outcomes for regional communities. Two stage assessment process consists of an EOI and if invited, submission of a detailed application. Guidelines currently specify bridges are ineligible, however Mayor awaiting response from Minister pertaining to possibility of submitting EOI for bridge spanning Cartwright Street to Dutton Street. Another project proposal is lifting the airport taxi way.</p>		

	<p>15/02/2018 – All 2016/2017 W4Q projects complete and financial acquittal completed in December 2017. 2017/2019 W4Q projects commence in January 2018.</p> <p>Mayor had discussions with traditional owners for Picanniny Park – EMISD has preliminary scope from early 2000 from Wattle Street through to beach front.</p> <p>Action – EMISD to send 2000 scope to Mayor for Nywaigi traditional owners.</p> <p>EMISD advised that Bosworth's Road, Jourama Road, Jourama Falls Road and others to be added to local Roads of Regional Significance for consideration at next General Meeting.</p> <p>EMISD advised that the Long Pocket Road works is current out for tender and closes shortly.</p> <p>The meeting noted that for the Shade Structure at Mercer Lane / Johnstone Street, there is a variation in steel prices and the Townsville company is not prepared to give prices.</p> <p>Action - Acting CFO to provide a report to the next PDG meeting.</p> <p>Mayor advised he has been having discussions regarding marine science for a Lucinda marina as a pipeline project for the Government to look at as it is an underutilised asset. Discussions were held about sand drift issues.</p> <p>The consultants have advised that money needs to be spent on consultation, however we already know what the community want and the money needs to be utilised for the marine science instead.</p> <p>23/11/2017 - EMISD advised that all projects are expected to be completed by the end of November.</p> <p>26/10/2017 – EMISD advised that rain has held up progress on the W4Q projects. Timelines will now be extended.</p> <p>GO provided an update on Council grants.</p> <p>Regarding agriculture diversification, the Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only Shire that does not have a study for growing crops.</p> <p>Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for alternate crops complimentary to cane growing rotations.</p> <p>An EOI regarding preparation of a study of what suitable crops to be grown in the district is being formulated. A funding application is with the CRC and money set aside in budget. This Shire has never carried out a study to say what will grow complimentary to cane to gain soil health.</p> <p>TEL is doing up documentation for us and a media release is to be done when funding announced?</p>	
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Cr Skinner advised that in regards to wetlands, North Queensland is not receiving the same funding as the south.

Action - Invite Terrain to a future Connect Session regarding wetlands and river / stream health.

21/09/2017 – The meeting noted the following:

One suggestion for possible funding could be to look into information for agriculture diversification via hosting a Conference for Region. This would entail looking into a number of others based around our Economic Development initiatives.

Overs and unders still to be considered.

Approval received from Department of Infrastructure, Local Government and Planning dated 13 September 2017 regarding 2017-19 Works for Queensland Projects – Round 2 in the sum of \$2,300,000 as follows:

• Lucinda Swimming Enclosure	\$ 50,000
• Improvement to Horse Arena	\$ 400,000
• Toilet Block Lannercost Street	\$ 300,000
• Bosworth Road (Forest Beach Road turnoff to Forrest Beach side of causeway)	\$ 350,000
• Shade Structure Mercer Lane and Johnstone Street	\$ 200,000
• Wallis Street Trebonne – Bitumen Widen	\$ 100,000
• North End Taylors Beach near ramp – Bitumen	\$ 120,000
• Stone Street	\$ 200,000
• Herbert Street – Activate Space	\$ 320,000
• Wattle Street Footpath – Stage 2	\$ 60,000
• Forrest Beach Picaninny Park – pathway, boardwalk, bench seats	\$ 200,000
	TOTAL \$2,300,000

Updates from Council's top 10 projects are as follows:

1. Creating Deep Water Access

The Mayor advised that on 20/09/17 he met with Member for Hinchinbrook Andrew Cripps MP and Andrew Powell MP **Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government and they visited Dungeness** regarding deep water access.

2. Development of Vital Places – Awaiting contact from Maturing Pipeline Project and AECOM design for sewerage nodes for purposes of progressing.

3. Bridge Development

EMISD advised that the Maturing Infrastructure Pipeline Project – 1 and 2 State Govt picked up with bi-partisan support.

	<p>4. Pelorus Island – Tenure under Local Law is 3 years – Council call for Expressions of Interest after finalisation of the management plan.</p> <p>5. Agriculture Diversification</p> <p>Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only shire that does not have a study for growing crops.</p> <p>Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for alternate crops complimentary to cane growing rotations.</p> <p>6. Mountain Bike / Hiking Recreational Complex – no update.</p> <p>7. Aerodrome</p> <p>Mayor advised that Council should consider lifting the hangar area out of flood to use for recreational plane hangar space and for recovery / relief activities in flood times and develop a concept plan for the Aerodrome to enable funding applications. It was noted that the previous expenditure included (\$20,000) for previous master plan – overall project was \$70,000 – resilience funding coming out.</p> <p>8. Herbert River Weir – no update</p> <p>9. Tertiary Education Opportunities</p> <p>Close this item out as the universities have indicated they are not interested in coming here due to availability of online courses and the vicinity of Ingham to Townsville and due to the CQU trial carried out in Charters Towers which was not successful because of these factors.</p> <p>Report for Edu-Tourism - follow up draft agreement with TEL for edu-tourism = next meeting on 09/10/17</p> <p>Economic Development Workshop to be followed up - One thing that changed in the Economic Development Strategy is the word “edu-tourism” which has been changed to “Knowledge Economy”.</p> <p>10. Ageing Population – no update.</p> <p>LGGSP – (DILGP) 2017 / 2019 Update:</p> <p><u>Disaster Management Funding</u></p> <p>Flood monitors and two cameras on Gairloch Bridge and Ingham Pumping Station which monitor the height of the river and attach to the river height gauges. These cameras would be like the cameras used by DTMR at Cattle and Francis Creeks etc. which act as a back up if the gauges fails.</p>	
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	<p>As this State government funding is for 60/40, the Mayor advised that this is a matter which needs to be considered by Council.</p> <p><u>Innovation Fund</u></p> <p>Lidar flood signs together with IT platform for system (100% funding) - Opens end of October.</p> <p><u>Get Ready Funding (ORA)</u></p> <p>Brochures etc - Disaster management budget needs to be topped up at budget review for be ready and prepared videos.</p> <p>15/06/2017 –</p> <p><u>Other Key Projects – Funding Updates</u></p> <ul style="list-style-type: none"> State – Black Spot Funding – Abergowrie Road Dips \$436,500 rejected Queensland Tourism Demand Driver – Infrastructure \$451,000 Funding – Main Street Signage \$225,500 rejected Building Better Regions (Federal Infrastructure Fund) – Catalyst \$3,000,000 Funding \$2,250,000 rejected Building Better Regions (Federal Community Fund) – Broadwater \$130,000 Funding \$97,500 rejected Building Our Regions (State) – Hinchinbrook Water Security \$4,400,000 Funding \$2,000,000 approved <p><u>Funding – Strategic Plan</u></p> <ul style="list-style-type: none"> - Identify projects - Grants Officer investigate - Assign essential officers for Grants Officer - Shovel ready - Provide briefing each month as to what they need at that time to enable projects to be progressing – shelf / shovel ready. 	
10. Toilets in CBD	<p>21/08/2018 – CFO, CFO's EA and FC entered the meeting</p> <p>Approval in principle received from DTMR regarding 3 pod base design.</p> <p>Action - Next step will be to obtain prices on 3 pods – Send out for RFQ. Acting CEO to work with CFO and staff to word up RFQ.</p>	CFO

	<p>(detailing design and construct with amount to be spent based on 3 (or 2) pods, keeping in with streetscape style and request graphical evidence of structure with milestones – ventilation, fit within colour scheme, and other kpi's we require e.g. push button access for mobility scooters etc.) for them to come back with their design. Seek prices on structure as well as aesthetics.</p> <p>Investigation was that Mayor's office would only accommodate two disabled toilets and Mayor and CEO's offices would be significantly reduced.</p> <p>Cr Tack sought advice from his group of residents who were not in favour of putting toilet back in Council (upstairs) with disabled toilet in foyer, advised they would prefer the toilets in the street.</p> <p>Discussions have been held surrounding the locality of the toilet. At the July Portfolio sessions, staff were requested to seek indicative prices to put the toilets in the Mayor's Office, where they used to be some years ago. Have measured the area, and only two (2) toilets would fit in this space, however, would reduce both the Mayor & CEO Office and extend into the foyer area of the Council building.</p> <p>Suggestion from Acting EMDPES to allow one multi-purpose toilet within the Council building, as other toilets are available in the upstairs foyer. Feedback from residents suggests that this is not acceptable, and the median strip is the preferred location.</p> <p>The 3 pod design from Hugh Markwell has been forwarded to TMR for approval on 2 August – TMR have advised that the approval process takes 20 days.</p> <p>19/07/2018 – CFO attended meeting to discuss preferred concept for toilet development.</p> <p>Toilet block measurements will more than likely end up in the parking bays as it is too large without the coverage. EMISD provided CFO with the Australian standards and it will not fit. \$300K to play with.</p> <p>Action – Get quotes for modular building with three (3) toilets, (ladies, mens and family).</p> <p>Action - Get indicative price of brick building without the coverage.</p> <p>Action - Get price on design on Hugh's concept.</p> <p>Action - MECD to browse through books and send around suggested designs to members concerning external finish and appearance.</p> <p>Action - CFO to email imaged to MECD.</p> <p>Action - EMISD and CFO to work together with Ken.</p> <p>Action - Ken to talk to inspector regarding reinstallation of toilets in Shire Hall as an option.</p> <p>21/06/2018 - Concept design is underway. Architect met with Council on Tuesday 5 June to discuss toilet facility options and to receive feedback to further the designs. Council approved an extension and will be presented at a Council briefing session on Tuesday 3 July 2018.</p>	
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	<p>17/05/2018 – Awarded work for the concept design, which is now underway. Expect designs by 30 May 2018.</p> <p>19/04/2018 – RFQ for design of toilet block closed Tuesday 9 April 2018. Currently evaluating quotations. Waiting on aspirational designs.</p> <p>27/03/2018 – Report was considered at General Meeting 27 February 2018 with locality finalised. Staff organising a RFQ for the design of the toilet block as per Council resolution.</p> <p>15/02/2018 – As per Item 2.1(c) - The meeting considered a draft report provided by Acting CFO on the results from the community toilet survey.</p> <p>Action – Report to be considered at February General Meeting for an RFQ to be sent out for architecture and design of toilet block.</p> <p>23/11/2017 - Toilet Survey open on 18 November and will close on 1 December 2017.</p> <p>26/10/2017 – The meeting noted that the CFO was to discuss concepts with Hugh Markwell on 23 October 2017.</p> <p>Action – CFO to formulate a toilet survey for the CBD area for consideration by the community. Perhaps add in scenarios e.g. \$90,000 for main street or price of Johnstone Street.</p> <p>21/09/2017 – Initial cost estimates are that sewerage connection costs to this site in the main street would be around \$90,000 compared to \$5,000 at Johnstone Street carpark as it only needs to be gravity fed (for sewerage infrastructure only) plus electricity costs for lights etc. in toilets.</p> <p>Action - CFO still looking at building costs.</p> <p>17/08/2017 – \$300,000 included in new Works for Queensland projects (to be confirmed). SEDTO requires confirmation of locality of new toilet facilities prior to finalising wayfinding package.</p> <p>It was noted that the toilets be located on the western side of the Coles Lannercost Street walkway with separate toilets (male and female and mothers room) pending engineering determination for suitability of sewerage main access.</p> <p>Action - CFO AND EMISD to liaise regarding sewerage connection and provide information back to the next meeting.</p>	
11. Expressions of Interest for Hinchinbrook Island	<p>21/08/2018 – No further information available at this stage.</p> <p>Acting CEO working with officers regarding Pelorus Island. Discussions held with Liddle's re: 2014 resolution and they are interested in leasing a portion of Pelorus Island. Remote Area Dive (RAD) are also looking to secure some use – permit situation. Both looking to install improvements which will trigger a management plan. Department has previously declined these. Looking to finalise permits for RAD and Liddles. They both need to provide a survey plan. Liddle's have priority over RAD.</p>	EMDPES

