



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
26 SEPTEMBER 2017
AT 9.00 AM

ATTENDANCE

- Present were Councillors R Jayo, ME Brown, DM Bosworth, AJ Lancini, KS Milton, WG Skinner and MG Tack
- Also present was the Chief Executive Officer (DA McKinlay), Executive Manager Infrastructure Services Delivery (J Stewart), Executive Manager Development, Planning and Environmental Services (R Pennisi), Chief Financial Officer (D Tombs) and Administrative Assistant – Executive Support (CA Fulton)

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

PRAYER

- Councillor Bosworth opened the meeting with prayer

1. MINUTES

- *Moved Councillor Lancini*
Seconded Councillor Skinner

Resolved that the Minutes of the General Meeting held on 29 August 2017 and Special Meeting Minutes held on 8 September 2017 be approved as a correct record of proceedings and be signed by the Mayor.

Carried

2. BUSINESS

2.1 CORPORATE SERVICES

2.1.1 CORPORATE SERVICES ACTIVITY REPORT

Consideration of monthly Corporate Services Activity Report as at 31 August 2017.

- Moved Councillor Tack*
Seconded Councillor Brown

Council Resolution - That the Report be received and noted and that the indigenous art work proposed to be painted upon the new Aquatic Centre filter shed be first referred to the local NAIDOC Committee for confirmation prior to works proceeding. *Carried – 260917-01*

2.1.2 MONTHLY STATUS REPORT

Consideration of monthly Chief Financial Officer Status Report for September 2017.

- Moved Councillor Tack*
Seconded Councillor Bosworth

Council Resolution - That the Report be received and noted.

Carried – 260917-02

2.1.3 FINANCIALS

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

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 260917-03

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 2017.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That the Report be received and noted.

Carried – 260917-04

2.2.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Infrastructure Services Delivery Status Report for September 2017.

Moved Councillor Milton
Seconded Councillor Bosworth

Council Resolution - That the Report be received and noted.

Carried – 260917-05

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 2017.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 260917-06

Cr DM Bosworth left the room at 10.01am whilst discussions pertaining to Bosworths Road during Item 2.2.4 regarding it being a possible road of regional significance took place, due to their being a perceived conflict of interest.

Cr DM Bosworth returned to the meeting at 10.03am.

2.2.4 WORKS PROGRAM REPORT

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

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 260917-07

2.2.5 RENAMING OF GOUGH STREET (SOUTHERN SECTION)

Consideration of Report to Council from Infrastructure Engineer dated 29 August 2017 regarding renaming of the southern section of Gough Street off Townsville Road to enable street renumbering in accordance with the Australian Standard for Rural and Urban Addressing following numerous requests from residents, business owners and Australia Post.

Cr DM Bosworth called a division

Moved *Councillor Skinner*
Seconded *Councillor Brown*

Council Resolution - That Council rename the southern end of Gough Street to Flynn Street.
Lost – 260917-08

Councillors MG Tack, ME Brown and WG Skinner voted for the motion

Councillors DM Bosworth, KS Milton, AJ Lancini and R Jayo voted against the motion.

2.2.6 TENDER HSC 17/22 – DE-NUTTING OF COCONUT PALMS

Consideration of Report to Council from Works Engineer dated 23 August 2017 regarding tenders received for HSC 17/22 – De-Nutting of Coconut Palms.

Moved *Councillor Lancini*
Seconded *Councillor Milton*

Council Resolution - That Council accept the rates submitted by Top Drop Tree Services for HSC 17/22 - De-Nutting of Coconut Palms for the twenty-one month period commencing 3 October 2017.
Carried – 260917-09

The meeting adjourned for morning tea at 10.27am and resumed at 10.40am.

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 2017.

Moved *Councillor Brown*
Seconded *Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 260917-10

2.3.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Development, Planning and Environmental Services Status Report for September 2017.

Moved *Councillor Milton*
Seconded *Councillor Brown*

Council Resolution - That the Report be received and noted. Carried – 260917-11

2.3.3 DEPARTMENT OF NATURAL RESOURCES AND MINES – APPLICATION FOR RENEWAL OF STATE LAND LEASE (SL 203317) – 2-16 LANNERCOST STREET, INGHAM – LOT 13 ON I22466, PARISH OF TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 5 September 2017 in relation to request from the Department of Natural Resources and Mines seeking Council's views and/or requirements regarding the proposed renewal of an existing State Land Lease (SL 203317), currently zoned "commercial" and utilised for "retail shopping" purposes and originally issued on 13 September 1995. The lease is intended to be renewed for the same purpose for a period of 30 years.

The matter lay on the table.

2.3.4 DEPARTMENT OF NATURAL RESOURCES AND MINES – APPLICATION FOR RENEWAL OF STATE LAND LEASE (24/50469) – MOUNT FOX ROAD, UPPER STONE – LOT 3 ON CP857764, PARISH OF STONE

Consideration of Report to Council from Planning and Development Manager dated 10 August 2017 in relation to request from the Department of Natural Resources and Mines seeking Council's views and/or requirements regarding the proposed renewal of an existing State Land Lease (24/50469), currently zoned "public purpose" and utilised for "grazing" purposes. The lease is intended to be renewed.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That Council advise the Department of Natural Resources and Mines that that it has no objection in relation to the renewal of Special Lease 24/50469 over Lot 3 on CP857764, Parish of Stone.
Carried – 260917-12

2.3.5 JJ AND MJ MORRISSEY - TRUSTEE LEASE OF RESERVE FOR CAMPING R.1041 – LOT 46 ON CROWN PLAN WU44 LEASE B AND 47 ON CROWN PLAN WU46

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to request from JJ and MJ Morrissey for renewal of Trustee Lease over Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 Lease B and Lot 47 on Crown Plan WU46 for a further 20 year term trustee lease with their son's names (Shaun Robert Morrissey and Leonard John Morrissey) to be added to the lease also.

Moved Councillor Brown
Seconded Councillor Tack

Council Resolution - That this matter be deferred to the next available meeting for Council's further consideration.
Carried – 260917-13

2.3.6 COMMUNITY ACTIVITY GRANTS SPONSORSHIP - 1 OCTOBER 2017 TO 31 DECEMBER 2017 – INGHAM MARAKA FESTIVAL INC.

Consideration of Report to Council from Manager Economic and Community Development dated 11 September 2017 regarding application from Ingham Maraka Festival Inc. for financial assistance in the sum of \$13,000 (excl. GST) to assist with running the 2017 4TOFM Ingham Rotary Maraka Festival being hosted from 14 October to 28 October 2017.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council approve Ingham Maraka Festival Incorporation's application for \$13,000 (excl. GST) being sought to assist with running the 2017 4TOFM Ingham Rotary Maraka Festival.
Carried – 260917-14

2.3.7 NEW WEEKEND ANIMAL IMPOUND RELEASE FEE TO 2017 / 2018 COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES

Consideration of Report to Council from Executive Manager Development, Planning and Environmental Services dated 11 September 2017 regarding adoption of a new weekend animal impound release fee following request from an animal owner and extensive consultation with Council's Local Laws and Finance staff.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council amend the 2017/2018 Commercial Charges, Regulatory Fees and Other Charges to include the following:

Weekend Pound Release Fee of \$295.00 (incl. GST) for the weekend release fee of an animal from the Council Pound when an officer is called out to specifically release an animal.
Carried – 260917-15

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 2017.

Moved Councillor Bosworth
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.
Carried – 260917-16

2.4.2 MONTHLY STATUS REPORT

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

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted.

Carried – 260917-17

2.4.3 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 31 August 2017 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Bosworth
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.

Carried – 260917-18

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 2.5.1 and 2.5.2 as they are items relating to the appointment, dismissal or discipline of employees.

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 2.6.1, 2.6.2, 2.6.3, 2.6.4, 2.6.5, 2.6.6, 2.6.7, 2.6.8, 2.6.9 and 2.6.10 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.

Planning and Development Manager, G Visser entered the meeting at 10.27am and was present in Closed Session during Town Planning discussions

The meeting adjourned for lunch at 12.36pm after discussing Item 2.6.6 and resumed at 1.34pm to continue in Closed Session

Executive Manager Infrastructure Services Delivery J Stewart was not present when the meeting resumed after lunch

Moved Mayor Jayo
Seconded Councillor Bosworth

That Council return to Open Meeting.

Carried

2.5 CORPORATE SERVICES

2.5.1 RESTRUCTURE OF RECORDS AND FRONT COUNTER MANAGER POSITION

Consideration of Report to Council from Executive Manager Corporate Services dated 11 September 2017 seeking approval to replace the positions of Records and Front Counter Manager and Front Counter.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolve to amend the organisation structure by replacing the following positions:

- Level 4 Records and Front Counter Manager; and
- Level 2 Customer Service Officer

with the following positions:

- Level 3 Records Supervisor; and
- Level 3 Front Counter Supervisor.

That Council further resolve to internally advertise the two Level 3 roles.

Carried – 260917-19

2.5.2 RECRUITMENT OF VACANT POSITION – REVENUE OFFICER

Consideration of Report to Council from Executive Manager Corporate Services dated 4 September 2017 seeking approval to rename the Rates Supervisor position to Revenue Officer and advertise and recruit a permanent full time Revenue Officer.

Moved Councillor Bosworth
Seconded Councillor Brown

Council Resolution - That Council approve the following:

1. Rename the Rates Supervisor role to be Revenue Officer; and
2. Fill the vacant Level 3 Revenue Officer position.

Carried – 260917-20

2.6 DEVELOPMENT AND PLANNING

2.6.1 RECONFIGURING A LOT: REARRANGEMENT OF BOUNDARIES – ABERGOWRIE ROAD, LANNERCOST – LOTS 1 AND 3 ON SP158708, PARISH OF LANNERCOST – HANSEN SURVEYS PTY LTD FOR BJ AND TJ MORLEY AND JS ACCORNERO

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to an application made by Hansen Surveys Pty Ltd for BJ and TJ Morley and JS Accornero seeking a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) at Abergowrie Road, Lannercost. (RC17/0010).

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries), Lots 1 and 3 on SP158708, subject to the following conditions:

Approved Plans

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

Timing of Effect

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

Lawful Point of Discharge

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

Access

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

Existing Services

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

Damage to Infrastructure

8. 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.

Reason(s) for Approval

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

- the development will not result in a material change in the way the land is currently used;
- the proposed allotments have dimensions and a configuration which is better suited to facilitate agricultural uses;
- the application does not propose any new allotments; and
- it is unlikely that the proposed reconfiguration will result in any detrimental outcomes to the continuation of existing cane farming practices on the land.

Carried – 260917-21

2.6.2 RECONFIGURING A LOT: REARRANGEMENT OF BOUNDARIES – 840 HALIFAX ROAD, FOREST HOME – LOTS 4 AND 7 ON SP206198 AND LOT 5 ON SP134529, PARISH OF CORDELIA – HANSEN SURVEYS PTY LTD FOR RM AND RC GHERARDI

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to an application made by Hansen Surveys Pty Ltd for RM and RC Gherardi seeking a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) at 840 Halifax Road, Forest Home. (RC17/0005).

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries), Lots 4 and 7 on SP206198 and Lot 5 on SP134529, subject to the following conditions:

Approved Plans

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

Timing of Effect

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

Lawful Point of Discharge

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

Access

5. Access provision to all proposed allotments must be constructed in accordance with the Department of Transport and Main Roads as Halifax Road is a State Controlled Road or demonstrate that such is already in existence. It is the owners responsibility to consult with the Department. Future maintenance of all accesses is the responsibility of the landowner.
6. The proposed lot that fronts the unmaintained road reserve will require access constructed from Halifax Road to the property boundary or demonstrate that such is already in existing. A Road Work Permit will need to be obtain construction within the road reserve is required.

Existing Services

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

Damage to Infrastructure

9. 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.

Existing Creek and Drainage System

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

Reason(s) for Approval

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

- the development will not result in a material change in the way the land is currently used;

- the proposed allotments have dimensions and a configuration which is better suited to facilitate the existing agricultural uses;
- the proposed boundaries are responsive to the existing landscape, particularly by following the natural contours of the site and drainage feature;
- the application does not propose any new allotments; and
- it is unlikely that the proposed reconfiguration will result in any detrimental outcomes to the continuation of existing cane farming practices on the land.

Carried – 260917-22

2.6.3 RECONFIGURING A LOT: SUBDIVISION OF LAND – ONE (1) LOT INTO TWO (2) LOTS – BEATTS ROAD, ALLINGHAM – LOT 9 ON SP195680, PARISH OF CORDELIA – DEBRA ABSOLON

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to an application made by D Absolon seeking a Development Permit for Reconfiguration of Land at Beatts Road, Allingham. (RC17\0011).

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of Lot 9 on SP195680 being for the Subdivision of One Village Zoned Lot into Two Lots, subject to the following conditions:

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
 - b. The following conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.

Timing of Effect

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

Existing Services

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

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

Water Supply Works Internal

4. The Applicant/Developer must, at no cost to Council, undertake the following water supply works internal to the subject land:
 - a. Provide a single internal water connection to each lot;
 - b. Any redundant water infrastructure must be decommissioned and removed;
 - c. Existing water connections and private water service pipes must be located within the lot it serves. In any instances where an existing service is contained on or through another lot, the service must be relocated to comply with this requirement.

The plan of the works must be endorsed by the Chief Executive Officer prior to the issue of a Compliance Certificate for the Plan of Survey.

On-site Effluent Disposal

5. The method of on-site effluent disposal must be in accordance with the Queensland Plumbing and Wastewater Code.

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.

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

Access

7. Access provision to all proposed allotments must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Officer or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner
 - a. The existing drainage systems that currently exist within the Beatts Road corridor is to be left in its current state and any construction to the road must not adversely affect surrounding properties.

Construction and Operations

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

Damage to Infrastructure

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

Corner Truncation

10. The applicant is to truncate the northern corner of proposed 'Lot a' to facilitate further development of the remaining parcel of land where a future road may intersect with the existing local road network. The truncation is to be three chord within a 6m radius.

Reason(s) for Approval

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

- the development does not compromise the long term sustainability of agricultural use, given the proposal will result in the subdivision of a village zoned Lot;
- the development will not result in a material change in the way the land is used,
- the development is not considered to result in an incompatible land use intruding on (or compromising) the development and continuation of the village/residential uses in Allingham;
- the development is not impacted upon through storm tide inundation;
- the development will not compromise natural vegetation;
- the development does not impact on any wetlands;
- the development is provided in a contiguous manner with the village settlement of Allingham, and will not result in a change in the character of the area; and
- the proposed subdivision of the land is compatible with the existing surrounding village landscape and is not considered to result in any adverse impacts on the amenity of the locality.

Carried – 260917-23

2.6.4 MATERIAL CHANGE OF USE – UNDEFINED USE (PASSENGER TRANSIT FACILITY) – MILFORD PLANNING CONSULTANTS PTY LTD FOR JAMES COOK UNIVERSITY – 10 DENNEY STREET, LUCINDA – LOT 10 ON SP279694, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to an application made by Milford Planning Consultants Pty Ltd for James Cook University, seeking a Development Permit for Material Change of Use (MCU17\0007).

Moved Councillor Milton
Seconded Councillor Skinner

Council Resolution - That Council resolve to issue a Development Permit for a Material Change of Use – Undefined Use (Passenger Transport Facility) on Lot 10 on SP279694, Parish of Cordelia, subject to the following proposed conditions:

Approved Plans

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

Timing of Effect

2. Conditions of the Development Permit must be satisfied prior to the use being commenced, except where specified otherwise in these conditions of approval.

Lawful Point of Discharge

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

Access

5. Access provision to all proposed allotments must be constructed in accordance with Council's standard engineering specifications and to the satisfaction of the Chief Executive Office or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner.
6. Access and carpark area must be constructed of hard surface materials (i.e. concrete or bitumen seal) to minimise dust nuisance to surrounding properties.

Existing Services

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

Damage to Infrastructure

9. 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.

Reason(s) for Approval

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

- The location of the proposed site is well suited to the use given the existing marine pontoon and boat mooring infrastructure;
- The proposed development is residential in scale and will not detract from the streetscape or amenity of the surrounding locality;
- The proposed development is an undefined use that is of a scale and nature that aligns with the land use intent for the site in the context of the zone designation;
- The proposed development will legitimise and formalise the use of the site as a passenger transit facility; and
- The proposed development supports the role of Lucinda as a point to access the reef and surrounding islands.

Carried – 260917-24

2.6.5 TERM LEASE ASSESSMENT REPORT – DEPARTMENT OF NATURAL RESOURCES AND MINES – SUBDIVISION OF TERM LEASE – ROBINSONS ROAD, UPPER STONE – LOT 153 ON SP104507, PARISH OF LANNERCOST

Consideration of Report to Council from Planning and Development Manager dated August 2017 in relation to an application made by Department of Natural Resources and Mines seeking Council's views and / or requirements regarding an application to subdivide a Term Lease 215874 on Unallocated State Land (USL) over Lot 153 on SP104507, Parish of Lannercost due to Native Title implications as a result of converting Term Lease 215874 to freehold tenure. (SL0001)

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution – That Council defer this report to the next Council meeting to enable further investigation to be undertaken.