	<p>Other issue is that RAD appear to have abandoned their previous site operated at and they say they've cleaned site and officers inspected and have evidence that RAD still have improvements there. This issue needs to be addressed also. Council need to raise this with RAD again that it is in their best interests to tidy the area up.</p> <p>Action – A/EMDPES and A/CEO endeavour to meet with RAD to discuss the issues regarding items left at old camp site and new Permit.</p> <p>Action – RAD's coordinates still need to be provided for Council to finalise Permit.</p> <p>19/07/2018 – No further information has been received from the DES. MECD presented EDS and destination branding / marketing to DES recently.</p> <p>21/06/2018 – MECD and EMDPES met with Executive Director of DES and representatives after they recently met with the Cassowary Coast Regional Council and they visited the island. They are looking at what types of commercial activities could be supported on the island. They will in due course advise of further information for this matter.</p> <p>17/05/2018 – The meeting noted that the EOI for commercial activities on Hinchinbrook Island has not yet been released. EMDPES has investigated and nothing has been released regarding Management Plan.</p> <p>Action – EMDPES continue to check on progress of Hinchinbrook Island Management Plan.</p> <p>19/04/2018 – Nil movement.</p> <p>Cr Tack advised that GBRMPA are approving 22 public moorings – 4 around Palm Island Group and 2 around Hinchinbrook Island. 24 going in between Townsville and Cairns. Coast Guard are talking with Liddle's regarding the Pelorus Island mooring.</p> <p>Coastguard are also discussing with Remote Area Dive possible locations for a registered mooring for them.</p> <p>Action - EMDPES to chase up new licences for Hinchinbrook Island.</p> <p>27/03/2018 – Nil movement.</p> <p>15/02/2018 – SEDTO advised that an EOI will go out for Hinchinbrook Island for 2 or 3 operators. Current plan provides scope for guided walk.</p> <p>Meeting held with DNRM and SEDTO has been working closely with Mungalla, Department of State Development and Marine Media Group to develop eco-facility at Mungalla with boat facility also. Michael Harris still has an appetite and discussed strategy with him recently.</p> <p>23/11/2017 - SEDTO has been in contact with Australian Walking Company and Trek Tours Australia. SEDTO is currently facilitating onsite meeting with prospective ecotourism developer and local Traditional Owners and supply services (i.e. ferry).</p>	
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	<p>Action – EMDPES to arrange meeting for Mayor and EMDPES to meet with DNRM regarding development lease issues for Lucinda Reserves.</p> <p>26/10/2017 – Refer to draft Economic Development Strategy document.</p> <p>SEDTO advised that he is yet to write an opportunities package to be sent to relevant people / various stakeholders which is specific marketing documentation to seek leverage from stakeholders. It needs to advise of opportunities available in Hinchinbrook.</p> <p>The Mayor is talking to DNRM and Ports Authority regarding land at Lucinda e.g. tourism shed for guide accommodation.</p> <p>SEDTO advised that a trail is currently being scoped and an EOI could possibly come out next year (possibly March or April). Has not been released yet.</p> <p>21/09/2017 –</p> <p>Action - SEDTO to provide details on the "opportunities" he believes will flow from and action items needed to capitalise for next meeting.</p> <p>Action – SEDTO to do up an information package specifically for potential businesses for this Shire as if we don't move quickly, there is potential for Cassowary to get the work.</p>	
12. Cricket Pitch Area at Lucinda	<p>21/08/2018 – Nil movement.</p> <p>19/07/2018 – Council has confirmed the proposed use for the land. A public consultation plan has been prepared based on the same process as last time. Council's PDM will proceed to organise the public consultation which includes a flier for distribution, advertisement in the Herbert River Express, notice on the land, a survey, and a public meeting.</p> <p>21/06/2018 – Response received from DNRME advising that where it can be demonstrated that the land is required for a public purpose in Schedule 1 of the <i>Acquisition of Land Act 1967</i>, and there is no private sector capacity to satisfy demand, or that no competition exists for land development, the Department can offer Council a term lease for development purposes. Council needs to undertake public consultation and needs to develop a scoping document so as to seek community feedback on changing the use of the reserve.</p> <p>Action - EMDPES to talk with Gerhard to undertake public consultation.</p> <p>17/05/2018 – Deanna Holder has advised that she expects to get back to us this week.</p> <p>19/04/2018 – Letter sent by CEO to DNRME. Follow-up email sent by Council to the Department on 22 March 2018. EMDPES liaising with Department.</p> <p>Action – EMDPES to ensure public consultation is carried out to change Reserve classification.</p> <p>27/03/2018 – Await information from DNRM regarding possibility of having a Development Lease.</p>	EMDPES

	<p>Action – EMDPES to chase up response from DNRM.</p> <p>15/02/2018 – Await information from DNRM regarding possibility of having a Development Lease.</p> <p>The meeting noted that DNRM agreed to give Council a licence to develop the land and then a developer then needs to purchase the land.</p> <p>Council is in discussions with the Port Authority. They do not wish to relinquish land near road into jetty, however near the sewerage facility we could use the front portion and make this a commercial hub and the hotel side as village.</p> <p>23/11/2017 - Cricket pitch area not in Nywaigi claim area. Further investigation to continue as to which clan the area comes under. Refer to Action in Item 16.</p> <p>26/10/2017 - EMDPES advised that this area is not identified on the list of properties under the ILUA process. EMDPES has emailed Gilkersons asking for further information.</p> <p>21/09/2017 – Action – EMDPES to follow up Native Title constraints for the cricket pitch area at Lucinda.</p>	
13. Heritage Village for Recreational Reserve at Argaeet Street, Halifax	<p>21/08/2018 – Public meeting scheduled for Tuesday 28 August.</p> <p>Cr Lancini advised that the lighting meeting held with Ergon and 3 places shown to Ergon who are now satisfied. Ergon will sort the couple of issues. Action - Power boxes in streets used by Lions years ago will need to be discussed at community meeting next week also.</p> <p>19/07/2018 – A meeting was held with representative of the HR Museum who all embraced the concept. A scope and strategic paper will now be developed so as to seek wider community view on the proposal.</p> <p>Action - Mayor to speak to Ken regarding progressing of community meeting.</p> <p>21/06/2018 – No existing plan was found in the search of Council archives. The plans associated with the Grogan Report for the HR Museum were from 1992. Contact has been made with 2 heritage village sites including those at Hahndorf and Rockhampton.</p> <p>Meeting to occur on 02/07/18 to discuss. As this will require scope, information is being sought on how best to develop a plan.</p> <p>17/05/2018 – DNRM has advised of the process to change the reserve which requires public consultation.</p> <p>Action - EMDPES to prepare an action plan to commence the process and contact Ballarat for copy of their strategy / master plan.</p> <p>Action - EMDPES to investigate Heritage Plan for Halifax (Grogan Report).</p> <p>19/04/2018 – Follow up email sent to DNRM.</p>	EMDPES

	<p>27/03/2018 –No further progress to date. Chase up DNRM.</p> <p>15/02/2018 – Meeting yet to be arranged. Mayor spoke with Deanna Holder from DNRM recently and discussed the fact that Council wants to convert this land from recreation to recreation, cultural and heritage pursuits.</p> <p>Action – EMDPES to write letter to DNRM to have reserve definition changed. Public consultation with Halifax for facility. Speak to Ambulance Bearer to donate barracks. Meet with Museum members.</p> <p>23/11/2017 - No further progress at this point in time.</p> <p>Mayor advised that he has had discussions with DNRM who are happy with the proposed idea i.e. there should be no impediment to change the classification of land to Heritage.</p> <p>Action - Suggest that a meeting be held at Halifax in the New Year to seek interest from residents and Herbert River Museum and Gallery.</p> <p>26/10/2017 – CEO and EMDPES met with Hitch-n-Ride to ascertain their interest in using the land which they are not.</p> <p>DNRM representative Deanna Holder will be attending Connect Session with Council on 7 November 2017.</p> <p>The proposal is a Village like Herberton e.g. a hub for barracks and implements etc. Need to change tenure is an issue.</p> <p>21/09/2017 – Action - Discussions to occur with DNRM to conversion of purpose of land.</p>	
14. WTF Recreational Group	<p>21/08/2018 – MECD has not read the strategy to date. Now looking at mountain biking strategy. Mayor meeting with QPWS. WTF are working with mountain biking group in Townsville also.</p> <p>Mayor advised that QPWS want to be involved with Council and have a lot of ideas they'd like to push through regarding funding for Wallaman Falls master planning. No budget currently and Council needs to formulate a document in conjunction with QPWS to ensure both parties are working off the same document and to enable QPWS to apply for funding also.</p> <p>QPWS not comfortable with eco-lodge but have undertaken to look at it to progress the scoping. It has been raised whether QPWS have used consultants for this type of work as they are currently doing 5 others. QPWS will provide names of others.</p> <p>19/07/2018 – Mountain biking strategy passed to Regional Event Coordinator (REC) for review. Mayor has been unable to contact Dr Jenkins as she is no longer working with Terrain however he now has new name of officer to contact.</p> <p>WTF Recreational Group now not proposing to do bike ride.</p> <p>Action – REC to review mountain biking strategy.</p>	MECD / REC

	<p>Action - MECD to meet with Nugget Hodgetts and will work with REC.</p> <p>Action - Mayor to ring new contact at Terrain.</p> <p>21/06/2018 – Nil movement.</p> <p>Action - Mayor to ring Dr Suzanne Jenkins from Terrain.</p> <p>17/05/2018 – Meeting held with Nugget Hodgetts. TNQ Mountain Bike Strategy provided to MECD for review. WTF will not go ahead in current format and they are looking at teaming up with a Townsville club and will change to a 2 day social ride.</p> <p>Action - MECD to look at addition and links to THW website.</p> <p>Action - MECD to market trails and walks. Engage adventurers to write blogs.</p> <p>19/04/2018 – Meeting re-scheduled for 26/04/18.</p> <p>27/03/2018 – Meeting was scheduled for 15/03/18 with Mayor, however due to flood is to be re-scheduled.</p> <p>15/02/2018 – NIL movement.</p> <p>Action - Meeting to be set up with Nugget Hodgetts from the WTF Recreational Group, Mayor, MECD, MCO and I&WCS.</p> <p>23/11/2017 - Meeting has not occurred as yet.</p> <p>26/10/2017 – Meeting has not occurred as yet.</p> <p>21/09/2017 – WTF are attracting people to the Shire and are holding rallies on weekends. Their marketing fell over for their recent cancelled event.</p> <p>Action - The Mayor is going to their next meeting and will provide a report back to PDG. Perhaps the MECD could attend the meeting also?</p>	
15. Referdex for Great Walks / Riding Tracks	<p>21/08/2018 – Nil movement. Please note THW website has 15 walking tracks listed.</p> <p>Mayor advised that QPWS want to be involved with Council and have a lot of ideas they'd like to push through regarding funding for Wallaman Falls master planning. No budget currently and Council needs to formulate a document in conjunction with QPWS to ensure both parties are working off the same document and to enable QPWS to apply for funding also.</p> <p>QPWS not comfortable with eco-lodge but have undertaken to look at it to progress the scoping. It has been raised whether QPWS have used consultants for this type of work as they are currently doing 5 others. QPWS will provide names of others.</p> <p>Action - Market the walks through media?</p> <p>19/07/2018 – Nil movement.</p>	MECD

	<p>21/06/2018 - Nil movement.</p> <p>Action - MECD to provide website to Mayor.</p> <p>17/05/2018 – Nil movement.</p> <p>19/04/2018 – Nil movement.</p> <p>Action – Mayor to follow up Wallaman Falls Working Group established in 2006 with the objective to reinvigorate the Committee.</p> <p>27/03/2018 – Nil movement.</p> <p>15/02/2018 - NIL movement. Research being addressed. Looking into different sites for tours and walking tracks and investigate links to other biking trails.</p> <p>23/11/2017 - Nil movement on this.</p> <p>EMDPES advised that trails are advertised on Hinchinbrook Way website.</p> <p>Action - Try to link both sites (Wallaman and Broadwater).</p> <p>26/10/2017 – Nil movement on this.</p> <p>Action - Information to be publicised on the Hinchinbrook Way website.</p> <p>21/09/2017 – EMDPES has GPS locations for these (catalogue of walks there). SEDTO advised that these are available on the Hinchinbrook Way website.</p> <p>Action – SEDTO to advertise this fact to the public.</p> <p>Action - MECD to speak to Mark Hutchinson to run an event at TYTO.</p>	
16. Solar Farm	<p>21/08/2018 – Joel Harris carrying out further enquiries with Ergon for other sites and draft Feasibility Assessment Report now due by 17 August 2018.</p> <p>Joel has now pushed the report out until end of the month.</p> <p>19/07/2018 – Project update provided by Joel Harris on 28 June 2018 and forwarded to Councillors with an undertaking to provide draft report by end of July 2018.</p> <p>21/06/2018 - Joel Harris provided an update on the project to Mayor, Acting CEO and Councillors Skinner and Tack on Tuesday 22 May. Council gave authority to Resource Analytics to engage with Ergon on its behalf regarding the solar project. Further mapping of alternatives sites also provided to Joel and advice received advising they have engaged with Ergon who are undertaking a preliminary connection enquiry for three (3) Council sites, as well as another area.</p> <p>Recent advice from Joel to Cr Skinner and A/CEO on 19/06/18 is as follows:</p>	CEO

	<p><i>We are largely in a holding pattern until Energy QLD provide initial response on the preliminary connection enquiry. They initially advised that the preliminary response would be provided late last week and at this stage, have not responded. I've followed them up and awaiting a response and when received, I will provide you with an update on the network capacity.</i></p> <p><i>Next Steps from there are:</i></p> <ol style="list-style-type: none"> <i>1. Review network capacity and select preferred site/s</i> <i>2. Concept level review of maximum size farm achievable at the preferred site, based on land area and network</i> <i>3. Review of Council's electricity profile and understand whether the farm size can offset Council's consumption profile</i> <i>4. Review of the rooftop sites.</i> <i>5. Reporting</i> <p><i>My aim is to prepare a draft report for Council by the end of July, subject to Energy QLD providing us with the network information by 29th June.</i></p> <p><i>I will certainly provide you with an update once we hear back from Energy QLD.</i></p> <p>Action - Cr Skinner to contact Ergon to ask why the delay in delivery of information to consultants to complete our connection enquiry.</p> <p>17/05/2018 – Project Update Report received. Further discussion regarding alternative sites to be held with Project Manager next week.</p> <p>19/04/2018 – Project Manager, Joel Harris on site on Monday 16/04/18. Joel visited a number of possible sites and his preferred sites being further explored are as follows:</p> <ol style="list-style-type: none"> 1. Water Pump Station, Halifax – good site 2. Sewerage Treatment Plant – to further check details with Gerhard 3. Old Dump – Fairford Road – dumpsite issues – higher construction <p>In relation to rooftop, Council building rooftop more viable than TYTO. 6 – 8 week program.</p> <p>27/03/2018 – A range of information sent to Project Manager who was to be on site on 14/03/2018 to look at sites, however attendance is to be re-scheduled due to flood.</p> <p>15/02/2018 – Information on electrical tariffs provided to Project Manager prior to Christmas. Further information since requested for possible sites. Currently being finalised. Details of the relevant Planning Scheme on the website and sent to Joel Harris.</p> <p>Action - CEO to send further information by the end of this week.</p>	
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	<p>23/11/2017 - Project Manager Joel Harris from Resource Analytics met with Council on 14/11/17 and will be providing his proposal shortly.</p> <p>26/10/2017 – The meeting noted Councillors Skinner and Tack recent trip to the Sunshine Coast trip which clarified a lot regarding rooftop solar / solar farm.</p> <p>Councillor Skinner was able to obtain a contact through the Ergon Network and he has talked with the retail person so far.</p> <p>The budget would be from Economic Development.</p> <p>Mark Jamieson has already been spoken to and he has indicated his willingness to assist.</p> <p>Solar council be on an old dump site.</p> <p>Google Sunshine Coast Solar Farm for further information.</p> <p>Actions –</p> <ul style="list-style-type: none"> • Contact and invite the Project Manager to attend Ingham to talk with Council for the purpose of obtaining a quote first for further consideration by Council at a General Meeting. • Send an update of trip through to Mayor. 	
17. Dungeness Dredging	<p>21/08/2018 – Ongoing. Acting CEO advised meeting with GBRMPA in the next fortnight regarding federal concerns (pre-lodgement advice) to come up with a plan of attack and costings.</p> <p><i>Mayor re-entered the meeting</i></p> <p>Mayor advised there was some communication at recent Canberra delegation wherein possible banning capital dredging in the State.</p> <p>Action - Mayor to talk to JCU and CSIRO (Stewart Beuchamp?)</p> <p>Mayor advised that Kim Gebers, GM Infrastructure of Ports Authority advised that GBRMPA should not be involved if the reef is not within 1km from any part of the land mass. Port has also offered their Port scientist's expertise on this matter also.</p> <p>Action - EMISD to find out whether GBRMPA have any involvement in the project.</p> <p>Action - EMISD to confirm with GBRMPA whether they will consider the Spit.</p> <p>Action - EMISD to obtain quotes for a coastal process study.</p> <p>21/06/2018 – Pre-lodgement meeting has been booked for Friday 22 June 2018.</p>	EMISD