Carried – 260917-25

2.6.6 SITING RELAXATION APPLICATION – ALLEN RAWLINSON – 28 ATZENI LANE, INGHAM - LOT 3 ON RP713795, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to a Siting Relaxation Application by Allen Rawlinson for proposed entrance access (stairs) and verandah to be sited 1.9m from the front boundary at 28 Atzeni Lane, Ingham.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That Council approve the boundary siting relaxation from the permissible 6m to 1.9m front boundary for the proposed entrance access (stairs) and verandah on Lot 3 on RP713795, Parish of Cordelia and located at 28 Atzeni Lane, Ingham subject to following conditions:

Approved Plans

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

Lawful Point of Discharge

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

Damage to Infrastructure

3. In the event that any part of Council's existing water or sewer 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 immediately notify Council and have it repaired or replaced by Council, at the developer's cost, prior to the Commencement of Use.

Building Approvals

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

Reason(s) for Approval

- The proposed structure is among presence of structures with setbacks within the street;
- The structure will not result in adverse impact to the neighbouring properties or the streetscape; and
- The respective neighbours have consented to the proposed encroachment.

Carried – 260917-26

2.6.7 SITING RELAXATION APPLICATION – JIM JUDGE – 76 PATTERSON PARADE, LUCINDA - LOT 47 ON L46918, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 11 September 2017 in relation to a Siting Relaxation Application by Jim Judge for proposed shed to be sited 0.9m from the rear boundary and 0.35m from the side boundary at 76 Patterson Parade, Lucinda.

Councillor Skinner called a division

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council approve the boundary siting relaxation from the permissible 1.5m to 0.9m rear boundary and 0.35 side boundary for the proposed shed/garage on Lot 47 on L46918, Parish of Cordelia, and located at 76 Patterson Parade, Lucinda subject to following conditions:

Approved Plans

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

Lawful Point of Discharge

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

Building Approvals

3. The class 10a (shed) structure requires structural assessment and a development permit for building works. The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier.

4. The area (0.35m) between the structure and the side boundary line bordering onto Lot 48 on L46918 also known as 78 Patterson Parade be provided with a hardened surface and kept clean of any vegetation and may not be used as storage space.
5. The wall of the structure bordering onto Lot 48 on L46918 also known as 78 Patterson Parade be provided with a low maintenance finish.
6. The area (0.9m) between the structure and the rear boundary line bordering onto Lot 36 on L46927 also known as 29 Carr Crescent be provided with a hardened surface and kept clean of any vegetation and may not be used as storage space.

Reason(s) for Approval

- The proposed structure is not for habitable purposes and will not impede on the privacy of neighbouring residences;
- The space between the proposed structure and the side boundary will be conditioned to provide a maintenance free area; and
- The respective neighbours have consented to the proposed encroachment.

Carried – 260917-27

Councillors R Jayo, KS Milton, DM Bosworth and ME Brown voted for the motion

Councillors MG Tack and WG Skinner voted against the motion

2.6.8 LOCAL GOVERNMENT INFRASTRUCTURE PLAN – 2018 – ENDORSE DRAFT LGIP TO PROCEED TO FIRST COMPLIANCE CHECK (THIRD PARTY AND MINISTER'S REVIEW)

Consideration of Report to Council from Planning and Development Manager dated 7 September 2017 seeking Council's endorsement of the draft Local Government Infrastructure Plan (LGIP) to enable Council to proceed to first compliance check. The LGIP will ultimately form part of Council's Planning Scheme and will identify the local government's plans for trunk infrastructure that are necessary to service urban development at the desired standard of service in a coordinated, efficient and financially sustainable manner and will allow Council to continue to levy infrastructure charges or impose conditions for trunk infrastructure on applicable development approvals.

Moved Councillor Bosworth
Seconded Councillor Brown

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

Reason(s)

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

Carried – 260917-28

2.6.9 HERBERT RIVER FLOOD MAPPING UPDATE 2015 COMMUNITY CONSULTATION REPORT

Consideration of Report to Council from Planning and Development Manager dated 19 September 2017 regarding submissions for the Herbert River Flood Mapping Update 2015 received from the community consultation process held between 24 July 2017 and 5 September 2017.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council resolves to:

- Thank the community for the interest that was shown in the process during the consultation period;

- Accept and acknowledge the submissions as submitted by the community;
- Approve the Submissions Response Spreadsheet - Herbert River Flood Mapping 2015 Vs 1.0;
- Approve the response Column N of the Submissions Response Spreadsheet - Herbert River Flood Mapping 2015 Vs 1.0;
- Approve the Herbert River Flood Mapping Update 2015;
- Set the implementation date for the Herbert River Flood Mapping Update 2015 as from 1 October 2017.

Reason(s)

- The community consultation process undertaken was extensive and thorough; and
- The community response in the form of 4 properly made submission only is an indication for the public support of the *Herbert River Flood Mapping 2015*.

Carried – 260917-29

2.6.10 DRAFT HINCHINBROOK SHIRE PLANNING SCHEME 2017 COMMUNITY CONSULTATION REPORT

Consideration of Report to Council from Planning and Development Manager dated 8 September 2017 regarding submissions received for the Hinchinbrook Shire Planning Scheme 2017 during the community consultation process held between 24 July 2017 and 5 September 2017.

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That Council resolves to:

- Thank the community for the interest that was shown in the process during the consultation period;
- Accept and acknowledge the submissions as submitted by the community;
- Approve the Submissions Response Spreadsheet - Hinchinbrook Shire Planning Scheme 2017 Vs 1.0;
- Approve the response Column M of the Submissions Response Spreadsheet - Hinchinbrook Shire Planning Scheme 2017 Vs 1.0;
- Approve the draft Hinchinbrook Shire Planning Scheme 2017 document subject to the changes as reflected in Column M of the Submissions Response Spreadsheet - Hinchinbrook Shire Planning Scheme 2017 Vs 1.0 for submission to the Minister for Infrastructure and Planning for State assessment and approval.

Reason(s)

- The community consultation process undertaken was extensive and thorough;
- The community response in the form of 20 properly made submission only is an indication for the public support of the Draft Hinchinbrook Shire Planning Scheme 2017; and
- The majority of the submissions could be addressed and accommodated during the submissions assessment process.

Carried – 260917-30

2.7 DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES

2.7.1 DEPARTMENT OF NATURAL RESOURCES AND MINES – APPLICATION FOR RENEWAL OF STATE LAND LEASE (SL 203317) – 2-16 LANNERCOST STREET, INGHAM – LOT 13 ON I22466, PARISH OF TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 5 September 2017 in relation to request from the Department of Natural Resources and Mines seeking Council's views and/or requirements regarding the proposed renewal of an existing

State Land Lease (SL 203317), currently zoned "commercial" and utilised for "retail shopping" purposes and originally issued on 13 September 1995. The lease is intended to be renewed for the same purpose for a period of 30 years.

Moved Councillor Lancini
Seconded Councillor Bosworth

Council Resolution - That Council advise the Department of Natural Resources and Mines that it has no objection, subject to the provision of a suitably acceptable safety report confirming the structural soundness of the structures located thereon, to the application for an early renewal of State Land Lease SL 203317 over Lot 13 on I22466, Parish of Trebonne notwithstanding that the structures thereon are located within the Palm Creek confines on the basis that:

- 1 Although the identification of such structure has an impediment to flooding within the confines of Palm Creek, the Department of Transport and Main Roads has indicated that it has no intention to undertake further works associated with ameliorating the flood constraints posed by the Bruce Highway adjacent the aforementioned structures;
 - 2 Given that no works will be undertaken to the Bruce Highway the removal of the structures from the said Lot 13 will have no beneficial effect in improving the flooding within Palm Creek in the area concerned.
- Carried – 260917-31

3. LATE BUSINESS

3.1 COUNCILLOR SKINNER

Consideration of a request from Councillors Skinner and Tack to attend the Sunshine Coast Regional Council on Thursday 19 October 2017 directly following the LGAQ Conference to inspect a solar farm.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution – That Councillors Skinner and Tack be authorised to attend an inspection of the Sunshine Coast Regional Council solar farm on Thursday 19 October 2017 at Council's cost and expense in pursuance to the terms of the Councillors Expenses Reimbursement Policy.

Carried – 260917-32

4. CONCLUSION – This concluded the business of the meeting which closed at 2.55pm

APPROVED and adopted on 31 October 2017

MAYOR

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 31 AUGUST 2017

Executive Summary

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

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment**1. Financial Health and Budget Summary**

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

2. Financial Direction

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

3. Financial Year End

- Preparations for completion of 2016/2017 annual financial statements are on schedule

4. Community Assets - Uses

Halifax Hall	Showgrounds	Shire Hall	Park use	Hinchinbrook Meeting Place	Ingham Picture Theatre
15	7	3	0	0	1,120

AQUATIC CENTRE

Attendance Figures: AUGUST 2017	
Junior Squad	8-10 regulars 3 times a week
Senior Squad	10-12 regulars across 5 sessions available/week
Adult Squad	8-10 regulars across 3 sessions/week
Learn to Swim	Nil
School Swimming	Nil
Physio Rehab	6-8 clients once a week
Public Swimmers	382

Maintenance by Council:

Nil required.

Improvements

- New access hoist was fitted 01/08 at the 25 metre pool area. Have contacted multiple user groups in the community to advise of need to be inducted to use the unit for their respective clients. Councillor Tack has undertaken the induction and also used (I actually dunked him in the water) the unit to attest the functionality of the hoist. The suppliers of the unit were outstanding to work with and I have advised Council staff of this should any feedback be required by other Councils in the future. Minimal fuss and very clean work site. I have passed on my thanks to the owner of CMA Robert Postema how good his staff were to work with.
- Demolition and Construction began on the water playground area and will be operational by October 31st at this stage. Councillors Bosworth and Tack have been updated and have both viewed the changes that have been occurring. Contractors have been really good to work with and liaise everyday with Leesa and I about the goings on and inform us of any disruptions that may occur. All local contractors been utilised by Tony Jones and they have been raving about how nice Ingham and Lucinda (where they are staying) is. The construction is on hold at present for 3 weeks while the concrete footings settle and they begin another Aquatic Centre project in WA. Thanks must go to the Herbert River Swimming Club for allowing the use of their grounds for access onto the project site. I have added a few things regarding the water playground below that will need some attention:
 - Requested a concrete pathway be provided to the new filtration shed from existing pathways for transfer of chemicals to and from the storage area in the main pump house. This request is with a view to extend further pathways off it for extra seating etc near the new water playground.

2. Have suggested the new filtration shed be painted in some traditional indigenous wildlife design to fit in with the Wild Wilderness theme and have it done in conjunction with a RADF grant perhaps. The art students from Abergowrie College or other local schools could be tasked with this project.
3. Have spoken with Peter Martin regarding sourcing chemicals needed for the new water playground. Peter will investigate and liaise with Tony Jones on his return from WA.

Other

- Still waiting for failed spray coating on the 50 metre pool to be repaired. Sarah Kyle in contact with contractor.
- 2 x Curly bell seating stands lent to the Show Society for the recent Annual Ingham Show. Will be returned by Wayne Forden in the coming weeks.

5. Works Currently in Progress

Corporate Services Capital Progress Report:

	CURRENT YEAR				
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
W4Q2 Toilet Block	\$5,000 (note 1)	\$0	\$70,000	\$70,000	2018/19
In Design stage, indicative prices being obtained for 3 room facility : Male (with urinal, wheelchair friendly, Female (wheelchair friendly) & Family Room (with toilet). Project still to be formally approved.					
W4Q2 Shade Mercer Lane/Johnstone St	\$85,000	\$0	\$85,000	\$85,000	Nov 2018
Awaiting approval of Project					
Replace photocopiers	\$15,000	\$0	\$15,000	\$15,000	Dec 2017
Schedule for second quarter of the year					
Replace Servers	\$30,000	\$0	\$30,000	\$30,000	Dec 2017
Ordered, in transit					
Upgrade IT storage	\$30,000	\$0	\$30,000	\$30,000	Dec 2017
Schedule for second quarter of the year					

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDING 31 AUGUST 2017

	CURRENT YEAR				
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
BDR site equipment	\$20,000	\$0	\$20,000	\$20,000	Dec 2017
Ordered, in transit					
Stores equipment and facilities	\$20,000	\$0	\$20,000	\$20,000	Dec 2017
Schedule for second quarter of the year					
Xmas decorations	\$15,000	\$0	\$15,000	\$15,000	Dec 2017
Meetings are identifying items to be purchased					
Showgrounds Horse Arena	Refer to Infrastructure Service Delivery Status Report				
Meetings with key stakeholders to be scheduled; tender to be issued					
Shire Hall Lift Replacement	\$200,000 (note 2)	\$42,000	\$98,000	\$140,000	November 2017
Ordered, in transit					
Dungeness Carpark CCTV	\$40,000 (note 2)	\$0	\$32,350	\$32,350	September 2017
Poles being delivered and installed					

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDING 31 AUGUST 2017

	CURRENT YEAR				
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Halifax Transfer Station – New Green Waste Slab Virtually completed	\$120,000 (note 2)	\$0	\$56,650	\$56,650	October 2017
Aquatic Centre Wading Pool Upgrade	Refer to Infrastructure Service Delivery Status Report				
Netball Courts Amenities Upgrade Project complete	\$80,000 (note 5)	\$55,000	\$5,000	\$60,000	Project Complete
Mcllwraith Street Bus Shelter Project complete	\$30,000 (note 2)	\$22,000	\$0	\$22,000	Project Complete
Kelly Theatre Lighting Project complete	\$50,000 (note 6)	\$50,000	\$7,000	\$57,000	Project Complete
Aquatic Centre: Disability Pool Lift Project complete	\$50,000 (note 2)	\$3,000	\$59,000	\$62,000	Project Complete

Note 1:

Total budget is \$300k (2017/18 forecast spend \$140k and 2018/19 forecast spend \$160k). Current 2016/17 budget is just \$5k as the approved Budget of all the Projects between 2016/17 and 2017/18 which was made back in May and does not correspond with the forecast cash flows of the projects which were estimated in July. Accordingly this budget has been reduced to 'balance' the figures; will be increased in the Mid Year Budget Review.

Note 2:

Budget is a 2016/17 Budget that will be applied to be carried forward into 2017/18. Some of the Expenditure YTD figures actually relate to 2016/17 expenditure

Note 3:

Budget comprises:

- \$660k 2016/17 Budget 'funded by external parties' (consists of two elements \$560k and a separate \$100k)
- W4Q2 \$400k (still to be confirmed)
- \$30k 2016/17 capital budget (against which there was \$25k expenditure) expected to be brought forward (for these purposes, a further \$227k 2016/17 unspent budget allocated to this project has NOT been included)

Note 4:

\$150k is 2016/17 W4Q to be carried forward; \$350k is 2017/18 W4Q allocation

Note 5:

\$40k is 2016/17 W4Q to be carried forward; \$40k is 2017/18 W4Q allocation

Note 6:

\$40k is 2016/17 budget/expenditure; \$10k is 2017/18 W4Q allocation

CHIEF FINANCIAL OFFICER MONTHLY STATUS REPORT – SEPTEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 290817-05 – Internal Auditor

That Council resolve to offer KPMG Enterprise the role of Council's Internal Auditor until 30 June 2020 with an option for Council to extend this by a further one (1) year.

Status:

*September 2017 Update – Letter of Offer sent to KPMG Enterprise and unsuccessful firms also advised in writing.
Matter Closed*

Resolution Number – 290817-04 – Audit Committee

That Council note the Audit Committee's key activities and achievements for 2016/2017 and its key objectives for 2017/2018.

Status:

September 2017 Update – Noted by Council. Matter Closed

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

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

Status:

September 2017 Update – Position advertised during September.

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

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

June 2017 Update – Interviews conducted; recommendation being finalised.

May 2017 Update – Position has been advertised.

April 2017 Update – No progress due to staff leave.

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

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

Status:

September 2017 Update – Report to Council drafted for September meeting.

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

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

June 2017 Update – Interviews conducted; recommendation being finalised.

May 2017 Update – Position has been advertised.

April 2017 Update – No progress due to staff leave.

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

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

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

Status:

September 2017 Update – No further update.

August 2017 Update – No further update.

July 2017 Update – No further update.

June 2017 Update – No further update.

May 2017 Update - No further update.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – No further update.

January 2017 Update – No further update.

December 2016 Update - No further update.

November Update – Banking arrangements with Commonwealth Bank have been finalised. The transfer of credit card facilities is to be reviewed and re-assessed when time permits.

October Update – No further update.

September Update – No further update.

August Update – Separate new Recommendation is for State Government's arrangements for Banking services to be utilised.

July Update – No further update.

June Update – No further update.

May Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

<p>August 2015 Update – No further update – financial year end activities are higher priority at the moment</p> <p>July 2015 Update – No further update.</p> <p>June 2015 Update – No further update.</p> <p>May 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.</p> <p>April 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.</p> <p>March 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.</p> <p>February 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.</p> <p>January 2015 Update – No further update.</p> <p>December 2014 Update – No further update.</p> <p>November 2014 Update – No further update.</p> <p>October 2014 Update – No further update.</p> <p>September 2014 Update – No further update.</p> <p>August 2014 Update – No further update.</p> <p>July 2014 Update – The review will occur once the year end asset valuations, statutory accounts, new budget and installation of the new finance system have been addressed.</p> <p>June 2014 Update – The finalisation of new Purchasing Card Policy and Procedures will occur once the year end asset valuations, statutory accounts, new budget and installation of the new finance system have been addressed.</p> <p>May 2014 Update – Disruptions caused by Cyclone Ita resulted in no further progress on this matter.</p> <p>April 2014 Update – The finalisation of new Purchasing Card Policy and Procedures now expected to occur in April 2014.</p> <p>March 2014 Update – Expect to finalise Purchasing Card Policy and Procedures before end of this quarter.</p> <p>February 2014 Update – Expect to finalise Purchasing Card Policy and Procedures before end of this quarter.</p> <p>January 2014 Update – Purchasing Card Policy AND Procedures have been drafted and will be discussed with Council staff before being finalised. Once these are approved we can identify which Purchasing Cards we wish to transfer to the new arrangement. Then we can close down the ANZ Cards.</p> <p>December 2013 Update – Review to take place early 2014.</p> <p>November 2013 Update – A review of the current holders of Corporate Cards needs to take place prior to transferring from ANZ to Commonwealth Bank.</p> <p>October 2013 Update – Contract signed with commencement date 1 October 2013. Corporate Cards will transfer in due course.</p> <p>September 2013 Update – Contract document received and under final review before signing and returning.</p> <p>August 2013 Update – Phone conference call was held with Commonwealth Bank on 25 July 2013 to discuss some of the options available. Further information received from Commonwealth Bank on 1 August 2013 which was reviewed and response sent with the final details for the contract returned 7 August, 2013. Only awaiting finalisation of document for signing.</p> <p>July 2013 Update – Verbal advice has been given to Commonwealth Bank. No further action to date.</p> <p>June 2013 Update – No action taken due to budget preparation.</p>
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CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 31 AUGUST 2017

Executive Summary

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

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment**1. Overview**

- After two months, Financial Performance Statement shows that Council's operating revenues and expenditures are, generally, consistent with the budget and the prior year
- Large increase in YTD Other Costs compared to 2016/17 is due to the HRIT Precept being paid earlier this year

2. Capital Expenditure

Audit Committee (April 2017) requested that a YTD Capital Expenditure Summary be included in the Council Report:

	Budget	YTD Spend
	<u>\$000</u>	<u>\$000</u>
Infrastructure	12,955	308
Development & Planning	380	0
CEO	350	0
Corporate Services	305	0
2016/17 Projects to be brought forward	NA	848
TOTAL	14,525	1,188

HSC Financial Performance : Aug 2017

Operational Activities

Excluding NDRRA					Last Year YTD	Core Activities				
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Forecast as % of budget			TOTAL	Office of Mayor and CEO	Corporate Services	Development, Planning and Environmental Services	Infrastructure Services Delivery
24,606	24,979	24,979	100%	Operating Income	11,549	11,587	-	8,056	1,164	2,367
(300)	(341)	(340)	100%	Rates	(151)	(147)	-	(147)	-	-
1,344	1,059	1,059	100%	Rebates	329	242	-	20	173	35
951	940	940	100%	Fees and charges	93	14	-	-	2	12
3,258	1,111	1,112	100%	Private Works	521	253	-	242	3	9
995	891	891	100%	Grants	132	140	(0)	132	3	4
				Other						
30,854	28,639	28,641	100%	OPERATING INCOME	12,473	12,089	(0)	8,303	1,345	2,427
14,115	14,469	14,468	100%	Operating expenses	1,977	1,706	223	275	447	759
7,803	8,833	8,832	100%	Employee Related costs	1,116	1,595	126	452	605	412
				Non Employee Related costs						
				Comprising:						
				Materials	62	116	0	(17)	30	103
				Contracts	65	123	0	18	9	95
				Contractors	157	236	-	34	136	66
				Fleet	105	105	0	0	0	104
				Property (electricity etc)	(108)	14	0	10	(3)	6
				Insurance	395	394	7	354	2	30
				Contributions/sponsorship	156	98	0	-	98	-
				Consultants	45	21	-	(2)	9	14
				Internal loan interest	-	-	-	-	43	(43)
				Internal recharges	(121)	(212)	5	(50)	94	(261)
				Other	356	699	113	104	185	297
				Finance Costs	4	3	-	2	0	-
21,918	23,302	23,300	100%	OPERATING COSTS	3,093	3,301	349	727	1,053	1,171
8,936	5,338	5,341		SURPLUS / (DEFICIT)	9,380	8,788	(349)	7,576	292	1,256
3,521	4,722	4,722		Capital Income	195	246	-	(57)	-	303

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 YTD Employee Related Costs is distorted by a credit in relation to the reversal of a financial year end Backpay Accrual
- 5 Various credit accounts, previously shown within "Other" and now included in "Internal recharges"
- 6 Actual 2016/17 is as per Management Accounts

Office of Mayor and CEO Financial Performance : Aug 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Last Year YTD	Core Activities						
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast				TOTAL	CEO Office	Human Resources	Council General	Elected Members	SES	Disaster Management
27	28	28	102%	Operating Income	2	-	-	-	-	-	-	-
(1)	-	-	na	Grants	(0)	(0)	-	-	-	(0)	-	-
				Other								
26	28	28	102%	OPERATING INCOME	1	(0)	-	-	-	(0)	-	-
1,562	1,600	1,600	100%	Operating expenses	212	223	58	73	0	85	2	5
359	362	362	100%	Employee Related costs	94	126	106	5	4	4	7	-
				Non Employee Related costs								
				Comprising:								
				Materials	0	0	-	0	-	-	-	-
				Contracts	0	0	-	-	-	0	-	-
				Contractors	-	-	-	-	-	-	-	-
				Fleet	0	0	-	-	-	-	0	-
				Property (electricity etc)	(0)	0	-	-	-	-	0	-
				Insurance	7	7	1	-	-	-	7	-
				Contributions/sponsorship	-	0	-	-	-	0	-	-
				Consultants	6	-	-	-	-	-	-	-
				Internal recharges	5	5	-	2	-	3	-	-
				Other	76	113	106	3	4	1	0	-
1,921	1,963	1,962	100%	OPERATING COSTS	306	349	164	77	4	89	9	5
(1,895)	(1,935)	(1,934)		SURPLUS / (DEFICIT)	(305)	(349)	(164)	(77)	(4)	(89)	(9)	(5)

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 CEO "Other" YTD costs include \$101k of annual subscriptions (LGAQ, FNQROC & LG Online)

Corporate Services Financial Performance : Aug 2017

Operational Activities

Excluding NDRRA						Core Activities							
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Forecast as % of budget			TOTAL	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director	Facilities
16,405	16,636	16,636	100%	Operating Income	Last Year YTD								
(300)	(341)	(340)		Rates	8,234	8,203	-	8,203	-	-	-	-	-
153	88	88	100%	Rebates	(151)	(147)	-	(147)	-	-	-	-	-
11	-	-	na	Fees and charges	75	20	-	12	-	-	0	-	8
3,011	967	967	100%	Private Works	-	-	-	-	-	-	-	-	-
873	715	715	100%	Grants	495	242	-	-	-	-	-	242	-
				Other	126	132	-	22	0	-	-	109	0
20,153	18,066	18,066	100%	OPERATING INCOME	8,780	8,450	-	8,090	0	-	0	351	8
2,263	2,239	2,239	100%	Operating expenses									
1,563	2,155	2,155	100%	Employee Related costs	361	275	23	64	62	43	56	(6)	33
				Non Employee Related costs	391	452	(17)	(32)	0	128	10	299	64
				Comprising:									
				Materials	(12)	(17)	3	-	-	-	-	(25)	5
				Contracts	11	18	-	-	-	-	1	-	18
				Contractors	12	34	3	-	-	-	-	-	30
				Fleet	0	0	-	-	-	-	-	-	0
				Property (electricity etc)	(67)	10	-	-	-	-	-	-	10
				Insurance	354	354	-	-	-	-	-	354	-
				Contributions/sponsorship	-	-	-	-	-	-	-	-	-
				Consultants	3	(2)	-	-	-	-	-	(2)	-
				Internal loan interest	-	-	-	-	-	-	-	-	-
				Internal recharges	(35)	(50)	(23)	-	-	-	-	(28)	1
				Other	122	104	1	(35)	0	128	9	0	(0)
				Finance Costs	4	2	-	2	0	-	-	-	-
3,825	4,395	4,394	100%	OPERATING COSTS	752	727	7	32	62	171	66	292	97
16,328	13,671	13,672		SURPLUS / (DEFICIT)	8,027	7,723	(7)	8,058	(62)	(171)	(66)	59	(89)
386,771	880,000	880,000		Capital Income	-	(57)	-	-	-	-	-	-	(57)
Notes													

1 All figures in \$000
2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency
3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4 Rebates were recorded against Environment and Community Services last year

Development, Planning and Environmental Services Financial Performance : Aug 2017

Operational Activities

Excluding NDRRA				Forecast as % of budget		Last Year YTD	Core Activities													
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Operating Income				TOTAL	Economic Development	Festival and Events	Town Planning	TYTO Precinct	Building Services Reg	Building Certification	Local Laws, Cemeteries, Animals	Community Services	Director Office	Waste Management	Pest Management	Environment Health	Land Dealings
2,291	2,320	2,320	100%	Rates	1,144	1,164	-	-	-	-	-	-	-	-	1,164	-	-	-		
1,034	902	902	100%	Fees and charges	221	187	7	-	3	44	5	15	42	0	35	0	23	14		
11	23	23	100%	Private Works	1	2	-	-	-	-	-	-	-	-	2	-	-	-		
125	41	41	101%	Grants	3	3	-	-	3	-	-	-	-	-	-	-	-	-		
126	135	135	100%	Other	8	3	(0)	-	-	0	-	-	-	-	3	-	-	-		
3,586	3,420	3,421	100%	OPERATING INCOME	1,377	1,358	7	-	5	44	5	15	42	0	-	1,204	0	23	14	
3,937 3,310	4,076 3,673	4,076 3,673	100% 100%	Operating expenses																
				Employee Related costs	540	449	35	-	34	136	23	15	37	(23)	47	61	65	18	2	
				Non Employee Related costs	504	605	19	68	14	91	4	-	6	47	2	297	46	12	-	
				Comprising:																
				Materials	10	30	-	-	-	3	-	-	0	3	0	2	21	2	-	
				Contracts	7	9	-	-	-	1	-	-	0	6	-	-	-	2	-	
				Contractors	132	136	0	-	-	15	1	-	2	1	-	117	-	-	-	
				Fleet	0	0	-	-	-	-	-	-	-	-	0	0	0	-	-	
				Property (electricity etc)	(8)	(3)	-	-	-	(1)	-	-	(2)	0	-	(1)	0	(0)	-	
				Insurance	2	2	-	-	-	2	-	-	-	-	-	-	0	-	-	
				Contributions/sponsorship	156	98	3	68	-	-	-	-	-	27	-	-	-	-	-	
				Consultants	4	9	1	-	7	-	-	-	-	-	-	-	1	-	-	
				Internal loan interest	47	43	-	-	-	43	-	-	-	-	-	-	-	-	-	
				Internal recharges	74	94	-	-	-	5	2	-	6	6	2	42	24	8	-	
				Other	80	185	15	-	8	22	0	-	(1)	3	0	137	1	-	-	
Finance Costs	0	0	-	-	-	0	-	-	-	-	-	0	-	-	-					
7,248	7,749	7,749	100%	OPERATING COSTS	1,044	1,054	54	68	48	227	26	15	43	23	50	359	111	30	2	
(3,661)	(4,329)	(4,328)		SURPLUS / (DEFICIT)	334	304	(47)	(68)	(43)	(183)	(22)	1	(1)	(23)	(50)	845	(111)	(7)	12	
78	48	48		Capital Income	(6)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Notes

- 1 All figures in \$000
- 2 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency
- 3 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
- 4 Last financial year Council received \$50,000 which was budgeted for the reimbursement from the wind up of the the Herbert Resource Information Centre.
- 5 YTD costs include annual subscriptions/donations for Italian Festival, Maraka, Townsville Enterprise

Infrastructure Services Delivery Financial Performance : Aug 2017

Operational Activities

Excluding NDRRA				Forecast as % of budget		Last Year YTD	Core Activities											
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	TOTAL				Workshop & Fleet	Roads & Stormwater	Water	Sewerage	Asset Management	Survey	Design	Engineering Management	RMPC	Open Spaces		
5,910	6,023	6,023	100%	Operating Income	2,322	2,367	-	-	1,127	1,241	-	-	-	-	-	-		
157	69	69	100%	Rates	32	35	0	0	27	4	3	-	0	0	-	1		
929	917	917	100%	Fees and charges	92	12	-	-	-	-	-	-	-	3	9	-		
95	76	76	101%	Private Works	21	9	12	(12)	-	-	-	-	-	9	-	-		
(4)	41	41	100%	Grants	(1)	4	-	3	3	(0)	-	-	-	-	(0)	(2)		
7,088	7,126	7,126	100%	Other														
				OPERATING INCOME	2,466	2,427	13	(9)	1,157	1,244	3	-	0	12	9	(1)		
6,353 2,570				6,553 2,642	100% 100%	Operating expenses												
						Employee Related costs	864	759	101	197	82	91	92	38	30	(12)	17	123
						Non Employee Related costs	128	412	(335)	298	52	56	37	7	2	201	16	79
						Comprising:												
						Materials	64	103	4	58	12	16	2	3	-	2	1	6
						Contracts	48	95	8	63	3	2	(1)	-	-	1	2	17
						Contractors	14	66	1	25	29	5	-	-	-	-	-	6
						Fleet	104	104	99	5	0	0	0	-	-	-	-	0
						Property (electricity etc)	(32)	6	0	22	6	(18)	(0)	-	-	(6)	4	(2)
						Insurance	31	30	-	-	-	-	30	-	-	-	-	-
						Contributions/sponsorship	-	-	-	-	-	-	-	-	-	-	-	-
						Consultants	32	14	-	3	3	8	-	-	-	-	-	-
						Internal loan interest	(47)	(43)	-	-	(43)	-	-	-	-	-	-	-
						Internal recharges	(165)	(261)	(451)	120	34	23	5	4	-	(56)	9	51
Other	79	297	4	3	7	19	1	1	2	260	0	1						
8,924	9,195	9,195	100%	OPERATING COSTS	992	1,171	(234)	494	135	147	129	45	32	189	32	202		
(1,835)	(2,069)	(2,069)		SURPLUS / (DEFICIT)	1,474	1,256	246	(504)	1,022	1,097	(126)	(45)	(31)	(177)	(24)	(202)		
3,056	3,794	3,794		Capital Income	200	303	-	301	2	-	-	-	-	-	-	-		

Notes

1 All figures in \$000

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

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

4 No Water Consumption fees are included in YTD Rates Income as yet

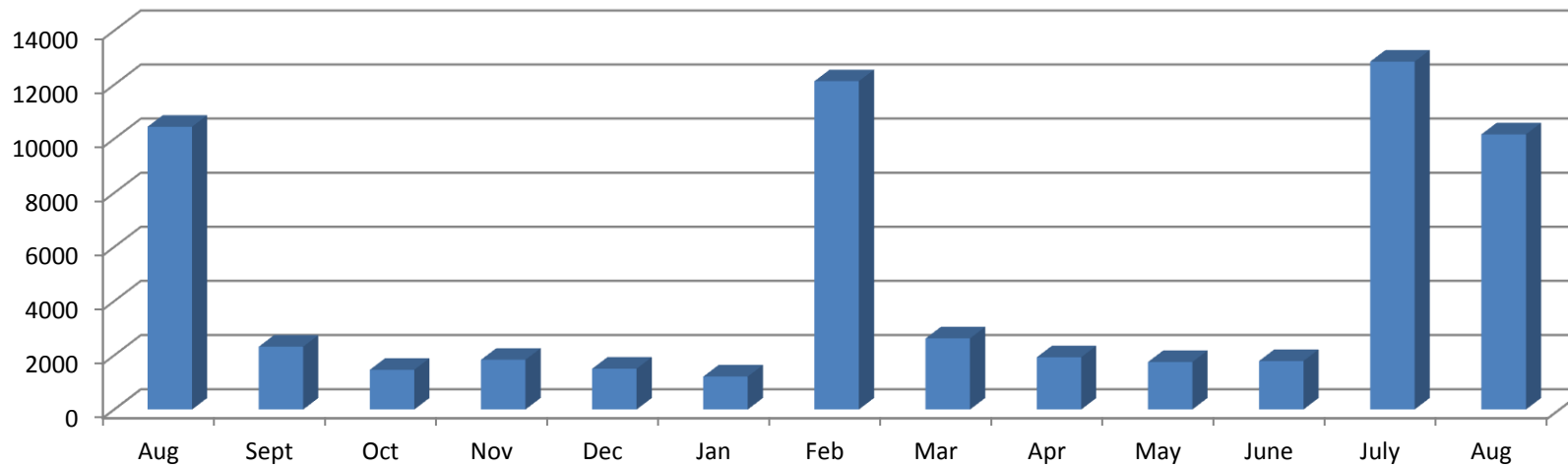
Hinchinbrook Shire Council Historic Bank Summary