	<p>17/05/2018 – No further update – awaiting response from ARUP.</p> <p>19/04/2018 – Report has been sent to ARUP. Maturing the Infrastructure Pipeline Program 2 (MIPP2) report as to further course of action anticipated by June 2018 as part of MIPP program.</p> <p>27/03/2018 – Jacobs Group final dredging report is expected to be completed by 23 March 2018 and not received as at meeting date. Preliminary information indicates there is acid sulphate present in the area of the proposed dredging channel.</p> <p>15/02/2018 – EMISD advised Geotechnical Testing has been awarded via Council resolution at the 30 January 2018 General Meeting. Jacobs Group will be mobilising in the next couple of weeks.</p> <p>Action – Council to be aware when they are in the area as publicity needs to occur when they commence.</p> <p>23/11/2017 - Mayor advised that further consideration needs to be given to the Building Better Regions Fund for the purpose of having a plan of attack to start the process.</p> <p>It was previously mentioned that EMISD was going to call a Request for Quote (RFQ) to carry out soil testing to see what material we are dealing with.</p>	
18. Ingham Aerodrome	<p>21/08/2018 – Invitation received to submit application under Building Our Regions – Round 4. Currently progressing development of submission.</p> <p>19/07/2018 – The modelling is now progressing. No advice has been received as yet to Council's EOI for funding which was submitted to Building Our Regions Fund - Round 4.</p> <p>21/06/2018 – An RFQ for the flood modelling has been called and 12 quotations have been received. Officers are currently assessing these.</p> <p>Action - EMDPES to check with Gerhard regarding assessment of quotations received.</p> <p>17/05/2018 – Design for fill has been prepared. MPD in the process of obtaining the flood modelling information. Once this is to hand the DA will be forwarded to the relevant concurrence agencies. MPD has been following up whether a DA is required for the areas where the fill is being placed. DTMR has placed very strenuous conditions on BMD in relation to the placement of spoil in the BMD contract.</p> <p>The registered Environmentalist working for BMD, Michelle Smylie, is following the relevant requirements very strictly after an incident that happened in early 2017 when spoil was placed in a wetland on the advices of the land owner. BMD was fined heavily by EHP and they had to remove more than 2 tonnes of spoil out of the wetland and rehabilitate said wetland. There has been a number of calls from prospective spoil receivers who have visited the Customer Services Counter and want to know why they are advised by BMD that they cannot obtain spoil.</p> <p>19/04/2018 – Design Department currently formulating a design to enable the flood study to be progressed.</p>	EMISD / EMDPES

	<p>27/03/2018 – PDM is in the process of completing the town planning requirements for the project.</p> <p>15/02/2018 – EMISD advised this is a joint project with Planning and Development.</p> <p>EMISD sourced costings from BMD to transport the fill to the Aerodrome; on the basis the Mayor has indicated Council is willing to contribute a maximum of \$50,000 towards the transportation of the required fill.</p> <p>Material is available to Council for free however the cartage costs are not and Council does not have a budget for this cartage of fill.</p> <p>It was originally thought to use the Aerodrome for disaster management functions as relief operations during flooding are conducted under water. Council was going to apply for grant funding. QFES has now indicated that if the need arises their plan would now be to ferry people etc from Bambaroo to the High School.</p> <p>Action – EMISD to map out an area and apply for future grant funding.</p> <p>Action - EMDPES to advise BMD that Council will be investigating where the fill is being dumped.</p> <p>No further action at this stage.</p>	
19. Hinchinbrook Snap Shot	<p>21/08/2018 – Printed and distributed / to be reviewed annually unless Key Opportunities change beforehand. Will be handed out strategically and uploaded to web and will be available electronically. Matter Closed</p> <p>19/07/2018 – Finalised to go to print.</p> <p>Action - MECD to follow up with Economy ID.</p> <p>21/06/2018 – Draft complete and sent to Economy ID for review prior to presenting to Executive.</p> <p>MECD provided Draft for information.</p> <p>17/05/2018 – In progress. Old brochure can be taken for anything until finalised. Case studies have not progressed.</p> <p>19/04/2018 – Nil movement.</p> <p>27/03/2018 - Hinchinbrook Snap Shot presented. Information has been revised and received. Artwork in progress.</p> <p>Regarding the Investment Prospectus for planning and economic development, MECD setting up a collateral folder. MECD has spoken with Economy ID who will assist in pulling all information together.</p> <p>The following businesses to be included in the case studies:</p> <ul style="list-style-type: none"> • Carta & Co • Moduline 	MECD

	<ul style="list-style-type: none"> • Daniel Cordner • Coral Sea Prawns 	
20. Heritage Lighting at Halifax	<p>21/08/2018 – On-site meeting (with ERGON reps) scheduled for Friday 17 August. Budget of \$70,000 allocated.</p> <p>19/07/2018 – Ergon has advised that for these lights to be supplied with power, they would need to connect to a Council switchboard (if there is one in the vicinity). Otherwise supply would have to come from the Ergon LV network either via a Council switchboard or unmetered. Ergon Energy has requested a rough layout of the exact location of the poles which is being sourced.</p> <p>Action – Layout of exact location of poles to be supplied to Ergon Energy.</p> <p>21/06/2018 – Discussion yet to be had between Darrin Hoffensetz from Ergon and EMDPES.</p> <p>17/05/2018 – New quotations have been received from the Halifax Progress Association. As the quotations have provided 2 different connections, EMDPES has contacted Ergon to seek advice regarding the connection of the lighting to the network.</p> <p>19/04/2018 – Nominal funds have been included in the 2018/2019 preliminary budget. Awaiting further information from the Halifax Progress Association regarding estimates of work.</p> <p>Councillor Lancini advised that electricians are quoting.</p> <p>27/03/2018 – Consideration of request from Halifax Progress Association for heritage lighting at Halifax similar to that installed in Rotary Park. If Council proceeds with the Heritage Village project at the recreation reserve then this may well fit in with that theme. This proposal considered a number of years ago and the cost estimated by Council was considerably higher.</p> <p>Should Council consider this matter formally, then there needs to be a capital budget set aside for it, which could possibly be reallocated from some of the CBD capital budget should there be a surplus of funds.</p> <p>Action – That HPA be advised to obtain quotes from local electricians and price of heritage lights prior to it being considered at a future General Meeting.</p>	EMDPES
21. Marketing Campaign for Disaster Recovery	<p>21/08/2018 – Final Ifish currently filming now. Standard Marketing continues. Destination Guide has been reviewed and is in reprint – very popular. New imagery from Disaster Recovery campaign has been utilised to add more emotive/experiential influence to the brochure and hence potential tourism influence for visitation and / or longer stays. Continue to review and align marketing to required areas.</p> <p>19/07/2018 – Final Ifish not scheduled until September 2018.</p> <p>Ifish are a fishing platform online who do tours and their own marketing. Ifish will be visiting to carry out their own videography.</p>	MECD

	<p>Scott Hillier has filmed in the district recently and MECD currently awaiting footage but will most likely be in September.</p> <p>Action – MECD to write a media release. See previous item related to this action.</p> <p>21/06/2018 – Influencers @MarkFitz and @AshleyDobson did regional famil with Hinchinbrook as focus on Thursday 28 May. The weather was poor but went ahead images/feed can be seen via Instagram. We will purchase some of these images for future Marketing initiatives.</p> <p>Scott Hillier did a shoot on weekend of 16 June. This will air on Creek to Coast and via social media to BCF audience.</p> <p>MECD working with Scott Hillier and footage to be used promotionally.</p> <p>17/05/2018 – Progressing and Digital Influencer Campaign Report from First Influencer noted.</p> <p>19/04/2018 – Update provided at Council meeting 17/04/18. Actions have commenced re Office of Small Business Workshop and mentoring 16-17/04/18. Planning for Marketing activities is well underway. Will be included in Economic Development Business Action Plan (ED BAP) for action/ reporting.</p> <p>10 people attended the workshops and 6 people for the networking event. Dept of Small Business held one-on-ones all day.</p> <p>TEL and HSC will host a series of Instagrammers and bloggers to showcase and provide recommendation about the region through their significant social media networks. This project will also generate new and updated imagery for the Hinchinbrook Shire to use for ongoing marketing efforts. Potential holiday makers are strongly influenced by social media and peer recommendations with 52% of travellers so influenced by social media that they admit to changing their travel plans (Sprout Social).</p> <p>Marketing Eye full brief will be sent through shortly to MECD. Concentration is from Victoria and NSW. MECD also meeting with Scott Hillier.</p> <p>27/03/2018 – MECD has approached Marketing Eye who quoted \$5,500 per month for over 3 months for the marketing campaign.</p> <p>TEQ advised at the recent Tourism Futures Forum they will provide between \$20,000 and \$30,000 for Council (through TEL) for increased marketing with kpi's.</p>	
22. Township Reserve adjacent to Ingham Industrial Estate	<p>21/08/2018 – Nothing further to add at this point. Included with Motorplex.</p> <p>Action - Discussions to be held with Mr Press.</p> <p>19/07/2018 – Council's PDM has been in discussion with one adjoining owner who is interested in purchasing the additional land and who is liaising with one of the other owners regarding a shared access. A letter is being prepared to send to the adjoining owners of the other lots.</p>	EMDPES

	<p>Original file has been given to the Mayor for consideration regarding the initial proposed road.</p> <p>No evidence of such that Liddle's have applied to DTMR and EMDPES has requested PDM to follow up with Liddle's.</p> <p>Action – PDM to follow up with Liddle's and Mayor to talk with Ken</p> <p>21/06/2018 – Consideration of acquiring USL land on the southern side of the existing businesses at Challands Street (i.e. behind the existing businesses) for development purposes at Ingham Industrial Estate for land bank.</p> <p>The meeting noted that DNRM has given EMDPES a valuation as to whether businesses want to buy more land. If they do not wish to take up the offer Council could build a road and offer more blocks.</p> <p>Action - EMDPES to progress and investigate slip lane from Shell to Liddle's block and as to whether Liddle's have applied to DTMR?</p>	
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Next Meeting: 20 September 2018

Meeting Closed: 11.30 am

Minutes Recorded By: Belinda Edwards

INGHAM TENNIS ASSOCIATION FUNDING APPLICATION FOR GET PLAYING PLACES AND SPACES GRANT

Executive Summary

Ingham Tennis Association (ITA) is applying for a Get Playing Places and Spaces (GPPS) State Government grant to upgrade the lighting at the tennis courts in the sum of \$150,000. Tennis Queensland has offered \$20,000 to the Association through the National Court Rebate Scheme and the Association has \$30,000 of their own funds to put towards this project.

The Association request Council's financial support toward the project to cover the shortfall in the sum of \$20,000.

ITA has also applied for a Federal Government Community Sport Infrastructure (CSI) grant in the sum of \$430,000 towards the court lighting upgrade as well as rebuilding five of the playing courts. Together with grant funding in the sum of \$430,000, ITA contribution of \$30,000, Council's financial support of \$20,000 and Tennis Queensland's assistance of \$20,000, the total project would amount to \$500,000.

The ITA intends to withdraw from the GPPS grant, should their CSI application be successful and only one amount of \$20,000 financial assistance would be required from Council toward either of the applications.

For Council Decision – Recommendation

That Council provide in principle support to the Ingham Tennis Association and commit \$20,000 to the upgrade of the lighting at the tennis courts should their application for either the Get Playing Places and Spaces State Government grant application or Community Sport Infrastructure Federal Government grant application be successful.

Background

ITA applied for GPPS funding in 2017 for the same project which was unsuccessful and also commissioned a Quantity Surveyor to prepare an estimate of the project which was assessed at \$220,000.

Tennis Queensland advised ITA about the Federal infrastructure grant which is for \$500,000 maximum which does not require ITA to fund any money toward the project cost, however Tennis Queensland advised ITA that if they were to give themselves the best possible chance of winning the grant, they should contribute funds towards the project.

Attachments

Ingham Tennis Association Federal CSI application

Statutory Environment

Local Government Act 2009

Policy Implications

This request would fall within Council's Community Activity Grants Policy 2017

Consulted With
Mayor

Financial and Resource Implications

These funds have not been allocated in the 2018 / 2019 Community Grants budget. \$20,000 would be required to be funded from savings made in the 2017/2018 Capital Works budget and carried over for this purpose to the 2018/2019 financial year.

Risk Management Implications
Nil

Strategic Considerations

Corporate Plan – Strategic Direction 4.3 – Community Partnership Support

Operational Plan – 4.3 – Continue to provide funding for community groups to deliver on the wider social welfare agenda

Officers Comment

ITA's initiative is to be commended as Council strongly support organisation endeavours to improve and enhance recreational sporting facilities throughout the Shire for the benefit of current and future members.

As the majority of the local tennis players that use the centre participate in night fixtures, upgrading the lights may improve club membership and participation numbers.