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Mar	25.4	8.5	0.0	(1.1)	(1.6)	0.0	31.2
April	31.2	2.4	0.1	(1.0)	(1.7)	0.0	31.0
May	31.0	1.2	0.0	(1.0)	(0.8)	0.0	30.4
Jun	30.4	2.8	0.0	(1.8)	(2.3)	0.0	29.1
Jul	29.1	0.8	0.0	(0.8)	(2.6)	0.0	26.5
Aug	26.5	4.4	0.0	(1.2)	(1.9)	0.0	27.8

Hinchinbrook Shire Council Forecast Bank Balances

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Sept	27.8	7.4	0.0	(1.3)	(1.7)	0.0	32.2
Oct	32.2	1.6	0.0	(1.2)	(2.0)	0.0	30.6
Nov	30.6	2.1	0.0	(1.5)	(1.7)	0.0	29.5
Dec	29.5	2.0	0.0	(1.2)	(1.6)	0.0	28.7
Jan	28.7	1.4	0.0	(1.4)	(2.1)	0.0	26.6
Feb	26.6	2.3	0.0	(1.2)	(2.0)	0.0	25.7

HSC Rates and Levies Debtors as at 31 August 2017



figures in \$000s

all figures in \$'000

	17/18 estimated	16/17 estimated	15/16 audited	14/15 audited	13/14 audited
Income					
Recurrent revenue					
Rates, levies & charges	24,639	24,390	24,140	22,929	22,377
NDRRA	0	50	7,212	17,008	20,636
Other	4,002	6,480	5,384	5,369	4,676
	<u>28,641</u>	<u>30,920</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
Capital revenue	<u>4,722</u>	<u>3,497</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
Total Income	33,363	34,417	44,316	48,419	53,074
Expenses					
Recurrent expenses					
Employee benefits	(14,469)	(14,111)	(13,342)	(13,424)	(13,036)
Materials and Services	(8,793)	(7,864)	(9,321)	(21,535)	(29,339)
Finance costs	(40)	(28)	(54)	(536)	(46)
Depreciation and Amortisation	(8,400)	(8,374)	(9,284)	(8,644)	(9,382)
	<u>(31,702)</u>	<u>(30,377)</u>	<u>(32,001)</u>	<u>(44,139)</u>	<u>(51,803)</u>
Capital expenses	<u>(300)</u>	<u>(230)</u>	<u>(2,746)</u>	<u>(3,247)</u>	<u>(11,033)</u>
Total expenses	(32,002)	(30,607)	(34,747)	(47,386)	(62,836)
Net result	1,361	3,810	9,569	1,033	(9,762)
Operating Surplus ratio	-11%	2%	13%	3%	-9%

Notes:

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

INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT FOR MONTH ENDING 31 AUGUST 2017

Executive Summary

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

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil.

WORKSHOP AND FLEET MANAGEMENT

- Prestart safety talks and Take 5's carried out.
- Fuel trailers – All trailers now operating Datafuel system.
- Undertook Quality Management System Audit.
- Development of administration procedures forms.

Plant Replacement 16/17

Refer to Works Program Report

Welding

- General welding repairs carried out
- Curly Bell
- W&S platforms repairs

Workshop Housekeeping

- Accident Damage / Insurance:
 - 1 Plant Incident Report
 - 1 Repair through insurance – Completed
- Equipment out of Service:
 - PA00132 Boom Mower – Reline cutting head with wear plate
 - PA00361 Vac Truck – Line bin with wear plate

Main Activities of the month

- Work Orders: 49 completed. 15 open.
 - 14 Services – 4 light vehicles, 1 truck, 4 heavy plant, 5 small plant.
 - Tyres and Alignments
 - Light vehicle – 7
 - Truck – 4
 - Heavy Fleet - 2
 - Light Fleet - 5
 - Alignments – 1
 - Puncture Repairs - 3
 - Windscreen – 1
 - Window repairs – 0
-

File: 005/0007

Author: James Stewart

Position: Executive Manager Infrastructure Services Delivery

Date: 11/09/17

WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- 2017/2018 Road Maintenance Performance Contract (RMPC) activities.
- Mount Gardiner Road upgrade – Project is complete.
- Ann Street Reconstruction - There have been delays in locating a contractor available to remove the existing line marking. On completion of existing line marking removal from intersection of Ann Street and Cartwright Street the new line marking will be painted and completed on Tuesday, 5 September 2017.
- 16/17 Kerb and Channel Rehabilitation Program – Miles and Griffith Street - The last pour took place Wednesday, 23 August 2017. Backfilling of the kerb and channel will be completed by Thursday, 31 August 2017. There are four more crossovers to be completed. Once backfilling is completed crews will commence works on the access turnouts. This project is approximately 80% completed and it is estimated that this project should be completed in three weeks, weather permitting.
- Kelly Street Drainage – Project has been completed. Asset Sheets to be submitted by the Works Supervisor.
- Pandanus Street Footpath Rehabilitation – Project is complete.
- Safety and Amenity Program, Cruickshank's Road, Crews started drainage works 1 August 2017. Culverts are being extended in an effort to straighten the road alignment.
- 17/18 K&C Rehabilitation Program, Cassady Street Kerb and Channel upgrade - This project is progressing well. The kerb was poured Monday, 28 August 2017 and crews are currently backfilling the kerb and connecting the storm water drainage. This project will be completed by Friday, 1 September 2017.
- Acacia Street Works for Qld construction commenced by Keita Services.
- New gravel path behind the TYTO Information Centre has been completed. 100m of new path has been constructed with a bitumen sealed wheelchair access also constructed.

DESIGN

- Sign off plan completed for 14 Hawkins Street – Proposed footpath works.
- File Notes were completed for Morleys Road Linemarking Concern, Pappins Road Curve Signage Concern and Mt Fox Road Speed Signage Concern.
- Project documentation and estimate for the BOR Culvert Extension.
- Preconstruction Meeting held for the culvert extension along Menzies Street to facilitate BOR footpath works.
- Final design amendments made to the Cartwright Street Footpath and K&C Rehabilitation Project. Traffic Management Plan completed for review and submission to DTMR.
- Review of disabled compliance within Palm Creek for the BOR Footpath Project.
- Commenced Kerb Entry amendments from EMISD and Works Supervisor.
- Road Corridor Permit extension received from DTMR for the Ann Street Upgrade Project.
- RFQ released for Design Services on Nebbias Road.
- Performance Appraisals completed for Technical Officer, Cadet Designer and Designer Positions.
- Evaluation completed on Jourama Road and Jourama Falls Road Design Services.
- External audit undertaken on ISD's Quality Management System with auditor recommending certification against the new international quality standard.
- Acacia Street Works for Qld construction commenced by Keita Services.

PARKS AND OPEN SPACES

- HSC 17/22 De-Nutting of Coconut Palms tender closed on 22 August 2017. Report to go to Council meeting on 26 September 2017.

SURVEY

Projects Underway this month:

- Baillies Road – Bridge site survey completed and passed on to Infrastructure Engineer.
- Nebbias Road – Survey for design completed and passed on to Works Engineer.
- Barberos Road/Maynard Road - Survey for design. Field work complete, data processing commenced.
- Zammits Road - Survey for design commenced. Field work complete.
- Wallis Street – Survey for design. Initial document search complete.
- Stone Street - Survey for design. Initial document search complete.
- Building Our Regions Pathway Project – Locate and protect survey marks and mark extent of works on Cassady Street from Blue Haven, past Stallan, Stone and Renouf Streets, to Burke Street.
- As Constructed Water Infrastructure – Hunter Street, new main Clay Street to Morrissey Street.
Victoria Mill Road new service under Wilmar tramline.
- As Constructed Sewer infrastructure – Dickson Street, upgraded sewer pump station and associated underground power connection.
- Dalrymple Road Drain (Johnson) – Search historic aerial photos for EMISD.
- Bogottos Road – Search access easements off this road parallel with Wilmar tramline for EMISD to confirm that Council has no responsibility beyond the road reserve.
- Patterson Parade – Search aerial photos of Lucinda Beach for EMISD.
- Ingham Water Tower – Review proposed Optus Mobile lease plan compared to existing lease for Development and Planning.
- Ingham and Halifax Building Floor Levels – Contact Schlencker Mapping to obtain an updated estimate to acquire building floor levels from previous Mobile Mapping data, for EMISD.
- Bambaroo Area Level Control – Datum error found in DNRM Survey Control Data Base records for Nebbias Road, Heards Road and Maynard Road. Correction data forwarded to DNRM.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Lagoon Creek Bridge – Guard railing installed and completed. Wearing surface has been removed in preparation for asphalt.
- Lee Creek Bridge – Keita has begun mobilising at Lee Creek, bridge scheduled for closure on 11 September 2017.
- The Road Register and History Database are complete and will be presented to Council in September.
- Dungeness Pontoon to be issued for preliminary design for the option on the southern side of the ramp adjacent to the Fishing Jetty. The purpose of the preliminary design is to ensure that this method is feasible and to provide a basis for the design and construct tender.
- QCCN in conjunction with Aerosafe Inspections are currently completing the operating manuals for the airport.
- RFQ for preliminary design for Des Jardine and First Bridge has been issued to the procurement panel.
- Cardno are currently working on preliminary design options for Baillies Bridge. Cost estimates expected by mid September.
- Amalgamated Pest Control have been awarded the contract for the Termite Treatment of Council's Timber Bridges. Prestart meeting has been held, with the initial inspections to be completed early September.
- A draft footpath inspection policy has been developed. The policy refers to a footpath hierarchy, which outlines the frequency of inspections as well as the defects which relate to the footpath hierarchy. For example a concrete footpath within the CBD would have a higher risk rating for a trip hazard of 5 – 10 mm than a footpath that is infrequently used. The footpath hierarchy is currently being finalised and upon completion will be presented to Council for adoption along with the footpath inspection policy.
- Signage Storage Shed at the Depot:
 - o NQ Garages have completed the concrete slab for the storage shed at the Store.
 - o It is expected that the structure will be completed by the end of September.

Other activities this month:

- Number of Flood Certificates = 3
- Number of Storm Surge Certificates = 2
- Number of GIS Map Requests = 0
- Number of Works in Road Corridor Permits = 1

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS

- Ingham Aerodrome Stakeholder Consultation, Ingham – Tuesday, 1 August 2017
- Department of Transport and Main Roads Forward Planning, Townsville – Friday, 4 August 2017
- QCoast Project Phase 1 Workshop, Ingham – Monday, 14 August 2017
- Long Pocket Road Widening Onsite Landholder Visit – Wednesday, 16 August 2017
- Real Estate Agents Consultation Meeting, Ingham – Friday, 18 August 2017
- Dungeness Boat Ramp Stakeholder Meeting – Friday, 18 August 2017
- NQRRTG Technical Committee Meeting, Townsville – Monday, 21 August 2017
- LGAQ Heavy Vehicle Access Workshop, Townsville – Monday, 21 August 2017
- Forrest Beach Sewer Scheme Pre-start meeting – Wednesday, 23 August 2017
- ISD Portfolio Councillor Meeting - Wednesday, 23 August 2017
- ISC Portfolio Councillor Inspections – Friday, 25 August 2017
- NQRRTG Meeting, Townsville – Monday, 28 August 2017

EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY MONTHLY STATUS REPORT – SEPTEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 290817-13 – Inkind Support for the Herbert River Museum and Gallery

Council to undertake rectification works to the estimated value of \$1,300 to the drainage located on Council controlled land adjacent to the Halifax Museum and Gallery.

Status:

September 2017 Update – Correspondence sent 11/09/17 (ECM # 2217988) advising of resolution. Work to be programmed.

Resolution Number - 290817-12 – Gates and Grids Policy

That Council resolve to adopt the following:

- Grids and Gates Policy as presented;
- Implementation of a \$360 Fee and Charge for an Application for a Grid or Gate Permit;
- A six (6) month grace period following the Notice Letter for outstanding works.

Status:

September 2017 Update – Policy published on website and intranet, and Notice Letters issued 11/09/17 (ECM # 2218099). Finance Department have been notified of fee and charge for updating.

Matter Closed

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

Resolution Number - 290817-10 – Proposed Change to Road Register – Quabbas Road

That Council does not take on the maintenance of the additional 400 metres of Quabbas Road as the calculated AADT does not meet the minimum of 20 vehicles per day as resolved by Council in January 2015.

*Status:**September 2017 Update – Correspondence sent to land holder 04/09/17 (ECM # 2217322).**Matter Closed**Resolution Number – 250717-13 – Proposed Change to Road Register – Amos Road**That Council does not take on the maintenance of the additional 320 metres of Amos Road as the calculated AADT does not meet the minimum of 20 vehicles per day as resolved by Council in January 2015.**To address the safety and liability issue associated with the existing creek crossing, it is recommended that Council allocate a capital budget of \$23,000 to undertake a full replacement of the existing culvert structure.**Status:**September 2017 Update – Work is complete as advised in In the Know.**August 2017 Update – Applicant has been notified of outcome. Works Department has reviewed the culvert replacement and work will commence during August.**Matter Closed**Resolution Number - 270617-09 – Lighting Upgrade – Jack Bonning Park – Pangola Street**That Council defer consideration of this Report for the purpose of consulting with the Forrest Beach Progress Association regarding the proposal to utilise solar as against mainstream power. In the interim, Council also investigate alternative designs and costings for solar installation for mitigating against vandalism i.e. pole type structures.**Status:**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 – 280217-33 – Request for Placement of Bench Seat**That Council approve the request based on the following conditions:*

- All costs associated with the purchase of bench seat and plaque to be met by the person requesting;
- Council is engaged to procure a standard recycled plastic bench seat;
- Council is engaged to assemble and erect the seat and affix a plaque containing wording to be agreed by Council;
- That Mrs Leola Coyne liaise with Management Officer Parks and Gardens to agree upon a suitable location to place the seat.

*Status:**September 2017 Update – Bench seat is to be purchased and will be installed upon arrival.**August 2017 Update – Bench seat is to be purchased and will be installed upon arrival.**July 2017 Update – In progress.**June 2017 Update – In progress.**May 2017 Update – Slab has been scheduled to be poured in middle of June.**April 2017 Update – MOPG met with Mrs Coyne on site and Council has received the proposed wording.**March 2017 Update – Letter sent to Mrs Coyne to advise her request was accepted. Mrs Coyne to contact Environment and Community Services Department to progress the matter of the location and plaque details.*

*Resolution Number - 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 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.**Resolution Number - 310117-09 – Herbert River Flood Depth and Hazard Maps**That Council approve the 2015 Herbert River Flood Depth and Hazard Maps be released for public consultation as part of the 2017 Draft Hinchinbrook Shire Planning Scheme communication and consultation strategy.**Status:**September 2017 Update – Consultation complete. Town Planning Manager preparing submissions for Council review.**August 2017 Update – Consultation still underway. Maps are available on Council website.**July 2017 Update – Consultation scheduled to commence 24 July 2017.**June 2017 Update – Approval received from state government and consultation scheduled to commence 24 July 2017.**May 2017 Update – Public consultation on hold pending State Government approval for Town Planning Scheme public consultation.**April 2017 Update – Public consultation on hold pending State Government approval for Town Planning Scheme public consultation.**March 2017 Update – Public consultation is scheduled to occur in April 2017.**February 2017 Update – Public consultation is scheduled to occur in April 2017.**Resolution Number – 290915-43 – Ingham Showgrounds Covered Horse Sports Arena**That Council approve lodgement of a funding application by Council through the Department of National Parks, Sports and Racing – Get in the Game, Get Playing Plus funding stream for the construction of an open sided, covered horse sports arena approximately 46m wide x 85m long at a total cost of \$850,000.**That Council approve reallocation of \$290,000 of capital cost to fund Council's share of 34% over the 2015 / 2016 and 2016 / 2017 financial years as follows:*

2015 / 2016 financial year	
• Unisex toilet at Hinchinbrook Aquatic Centre	\$ 15,000
• Projects reallocated to 2016 / 2017 financial year	\$ 55,000
• Halifax roof replacement	<u>\$ 30,000</u>
	\$100,000

2016 / 2017 financial year	
• Capital to be allocated as part of the 2016 / 2017 budget	<u>\$190,000</u>
TOTAL COUNCIL CAPITAL ALLOCATION	<u>\$290,000</u>

Status:

September 2017 Update – Quotations presented to Briefing Session, due to budget limitations none can be accepted. Stakeholder meeting scheduled for 27 September to finalise scope for reissue to the open market.