Many people now like to play sport in the evening to avoid the harsh North Queensland sun and by continuing to provide facilities that can be played during the evening while looking after the well being of residents is an endeavour that Council strongly supports.

The ITA intends to withdraw from the GPPS grant, should their CSI application be successful.

Only one amount of \$20,000 would be required toward either of the applications which is a valuable investment considering the size of the project and improvements to be made to the tennis court facility.

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

Application CSI011632018 From Ingham Tennis Association

Eligibility

* indicates a required field

For a reminder of the eligibility criteria, please see the FAQs on the [Sport Australia website](#)

1-1. What type of organisation do you represent? *

- ☒ Sporting Organisation
- ☐ Local Government
- ☐ Remote or very remote educational institution*
- ☐ Not for Profit Organisation*
- ☐ Other

*There are very specific criteria around not-for-profits and educational institutions. Please check the guidelines.

1-2. Has your organisation been operating for 12 months or longer? *

- ☒ Yes
- ☐ No

1-3. Has your project received funding from a Commonwealth Government department? *

- ☐ Yes
- ☒ No

1-4. Has the project that you are applying for already commenced works? *

- ☐ Yes
- ☒ No

1-5. Does your project involve building or upgrading an area dedicated to alcohol sale/consumption? *

- ☐ Yes
- ☒ No

1-6. Does your project involve building or upgrading an area that includes gaming facilities? *

- ☐ Yes
- ☒ No

Project and Organisation Details

* indicates a required field

2-1. Project Name *

Upgraded Court Lighting and Resurfacing of Ingham Tennis Association

2-2. Project overview *

New court LED lighting system involving the supply and installation of eight new metal light poles and associated

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

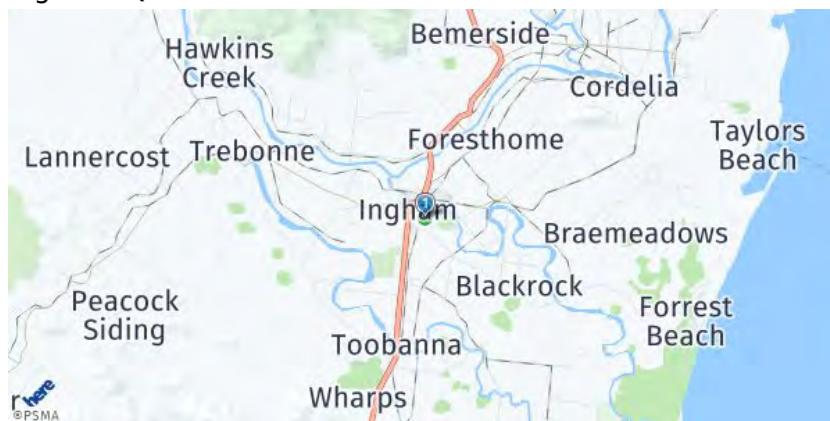
Application CSI011632018 From Ingham Tennis Association

footings to service Courts 1 to 12. Resurfacing of 5 courts to build them up to new standard improving drainage and gradient of the surfaces for water run off and player safety.

Very brief overview - no more than 50 words.

2-3. Location of proposed project *

Cooper St
Ingham QLD 4850 Australia



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

2-4. Does your organisation own the land on which this project will take place? *

- ☐ Yes
☒ No

2-5. Project start date: *

01/01/2019
Must be no later than 30/06/2019

2-6. Estimated project end date: *

30/06/2019

2-7. Which grant stream are you applying for? *

- ☐ Stream 1 (grants of up to \$50,000)
☐ Stream 2 (grants of \$50,001-\$200,000)
☒ Stream 3 (grants of \$200,001-\$500,000)
The exact costings will be requested later in this form.

Organisation Details

2-8. Organisation Name *

Ingham Tennis Association

2-9. Postal Address *

27-29 Cooper St
P O Box 703
Ingham QLD 4850 Australia

2-10. Website Address

2-11. Organisation ABN

53 690 441 202

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Information from the Australian Business Register	
ABN	53 690 441 202
Entity name	Ingham Tennis Assn Inc
ABN status	Active
Entity type	Other Incorporated Entity
Goods & Services Tax (GST)	Yes
DGR Endorsed	No
ATO Charity Type	Not endorsed More information
ACNC Registration	No
Tax Concessions	No tax concessions
Main business location	4850 QLD
Information current as at 12:00am today	
Must be an ABN.	

2-12. What is your organisation's primary purpose? *

Competitive and Social Tennis for both Junior and Senior members of the community. Providing coaching and training opportunities for beginners and advanced players. Introducing and encouraging tennis in the local schools. Providing a facility of the highest standards to encourage visiting players from outside Ingham for competition. Brief summary of the activities and programs you deliver. - no more than 50 words.

Contact for this application

2-13. Contact Name * Darrin Tennent

2-14. Position held * President

2-15. Contact number (business hours): * 0419 476 184

2-16. Email address * inghamtennis@gmail.com

The "Secondary Contact" fields below are optional. Please note that if you complete this information, all correspondence regarding the status of the application will be emailed to both contacts.

2-17. Secondary Contact Jodie Accornero

2-18. Secondary Contact position held Treasurer

2-19. Secondary Contact Phone Number 0418 748 013

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

Application CSI011632018 From Ingham Tennis Association

2-20. Secondary Contact Email

accornero@iinet.net.au

Community Participation

* indicates a required field

Further Project Details

3-1. Why is this project needed? *

The current lighting system for the Ingham Tennis Association is over 30 years old and is in poor condition. New LED light fittings and poles would ensure the recommended lighting levels and uniformities for courts 1 - 12 for both club competition and social play. It will also reduce the club's electricity usage costs by between 30-40% and would also have significant life cycle cost benefits in terms of ongoing maintenance requirements.

The 5 courts being rebuilt and resurfaced will improve player safety and reduce maintenance. It will improve drainage and repairing the gradient of the surface will encourage water run off. Presently water pools and encourages mildew and for the concrete to degrade. The courts are currently approximately 50 years of age and the concrete is cracking badly and turning to powder. The courts were repainted only 2 years ago and with the surface being in such poor condition the paint is peeling already.

Outline the rationale for the project.

3-2. How will your project address an identified need, gap or deficiency in community sport and physical activity facilities? *

Having new LED lighting will encourage more play after working hours not restricting the use to only day play. The courts are used primarily for tennis but the club also encourages extra activity such as cardio circuit training.

3-3. Describe how your project will lead to an increase in sport and physical activity participation

The usage of the courts ranges from coaching groups, school groups, club fixture competitions, social play open to club members and the general public. The club also hosts a good number and range of annual tournaments and events. A new lighting system upgrade would ensure that the club can continue to provide high quality, welcoming and attractive tennis for our local community, members and visiting players. The courts surfaces at present are unappealing. To encourage people back to the club displaying 5 new court surfaces with correct safety gradients in place people will be more attracted to coming back to the sport. The courts are used by all age and gender and improving the courts surfaces will entice more people to use the facility and make play a lot more enjoyable.

3-4. Describe how your project will enhance participation equity and increase inclusiveness for new or under-represented user groups

The club would be able to implement and deliver a wider range of coaching programs. The club could once again encourage past and present players young and old to participate in social and fixture play with the club seeing the return of players who have been unable to play due to the diminishing lighting making it too hard for them to play. With the surfaces being in poor condition the older generation hesitate to play concerned for safety. With the courts being resurfaced it will encourage these players back knowing that the surface

Community Sport Infrastructure 2018

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Application CSI011632018 From Ingham Tennis Association

is in top condition not concerned about cracking and slippery surfaces. It will encourage more people to return to our community for annual tournaments knowing they will get a top quality game of tennis because of the lighting and surfaces being of top standard.

Will your project address gender inequality?

☐ Yes ☒ No ☐ Don't know

Answer 'yes' if your project/program is specifically designed to improve opportunities for women and girls, or you think this may occur as a side-benefit to your initiative.

3-6. Current Participation Numbers

Current Participant Total

100

Must be a number.

Per

Week

Participants per ... (time period)

3-7. Projected Participation Numbers

Participants who will benefit from the project

Projected Participant Total

200

Must be a number.

Per

Week

Participants per...(time period)

Community Need

* indicates a required field

4-1. Select the sports/activities which will benefit from this project.

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Aircraft Sport | <input type="checkbox"/> Eight Ball | <input type="checkbox"/> Modern Pentathlon | <input type="checkbox"/> Sport Climbing |
| <input type="checkbox"/> Archery | <input type="checkbox"/> Equestrian | <input type="checkbox"/> Motor Sport | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Fencing | <input type="checkbox"/> Motorcycling | <input type="checkbox"/> Strength Training |
| <input type="checkbox"/> AFL | <input type="checkbox"/> Fishing
(recreational) | <input type="checkbox"/> Mountain Bike | <input type="checkbox"/> Surf Life Saving |
| <input type="checkbox"/> Badminton | <input checked="" type="checkbox"/> Fitness/Gym | <input type="checkbox"/> Muaythai | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Floorball | <input type="checkbox"/> Netball | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Flying Disc | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Synchronised
Swimming |
| <input type="checkbox"/> Billiards / Snooker /
Pool | <input type="checkbox"/> Football (Soccer) | <input type="checkbox"/> Outrigger Canoeing | <input type="checkbox"/> Table Tennis |

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- | | | | |
|---|--|---|---|
| <input type="checkbox"/> BMX | <input type="checkbox"/> Gaelic Football | <input type="checkbox"/> Petanque | <input type="checkbox"/> Taekwondo |
| <input type="checkbox"/> Bocce/Boules | <input type="checkbox"/> Goalball | <input type="checkbox"/> Pilates | <input checked="" type="checkbox"/> Tennis |
| <input type="checkbox"/> Boccia | <input type="checkbox"/> Golf | <input type="checkbox"/> Polo | <input type="checkbox"/> Tenpin Bowling |
| <input type="checkbox"/> Bowls | <input type="checkbox"/> Gridiron | <input type="checkbox"/> Polocrosse | <input type="checkbox"/> Tai Chi |
| <input type="checkbox"/> Boxing | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Pony Club | <input type="checkbox"/> Touch Football |
| <input type="checkbox"/> Calisthenics | <input type="checkbox"/> Handball | <input type="checkbox"/> Powerlifting | <input type="checkbox"/> Triathlon |
| <input type="checkbox"/> Campdraft | <input type="checkbox"/> Hockey | <input type="checkbox"/> Rock Climbing / Abseiling / Caving | <input type="checkbox"/> Underwater Sports |
| <input type="checkbox"/> Canoeing/ Paddlesports | <input type="checkbox"/> Hurling | <input type="checkbox"/> Roller Sports | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Cricket | <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Rowing | <input type="checkbox"/> Walking (Recreational) |
| <input type="checkbox"/> Croquet | <input type="checkbox"/> Ice Racing | <input type="checkbox"/> Rugby League | <input type="checkbox"/> Water Aerobics |
| <input type="checkbox"/> Crossfit | <input type="checkbox"/> Ice Skating | <input type="checkbox"/> Rugby Union | <input type="checkbox"/> Water Polo |
| <input type="checkbox"/> Curling | <input type="checkbox"/> Indoor Football/ Futsal | <input type="checkbox"/> Sailing | <input type="checkbox"/> Water Skiing / Wakeboarding |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Judo | <input type="checkbox"/> Shooting | <input type="checkbox"/> Weightlifting |
| <input type="checkbox"/> DanceSport | <input type="checkbox"/> Jujitsu | <input type="checkbox"/> Skateboarding | <input type="checkbox"/> Wheelchair Rugby |
| <input type="checkbox"/> Dancing (recreational) | <input type="checkbox"/> Karate | <input type="checkbox"/> Skiing | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Darts | <input type="checkbox"/> Kendo | <input type="checkbox"/> Snowboarding | <input type="checkbox"/> Yoga |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Kung Fu - Wushu | <input type="checkbox"/> Softball | <input type="checkbox"/> Other activity not listed here |
| <input type="checkbox"/> Dodgeball | <input type="checkbox"/> Lacrosse | | |

4-2. Other sports/activities not listed above:

Cardio circuit training, Hot Shots Tennis Programs

4-3. How will your project support multiple sports and/or user groups?

Safety is a number one priority. These upgrades will entice people back and encourage an increase in school activities, training programs, social play and top competitive tournament play for all groups of people, young and old, male and female.

4-4. Describe the additional programming and/or scheduling opportunities this project will provide.

At present the use of the facilities is massively compromised by the quality of the court surfaces and lighting. This project will provide a facility that all coaching groups, school groups, fixtures members, visiting players and general public can access day and night.

By applying blended lines for Hot Shots play to some of the new courts this will improve and encourage the coaching of new young members.

With new electrical works for the LED lighting and by modifying the existing switchboard and lighting controls the association will be installing the Book a Court electronic court gate access and on-line court booking system allowing better access for night time play for all user groups.

e.g. the installation of the floodlights will allow night time bookings for user groups X, Y and Z.

Evidence of Facility Use:

To demonstrate that your project leads to an increase in sport and physical activity participation, all applicants are required to upload a Schedule of Use with details of current and proposed use. The Schedule of Use template is available [here](#)

4-5. Schedule of Use *

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Application CSI011632018 From Ingham Tennis Association

Filename: CSI_Grant_Program_Application_Forms_-_Scheduling_and_Usage_Form.pdf

File size: 383.0 kB

A form for the current and proposed schedule of use can be downloaded here. For any questions about the Schedule of Use form please contact the CSI team on (02) 6214 1201.

4-6. How would your project improve the quality or standard of facilities for community use?

The installation of LED lighting will encourage more night time play. With LED lighting the meter board can be set up that not all lighting needs to be turned on at once as it needs to be presently under the old system. New LED lighting can allow people to only pay for the court that they are using at the time and not all 12 courts meaning less cost for the people to use the facilities on a social basis. LED light fittings are much more user friendly being able to be switched on and off as required and there is no cooling down period of 15 to 20mins to be reused like they are presently. The level of required lighting for competition play at present is a long way short of the recommended lighting level. Once this is addressed this will encourage visiting players for the clubs annual tournaments.