August 2017 Update – Quotations for best and final pricing closed 7 August 2017. Report to be presented to August Council Meeting.

July 2017 Update – Transferred to Infrastructure Services Delivery Status Report. Tender evaluation briefing to Council completed 11/07/17. EMISD seeking best and final pricing from offerers.

June 2017 Update – Tender advertised. Tenders close 2pm on Tuesday, 20 June 2017.

May 2017 Update – Tender being prepared for roof, substructure and drainage.

April 2017 Update – UDP preparing the final design for tender.

March 2017 Update – Continuing discussions with UDP to determine and lock in all required specifications.

February 2017 Update – UDP briefing with Council and ISMAC.

January 2017 Update – Following a selection process, UDP was appointed for design and contract administration services.

December 2016 Update – In progress.

November 2016 Update – Responsibility for project management passed to HSC engineering – James Stewart – in procurement process.

October 2016 Update – Awaiting Development Application approval for changed location. Project Manager for construction identified.

September 2016 Update – ISMAC meeting held Council Chambers 5.15pm 7 September 2016 to finalise location of arena in light / consideration of all user groups requirements and considering DA approval requirements / limitations.

August 2016 Update – Meeting held on-site in order to determine the suitable location for the proposed Covered Multi-Purpose Sport Arena (the structure). Funding was achieved by submitting a broad use arena for horse and human sports - as a wet weather option. To maintain usability of the entire facility, Council wishes to maintain an area to accommodate a sport playing field – known as 2nd oval (required 100 x 50m) in the vicinity of the Cooper Street entrance area. Full details available from ISMAC minutes presented to August General Council Meeting. EMES, James Stewart shall be project manager managing the project.

July 2016 Update – Department of National Parks, Sports and Racing has approved Council with funding of \$560,000 towards the construction of Horse Sports Arena within Ingham Showgrounds. Project to be completed within construction period of 1 July 2016 to 30 June 2018.

June 2016 Update – Ongoing.

May 2016 Update – Funding application lodged and acknowledged by DNPSR as received 27 April 2016. Expect result late June 2016.

March / April 2016 Update – Due date for application lodgement extended to 29 April 2016. Draft in progress with early lodgement planned.

February 2016 Update – In progress.

January 2016 Update – In progress.

December 2015 Update – In progress.

November 2015 Update – Expression of interest accepted and meeting with Sport and Recreation Officer planned to progress the funding application. Project proposals open 3 February 2016 and close 1 April 2016.

October 2015 Update – Expression of interest lodged with DNPSR.

Resolution Number – 250815-23 – Dungeness Park – Naming Request

That Council rename the Dungeness Park the Bill Bursill Park.

That Council design and install a historical sign at Bill Bursill Park.

Status:

September 2017 Update – Lucinda Progress Association requested to provide final wording for sign by 4 August. No response received to date.

August 2017 Update – Lucinda Progress Association requested to provide final wording for sign by 4 August. No response received to date.

July 2017 Update – Transferred to Infrastructure Services Delivery Status Report. No progress.

June 2017 Update – Council provided direction at June briefing session.

May 2017 Update – Awaiting Council direction.

April 2017 Update – In discussion with Councillors at the 12 April Briefing Session.

March 2017 Update – Update to be provided at the meeting.

February 2017 Update – In progress.

January 2017 Update – Wording approved by family and Council awaiting template design from Senior Economic Development and Tourism Officer.

December 2016 Update – Awaiting approval from the family.

November 2016 Update – No further update.

October 2016 Update – Ongoing.

September 2016 Update - History on Bursill family being sought as with approval from the family.

August 2016 Update – Waiting for confirmation from the Bursill family for approval of wording on new park sign.

July 2016 Update – No further update.

June 2016 Update – No further update.

May 2016 Update – Waiting for the new media and webmaster to be employed to assist with the designing of the sign to be approved by the Bursill family. In progress.

March / April 2016 Update – Council waiting on final draft to be drawn up.

February 2016 Update – In progress.

January 2016 Update – In progress. Historical details collected and narrative drafted. Review of parks signage underway with a view to installing signage consistent in contents and design.

December 2015 Update – In progress.

November 2015 Update – In progress.

October 2015 Update – In progress.

September 2015 Update – In progress.

General Meeting 29/01/2010 – Foreshore Management Plans

That Council review its current foreshore management plans with a view to instituting measures designed to prevent a reoccurrence of events such as the Lucinda foreshore damage.

Status:

September 2017 Update – Instructions have been given to GHD to proceed with the final plan.

August 2017 Update – Teleconference held with GHD. GHD seeking a variation to amend the plans in accordance with the feedback provided by Council following the Lucinda site visit.

July 2017 Update – Transferred to Infrastructure Services Delivery Status Report. EMISD currently reviewing draft plan.

June 2017 Update – Councillors visited Lucinda on 13 June 2017 still in progress.

May 2017 Update – Draft plan to be completed by 19 May 2017.

April 2017 Update – Ongoing.

March 2017 Update - Meetings have been arranged with key people and an onsite visit of the foreshore was conducted Thursday 9 March. Consultation occurring through various media and public invited to complete a survey in relation to the plans.

February 2017 Update – Development of plan well underway. Once draft plan received, Briefing with Council to occur prior to public consultation.

January 2017 Update – Tasks have been assigned for commencement in February as it was deemed impossible to advance this over the shutdown and holiday period.

December 2016 Update – In progress.

November 2016 Update – Successful applicant GHD has been notified and contract plans due to commence.

October 2016 Update – Ongoing.

September 2016 Update – Quote requests being sent to consultants.

August 2016 Update – Ongoing.

July 2016 Update – In progress.

June 2016 Update – In progress.

May 2016 Update – A request for interested residents of Lucinda to form a Foreshore Advisory committee is being drawn up and will be placed in the media when approved.

March / April 2016 Update – A "Terms of Reference" document has been drawn up and will be advertised with a cover letter seeking interested persons from Lucinda to form a committee that will meet to discuss the best possible action towards foreshore management.

February 2016 Update – Terrain to be contacted mid February regarding proposed changes to Plan.

January 2016 Update – Terrain contacted regarding responses they were seeking to put into the proposed plan. Advised of the difficulty in the time line and endeavouring to have information for them in February 2016.

December 2015 Update – In progress.

November 2015 Update – Meeting held with Terrain on 5 November to discuss scope of works and timeline for the foreshore management plans.

October 2015 Update – No further update.

September 2015 Update – Formal request sent to Terrain.

August 2015 Update – No further update.

July 2015 Update – In regards to review of the foreshore management plans. Terrain are available late July / August to assist with facilitating community engagement activities relating to review of the plan. There is as yet no formal agreement between council and Terrain to write the plan. Negotiations underway.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – Terrain NRM to commence review in July 2015.

March 2015 Update – Terrain NRM are reviewing the matter.

February 2015 Update – Contact made with Terrain NRM seeking assistance with the review. They have agreed to do so.

January 2015 Update – No action by EMDP as yet.

December 2014 Update – No action by EMDP as yet.

November 2014 Update – No action by EMDP as yet.

October 2014 Update – No action by EMDP as yet.

September 2014 Update – No action by EMDP as yet.

August 2014 Update – No action by EMDP as yet.

July 2014 Update – No action by EMDP as yet.

June 2014 Update – To be moved to Economic Development and Planning.

May 2014 Update – Public Open Space Management Plan to be drafted (Health and Community Services).

April 2014 Update – Acting EMES understands that the only plans extant at the moment are for Lucinda (one reserve only) and Forrest Beach. The State Sponsored Regional Coastal Management Plans were prepared some years ago by Terrain but a Final Version has never been seen. Some research is required to track these down and determine if there are any conflicts and it is doubtful that DNRM will approve any plan that proposes any hardening of the protection works at Lucinda or Forrest Beach and further protection works at Taylors Beach would be subject to further environmental permit as previous works were carried out under an emergent works permit.

March 2014 Update – I understand that the only plans extant at the moment are for Lucinda (one reserve only) and Forrest Beach. The State Sponsored Regional Coastal Management Plans were prepared some years ago by Terrain but I have never seen a Final Version. Some research is required to track these down and determine if there are any conflicts.

February 2014 Update – This issue will be referred to the Acting Infrastructure Engineer as most of the investigation is complete but State Government have indicated that State Legislation / Regulations may change shortly in this area of operations.

January 2014 Update – Some investigation of the legal position has been carried out. Council cannot draft local laws in relation to areas that are currently causing most concern, specifically the actual beaches which are entirely under state control.

December 2013 Update – Draft plans will need to be distributed in the New Year. The impact of changes to the Coastal Management has not yet been finalised.

November 2013 Update – Due for annual review. Possible changes to be worked through. Note that amendments have been made to Coastal Management Plan which may impact current foreshore plan.

October 2013 Update – Due for annual review. Possible changes to be worked through. Note that amendments have been made to coastal management plan which may impact current foreshore plan.

September 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

August 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

July 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

June 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

May 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration

April 2013 Update – Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

February / March 2013 Update - Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.

September / October 2012 Update - Review meeting for Lucinda complete. Meeting direction being collated for Council consideration.



REPORT TO COUNCIL

WATER AND SEWERAGE WORKS PROGRAM REPORT

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

Officers Comment

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

Works Currently in Progress**Major Works Performed During August 2017**

- Hunter Street water main replacement completed
- Sewering of Forrest Beach consultancy started
- Replacement of switchboard at Ingham Sewerage Treatment Plant completed
- Forrest Beach Transfer Pumps procurement

Works Scheduled to be Completed During September 2017, Weather Permitting

- Procurement of Consultancy for Depot Water Treatment Plant Upgrade
- Macknade Booster Pump Set procurement

Works Scheduled to Commence During September 2017

- Refurbishment of Trickling Filter
- Sewerage Pump Station Switchboard Procurement

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 12/09/17



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
2017-2018 Capital Projects																				
Installation of New Water Connections 17-18 (18W-CONN-N1)	\$50,000	\$0	\$50,000	\$4,798	<ul style="list-style-type: none">Delivered by Council staff.New connections installed as required.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual	C														
Renewal of Existing Water Connections 17-18 (18W-CONN-R2)	\$15,000	\$0	\$15,000	\$3,327	<ul style="list-style-type: none">To be delivered by Council staff.Replacements as required.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual	C														
Fire Hydrant Replacements 17-18 (18W-HYDT-R1)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none">To be delivered by Council staff. Hydrant replacements selected.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual															
Press Monitoring Replacements 17- 18 (18W-INST-R1)	\$150,000	\$0	\$150,000	\$0	<ul style="list-style-type: none">Investigations into suitable monitoring equipment has commenced															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast									P						
					Actual															
Water Main Replacements 17-18 (18W-MAIN-R1)	\$200,000	\$0	\$200,000	\$0	<ul style="list-style-type: none">Works to be undertaken by contractors. Area selected. Discussions have started with DTMR.															
					Project Completed					Assets Created/Project Capitalised										
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	A			A		P					C				
					Actual	A														



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Replace Macknade Booster Pump Sets (18W-PUMP-R1)	\$60,000	\$0	\$60,000	\$0	<ul style="list-style-type: none"> Procurement only in August. RFQ to be released early September and close late September.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Forrest Beach WTP Transfer Pumps (18W-PUMP-R2)	\$50,000	\$0	\$50,000	\$0	<ul style="list-style-type: none"> RFQ to closed mid August. Reece has been awarded the contract for supply and delivery of transfer pumps.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div>P</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Replace Floating Cover - Ingham Depot WTP (18W-RESR-R1)	\$100,000	\$0	\$100,000	\$0	<ul style="list-style-type: none"> Initial inspection completed by Australian Lining Company in July.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div>A</div> <div></div> <div>P</div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div>A</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Bitumen Seal Base Lucinda Low Level Res (18W-RESR-R2)	\$50,000	\$0	\$50,000	\$0	
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Upgrade Water Switchboards with PLC Control 17-18 (18W-SWBD-N1)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> Works to be undertaken by contractors with consultation from IT.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/18</div> <div>Jul</div> <div>Aug</div> <div>Sep</div> <div>Oct</div> <div>Nov</div> <div>Dec</div> <div>Jan</div> <div>Feb</div> <div>Mar</div> <div>Apr</div> <div>May</div> <div>Jun</div>
					<div>Forecast</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>P</div> <div></div> <div></div> <div>C</div> <div></div> <div></div> <div></div> <div></div> <div></div>
					<div>Actual</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline																							
	HSC Budget	Other Source	Total																									
Depot Treatment Plant Upgrade 17-18 (18W-TPTU-N1)	\$2,400,000	\$2,000,000	\$4,400,000	\$0	• Tender for Consultancy to close late September.																							
					Project Completed					Assets Created/Project Capitalised																		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun											
					Forecast	P				A				P			C											
					Actual	P																						
Valve Replacements (18W-VALV-R1)	\$25,000	\$0	\$25,000	\$3,418	• To be delivered by Council staff.																							
					Project Completed					Assets Created/Project Capitalised																		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun											
					Forecast	C																						
					Actual	C																						
Smoke Testing 17-18 (18S-FLOW-N3)	\$100,000	\$0	\$100,000	\$0	• Works to be carried out by contractors.																							
					Project Completed					Assets Created/Project Capitalised																		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun											
					Forecast						P						C											
					Actual																							
Manhole Refurbishment 17-18 (18S-MANH-R1)	\$100,000	\$0	\$100,000	\$0	• Council staff have commenced raising manholes.																							
					Project Completed					Assets Created/Project Capitalised																		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun											
					Forecast	C																						
					Actual	C																						
Replace Confined Space Trailer & Equipment (18S-PTEQ-R1)	\$50,000	\$0	\$50,000	\$0	• Specification has been sourced. Procurement document Is being finalised.																							
					Project Completed					Assets Created/Project Capitalised																		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun											
					Forecast					P																		
					Actual																							



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 AUGUST 2017

Water and Sewerage Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
General Sewerage Pump Replacement 17-18 (18S-PUMP-R2)	\$30,000	\$0	\$30,000	\$0	<ul style="list-style-type: none"> To be delivered by Council staff. Replacements as required.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
Structural Refurb SPS 12 & SPS 15 (18S-SPSU-R1)	\$300,000	\$0	\$300,000	\$0	<ul style="list-style-type: none"> Keita Services awarded the contract for SPS upgrades.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
Replace Sewerage Pump Station Lids 17-18 (18S-SPSU-R2)	\$25,000	\$0	\$25,000	\$0	<ul style="list-style-type: none"> Works to be undertaken by contractors.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
Replace Switchboard SPS (18S-SWBD-R1)	\$100,000	\$0	\$100,000	\$5,756	<ul style="list-style-type: none"> Procurement only in August. RFQ to be released early September and close late September.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast P C
Upgrade Sewer TLC-02-01 to TLX 17-18 (18S-TELM-R1)	\$15,000	\$0	\$15,000	\$0	<ul style="list-style-type: none">
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast C
2017/2018 Capital Works	\$3,875,000	\$2,000,000	\$5,875,000	\$17,298	

Repair of Damaged Manhole



Installation of New Water Connection



Installation of New Water Connection



Water & Sewerage Works Request Report



For the Month of August 2017

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	1	1	100.0%	
Repaired Broken Service	10	10	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	2	2	100.0%	
Repair Broken Main	0	0		
Dirty Water	3	3	100.0%	
Sewerage Blockage	0	0		
Other Requests	55	51	92.7%	
TOTALS:	71	67	94.4%	

Water & Sewerage Works Request Report

For the Financial Year to August 2017

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	4	4	100.0%	
Repaired Broken Service	19	18	94.7%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	9	8	88.9%	
Repair Broken Main	3	3	100.0%	
Dirty Water	3	3	100.0%	
Sewerage Blockage	0	0		
Other Requests	80	74	92.5%	
TOTALS:	118	110	93.2%	

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

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

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

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

* **Urgent:** Total Loss or Imminent total loss of supply - 95% in 1 hour

* **High:** Appreciable loss of supply - 95% in 2 hour

* **Moderate:** Minimal Effect to Supply (wet patch) - 95% in 3 days

* **Low:** No appreciable loss of supply - 95% in 1 week

HINCHINBROOK SHIRE COUNCIL

SHIRE WATER and SEWERAGE SCHEMES REPORT AUGUST 2017



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	114452	19191	0	28977	18723
Previous Month	94662	19261	0	27307	14598
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	6178	4362			
Previous Month	4472	3649			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	123103	3971	5364	2609	545	484
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	35155	1134	1656	811	321	300
SCHEME 3 - Forrest Beach	18723	601	919	376	403	324

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	43970	1418	1787	998	52896	1706
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	41081	1522	2901	682	52647	1698
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	0	0	0	0	129	4
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	1361	44	63	16	1519	49
Lucinda Sewerage Treatment Plant - Outflow - W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	9254	299	388	222	9022	291

Escherichia Coli Health Compliance Quarterly Report



Ingham Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	3	0	0	0	3
Tests Failures	2	0	0	0	2
Tests Passed	1	0	0	0	1
% Passed	33.33%	#DIV/O!	#DIV/O!	#DIV/O!	33%

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

Forrest Bch 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%

Forrest Bch Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	7	1	0	0	8
Tests Failures	0	0	0	0	0
Tests Passed	7	1	0	0	8
% Passed	100%	100%	#DIV/O!	#DIV/O!	100%

Lower Herbert Water Supply - Raw 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%

Lower Herbert 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%

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	8	8	0	100%
TREBONNE	Reticulation	2	2	0	100%
TOOBANNA	Reticulation	2	2	0	100%
BLACKROCK	Reticulation	3	3	0	100%
FORREST BCH	Reticulation	8	8	0	100%
TAYLORS BCH	Reticulation	2	2	0	100%
MKD/BEM	Reticulation	5	5	0	100%
HALIFAX	Reticulation	2	2	0	100%
LUCINDA	Reticulation	3	3	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 26 September 2017.

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

Works Currently in Progress**Major Works Performed During August 2017**

- 18R1 - Safety & Amenity Improvement Program - Cruickshanks Road
- 17T3 - Mt Gardiner Road TIDS
- 18KR - Kerb and Channel Rehabilitation Program
- 18P1 - Ash Street Disabled Access
- 18GRS - Annual Gravel Resheeting Program
- 18D2 - Drainage Upgrade Program - Works
- 17R8 - Acacia Street Road Widening and Footpath

Works Scheduled to Commence During September 2017

- 18RS - Annual Reseal Program
- 17R9 - Long Pocket Road W4Q
- 17F3 - Forrest Glen to Leichhardt Street Footpath

Works Scheduled to be Completed During September 2017, Weather Permitting

- 17R8 - Acacia Street Road Widening and Footpath

Author: Steve Hall
Position: Works Manager
Date: 11/09/17



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
2017-2018 Capital Projects																	
Safety & Amenity Improvement Program (18R1)	\$55,000		\$55,000	\$25,722	<ul style="list-style-type: none">• Cruickshanks Road - Crews commenced drainage works on 1 August 2017.• Culverts are being extended in an effort to straighten the road alignment.• Culvert extension is completed.• Balance funding to be directed to additional project.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast		C										
					Actual		A C										
Insitu Stabilising of Class 5 Roads (18R2)	\$250,000		\$250,000		<ul style="list-style-type: none">• Sites to be identified utilising asset management data.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast				A	P							
					Actual												
Nebbias Road Seal Extension (18R3)	\$247,000		\$247,000		<ul style="list-style-type: none">• RFQ has been called for design.• RFQ closes on 7 September 2017.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast						C						
					Actual			P									
Barberos Road Rehabilitation to Rural Standard (18R4)	\$149,000		\$149,000		<ul style="list-style-type: none">• Survey currently in progress.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							C					
					Actual			A									



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
Zammits Road - Ch 30 to Ch 1250 Rehabilitation Works (18R5)	\$143,000		\$143,000		• Survey currently in progress.														
						Project Completed					Assets Created/Project Capitalised								
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast											C			
					Actual			A											
Jourama Road - Ch 1500 to Ch 4300	\$271,000		\$271,000		• RFQ for design has been called and closed. • Evaluation has been completed and RFQ awarded to Langtree Consultants.														
						Project Completed					Assets Created/Project Capitalised								
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast			P							C				
					Actual			P											
Lyons Street - Rehabilitation and Drainage Works (18R7)	\$170,000		\$170,000		• Survey to be undertaken and request for quotation to be called for design services.														
						Project Completed					Assets Created/Project Capitalised								
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast										C				
					Actual														
Wallaman Falls Road TIDS (18T1)	\$50,000	\$50,000	\$100,000		• Detailed project scope currently being determined.														
						Project Completed					Assets Created/Project Capitalised								
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
Mt Fox Road TIDS (18T2)	\$100,000	\$100,000	\$200,000		• Detailed project scope currently being determined.														
						Project Completed					Assets Created/Project Capitalised								
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
Hawkins Creek Road TIDS (18T4)	\$25,000	\$25,000	\$50,000		• Detailed project scope currently being determined.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Mt Gardiner Road TIDS (17T3)	\$100,000	\$100,000	\$200,000	\$138,467	• Pavement marking and signage has been completed.															
					• Project completed.															
						Project Completed			ü		Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
Actual	C																			
Menzies Street TIDS (18T5)	\$50,000	\$50,000	\$100,000		• Detailed project scope currently being determined.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Furber Road TIDS (18T6)	\$50,000	\$50,000	\$100,000		• Detailed project scope currently being determined.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Abergowrie Road TIDS (18T7)	\$50,000	\$50,000	\$100,000		• Detailed project scope currently being determined.															
						Project Completed				Assets Created/Project Capitalised										
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
Elphinstone Pocket Road TIDS (18T8)	\$74,000	\$74,000	\$148,000		• Detailed project scope currently being determined.															
						Project Completed					Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Bridge Inspections and Designs (18B1)	\$150,000		\$150,000	\$2,925	• Request for quotation for Desjardine Crossing (Cemetery Road) and First Bridge (Mount Fox Road) preliminary design has been issued to the Procurement Panel. Quotations close 7 September 2017.															
						Project Completed					Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast						A									
					Actual															
Baillies Road Bridge - Baillies Road (18B2)	\$500,000		\$500,000	\$6,658	• Site inspection undertaken with Cardno on 21 August 2017. Cardno currently undertaking preliminary design of three options - deck rehabilitaiton, deck replacement (includes widening to 4.2 metres) and full bridge replacement.															
						Project Completed					Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast									C						
					Actual															
Kerb and Channel Rehabilitation Program (18KR)	\$300,000		\$300,000	\$51,378	• Cassady Street - Kerb was poured on 28 August 2017. Crews are backfilling the kerb and connecting the storm water drainage.															
					• Palm Avenue - This project is completed. Footpath contractors now have possession of site.															
						Project Completed					Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		P	C												
Actual		P	C																	



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline														
	HSC Budget	Other Source	Total																
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$60,000		\$60,000		• Locations currently being scoped for additional funding opportunities.														
						Project Completed				Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast		A			C									
					Actual		A												
Footpath Rehabilitation Program (18FR)	\$150,000		\$150,000		• Design currently in progress for Cartwright Street Footpath Rehabilitation project.														
						Project Completed				Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast		A				C								
					Actual		A												
Ash Street Disabled Access (18P1)	\$10,000		\$10,000		• Levels have been taken and grades are within spec. Line marking scheduled. • Line marking was completed on 15/08/2017.														
						Project Completed				Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast		A	C											
					Actual		A	C											
Annual Reseal Program (18RS)	\$496,000		\$496,000		• Contract finalised with FGF as part of FNQROC reseal program. • Preparation works scheduled to commence week starting 11/09/2017.														
						Project Completed				Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast				C				C						
					Actual														
Annual Gravel Resheeting Program (18GRS)	\$254,000		\$254,000	\$59,702	• Work is completed on the following roads, Stallans Lane, Miltons Road, Allendale Road.														
						Project Completed				Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast		C												
					Actual		C												



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
Replace Grated Entry with Kerb Entry (18D1)	\$15,000		\$15,000		• Design currently in progress.															
					Project Completed						Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		A			C										
					Actual		A													
Drainage Upgrade Program - Works (18D2)	\$150,000		\$150,000	\$46,629	• Kelly Street Drain - Project has been completed. • Amos Road Culvert Upgrade - Old broken culverts have been removed and new culverts have been laid. Crews are currently working on the headwalls and aprons.															
					Project Completed						Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		A	C												
					Actual		A	C												
Renouf Street - Drainage Upgrade (18D3)	\$10,000		\$10,000		• Design currently in progress.															
					Project Completed						Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast		A			C										
					Actual		A													
Lucinda Groynes (18LG)	\$200,000		\$200,000		• Session to be held with Lucinda Progress Association to provide overview of success of existing geofabric bags.															
					Project Completed						Assets Created/Project Capitalised									
					2016/2017	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast					C										
					Actual															



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Taylors Beach Dredging (18TBG)	\$15,000		\$15,000		• Works to be scoped.
					Project Completed
					Assets Created/Project Capitalised
					2016/2017 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
Emulsion Storage Unit (18ESU)	\$45,000		\$45,000		• Procurement to be undertaken of emulsion storage unit.
					Project Completed
					Assets Created/Project Capitalised
					2016/2017 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
Repair/Reline Rotary Park Fountain (18RPF)	\$25,000		\$25,000		• Procurement to be undertaken to repair works.
					Project Completed
					Assets Created/Project Capitalised
					2016/2017 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast
Gort St/Fanning St - Road Widening W4Q (17R10)		\$255,000	\$255,000	\$9,167	• Preliminary plan completed.
					• Request for quote for construction to be undertaken on completion of design.
					Project Completed
					Assets Created/Project Capitalised
					2016/2017 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
John Dory St - Road Widening W4Q (17R11)		\$220,000	\$220,000	\$8,148	• Preliminary plan completed.
					• Request for quote for construction to be undertaken on completion of design.
					Project Completed
					Assets Created/Project Capitalised
					2016/2017 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 JULY 2017

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Acacia St - Road Widening & Footpath W4Q (17R8)		\$140,000	\$140,000	\$153,618	<ul style="list-style-type: none"> Design plan completed. Construction awarded to Keita Services and works commenced.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/2017</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>P C</div>
					<div>Actual</div> <div>P C</div>
Long Pocket Rd W4Q (17R9)		\$370,000	\$370,000	\$16,246	<ul style="list-style-type: none"> Tender closed on 21 August 2017. Evaluation and reporting process is being undertaken.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/2017</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>P C</div>
					<div>Actual</div> <div>P</div>
Forrest Glen to Leichhardt St Footpath W4Q (17F3)		\$300,000	\$300,000	\$3,763	<ul style="list-style-type: none"> Tender closed on 21 August 2017. Evaluation and reporting process is being undertaken.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2016/2017</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>P C</div>
					<div>Actual</div> <div>P</div>
	\$4,164,000	\$1,784,000	\$5,948,000	\$522,422	

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline																	
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																			
2017-2018 Fleet Replacement Projects																						
Truck Dual Cab - PA00081	\$110,000.00		\$110,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Truck Dual Cab - PA00086	\$110,000.00		\$110,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Grader - PA00008	\$420,000.00		\$420,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Roller Vibrating Smooth Drum - PA00067	\$125,000.00		\$125,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Loader x 2 - PA00055/64	\$420,000.00		\$420,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Ride on Mower - PA00034	\$18,000.00		\$18,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Station Wagon AWD - PA00020	\$40,000.00		\$40,000.00		• With Operator/Department For Comments																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline																			
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																					
2017-2018 Fleet Replacement Projects																								
Utility 2WD Drop Side Body - PA00048	\$38,000.00		\$38,000.00		• With Operator/Department For Comments																			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast	D																		
					Actual	D																		
Station Wagon 2WD - PA00076	\$40,000.00		\$40,000.00		• With Operator/Department For Comments																			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast	D																		
					Actual	D																		
Utility 2WD Drop Side Body - PA00079	\$38,000.00		\$38,000.00		• With Operator/Department For Comments																			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast	D																		
					Actual	D																		
Utility 4WD Drop Side Body - PA00102	\$40,000.00		\$40,000.00		• With Operator/Department For Comments																			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast	D																		
					Actual	D																		
Utility 2WD Dual Cab Drop Side Body - PA00105	\$32,000.00		\$32,000.00		• With Operator/Department For Comments																			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast	D																		
					Actual	D																		
Utility 4WD Dual Cab Drop Side Body - PA00107	\$45,000.00		\$45,000.00		• With Operator/Department For Comments																			
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast	D																		
					Actual	D																		
Tandem Trailer (Call Out Response Trailer) BIT # 57	\$9,000.00		\$9,000.00																					
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun							
					Forecast				D															
					Actual																			

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure includes commitments	Comments & Project Timeline															
	HSC Budget (excl.GST)	Other Source/Trade (excl.GST)	Total																	
2017-2018 Fleet Replacement Projects																				
Tandem Trailer (Signage Trailer) BIT # 58	\$9,000.00		\$9,000.00																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast					D										
					Actual															
Sand Blasting Equipment (workshop)	\$9,000.00		\$9,000.00																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast					D										
					Actual															
Utility 2WD Dual Cab Drop Side Body - New Asset	\$25,000.00		\$25,000.00																	
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast					D										
					Actual															
	\$1,528,000.00	\$0.00	\$1,528,000.00	\$0.00																



18D2 - Drainage Upgrade Program Works (Amos Road Culvert Replacement)



18D2 - Drainage Upgrade Program Works (Kelly Street Drain)



18KR - Kerb and Channel Rehabilitation Program (Palm Avenue)



18KR - Kerb and Channel Rehabilitation Program (Cassady Street)

Works Request Report

For the Month of August 2017

Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	4	1	25.0%	W/R 14928 has been referred to Main Roads RMPC contract. W/R 14907 has been referred to footpath contractors. W/R 14901 Maintenance has been scheduled when a crew becomes available.
Boat Ramps	0	0		
Drainage	7	0	0.0%	W/R 14929,14910,14881,14887 have been scheduled for maintenance week commencing 11/09/2017. W/R 14871 Work scheduled week commencing 11/09/2017. W/R 14866 work will be scheduled in conjunction with the Capital works scheduled in this years works program. W/R 14916 Has been referred to Main Roads RMPC contract.
Dust Nuisance	0	0		
Edge Repair	1	0	0.0%	W/R 14901 work scheduled for week commencing 11/09/2017
Footpaths	3	3	100.0%	Maintenance will be scheduled when a crew becomes available.
Guide Posts	0	0		
Intersection Cleaning	0	0		
Kerb and Channel	4	2	50.0%	Maintenance scheduled week commencing 11/09/2017
Miscellaneous	5	4	80.0%	W/R 14909 Maintenance will be scheduled when the vacuum truck becomes available.
Potholes	8	8	100.0%	All outstanding W/R have now been completed.
Rough Roads	1	0	0.0%	W/R 14884 maintenance will be scheduled when a backhoe becomes available.
Sealing	0	0		
Signage	5	3	60.0%	W/R 14912 File note compiled and sent to design waiting on reply. W/R 14906 under investigation.
Slashing/Mowing	0	0		
Spraying	0	0		
Street Cleaning	0	0		
Trees	6	4	66.7%	W/R 14868 is awaiting on the outcome of the foreshore management plan. W/R14927, 14926 Inspections have been completed and work will be scheduled.
TOTALS:	44	25	56.8%	

Works Request Report

For the Financial Year to August 2017

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	4	2	50.0%	W/R 14928 Has been referred to Main Roads. W/R 14927 Levels to be taken to determine grades. W/R 14907 referred to contractors. W/R 14901 Maintenance Scheduled when a crew becomes available.
Boat Ramps	0	0		Weekly audits have been completed and work will be scheduled if needed.
Drainage	11	1	9.1%	Works have been scheduled on outstanding W/R in the coming weeks.
Dust Nuisance	0	0		
Edge Repair	1	0	0.0%	
Footpaths	4	3	75.0%	Maintenance scheduled on W/R 14870 when a crew is available.
Guide Posts	0	0		
Intersection Cleaning	1	1	100.0%	Street sweeper continuing on weekly rotation.
Kerb and Channel	6	5	83.3%	Maintenance scheduled on W/R 14874 week commencing 22/08/2017
Miscellaneous	7	6	85.7%	W/R 14896 has been referred to senior management, Stephen Fantuz has been advised. W/R 14909 Maintenance scheduled when the vacuum truck becomes available.
Potholes	11	11	100.0%	All potholes have been completed.
Rough Roads	9	8	88.9%	W/R 14884 will be scheduled when a backhoe becomes available.
Sealing	1	1	100.0%	
Signage	6	4	66.7%	W/R 14924 has been referred to Main Roads. W/R 14912 file note has been compiled and sent to design, waiting on a response.
Slashing/Mowing	0	0		
Spraying	0	0		
Street Cleaning	1	1	100.0%	Street sweeper is back operational and outstanding W/R have been completed.
Trees	13	10	76.9%	W/R 14868 is waiting on the outcome of the foreshore management plan. W/R 14893 Has been referred to Main Roads. Maintenance will have to be scheduled in accordance with the RMPC schedule.
TOTALS:	75	53	70.7%	

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

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

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

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

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

* Requests that requires immediate action - eg Oil spill, bridge structure accident/incident, fallen tree on road;

* Requests that are considered safety related are actioned within seven (7) days - eg Intersection cleaning;

* All other requests completed in accordance with Council approved intervention levels.

RENAMING OF GOUGH STREET (SOUTHERN SECTION)

Executive Summary

Following numerous requests from residents, business owners and Australia Post, Council has reviewed the street numbering along the newly named service roads on Townsville Road. As a result of the review, it has been determined that the southern section of Gough Street requires renaming so the street numbering can be allocated in accordance with the Australian Standard for Rural and Urban Addressing.