4-7. Has your project been prioritised through a facility planning process, or identified as a priority for local government, or any sporting organisation?

- ☒ Yes
- ☐ No

4-8. If yes, please provide details of this prioritisation:

Tennis Queensland is supportive of the Ingham Tennis Association application and will provide full project management services

e.g. identified as a priority in an organisation's strategic plan.

4-9. Provide details of your project's economic impact during construction and operation, including employment during and after construction.

Employment will only impact during construction and operation. No follow up employment will be required after construction with all maintenance being carried out by volunteering committee members.

Local motels , restaurants and local businesses will benefit from workers who need to be accommodated while living away.

Local contractors will be employed on a need basis.

4-10. Have you secured any co-contributions (in-kind or financial) for your project? *

- ☒ Yes
- ☐ No

Funding partners and co-contributions are acceptable. You will be asked to provide details of co-contributions in the budget table.

Co-Contribution Details

Proof of co-contribution (financial or in-kind) is required through a letter of confirmation. Further detail can be provided in the Budget section.

First Co-Contributor Name *

Tennis Queensland

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First Co-Contributor Address

190 King Arthur Ter
Tennyson QLD 4105 Australia

First Co-Contributor Email Address

mblomer@tennis.com.au
Must be an email address.

First Co-Contributor Phone Number

(07) 3120 7900
Must be an Australian phone number.

First Co-Contributor evidence of cash or in kind contribution

Filename: TQ-TA ASC Statement of Support for ITA.pdf

File size: 123.5 kB

Please upload written confirmation on the letterhead of the co-contributor, or use the Project Support Form

Second Co-Contributor Name

Hinchinbrook Shire Council

Second Co-Contributor Address

Lannercost St
Ingham QLD 4850 Australia

Second Co-Contributor Email Address

cfulton@hinchinbrook.qld.gov.au
Must be an email address.

Second Co-Contributor Phone Number

(07) 4776 4784
Must be an Australian phone number.

Second Co-Contributor evidence of cash or in kind contribution

No files have been uploaded

Please upload written confirmation on the letterhead of the co-contributor, or use the Project Support Form

More than two co-contributors:

If you have more co-contributors, please complete a separate confirmation for each and upload them all in the field below.

Further Co-contributors' evidence

No files have been uploaded

Please upload written confirmation on the letterhead of the co-contributor(s), or use the Project Support Form

Project Design and Delivery

* indicates a required field

Community Sport Infrastructure 2018

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Application CSI011632018 From Ingham Tennis Association

Project Design and Delivery

This section is about the operation of the project. How will it be managed and implemented?

Demonstrate how your project shows appropriate project design and planning has been undertaken. You might wish to refer to:

- a project plan that details how and when the project will be commenced and completed;
- appropriate approvals submitted or in place to commence the project in the 2018/19 financial year;
- site plans that clearly address community safety, risk management, universal design principles and environmental sustainability where appropriate; and
- detail on how project costs have been accurately identified.

5-1. Provide details of your project design and planning. What are the planned activities of the project, and who will be responsible for them? *

Scope of Works provided by Tennis Queensland Court Tech

Preliminary works include:

Soil testing of the site to determine the design for the new reinforced concrete bases and footings for new light poles.

Engage a suitably qualified and experience civil/structural engineer to design structural elements.

Engage a suitably qualified and experience structural engineer to verify the existing metal poles are capable of supporting the proposed new LED light fittings to be installed to these poles.

Contractor site establishment.

Construction work to Courts 1-5 includes:

Demolition works to remove the net posts and sections of the existing bases all assessed by Tennis Queensland to be in very poor condition in preparation for building new reinforced concrete bases.

Protection of the existing fencing and light poles to these courts during construction.

Construct footings for net posts (including casting in sleeves).

Placement of a minimum 50mm layer of sand or crusher dust to the top of the existing court bases.

Construct new reinforced concrete court bases to these courts. Notional specification is 100mm thick slab plus edge thickening using 32 mPa concrete and F82 mesh reinforcement.

Apply an ITF Classified minimum 3 coat acrylic playing surfaces and line-marking.

Apply blended lines for Hot Shots play on some of these new courts.

New net posts and nets.

Clean up of site on completion of works including laying of new turf to any disturbed areas.

Lighting Upgrade Works to courts 1-12 and Book a Court System Installation:

Protection of existing light poles, fencing and playing surfaces to these courts during the construction works.

Construct footings with hold down bolts for the additional new light poles to these courts and install new steel light posts notionally tapered section poles 10-12m high with hot dip galvanised finish and new pairs of 600w LED light fittings (or single larger output fittings) to provide a minimum of 350 lux as a maintained lighting level to these new courts and meeting the corresponding minimum uniformity ratios.

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Remove the existing metal halide light fittings to the existing light posts servicing these courts and install new pairs of 600w LED light fittings (or single larger output fittings) providing minimum of 350 lux as a maintained lighting level to these courts and meeting the corresponding minimum uniformity ratios.

Complete all associated electrical works with the installation of these new LED light fittings and any minor modifications required to the existing switchboard and lighting controls.

Installation of the Book a Court electronic court gate access and on-line court booking system to these courts.

Briefly list the specific activities required to deliver the project.

Demonstrate the applicant's proven capacity and capability to complete the project through:

- experience delivering similar projects
- skills and experience to manage both the project and the grant funding.

5-2. Capacity and capability statement

The association is working very closely and in conjunction with Tennis Queensland Collective Expertise and Court Tech - Tennis Queensland Court and facility experts who have over 30 years experience in designing and constructing tennis courts.

Skills and experience provided at 5-4

5-3. How do you approach risk management?

Thru the help and support of Tennis Queensland Court Tech.

Supporting documentation provided 5-4

5-4. Please attach any relevant risk management plans approved by your local authority

Filename: CourtTech 02 06 2009 Low Res.pdf
File size: 697.6 kB

Filename: MB QS Degree from QUT.pdf
File size: 67.4 kB

Filename: Michael Blomer July 2018 BIO.pdf
File size: 166.0 kB

Filename: TQCT Collective Expertise Summary and MB CV 30 11 2017.pdf
File size: 41.7 kB

5-5. If applicable, what outcomes relating to universal design are anticipated?

Expertise has been provided by Court Tech and Tennis Queensland.

Supporting documents and planning attached 5-4

For more information on universal design, see <https://www.playbytherules.net.au/resources/articles/universal-design>

5-6. If applicable, what outcomes relating to environmentally sustainable design are anticipated?

By replacing the existing 30year old system with LED lighting this will lower the electricity costs for the association by 30-40%.

Resurfacing courts 1-5 will ensure better gradients for water drainage and run off which will inturn encourage less mildew, paint peeling and deterioration of existing concrete.

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

Application CSI011632018 From Ingham Tennis Association

See <https://new.gbca.org.au/green-star/>

5-7. Budget

Amounts should be exclusive of GST.

Please list other income and expenditure by adding new line items to this budget grid.

Income	\$	Expenditure	\$
ASC Grant funds requested	\$430,000.00	Project Construction	\$439,460.00
Other approved grants		Professional Planning /Advice	\$6,000.00
Applicant contribution	\$29,320.00	Project Management	\$27,860.00
In-kind contribution		Contingency	\$22,000.00
Co-contributions	\$40,000.00	Statutory fees and charges	\$4,000.00

5-8. Budget Totals

Total Income Amount

\$499,320.00

This number/amount is calculated.

Total Expenditure Amount

\$499,320.00

This number/amount is calculated.

Co-contribution evidence (optional)

Income - Expenditure

Filename: Ingham TA - Cost Estimate Summary Sept 2018 - ASC.pdf

File size: 948.2 kB

If you have a more detailed budget already prepared, please upload it here.

\$0.00

This number/amount is calculated.

5-9. Budget Totals Review

Total Project Cost

\$499,320.00

This number/amount is calculated.

Total Grant Amount Requested *

\$430,000

What is the grant amount you are requesting? (it must tally with the project stream nominated)

Evaluation

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

Application CSI011632018 From Ingham Tennis Association

5-10. How will you know if your project has achieved its objectives?

An increase in member numbers. The objective is to provide the best facility that the club can and to encourage people back into the sport. By providing the best quality surface to play on and the recommended lighting levels required for competition tennis this will encourage all players, new and old, male and female, beginner or advanced, to join and or return. The club is also wanting to encourage visiting players from away to return to our tournaments both in Junior and Senior ranking.

What changes to do you expect to see? How will you measure success?

Supporting Documentation

* indicates a required field

Uploading supporting documents

You will need to upload all relevant supporting documentation, as outlined in the [Program Guidelines](#) to show that your project meets the selection criteria.

Applicants can upload more than one file per question.

It is up to all applicants to ensure that mandatory documentation requirements are met.

If you have any questions about uploading forms please contact the CSI team on (02) 6214 1201.

Documentation for all applicants

Landowner approval

Filename: Landowner consent.pdf

File size: 266.0 kB

Landowner approval form can be downloaded here

Local Government Approval

No files have been uploaded

Local Government approval form can be downloaded here

Additional Documents

Filename: ITA Business Plan May 2018.pdf

File size: 217.1 kB

Please attach any general or additional documents here

Applicants seeking \$200,001 to \$500,000:

Evidence of support from relevant peak sporting organisations *

Filename: TQ-TA ASC Statement of Support for ITA.pdf

File size: 123.5 kB

Peak organisation support form can be downloaded here

Income and Expenditure Statement *

Filename: Balance Sheet December 2017 Ingham Tennis Assoc.pdf

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

Application CSI011632018 From Ingham Tennis Association

File size: 340.5 kB

Balance sheet for the most recent completed financial year.

Applicants seeking \$50,001 to \$500,000:

Project Plan *

Filename: CourtTech 02 06 2009 Low Res.pdf

File size: 697.6 kB

Filename: Ingham TA - August 2018 proposed poles layout.pdf

File size: 49.8 kB

Filename: ITA- Sept 2018 Scope of Works - ASC.pdf

File size: 292.7 kB

Describe the consultation process you have undertaken *

The club is working closely with the Tennis Queensland Facilities Development Manager, Tennis Queensland Court Tech and the Local council.

Incorporated trustee applicants

Relevant trust documents

No files have been uploaded

Evidence of the relationship of the incorporated trustee to the trust.

Non ABN holder applicants

ATO Statement by Supplier

No files have been uploaded

See the ATO website or download the Statement by Supplier Form

Declaration and Privacy Statement

* indicates a required field

Personal information submitted via the online application is collected by the ASC for the purpose of considering applications and administering the program. The information collected may be disclosed to other government agencies for this purpose.

The details of successful applicants, including organisational name; the value of the grant awarded; and a brief description of the purpose for the grant, will be released by the ASC to the public and the media, and may be placed on the ASC website, including for use of promotional purposes.

The ASC Privacy Policy can be found at https://www.ausport.gov.au/legals/privacy_statement

If you have any concerns about the privacy of your information please contact privacy@ausport.gov.au

Community Sport Infrastructure 2018

Community Sport Infrastructure Grant Application Form

Application CSI011632018 From Ingham Tennis Association

Certification *

☒ I certify that the information supplied in this application is true and correct, and that I will contact the ASC immediately should any details change.

Consent *

☒ I consent to the ASC holding the personal information I have provided and its management under the provisions of the ASC Privacy Policy

Submitter Name *

Darrin Tennent

This must be an individual who is authorised by their organisation to make this application.

Position held *

President

TRANSPORT BOND – WIDE LOADS

Executive Summary

Council is in receipt of a request to waive Council's \$25,000 route bond for the movement of a house from Townsville to Bemerside.

The house removalist believes it is cost prohibitive for their client to pay \$25,000 route bond, together with a \$25,000 building bond when the transport company is fully covered under insurance in the event the wide load causes damage to street furniture. The removalist also has the latest in technology for house lifting trailers engineered to steer and lift over obstacles for this purpose, and having previous experience moving houses from Townsville to Ingham with an unblemished record.

Due to the house having to be removed as it was to be demolished after 11 September 2018, a decision was made to waive the route bond to avoid prohibiting development and Council's endorsement of the decision is required.

For Council Decision – Recommendation

That Council endorse the actions of the Acting Chief Executive Officer in waiving the route bond in the sum of \$25,000 on the condition that all insurances are in place.

That Council investigate reducing or removing the bond by ensuring the appropriate conditions are nominated in the heavy vehicle permit, insurances are in place and by further ensuring for these types of structure movements, Council undertakes the pre and post inspection / video run to determine any damage.

Background

The house removalist believes it is cost prohibitive for their client to pay \$25,000 route bond, together with a \$25,000 building bond (*levied under the Building Act requirements and valid for a period until the dwelling structure is Building Act compliant*) when the transport company is fully covered under insurance in the event the wide load causes damage to street furniture. The removalist also has the latest in technology for house lifting trailers engineered to steer and lift over obstacles for this purpose, and having previous experience moving houses from Townsville to Ingham with an unblemished record.

The bond was raised in the 2017 / 2018 financial year from \$10,000 to \$25,000 to be more in line with other Councils.

Attachments

Nil

Statutory Environment

Local Government Act 2009

Policy Implications

Nil

Consulted With

Mayor

Acting Executive Manager Infrastructure Services Delivery

Planning and Development Manager

Financial and Resource Implications

Reducing or removing the bond will ensure development is not stifled and any damage can be paid for by ensuring the appropriate conditions are nominated in the heavy vehicle permit, insurances are in place and by Council undertaking pre and post inspection / video runs to determine any damage for these types of structure movements.

Risk Management Implications

Ensuring the appropriate conditions are nominated in the heavy vehicle permit, insurances are in place and by Council undertaking pre and post inspection / video runs to determine any damage for these types of structure movements will eliminate or reduce Council's risk.

Queensland Police Service who escort wide loads sign off at the end of every move and on any damages (if any) caused by the removalist.

Strategic Considerations

Corporate Plan – Strategic Direction 4.3 – Community Partnership Support

Operational Plan – 4.3 – Continue to provide funding for community groups to deliver on the wider social welfare agenda

Officers Comment

The decision to waive the bond was made on the basis the risk to Council was considered low and the frequency of these requests is rare. It was thought to be in the best interests of Council and the community to assist in reducing the risk that enforcing the bond would result in the house not being financially affordable to relocate.