For Council Decision – Recommendation

That Council resolve to rename the southern end of Gough Street to Flynn Street.

Background

In 2014, Council adopted new road names for the service roads that were constructed under the 2009 Townsville Road upgrade completed by the Department of Transport and Main Roads. The service roads were named after former servicemen, while the commercial access road (now named Gough Street) was named after a former Councillor between 1933 and 1936, David Thomas Gough.

The street numbering associated with the service roads was not updated as part of the road naming and as a result the existing street and rural numbering is invalid. Infrastructure Services Delivery has received numerous requests from residents, business owners and Australia Post asking that Council provide new street numbering to match the renamed service roads. The Technical Services section has proposed new street numbering in accordance with AS/NZS 4819 Rural and Urban Addressing, which is proposed to be adopted following the renaming of Gough Street.

The proposal is to rename the southern section of Gough Street to Flynn Street. Martin Flynn was Mayor/Chairmen between 1910 and 1913.

Attachments

- Site Map showing proposed street numbering and section of road to be renamed
 - List of past and present Shire Chairmen, Mayors and Councillors
-

Statutory Environment

Local Government Act

Policy Implications

Nil

Consulted With

- Executive Manager Infrastructure Services Delivery
 - CEO, Mayor and Councillors via a briefing session
-

Author: *Monica Accornero*
Position: *Infrastructure Engineer*
Date: *29/08/17*

Financial and Resource Implications

Council would be required remove the existing road signage of Gough Street and replace with a new street sign. Community consultation with residents following the renaming of Gough Street and allocation of new street numbers will require officer's time to prepare notifications and associated costs.

Risk Management Implications

The allocation of a new street name prior to issuing revised street numbering should minimise the disruption to the property owners in this area. Regardless if the street is renamed, Council would still be allocating new street numbering, which would result in the property owner having to revise their address details with relevant agencies. By correcting this issue now will be both cost and time effective for the property owners and Council.

Strategic Considerations

Operational Plan

Strategic Outcome: 3.2

- o A quality, aesthetically pleasing and well planned built environment that meets basic community needs.
-

Officers Comment

The following section of AS/NZS 4819 Rural and Urban Addressing was taken into consideration as part of the street numbering process, requiring the southern section of Gough Street to be renamed:

5.7 SELECTION OF DATUM POINT

The datum point for address numbering should be at the commencement of the road from where access to that road is most common, or is planned to occur. For major roads, the datum point should commence at the capital city, major city or town end and should be consistent throughout a locality(ies). An existing application that is at variance with this approach should take precedence.

All property owners affected by the renaming of Gough Street will be notified and provided with their new street numbering.



YEAR	CHAIRMAN/MAYOR	COUNCILLORS
1880	Frank Neame	Neame, Stephen Jones, Ebenezer Cowley; Arthur Neame, Walter Scott, Henry Stone; James Atkinson, Edwin Waller.
1881	Frank Neame	Neame, Jones, Ebenezer Cowley (resigned May); Arthur Neame (resigned – Francis Caskell Gardiner), Scott, Stone; A.S. Cowley (resigned as member no.3, elected member no.1), Atkinson (resigned – John Taylor)
1882		1 2. R. N. Boyd 3. R. S. Alston
1883	A.S. Cowley	A.S. and Ebenezer Cowley (latter resigned March – W.J. Scott), Stone; R.M. Boyd, W.C. Miller, Charles Watson; Farrand Haigh, James Atkinson, William Canny. (October meeting: Cowley, Boyd, Traill, Stone, Miller, Alston, Watson)
1884	A.S. Cowley	Stone, A.J. Traill, Alston; A.S. and E. Cowley, Thomas Stoddart; William Dalglish, Boyd, Canny. (Pughs 1884: No.2 – Boyd, Watson, Miller. No. 3 – Alston and Canny).
1885	A.S. Cowley	Stone, Traill, Alston; A.S. and E. Cowley (latter resigned – James Muller Knox), J.J. Hawkins; Canny, Boyd, Charles A.M. Morris.
1886	A.S. Cowley	Traill, Stone, Alston (Waller); A.S. Cowley, Hawkins, Knox; Canny, Boyd, Morris.
1887	Henry Stone	Traill, Stone, W.T. White; Knox, Hawkins, N.C. Rosendahl; Boyd, J.E. Hammick, O.F. Waller.
1888	A.J. Traill (resigned - W.T. White)	Traill, White, Alston (S. Smith); Rosendahl, J. Alm, J. Mitchell; Hammick (resigned – Arthur Neame), Boyd, Waller.
1889	W.T. White	A.E. Cummins, R.S. Alston, White; Rosendahl, Alm, Mitchell; Neame, Boyd, Waller.
1890	W.T. White	White, Cummins, P.J. Cochrane; Rosendahl, Alm, Hawkins (resigned); Neame, Boyd, Arthur, Gedge.
1891	W.T. White	White, Cummins, Cochrane; Rosendahl, R.G. Blackmore, E. Wanhop (resigned – Lewis Jesse Cowley); Neame, Boyd, Gedge.
1892	W.T. White (resigned - Arthur Gedge)	White, Stone, Cochrane; Blackmore, L.J. Cowley, Frank Fraser; F.C., Gardiner, Gedge, Neame
1893	Arthur Gedge	White, Stone, Cochrane, Fraser, L.J. Cowley, Blackmore; Neame, Gardiner, Gedge.
1894	W.T. White	White, Stone, Cochrane; Fraser, L.J. Cowley, Blackmore; Neame, Gardiner, Gedge.
1895	Henry Stone	1. Stone 2. Rosendahl 3. R.M. Boyd
1896	Henry Stone	White (resigned- Louis Melvin), Cochrane, Stone; Blackmore, Rosendahl, E.H. Strover; Gardiner, Gedge, Boyd
1897		
1898	Henry Stone	Stone, Melvin, Cochrane; Rosendahl, G.B. Forrest, John Lely; Strover, Boyd, E.C. Biggs
1899		
• Where subdivisional representation is known, the Chairman is also listed among the members in the appropriate subdivision		
1900	P.J. Cochrane	Stone, Forrest, W.P. Canny; Rosendahl, Daniel Pearson, John Phillips; Cochrane, Gedge, W.B.G. Johnson
1901	Arthur Gedge	Cochrane, J.M. Whitting, J.Peacock; Pearson, Frank Fraser, A.Campbell; Canny, Phillips, Gedge

YEAR	CHAIRMAN/MAYOR	COUNCILLORS
1902	Arthur Gedge (resigned - Frank Fraser)	R.G. Johnson, Whittingham, Peacock; Pearson, Fraser, Campbell; Canny, Gedge, J.R. Loder, (William Berry?)
1903	Frank Fraser	Johnson, Whittingham, Peacock; Pearson, Fraser, Campbell; Canny, Loder, Gedge.
1904	R.G. Johnson	Waller, Campbell, Berry, Fraser, Canny, S.J. Allen, , Pearson
1905	R.G. Johnson (resigned - Frank Cassady)	Pearson, Allen, ? Row, Cassady, Waller, Charles Lacaze.
1906	Frank Cassady	Peter Feldt, Allen, , Martin Flynn, Johnson, Waller, Canny, Lacaze, Row (resigned July - A. Baillie), Schmid (resigned May - F.J. Heard.)
1907	Frank Cassady	Lacaze, (resigned – Charles Abbott), Waller, Flynn, Baillie, Heard, Feldt, Johnson, Allen
1908	Frank Cassady	Abbott, Feldt, Flynn, Allen, S.Blackman, , Waller, Baillie, Johnson.
1909	Frank Cassady	Blackman, Allen, Johnson; Heard, Christian Rosendahl, Cassady; John William Grimes, Waller, Abbott
1910	Martin Flynn	Cassady, Johnson, Rosendahl, Heard, Thomas Kirkwood, Waller,
1911	Martin Flynn	Cassady, , Grimes, Kirkwood, W. Goodacre, Rosendahl, Heard, Johnson, Waller.
1912	Martin Flynn	Johnson (resigned – C.J. Barnes), Rosendahl, , Kirkwood, Cassady, Grimes, Waller, Heard, Goodacre.
1913	Martin Flynn (resigned - Frank Cassady)	Kirkwood, Goodacre, Heard, Cassady, Grimes, Waller, Barnes (resigned December)
1914	Frank Cassady	R.G. Johnson, J.R.G. Johnson, J.W. Cartwright, Heard, Grimes, Rosendahl, Goodacre, E.S. Waller.
1915		
1916	J.W. Cartwright	Flynn, R.G. Johnson (resigned – William Tooth)
1917	J.W. Cartwright	Heard, Goodacre, Tooth (disqualified July – J. Swan), A.G. Glover (resigned December)
1918	J.W. Cartwright	J.R.G. Johnson, Anders Anderson, Alfred Barnes, Waller (resigned February – A.G. Glover), (Glover resigned Sept or December), Tooth, Goodacre, , Heard
1919	J.W. Cartwright	John Walton, William Entickap, Edwin Hardy, Goodacre (resigned June – George Gough), , Heard
1920	J.W. Cartwright	Heard, Gough,
1921 *	Frank Cassady	E.Hardy, G.G. Venables, H.Smith; Henry Smith, Heard, Johannes, Wittrup; William Walker, , Enticknap, Gough.
1922		
1923		
1924		
1925	Frank Cassady	Smith (resigned March – Richard Smith)
1926	Frank Cassady	Gough (resigned February – R.V. Carr), Heard, William J. Lyon, Charles Harold Papworth
1927	Frank Cassady	G.G. Venables(1), Richard smith (defeated April), C.W.G. Morris(1) (resigned November – Richard Smith), R.V. Carr (died July), G.N. Carr(2), O.E. Hoole(3), J. Mulhall(1), Lyon (3), W.F. Schnepel(2), Heard(2), J.H. Renouf, E.J. Glover(3)
1928	Frank Cassady	C.H. Papworth, O.E. Hoole (resigned April – T.J. McMillan)

YEAR	CHAIRMAN/MAYOR	COUNCILLORS
1929	Frank Cassady	Schenpel (disqualified March – James Allingham), Mulhall (resigned December – Vincent Alphonsus Leo Corbett)
1930 **	Frank Cassady	V. A. L. Corbett, F.N. Alston, John Patrick Jackson; Cassady, G.,N. Carr, Heard; Roy Blackburn, Lyon, Papworth; James Atkinson, R.Smith, George Teitzel.
1931		
1932	Frank Cassady	Corbett (resigned February – E.D. Row)
1933 #	Frank Cassady	George Jesson, Jackson; G.N. Carr, Heard; Lyon, David Thomas, Gough; Atkinson, Alston
1934	Frank Cassady	Carr (resigned July – C. Francis)
1935		
1936	Frank Cassady (died March - F.J. Heard temp - James Kelly)	Jesson, Herman Frederick Hecht, George Legge; Heard, Felix Russo, Guiseppi Cantamessa, Harry Clay, Alston.
1937		
1938	James Kelly	Jesson (resigned E.L. Burke)
1939	James Kelly	Heard, Alston, Burke, Clay, Aubrey Jurd, George Legge, Hecht, Cantamessa
1940	James Kelly	Cantamessa (resigned August -E. Jessup)
1941	James Kelly	Jurd (resigned – L.H. Ross)
1942	James Kelly	Ross (resigned March – W.J. Sullivan), (Sullivan resigned November – M.J. Mahoney)
1943	F.N. Alston	J. Allingham, R.B. Blackburn, H.B. Christmas, Clay, Thomas Covell, Heard, A.W. Kehl, C.A. Mylrea
* Changed to 10 Councillors, including Chairman		
** Changed to 12 Councillors, including Chairman		
# Reverted to 9 Councillors, including Chairman		
1944		
1945		
1946	James Kelly	Clay, Burke, Ernesto Borello, Jessup, Legge, Camilo Guigni, Heard (resigned September – John William Robertson), Mylrea
1947	James Kelly	Jessup (resigned August – William Argaet)
1948		
1949	James Kelly	Borello, Clay, Legge, Mylrea, Burke, Argaet, Covell, Daisy Kelly
1950		
1951		
1952	James Kelly (died December - E.L. Burke)	Covell, William O. Garbutt, Argaet, Daisy Kelly, Burke (Chairman December – Santo Ferrero), Borello, Mylrea, John Alfred Row
1953		
1954		
1955	W.O. Garbutt	Covell, Mylrea, J.A. Row. Argaet, Delmo Cantamessa, Borello, Ferrero, Bartholemew Eugene Reitano.
1956		

YEAR	CHAIRMAN/MAYOR	COUNCILLORS
1957		
1958	W.O. Garbutt	Borello, D. Cantamessa, Covell, Ferrero, Mylrea, Ewan George Gossner, Reitano, J.A.Row
1959		
1960		
1961	W.O. Garbutt	Borello, Austin Peter Carr, D. Cantamessa, Covell, Ferrero, Mylrea, Reitano, J.A.Row.
1962		
1963	W.O. Garbutt	Mylrea (died July – E. Meyer), J.A. Row (resigned July – E.C. Row)
1964	W.O. Garbutt	A.J. Andrews, Borello, D.Cantamessa, Reitano, A.P. Carr, Meyer, Ferrero, E.C. Row
1965		
1966		
1967	W.O. Garbutt	Andrews, Borello, D.Cantamessa, A.P. Carr, Ferrero, Meyer, Reitano, E.C. Row
1968		
1969		
1970	W.O. Garbutt	G.G. Allingham, E.C. Row, Borello, N.S. Beatty, Andrews, A.P. Carr, D.Cantamessa, J.J. Williams
1971		
1972	W.O. Garbutt	E.C. Row (resigned – Salvatore Cavallaro)
1973	W.O. Garbutt	G.G. Allingham, Andrews, Beatty, Borello, Cavallaro, Eugenio Quabba, Williams, Arli Roveda.
1974		
1975		
1976	W.O. Garbutt	G.G. Allingham, William Thomas Barnes, Cavallaro, Giovanni Cazzulino, Christopher John Lamborn, Quabba, Robert James Taylor, Williams.
1977	W.O. Garbutt (died May - S. Cavallaro)	S. Cavallaro (appointed Chairman May), A.J. Andrews appointed Councillor in place of S. Cavallaro
1978		
1979	S.Cavallaro	G.G. Allingham, Andrews, Barnes, Cazzulino, Quabba, Taylor, Shirley May Kulcher, Adene Pamela Markwell. (Quabba died September – Christopher John Lamborn)
1980		
1981		
1982	A.J. Andrews	G.G. Allingham, Barnes, Charles Herman Hecht, Jennifer Ann Hodgetts, Kuchler, Lamborn, Markwell, William Hugo Pickering
1983		
1984		
1985	J.J. Williams	John Patrick Ash, Bernard Borello, Rea Summer Brown, Thomas John Covell, Linda Ellen Gangemi (resigned August – Noel Alvin Trost), Kenneth Roger Heard, Giuseppe La Rosa, Vincenzo Vitale.
1986		
1987		Ash (resigned November – Dennis Bernard Thorsby)

YEAR	CHAIRMAN/MAYOR	COUNCILLORS
1988	R.S. Brown	William Thomas Barnes, Borello, Covell, Violet May Groundwater, Heard, Reginald Thomas Jillett, Ian McLaren Kemp, La Rosa
1989		
1990		
1991	R.S. Brown	Barnes, Renzo Camelo Di Bella, Antonio Cardillo, Groundwater, Ross Anthony Frank Contarino, Heard, Peter Augustin Costanzo, Jillett
1992		
1993		
1994 ##	Giuseppantonio (Pino) Giandomenico	Barnes, Jeffrey Mark Barra, Cardillo, Thomas John Covell, Groundwater, Heard, Andrew John Lancini, Bryan Phillip Perry
1995		
1996		Perry (resigned March – Judith Margaret Beatts)
## Chairman now called Mayor		
1997	Giuseppantonio (Pino) Giandomenico	Barra, Robert Arthur Bosworth, Beatts, Cardillo, Groundwater, Patrick David Lynch, Lancini, Paul Laurence Mizzi
1998		
1999		
2000	Keith Thomas Phillips	Barra, Beatts, Bosworth, Groundwater, Sherry Jean Kaurila, Lancini, Mizzi, Salvatore John Torrisi
2001		
2002		
2003		
2004	Giuseppantonio (Pino) Giandomenico	Dorothy Maria Bosworth, Robert Arthur Bosworth, Geoffrey Paul Gianotti, Kaurila, Lancini, Lawrence Raymond Molachino, Shaun Joseph Sheahan, Torrisi
2005		
2006		
2007		
2008 ###	Giuseppantonio (Pino) Giandomenico	D. M. Bosworth, Gianotti, Kaurila, Lancini, Molachino, Patrick David Lynch
2009		
2010		
2011		
2012	Mansell Rodger (Rodger) Bow	Kaurila, Molachino, Lynch, David Geoffrey Carr, Wallis (Wally) George Skinner, Marc Gerard Tack
2013		
2014		

YEAR

CHAIRMAN/MAYOR

COUNCILLORS

Changed to 7 Councillors, including Mayor

REPORT TO COUNCIL

TENDER HSC 17/22 DE-NUTTING OF COCONUT PALMS

Executive Summary

The report outlines the finding of a tender review and recommendation to award the tender for HSC 17/22 De-Nutting of Coconut Palms. The tender was advertised in the Herbert River Express and the Townsville Bulletin on Saturday, 29 July 2017 with offers closing on Tuesday, 22 August 2017 at 2pm. Council received two offers before the closing time.