AMENDED OPERATIONAL PLAN 2018 / 2019

Executive Summary

Council adopted its 2018 / 2019 Operational Plan at Special Budget Meeting on 12 July 2018.

A number of Workplace Health and Safety actions were not included in the adopted Operational Plan and Council is now required to adopt the updated version. See page 14 of the updated 2018 / 2019 Operational Plan which is the only page that has been updated.

For Council Decision – Recommendation

That Council adopt the updated 2018 / 2019 Operational Plan as presented.

Background

Council adopted its 2018 / 2019 Operational Plan at Special Budget Meeting on 12 July 2018 which did not include Workplace Health and Safety actions.

Attachments

Draft 2018 / 2019 Operational Plan – page 14

Statutory Environment

Local Government Act 2009

S104 Financial management systems

- (5) The system of financial management established by a local government must include –
 - (a) the following financial planning documents prepared for the local government –
 - (v) an annual operational plan.
-

Policy Implications

S174 of the Local Government Regulation 2012, Council may, by resolution, amend its annual operational plan at any time before the end of the financial year.

Consulted With

HR Coordinator

Financial and Resource Implications

Nil

Risk Management Implications

Nil

Strategic Considerations

Nil

Officers Comment

A number of Workplace Health and Safety actions were not included in the adopted Operational Plan and Council is now required to adopt the updated version as allowable under S174 of Local Government Regulation 2012. Amendments included on page 19 only.

HINCHINBROOK SHIRE COUNCIL

Operational Plan 2018/2019



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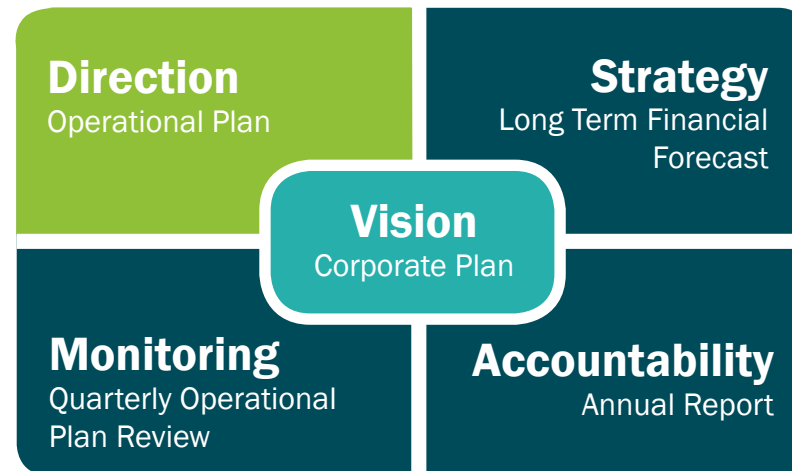


Introduction

The *Operational Plan* is a major planning document within Council's corporate planning framework and outlines the significant activities and key operational activities that Council will deliver in 2018/2019.

The plan complies with the *Local Government Regulation 2012* which requires councils to prepare and adopt an Operational Plan for each financial year, which must:

- a) be consistent with the annual budget, and
- b) state how Council will:
 - progress the implementation of the 5 year *Corporate Plan* during the period of the annual Operating Plan.
 - manage operational risk.



Each area of operation performs day to day activities aligned with policies, procedures, activity specific plans and processes designed to ensure that services are delivered in accordance with the direction set by Councillors and in some instances governed by legislation. Quarterly activity reporting to Council is made with reference to the *Operational Plan*. This is presented to Councillors at an Ordinary Meeting of Council.

Strategic Direction

Through discussion, consultation and community engagement Council has determined a number of strategic directions that will be pursued over the next five years.

The 2014-2019 Strategic Directions as established by Council and documented in the *2014-2019 Corporate Plan* are:

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 livability of our Shire
5. Council's role in creating and supporting the economic prosperity of our Shire

With a genuine desire to deliver on these strategic directions, to essentially turn words into actions, Council has determined an appropriate level of involvement for Council, how Council will be involved and what will be seen as the measure of success.

The *Operational Plan* now details specific actions and activities that will be undertaken in 2018/2019 to address the strategic priorities as set by Council.



Overview of Organisational Services

Corporate Services

Services provided include:

- Accounts Payable and Receivable Services
- Administrative Customer Services
- Building Maintenance
- Corporate Governance
- Facility Hire
- Financial Accounting
- Information Technology and Telecommunications
- Insurance Management
- Management Accounting
- Payroll Services
- Public Amenities
- Rating
- Records Management
- Treasury

Development, Planning and Environmental Services

Services provided include:

- Animal Control
- Art, Gallery and Cultural Services
- Business Licensing
- Building Regulatory Services
- Building Certification
- Cemeteries
- Community Support
- Conference Facilities
- Economic Development
- Grants
- Land Dealings and Leases
- Library Services
- Local Laws
- Natural Resource and Environmental Management
- Pest Management and Revegetation
- Planning and Development
- Plumbing Services
- Public Health
- Public Safety
- Recycling and Waste Management
- Regulatory Enforcement
- Regulatory Parking
- Support for Festivals and Events
- Tourism and Visitor Information
- TYTO Events, Activities and Tours
- TYTO Precinct Management
- Vector Control
- Visitor Information Services

Infrastructure Services Delivery

Services provided include:

- Asset Management
- Civil Construction and Maintenance
- Engineering Survey and Design
- GIS Services
- Marine Infrastructure Management
- Plant Fleet Management
- Public Open Spaces Maintenance and Management
- Water and Sewerage Management

Office of the CEO

Services provided include:

- Employee Relations
- Enterprise Bargaining
- Governance
- Health and Wellbeing Program
- Human Resources
- Industrial Relations
- Learning and Development
- Media and Communications
- Performance Management
- Regional Engagement
- Strategic Planning
- Support to Elected Members
- Workers Compensation and Rehabilitation
- Workplace Health and Safety Management
- Workplace Health and Safety Training
- Disaster and Emergency Management

Key Activities in 2018/2019

The 2018/2019 key activities and their fit within and influence on the Strategic Directions as established by Council are summarised as follows:

KEY ACHIEVEMENTS	Strategic Directions As detailed in the 2014-2019 Corporate Plan	One Fiscally responsive and responsible management of public infrastructure and assets	Two Responsive and responsible management of land	Three Responsive and responsible local representation	Four Council's role in creating an enviable lifestyle and contribution to the whole of life livability of our Shire	Five Council's role in creating and supporting the economic prosperity of our Shire
	Shared Footpaths Program addressing missing links along the existing footpath network to improve pedestrian comfort, safety and promote healthy living and staying active	✓	✓		✓	✓
	Bridge Rehabilitation Program Baillies Road Bridge	✓	✓		✓	✓
	Community Shed Meetings Community meetings with Councillors and senior officers			✓	✓	✓
	Buy Local Preference Policy Procurement Policy with a buy local bias implemented			✓	✓	✓
	Hinchinbrook Way Develop a comprehensive marketing campaign incorporating <i>Hinchinbrook Way</i> , <i>Hinchinbrook Way Walk</i> , <i>Hinchinbrook Way Drive</i>			✓	✓	✓
	Hinchinbrook Visitor Information Lounge Refurbishment of the internal layout to the <i>Hinchinbrook Visitor Information Lounge</i>	✓				✓

KEY ACHIEVEMENTS	Strategic Directions As detailed in the 2014-2019 Corporate Plan	One Fiscally responsive and responsible management of public infrastructure and assets	Two Responsive and responsible management of land	Three Responsive and responsible local representation	Four Council's role in creating an enviable lifestyle and contribution to the whole of life livability of our Shire	Five Council's role in creating and supporting the economic prosperity of our Shire
	Biosecurity Plan Delivery of key pest management activities		✓		✓	✓
	Communication Delivery of timely and informative information to ratepayers and residents via a variety of means			✓	✓	
	Flying Fox Management Development of a long term <i>Flying Fox Roost Management Strategy</i>				✓	
	Warrens Hill Landfill Site Delivery Plan developed. Filling Plan developed and implemented	✓			✓	
	Waste Bin Audit Generating base line data in relation to waste behaviour			✓	✓	✓

Strategic Direction One

Fiscally Responsive and Responsible Management of Public Infrastructure and Assets

Hinchinbrook Shire Council builds, owns and funds the maintenance of infrastructure that it sees as a benefit to the community. In some areas Council is the only entity that will perform the function of providing public infrastructure. Council provides public infrastructure on the basis that it is an asset to the community, that the community values the provision of this infrastructure and that the infrastructure provides a contribution to the community that is tangible, vital and essential.

Council is committed to supplying infrastructure in an efficient and coordinated manner that provides consistent delivery of services and is seen as value for money by the users of such infrastructure. Further, Council considers infrastructure provision with regard to the impacts on the natural environment, the value add of the amenity to existing infrastructure, and health and safety of the community.

Council will ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal. Public infrastructure and assets provided by Council can include:

- Road and drainage network
- Water and sewerage network
- Waste management and transfer station facilities
- Hinchinbrook Aquatic Centre
- TYTO Precinct
- Parks, gardens and reserves with pathways, structures, playgrounds, fitness equipment and picnic facilities
- Marine recreational infrastructure - boat ramps, jetties and fishing platforms
- Buildings, like the Shire Hall, smaller community halls and the Kelly Theatre



Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
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	Continued refinement of long term asset management plans	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	Infrastructure Services Delivery	Corporate Services
		Development of a roads hierarchy and associated service levels	1.1.2	Review and rationalise categorisation of Class 5 and 6 roads across the network to improve equity and consistency of road infrastructure services provided for the Community		
		Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets	1.1.3	Continued improvement of the Transport Asset maintenance annual schedule by June 2019		
1.2	Plan and execute timely preventative maintenance regimes for building assets that extend the useful life in a cost effective manner	Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs	1.2.1	Refine preventative maintenance plan and include in ten year budget for Council owned buildings	Corporate Services	Nil
1.3	Ensure that proposed extensions to road, water or sewerage networks have a demonstrated social and economic imperative	Investigate water security options for the Hinchinbrook Shire reticulated water system	1.3.1	Progress the Como Road Bores duplication and Ingham WTP upgrade project to completion and commissioning by June 2019	Infrastructure Services Delivery	Corporate Services
		Investigation of access to identified cane expansion areas in collaboration with industry stakeholders	1.3.2	Business case and funding models explored on a case by case basis. Study to investigate agricultural viability for the diversification of primary production as well as expansion of cane production.	Development, Planning and Environmental Services	Infrastructure Services Delivery
1.4	Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs	Prior to the end of useful life of current assets review innovative and alternate solutions	1.4.1	Local Government Infrastructure Plan will commence 2 July 2018	Development, Planning and Environmental Services	Infrastructure Services Delivery
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	Maintain access to and improve recreational boating and fishing facilities	1.5.1	Continue works towards achieving deep water access for marine tourism and recreational purposes	Infrastructure Services Delivery	Development, Planning and Environmental Services
			1.5.2	Carry out Quantity Surveyor Report and Business Plan for Forrest Beach marine access		
			1.5.3	Advocate for improvement of recreational boating facilities		
		Development of a parks and reserves hierarchy and associated service levels	1.5.3	Complete community engagement on parks and reserves service level expectations and private land maintenance by 31 December 2017	Development, Planning and Environmental Services	Corporate Services

Strategic Direction Two

Responsive and Responsible Management of Land

Hinchinbrook Shire Council seeks to achieve a sustainable, well managed and enviable natural and built environment.

That is a Shire that provides a balance between the development of built infrastructure, demonstrating sound land use principles, while valuing the conservation of our diverse natural resources for the enjoyment of all.

This will be achieved by delivering an enabling Town Planning Scheme, by the development of natural resource management plans, and increasing community awareness of associated issues.



Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
2.2	Provision of reliable flood data and intelligence	Revision of the existing flood study	2.2.1	Investigate external funding opportunities for flood resilience projects such as the Bridge over Palm Creek (Dutton Street)	Infrastructure Services Delivery	Development, Planning and Environmental Services
2.3	Riverine and riparian environment management	Funding of the Herbert River Improvement Trust	2.3.1	Funds allocated and payment will be made in accordance with arrangements by <i>Herbert River Improvement Trust</i>	Office of the Mayor and CEO	Corporate Services
2.4	Natural resource management	Pest and weed management activities	2.4.1	Continuous monitoring and improvement of vector control practices and public education delivered by June 2019	Development, Planning and Environmental Services	Infrastructure Services Delivery
			2.4.2	Review and implement the <i>Hinchinbrook Local Government Area Biosecurity Plan</i> in cooperation with primary producers and other key stakeholders by June 2019		
			2.4.3	Continue the <i>Hinchinbrook Community Feral Pig Management Program</i> – implement all activities by June 2019		
		Involvement in catchment management activities	2.4.4	Develop, assist with and carry out revegetation projects including promotion of <i>National Tree Day</i> by 30 June 2019		External Agencies
		Stewardship of the Great Barrier Reef	2.4.5	Implement agreed activities from the <i>Reef Guardian Action Plan</i> by December 2018		External Agencies
		Biosecurity	2.4.6	Meet Council's obligations under the new <i>Biosecurity Act 2014</i> preventing, responding to and assisting recovery from pests and diseases, thereby keeping Hinchinbrook's land and environment healthy and resilient		External Agencies

Strategic Direction Three

Responsive and Responsible Local Representation

Councillors will provide strong local leadership, underpinned by responsible governance processes, demonstrating respect for the democratic process. Councillors will communicate openly, be accountable for decisions made and be willing to engage with the community.

Council will advocate to State and Federal Governments and agencies to deliver outcomes that address the needs of our community.

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.

Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
3.1	Councillor two way engagement with our community	Community Shed Meetings	3.1.1	Hold annual <i>Community Shed Meetings</i> as per identified schedule	Office of the Mayor and CEO	All
		Provide Councillor representation at recognised community group meetings	3.1.2	Facilitate an annual review of Councillor nominations for representational roles		
3.2	Communication with the community	Communications Plan developed and executed	3.2.1	<i>Annual Communication Plan</i> developed and presented to Council by March 2019		
			3.2.2	Activity and outcome report presented twice a year to Councillors		
		Further development of online content	3.2.3	Continue to develop online functionality including the ability to apply/lodge applications through the Hinchinbrook Shire Council website		
			3.2.4	Review strategies implemented to ensure website content is accurate and up-to-date		
			3.2.5	Ensure policies and services factsheets are available online		
			3.2.6	Increase community engagement through social media platforms including <i>Hinchinbrook Shire Council</i> , <i>VisitTYTO</i> , <i>Hinchinbrook Disaster Information</i> and <i>The Hinchinbrook Way</i> pages.		
		Continued publication of a ratepayers newsletter	3.2.7	Three ratepayer newsletters published by June 2019		
3.3	Influencing other levels of Government	On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of at risk community members and youth	3.3.1	Continue and foster partnerships with various agencies to promote activities and programs for the betterment of the community	Development, Planning and Environment Services	

3.3	Influencing other levels of Government	Support for community health service providers to address the needs of at risk community members	3.3.2	Review the grant funding service as provided by to the <i>Hinchinbrook Community Support Centre</i> by June 2019	Development, Planning and Environment Services	Corporate Services
			3.3.3	Continue community activities focused on seniors		Corporate Services
			3.3.4	Build capacity and influence early childhood health and learning via community programming and partnerships with community organisations		Nil
			3.3.5	Host community events with inclusive additions for elderly persons and those living with a disability. Minimum two per year to be included in programming.		Nil
		Advocate for the delivery of the State's regionalisation agenda specifically as it relates to population growth and regional investment	3.3.6	Participate in State Government forums to influence the regional agenda	Office of the Mayor and CEO	Development, Planning and Environment Services
		Membership of LGAQ and participation in relevant discussions and agendas	3.3.7	State and Regional LGAQ conferences and meetings attendance		Nil
3.4	Policy and Procedure	Buy local first preference policy development	3.4.1	Procurement Policy, which provides for buy local preference, to continue to be applied, to be reviewed by 31 December 2018	Office of the Mayor and CEO	All
3.5	Organisational Capacity	Review of the organisational structure and resourcing in response to our strategic direction	3.5.1	Continue implementation of a program to introduce apprentices and trainees into Council for 2018/2019	Office of the Mayor and CEO	All
			3.5.2	<i>Corporate Culture Program</i> , policy and training to be implemented by 31 December 2018		
			3.5.3	Continued program of business improvement initiatives, innovations leading to enhanced service delivery and operational efficiencies and sustain able work practices. This will occur through the <i>Business Improvement Team</i>		
			3.5.4	Staged review of service levels across the organisation to identify improved practices and cost efficiencies that could be achieved. First stage to be completed by 30 November 2018		
		Development of our human resources	3.5.5	Annual delivery of employee training on an as needs basis <ul style="list-style-type: none"> • Code of Conduct • Customer Service • Workplace Health and Safety 		
			3.5.6	Continued implementation of performance appraisals and safety training for all staff		
			3.5.7	Customer Service – continue sustainable levels of service and review improved practices, efficiencies and responsible timeframes in line with the Customer Service Charter for community transparency by 31 December 2018		

Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
3.6	Workplace Health and Safety Committee	Annual review of Hinchinbrook Shire Council Central Risk Register	3.6.1	EMT to meet annually to review Council wide risks to determine risk control measures. Any outstanding actions to be uploaded into TechOne Safety.	Office of the Mayor and CEO	All
		Safety Management System maintenance	3.6.2	Implementation of Safety Management Plan (SMP).		
			3.6.3	SMP status report to be reviewed each quarter by the EMT and follow up actions determined and assigned as required.		
			3.6.4	Rectification Action Plan (TechOne Safety actions) to be reviewed quarterly by EMT and follow up actions determined and assigned as required.		





Strategic Direction Four

Council's Role in Creating an Envable Lifestyle and Contribution to the Whole of Life Livability of our Shire

Notwithstanding the delivery of roads, water and sewerage networks, Council makes many other contributions to our community to endeavor to create a highly desirable environment, where lifestyle, livability and prosperity are key outcomes. Our community values our relaxed lifestyle and seeks to preserve this in tandem with creating a healthy, vibrant and inclusive place to live.

Arts and culture are an integral part of life for our communities. Council recognises the importance arts and culture plays in our region and is committed to developing and expanding arts and cultural activities that have the capacity to enrich the lives of our residents. Council actively supports arts and cultural groups through its ongoing support for the Regional Arts Development Fund, together with its community donations program.

Community partnerships are about Council working with residents, community groups and other government agencies to improve the social well-being of the community, making our community a more desirable place to live. It is about partnerships, building capacity, listening to and learning from the community and building the future together.

Council acknowledges the issues of our ageing population and will work to identify strategies to support the needs of older people. We want to recognise the skills and experience of older people to ensure they feel valued and supported in our community. Council sees direct employment opportunities and support service provision for older people as a way to diversify our employment base and assist in the attraction of new residents to Hinchinbrook.

Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
4.1	Arts and Cultural Investment	Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs	4.1.1	Expand annual <i>Tasman Turtle Picnic Day</i> signature event to attract families from across the region in 2019	Development, Planning and Environmental Services	Nil
			4.1.2	Present two state cultural touring programs to increase patronage from all regional areas with a focus on Townsville. Continue to present art and cultural programming in the annual event program. Continue to present two printed community event programs per year to increase awareness of art and cultural programming. Distribution to include Townsville and other regional areas.		
			4.1.3	Development of Sports and Recreation Facility Program	Corporate Services	
		Continued funding of the Regional Arts Development Fund program	4.1.4	Apply for RADF funding under new modelling. Implement RADF program in accordance with adopted guidelines with or without state government funding. Increase the accessibility of programs to all Hinchinbrook residents by holding RADF workshops throughout a range of areas within the Shire, through <i>Inflight</i> programming.	Development, Planning and Environmental Services	
4.2	Provision of Recreation Opportunities	Continued community partnerships for the delivery of services at the Kelly Theatre and Hinchinbrook Aquatic Centre	4.2.1	Continue engagement with the lessees of the <i>Kelly Theatre</i> , Council through Economic Development will continue to support the <i>Kelly Theatre</i> through advertising which promotes the region.	Corporate Services	Development, Planning and Environmental Services

4.2	Provision of Recreation Opportunities	Continued community partnerships for the delivery of services at the Kelly Theatre and Hinchinbrook Aquatic Centre	4.2.2	Continue engagement with the lessees of the <i>Hinchinbrook Aquatic Centre</i>	Corporate Services	Nil
		School holidays program featuring children/youth activities	4.2.3	Build capacity via the delivery of community programming during the April, July and September school holiday periods	Development, Planning and Environmental Services	Nil
		Continued support for Hinchinbrook based events that provide both economic returns by way of visitation and opportunities for participation by the community	4.2.4	Budget provision made to support a mix of Hinchinbrook based events		
			4.2.5	Investigate planning and development costs for Motor Sport Precinct by 31 December 2018		
			4.2.6	Formulate Recreational/Adventure Tourism Plan for the Wallaman and Broadwater areas by 30 June 2019		
4.3	Community Partnership Support	Continue to provide funding for community groups to deliver on the wider social welfare agenda	4.3.1	Develop <i>Community Partner Programs</i> with one new partnership per pillar of art, culture, nature and knowledge. Assess the <i>Community Activity Grant</i> program in 2019 to ensure economic returns are enhanced, which assist community groups.	Development, Planning and Environmental Services	Nil
4.4	Living well over 60 with a highly desirable lifestyle	Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes	4.4.1	Progress the handover of ownership of <i>Forrest Glen Retirement Village</i> to the <i>Hinchinbrook Community Support Centre</i>	Development, Planning and Environmental Services	Office of the Mayor and CEO
			4.4.2	On an as identified basis, undertake an advocacy role with other levels of government and service providers of programs to address the needs of older residents	Office of the Mayor and CEO	Development, Planning and Environmental Services
		Self assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities	4.4.3	Continue to progress the <i>Ageing in Place Committee</i> and monitor outcomes	Development, Planning and Environmental Services	Office of the Mayor and CEO
		Plan to address shortcomings	4.4.4	Report prepared for Council during 2018/2019 with budget items for consideration in 2019/2020	Corporate Services	
4.5	Regulatory Functions that underpin livability	Provide meaningful Animal Control Services	4.5.1	Respond to complaints in a timely manner and execute appropriate actions	Development, Planning and Environmental Services	External Agencies
			4.5.2	Continue to partner with animal welfare organisations to attempt to re-home unwanted animals		
		Provide meaningful business licensing activities	4.5.3	Respond to complaints in a timely manner and execute appropriate actions		
			4.5.4	Continue to provide opportunities for business owners to meet their compliance responsibilities		
		Provide timely building regulatory functions and enforcement action as necessary	4.5.5	Respond to complaints in a timely manner and execute appropriate actions that safe guard the public interest. Undertake appropriate legal actions against non-compliant activities	Development, Planning and Environmental Services	Infrastructure Services Delivery
4.6	Educational Opportunities that support population attraction	Foster partnership opportunities with vocational and tertiary educational service providers	4.6.1	Continue to collaborate with universities to establish course components within the Shire	Development, Planning and Environmental Services	Nil
			4.6.2	Introduce one new collaborative partnership program to marry with curriculum in technology based learning		
			4.6.3	Continue to participate in the regional tourism programs		

Strategic Direction Five

Council's Role in Creating and Supporting the Economic Prosperity of our Shire

The identification of opportunities to enhance the economic viability of our community is a key priority for Council. To this end we will implement strategies to achieve a strong and sustainable local economy that supports the growth of new and existing industry and business activities and provide long term employment opportunities for all age groups.

The focus of Council's *Disaster Management Program* is on minimising the affects of natural disasters on our community, both from an individual harm prevention minimisation perspective and more widely from an economic loss perspective. Council will continue to liaise with emergency service providers and will strive to build resilience and capacity in our communities to survive natural disaster events, to manage the immediate outcomes of such events and to thrive afterwards.



Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
5.1	Our Ingham CBD is attractive, alive and diverse	CBD refresh and associated actions	5.1.1	Undertake master planning of Rotary Park to develop an integrated approach to the future development of the park	Development, Planning and Environmental Services	Infrastructure Services Delivery
			5.1.2	Continuation and expansion of the <i>Christmas in Hinchinbrook Project</i> by December 2019		Nil
			5.1.3	Completion of Herbert Street revitalisation project by June 2019		Infrastructure Services Delivery
			5.1.4	Lannercost Street Revitalisation Project 30 December 2018		
5.2	Support for business diversity and employment growth	Local buy first preference policy development	5.2.1	<i>Procurement Policy</i> , which provides for buy local preference, to continue to be applied and promoted within the Shire	Corporate Services	All
			5.2.2	Creation of business friendly environment by reduction of red tape and simplification of licensing processes	Office of the Mayor and CEO	All
		Implement Economic Development Strategy and focus on short term actions.	5.2.3	Encourage and promote diversification in agriculture complimentary to sugar cane		Development, Planning and Environmental Services
			5.2.4	Promote diversification in agricultural practices and enhance focus and delivery of tourism product including economic and agricultural tourism		
			5.2.5	Work with <i>Townsville Enterprise Limited</i> to partner on projects of benefit to the Hinchinbrook Shire	Development, Planning and Environmental Services	External Agency
			5.2.6	Coordination of at least two focus group meetings to progress into economic development actions		
			5.2.7	Continue to investigate opportunities for renewable energies, such as solar, for cost reduction purposes	Office of the Mayor and CEO	Corporate Services
			5.2.8	Design and promote an investment prospectus and Economic Development Snapshot to entice new businesses, development and jobs within the region	Development, Planning and Environmental Services	Office of the Mayor and CEO
			5.2.9	Continue to provide capacity building workshops for local business development		
			5.2.10	Identify and support potential business opportunities for locals and newcomers to the Shire		
			5.2.11	Facilitate planning for infrastructure in key economic development nodes		Engineering Services
			5.2.12	Budget allocation made and funds transferred by December 2018		Corporate Services
		Funding of the Hinchinbrook Chamber of Commerce, Industry and Tourism				
5.3	Tourism development	Event activity at the TYTO Precinct	5.3.1	Yearly event program presented with a mix of activities, workshops and events that have appeal to visitors. Introduce one exclusive niche cultural ticketed event to the external market. Maintain Townsville marketing to build awareness of community precinct and to increase capacity. Expand <i>Hinchinbrook Market Day</i> to attract day visitation from regional areas as day trip market and a must do activity for visitors to the region. Increase exposure of events, services and programming at regional roadshows and expos. To be done in partnership with local operators and <i>The Hinchinbrook Way</i> .	Development, Planning and Environmental Services	Nil

Corporate Plan Strategies		Proposed Actions over 2014 - 2019	2018/2019 Action and Measure		Lead	Associated
		Assist and facilitate growth in attracting events to the Shire	5.3.2	Activity and outcomes report presented twice a year to Council	Development, Planning and Environmental Services	Nil
			5.3.3	Budget provision made to support a mix of Hinchinbrook based events		Corporate Services
		Ongoing membership of Townsville Enterprise Limited	5.3.4	Continued membership of <i>Townsville Enterprise Limited</i> and annual review of service level agreement		
5.4	Natural Disaster Management	Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities	5.4.1	<i>Local Disaster Management Plan</i> in place, reviewed annually and adopted by Council prior to December 2018. Increase public awareness of natural disaster management.	Office of the Mayor and CEO	All
			5.4.2	Review, renew and replace as required, existing two way radio repeater systems for disaster management purposes by 30 September 2018		
			5.4.3	Undertake resilience and response auditing for old age care facilities and services	Development, Planning and Environmental Services	Infrastructure Services Delivery
			5.4.4	Finalise the installation of the live stream, real time visual monitoring devices at the Ingham Pump Station and Gairloch Bridge flood gauges	Infrastructure Services Delivery	Office of the Mayor and CEO
5.5	Shire wide branding	Develop and finalise shire wide branding project	5.5.1	Continue to work with local businesses to become a part of the brand story	Development, Planning and Environmental Services	External Agencies
5.6	Hinchinbrook Way	Develop a comprehensive marketing campaign including the following media avenues:	5.6.1	Produce high quality print material	Development, Planning and Environmental Services	External Agency
			5.6.2	Install Hinchinbrook Way drive signage throughout the district		External Agency
			5.6.3	Further development of social media opportunities		External Agency
			5.6.4	Production of media advertisements		External Agency
		Finalise the Hinchinbrook Way Walk	5.6.5	Continue to promote Hinchinbrook Way Walk		External Agency
		Complete Stage 1 of the Hinchinbrook Way Drive Loop in the Lower Herbert, Forrest Beach area	5.6.6	Stage 1 being design package complete. Stage 2 implementation to be completed by 30 June 2019 subject to Road Corridor Permit and QTDDIF funding application		External Agency
5.7	Visitor Information Centre	Refurbishment of the internal layout to the Visitor Information Centre	5.7.1	Development and implementation of the refurbishment of the <i>Hinchinbrook Visitor Information Lounge</i>	Development, Planning and Environmental Services	Nil



HINCHINBROOK SHIRE COUNCIL

CONTACT COUNCIL

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[HinchinbrookShireCouncil](#)



[HinchinbrookDisasterInformation](#)

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TYTO

www.tyto.com.au



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HINCHINBROOK WAY

www.hinchinbrookway.com.au



[HinchinbrookWay](#)





COUNCILLOR ACTIVITY REPORT

AS AT 31 AUGUST 2018

MAYOR RAMON JAYO
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/08/2018		HRSAC Meeting				10.30am - 12.00pm
02/08/2018		Mayoral Meeting				9.00am - 10.30am
02/08/2018					Meeting with resident	10.30am - 10.45am
02/08/2018					Meeting with NAB Managers	11.00am - 11.30am
02/08/2018					Meeting with A/CEO J Stewart	11.30am - 12.00pm
03/08/2018					Meeting with Resident	12.30pm - 1.30pm
03/08/2018					On site inspection at showgrounds	2.00pm - 3.00pm
03/08/2018				Australian-Italian Festival Gala Dinner		6.30pm - 9.30pm
04/08/2018				Unveiling of canecutter monument		11.00am - 12.00pm
06/08/2018					Ag Study teleconference	12.00pm - 12.30pm
06/08/2018					On site meeting with resident	3.00pm - 3.30pm
06/08/2018			TEL Destination Tourism Plan Workshop with Council only prior to Operator Workshop			3.30pm - 4.30pm
06/08/2018				TEL Destination Tourism Plan Operator Workshop		5.00pm - 6.30pm
07/08/2018		Councillor Connect Session				9.00am - 5.00pm
07/08/2018					On site meeting with resident	12.30pm - 1.00pm
07/08/2018				Lower Herbert Community Shed Meeting		5.30pm - 6.30pm
08/08/2018					ABC Media Interview - Taylors Beach Dredging	7.15am - 7.30am
08/08/2018					Discussions with various officers	8.30am - 9.30am
08/08/2018					ISHS Excursion to Council Chambers	9.30am - 10.00am
08/08/2018					ISHS Excursion to Council Chambers	10.30am - 11.00am
08/08/2018				Meet and Greet - Claude Harvey (Bravehearts)		11.30am - 12.00pm
08/08/2018					HRE Media Interview	11.15am - 11.30am
08/08/2018		LDMG - Meet with Canossa - Resupply and Evac Procedures				1.00pm - 2.00pm
08/08/2018					Meet with Defence Force representatives	2.30pm - 3.30pm
08/08/2018					Presentation of scarf from Scouts	4.00pm - 4.30pm
10/08/2018					PR for TEL Canberra delegation	8.30am - 9.00am
10/08/2018		NQROC AGM and Meeting				9.00am - 11.30am
11/08/2018					On site inspection with resident	7.30am - 8.30am
13/08/2018					Discussions with officers regarding 2017-18 Natural Disaster Resilience Program	9.00am - 10.00am
13/08/2018		Discussions with A/CEO and Returning Officer - By-election				11.00am - 11.30am
14/08/2018		TEL Canberra Delegation				all day
15/08/2018		TEL Canberra Delegation				all day
16/08/2018		TEL Canberra Delegation				all day
18/08/2018				Vietnam Veteran's Day		10.30am - 11.00am
20/08/2018					Meeting with POTL Executives	11.00am - 1.30pm
21/08/2018	Monthly PDG Meeting					9.00am - 11.30am
21/08/2018			NAOC Conference and Meet and Greet			12.00pm - 8.30pm
22/08/2018			NAOC Conference and dinner			8.30am - 9.00pm
23/08/2018			NAOC Conference			8.00am - 12.30pm
23/08/2018					Discussions with Cr Skinner and HRIT Chair	1.30pm - 2.30pm
24/08/2018				Seniors Morning Tea Event - Walking on Sunshine		9.00am - 10.00pm
24/08/2018					Meeting with Don Pollock	10.15am - 11.00am
24/08/2018					On site inspection with Cr Skinner	12.30pm - 1.30pm
24/08/2018					Funeral - J Russo	2.00pm - 3.00pm
25/08/2018			Smart Seeds Workshop			8.30am - 3.30pm
28/08/2018	General Meeting					9.00am - 12.00pm
28/08/2018					On site inspection with resident	3.30pm - 4.00pm
28/08/2018				Public Meeting - Halifax Heritage Village Proposal		5.30pm - 6.30pm
29/08/2018		TEL - Canberra Debrief				8.00am - 9.00am
29/08/2018					On site inspection with resident	9.30am - 10.00am
29/08/2018		Ageing in Place Committee Meeting				10.00am - 12.00pm
29/08/2018				Ingham Police Station - Road Safety Week		12.00pm - 12.30pm
30/08/2018		LDMG Natural Hazards Risk Management				8.30am - 5.00pm
31/08/2018					Meeting with A/CEO J Stewart and officer	8.00am - 8.30am
31/08/2018		LDMG Natural Hazards Risk Management				8.30am - 4.30pm

COUNCILLOR MARY BROWN
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03/08/2018				AIF Gala Dinner		06.30pm-11.30pm
04/08/2018				Unveiling Canecutter Memorial		09.00am-03.30pm
06/08/2018		Discussions Disaster Resilience Officer	TEL Destination Plan Workshop			01.00pm-04.30pm
07/08/2018	Council Connect			Lower Herbert Shed Meeting		All Day
08/08/2018		EDPPES F/Nightly Update		Claude Harvey Brave Hearts		09.30am-11.30am
09/08/2018					4KZ - Hinchinbrook Segment	07.00am-07.15am
09/08/2018		Lannercost St inspect seating/bin placement				08.00am-10.00am
10/08/2018		Edutourism Meeting				01.30pm-04.30pm
13/08/2018		FNQROC				All Day
14/08/2018	Portfolio Meetings	Discussions Disaster Resilience Officer				08.00am-04.30pm
16/08/2018					4KZ - Hinchinbrook Segment	07.00am-07.15am
16/08/2018				ISHS Awards Ceremony		06.15pm-08.45pm
17/08/2018		Growing Tourism Workshop				09.00am-01.00pm
20/08/2018		Port of Townsville - Lucinda				11.00am-01.00pm
21/08/2018		PDG Meeting				09.00am-11.00am
21/08/2018			NAOIC Meet & Greet			06.30pm-08.30pm
22/08/2018			NAOIC Conference			All Day
23/08/2018		Evocities Meeting	NAOIC Conference		4KZ - Hinchinbrook Segment	All Day
24/08/2018				Seniors Morning Tea		08.30am-12.00pm
24/08/2018		Forrest Beach Playground Update				02.00pm-03.00pm
25/08/2018			Smart Seeds Workshop			08.30am-03.00pm
26/08/2018				Forrest Beach Markets- Playground		08.30am-11.30am
28/08/2018	Monthly Council Meeting					09.00am-01.00pm
28/08/2018		Meeting Gloria Buffa - Macknade Reunion				03.30pm-05.00pm
28/08/2018				Halifax Heritage Meeting		05.30pm-07.00pm
29/08/2018		Ageing in Place Meeting		Road Safety Week		10.00am-12.30pm
29/08/2018				Let's Get the Party Started ISHS		06.30pm-09.30pm
30/08/2018					4KZ - Hinchinbrook Segment	07.00am-07.15am

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
02/08/2018		HRIT Meeting				9.00am - 1.00pm
03/08/2018				St Teresa's College - NAIDOC Day		9.00am - 11.00am
06/08/2018			Hinchinbrook Destination Tourism Workshop			3.30pm - 4.30pm
06/08/2018			Hinchinbrook Destination Tourism Workshop			5.00pm - 6.00pm
07/08/2018	Councillor Connect and Briefing Session					9.00am - 4.30pm
07/08/2018				Lower Herbert Community Shed Meeting		5.30pm - 6.30pm
08/08/2018		Fortnightly Update EMDPES and MCED				9.30am - 10.30am
08/08/2018		Fortnightly Update EMDPES and OM				10.30am - 11.30am
08/08/2018				Attend presentation to Claude Harvey - Bravehearts		11.30am - 12.00pm
14/08/2018	Portfolio Meetings					8.30am - 5.00pm
17/08/2018					Meeting with Ergon - Heritage Lights	10.30am - 10.45am
21/08/2018		Monthly PDG Meeting				9.00am - 11.30am
21/08/2018			Northern Alliance Annual Conference			12.00pm - 1.40pm
21/08/2018			Northern Alliance Annual Conference - Meet and Greet			5.30pm - 8.30pm
22/08/2018			Northern Alliance Annual Conference			8.00am - 1.30pm
23/08/2018			LAWMAC Conference			9.30am - 5.00pm
24/08/2018			LAWMAC Conference			8.00am - 1.00pm
28/08/2018	General Meeting					9.00am - 12.30am
28/08/2018				Public Meeting - Halifax Heritage Village		5.30pm - 6.30pm
28/08/2018					Meeting with resident	4.00pm - 4.30pm
29/08/2018		Ageing in Place Committee Meeting				10.00am - 12.00pm

COUNCILLOR KATE MILTON
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/08/2018					Meet with Keith Phillips	2pm-2.30pm
01/08/2018		ISD Portfolio				3pm-5pm
07/08/2018	Councillor Connect					9am-4.30pm
07/08/2018				Lower Herbert Community Shed Meeting		5.30pm-6.30pm
08/08/2018		EDMPES Portfolio				10.30am-11.30pm
08/08/2018					Meet/Greet Claude	11.30pm - 12pm
14/08/2018	Councillor Portfolio meetings					8.30pm-4.30pm
16/08/2018				ISHS Awards night		6pm-7pm
21/08/2018		PDG meeting				9am-11.30am
21/08/2018			NAOC Conference			1pm-6.30pm
22/08/2018			NAOC Conference			9am-5pm
23/08/2018			NAOC Conference			9am-4pm
24/08/2018				Seniors Morning tea		9am-11am
26/08/2018				Forrest Beach markets - Playground equipment		10.30am-12pm
28/08/2018	General Meeting					9am-5pm
29/08/2018				Landcare/Catchment		8.30am-10.30am
29/08/2018				Police road safety day		11am-12pm
29/08/2018		ISD Portfolio				3pm-5pm

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01-Aug		HRSAC Meeting				2
01-Aug		ISD Portfolio Inspections				3
02-Aug		HRIT Meeting				5
03-Aug					Meeting with resident and Mayor re subdivision issues in Cassady St	2
03-Aug				Gallery opening		2
07-Aug	Councillor Connect					8
08-Aug					Meeting with Mayor, CEO and relevant staff re subdivision issues in Cassady St	2
14-Aug	Councillor Portfolio Meetings					7
16-Aug					Investigate ratepayer queries re rating in Cordelia and subdivision in Mt Gardner Rd	2
16-Aug				ISHS Awards Ceremony		2
17-Aug					Meeting with EMCS re multi-purpose sports facility lighting contract	2
21-Aug	PDG Meeting					3
21-Aug			Northern Alliance of Councils Conference			3
22-Aug			Northern Alliance of Councils Conference			4
22-Aug		HRIT inspection Castorina Island Works				2
23-Aug			Northern Alliance of Councils Conference			3
23-Aug		Meet with TRC delegation re SATIDS wrap-up				1
24-Aug				Seniors Morning Tea		3
24-Aug		Inspection of HRIT Castorina Island Works with Mayor an A/CEO				2
27-Aug		RRTG Meeting Riverway deputise for Mayor				5
27-Aug				FBRBTC Meeting		2
28-Aug	Council General Meeting					8
30-Aug		HRIT Inspections Castorina Is, Longpocket, Trebonne				3

CR. MARC TACK
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
06 08 2018				Forrest Beach Progress		6.30pm - 8.30pm
07 08 2018	Councillor Briefing Session					9.00am - 5.00pm
10 08 2018				HCSC Bpard Meeting		10.00am - 2.00pm
10 08 2018		Portfolio Meeting				2.00pm - 3.00pm
13.08 2018		Portfolio Meeting				11.00am - 12.00pm
14 08 2018	Portfolio Meetings					9.00am - 5.00pm
16 08 2018				ISHS Awards Night		6.30pm - 9.30pm
20 08 2018				Meet Port Authority		11.00am - 2.00pm
21.08 2018		Portfolio Meeting				8.00am - 9.00am
21.08 2018		Project Development Group Meeeting				9.00am - 11.00am
21 08 2018			NAOC Conference			1.00pm - 8.30pm
22 08 2018			NAOC Conference			9.00am - 1.00pm
23 08 2018			NAOC Conference			3.00 pm - 9.30pm
24 08 2018					Seniors Morning Tea	10.00am - 2.00pm
24 08 2018		Meeting Forrest Beach Playground Equip				9.00am - 11.20pm
26 08 2018				Community Consultation Forrest Beach		2.00pm - 3.00pm
28 08 2018	General Meeting					8.30am - 2.00pm
28 08 2018						9.00am - 2.00pm
28 08 2018				Halifax community Meeting		5.30pm - 7.00pm
27 08 2018				Community Health Care Group		9.00am - 10.30am
27 08 2018				Aging In Place Committee Meeting		10.30am - 1.30pm