For Council Decision – Recommendation

That Council accept the rates submitted by Top Drop Tree Services for HSC 17/22 De-Nutting of Coconut Palms for the twenty-one month period commencing 3 October 2017.

Background

Council invited tenders for HSC 17/22 De-Nutting of Coconut Palms. The tender was advertised in the Herbert River Express and Townsville Bulletin on Saturday, 29 July 2017, and also published on Council's website and facebook. Offers closed on Tuesday, 22 August 2017. The tender was advertised in accordance with Council's standard procedures.

A total of two businesses tendered prices per palm, and all offers were considered satisfactory. The offers have been reviewed and assessed by the Works Engineer in conjunction with Council's Acting Parks and Gardens Management Officer, to determine whether offerers have the ability to carry out the works; have an adequate level of resourcing and equipment; have the ability to meet the timeframes; and on price basis.

The offers were received from:

- Top Drop Tree Services
- Global Foliage Managers Pty Ltd

The evaluation demonstrates that Top Drop Tree Services are considered best value for money. On that basis the recommendation is for Council to accept the conforming offer received from Top Drop Tree Services for HSC 17/22 De-Nutting of Coconut Palms for the twenty-one month period commencing 3 October 2017 to 30 June 2019.

Attachments

Works Engineer's Offer Evaluation for HSC 17/22 De-Nutting of Coconut Palms

Statutory Environment

Local Government Act 2009

Policy Implications

Council's Asset Management Plans

Consulted With

Acting Parks and Gardens Management Officer

Author: Jenna Devietti
Position: Works Engineer
Date: 23/08/17

Financial and Resource Implications

- Annual Works Program
 - 10 Year Forward Works Program
 - Parks and Gardens Maintenance Budget
-

Risk Management Implications

Without the standing offer in place, Council would be required to obtain individual quotations for de-nutting of coconut palms, resulting in increased time being spent on administration activities for these works.

Strategic Considerations

Operational Plan

2.4 Natural resource management – Pest and weed management activities

Officers Comment

The de-nutting of coconut palms generally occurs prior to Christmas and in six-months from the initial de-nut depending on the fruit present. The price provided by the contractor is an average cost to de-nut a single coconut palm as some palm locations can be inaccessible and therefore require a climber to undertake the de-nutting process.

Following a query from Council, discussions were held with the preferred contractor that there is no cost saving in removing only juvenile nuts, with better value for money being achieved in undertaking the de-nut two times per year which is in line with other coastal Councils.

HSC 17/22 De-Nutting of Coconut Palms

Evaluation of Offers:

Details	<i>Business Name</i>	<i>Business Name</i>
	Top Drop Tree Services	Global Foliage Managers Pty Ltd
Denutting of Coconut Palms - Unit price per palm	\$ 46.75	\$ 50.00
RECOMMENDATION	Council received two offers for the De-nutting of Coconut Palms. From the evaluation, Top Drop Tree Services have offered the best price per palm. It is recommended that Council accept the offer from Top Drop Tree Services for HSC 17/22 De-nutting of Coconut Palms.	

DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR AUGUST 2017

Executive Summary

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

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

EHO ACTIVITIES FOR AUGUST 2017

- Food/Personal Appearance Services
premises inspections - 2
- Public Health inspections- 0
- Environmental inspections- 0
- Complaints/Enquiries - Noise - Nil, Odour - Nil, Smoke/Dust - 2, Food – 3, Waste-5
- Other Mosquito – Nil, Public Amenities- 2, Pest Animal -1
- High risk personal appearance Nil

EHO PROJECTS FOR AUGUST 2017

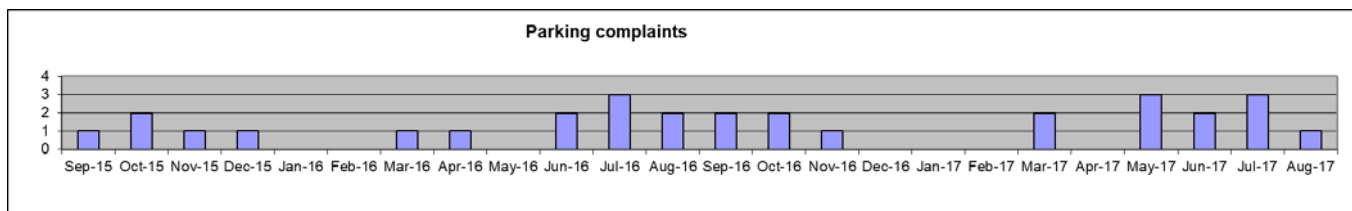
- Amendment of the dog impound procedure
- CRM testing & organising training with TechOne
- Assist with food licensing renewals
- Safety inspection at Halifax Transfer Station
- Garage Sale Trail promotions on Facebook
- Reef Guardian Council Highlight Report
- Summary to EMISD regarding alleged 'fish kill' at Taylors Beach
- TechOne Corporate Directory
- Website content review
- RFQ for Mulching of green waste stockpiles
- RFQ for vector control chemicals
- Re-format Nuisance Information Brochure for website
- QWDS Report to EHP
- WHS Take 5s

Author: Rosemary Pennisi
Position: Executive Manager Development, Planning and Services
Date: 13/09/2017

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

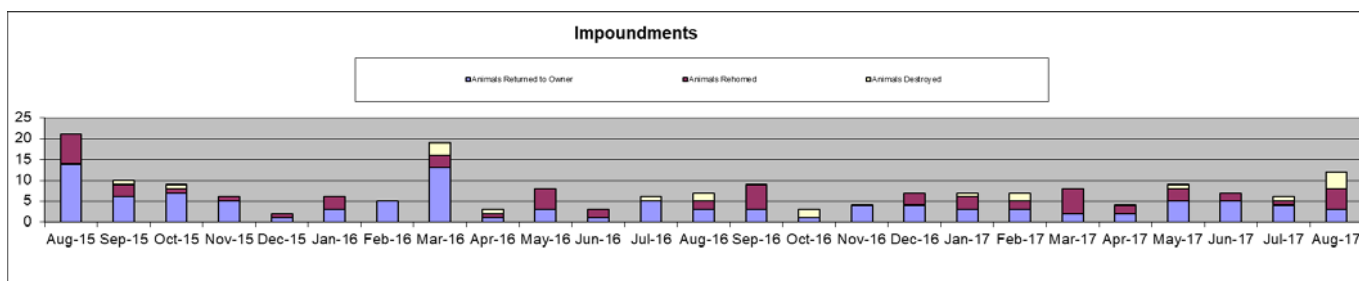
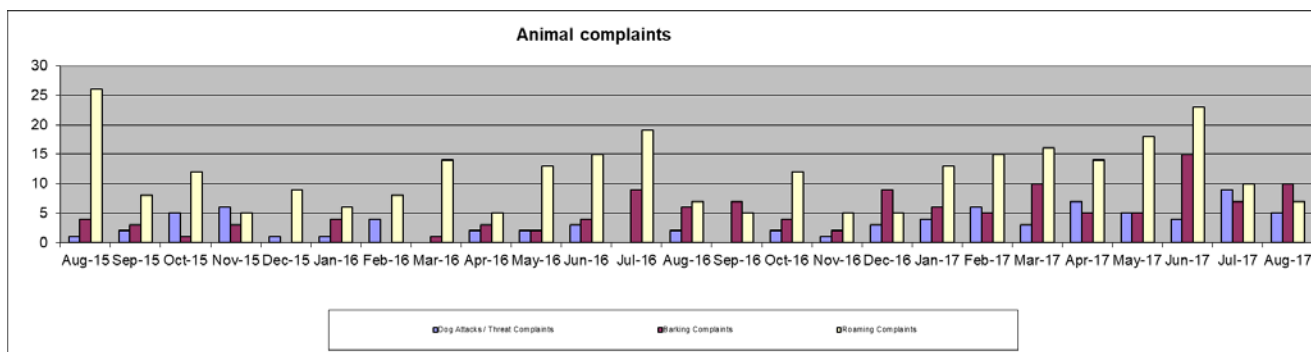
ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017

LOCAL LAWS



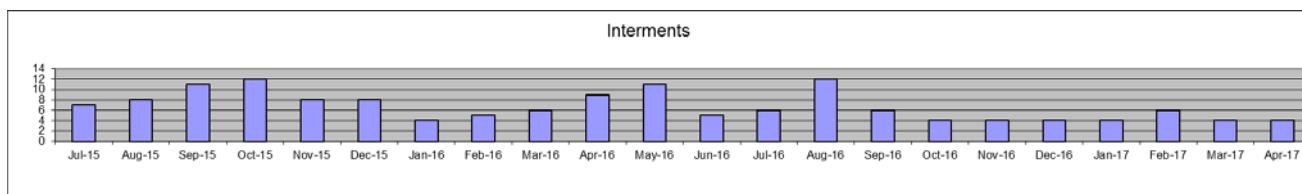
POUND OPERATION

- Number of dogs impounded - 13
- Number collected by owner - 3
- Number re-housed 5
- Number destroyed - 4
- Roaming complaints - 7
- Dog attacks/threats 5



CEMETERY OPERATIONS

- Number of Services: 9



DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017

LOCAL LAWS MISCELLANEOUS

- Nil

NATURAL RESOURCE MANAGEMENT

The Hinchinbrook Community Feral Pig Management program has controlled 51 feral pigs during the month of August. Council has successfully negotiated \$34,534 of funding through Greening Australia to manage a Feral Pig Management Project on Mungalla Station over the next eighteen months. This project will involve Council staff working with the Nywaigi people of Mungalla on a program for the land they manage. The program successfully controlled nine feral pigs during its first week of operations, which is a positive sign.

Total funding for feral pig management for the 2017/2018 financial year from various stakeholders will be approximately \$140,000.00. Council will contribute around \$20,000 towards the project.

Weed management has focused on carrying out inspections and control work for Thunbergia and Singapore Daisy. Council staff also attended regional pest management meetings with NQ Dry Tropics and FNQROC to discuss pest weed and feral animal management issues. At these meetings both regions finalised their Land Protection Fund – Co-investment EOI's that have been submitted to the State Oversight Group. The FNQ region submitted an EOI for Navua sedge herbicide and Adjuvants trial, an Aleman grass herbicide trial and an Integrated High Biomass Grass Management Project.

A new riparian restoration site has been established in the Palm Creek system, where 140 trees were planted and maintained during August.

VECTOR CONTROL

CRMS - 7

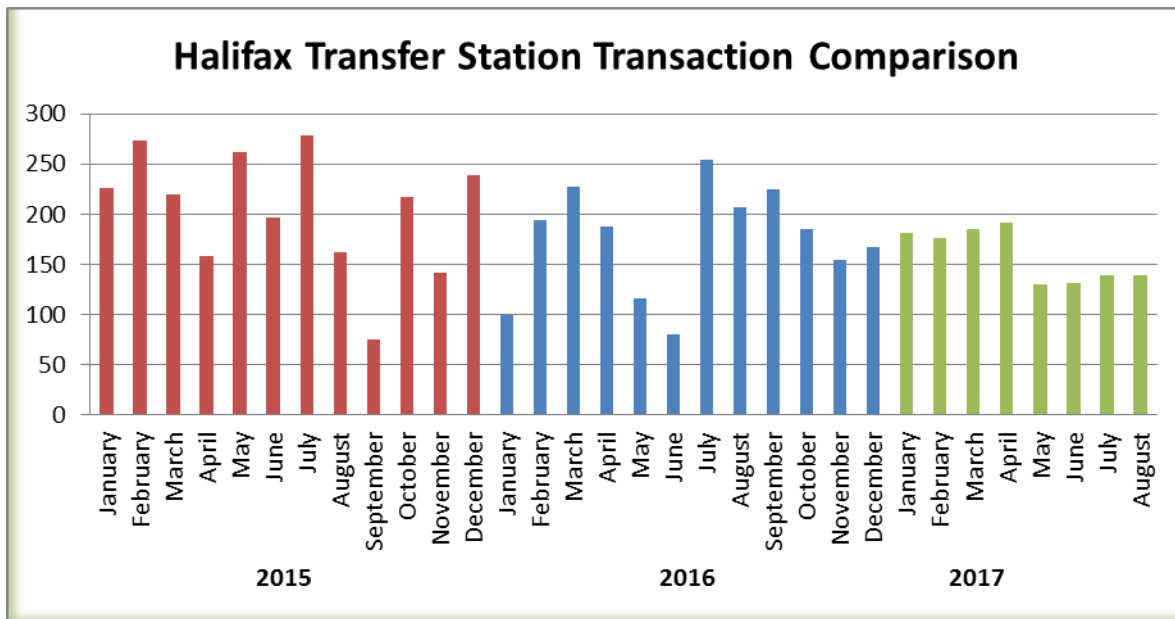
WASTE MANAGEMENT

- Halifax

Gross Revenue \$115.50

ITEM	# Transactions
Batteries	4
Green waste	9
Household waste	6
Voucher Green waste	51
Voucher household waste	48
Steel	18
Waste oil	3
Total transactions	139

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017



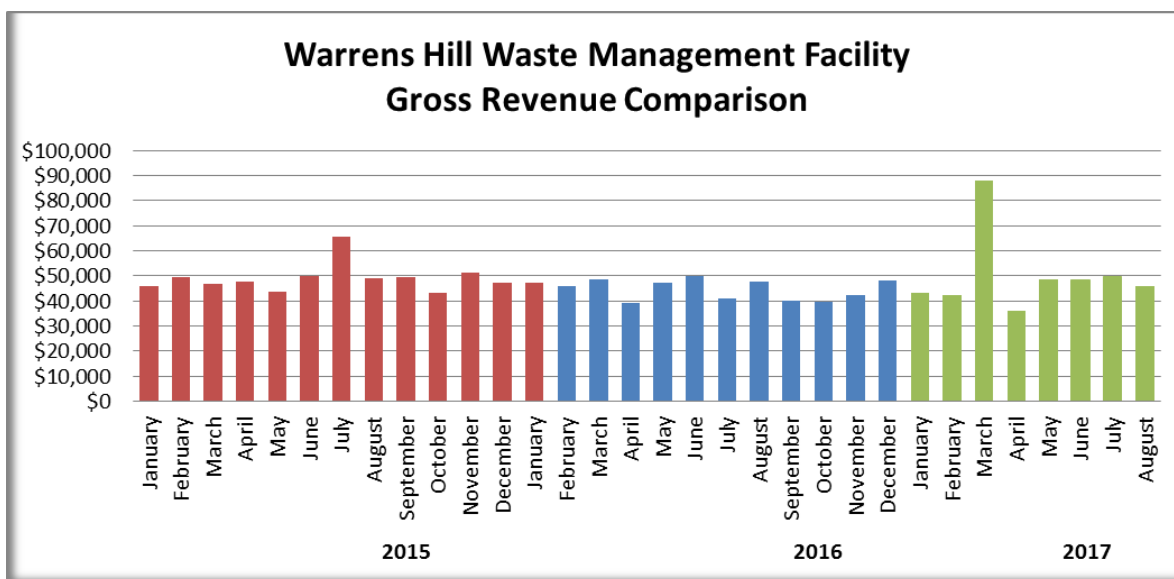
- **Warren's Hill**

Gross Revenue - \$45,708
Total transactions - 1269
Total waste - 836 tonnes

ITEM	AMOUNTS
Clean fill	34 tonnes
Commercial and industrial waste -	340 tonnes
Construction and demolition -	3 tonnes
Commercial green waste -	48 tonnes
Domestic green waste -	14 tonnes
Halifax skip transfer -	6 tonnes
Household self haul waste	10 tonnes
Commercial household waste -	236 tonnes
Illegal dumping -	0.1 tonnes
Oil Waste -	848 litres
Regulated waste asbestos -	5.5 tonnes
Vouchers green -	189 deliveries
Vouchers household -	213 deliveries

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017



TYTO PRECINCT

Refer to Appendix 1.attachment.

OVERVIEW

August attendance figures are down -10.62% comparative to 2016 and hence -10.11% YTD. The key attributer to this was Australian Italian Festival numbers down by up to 25% in 2017. If the AIF figures are removed TYTO has performed above 2016 and is traveling fair with growth in all areas excluding the TYTO Regional Art Gallery.

The *Hinchinbrook Shire Library* recorded 10364 visitor usage for August 2017, an increase of 6.63% from August 2016. Captured, tourist only, data using the facility included 37 national and 44 international
National: 13 visitors came from within a 400km radius. 9 from outside of the 400 km radius 1 x NSW, 6 x Victoria, 2 x Tasmania, 1 x South Australia; and 5 Western Australia

International: 5 x New Zealand, 1 x Japan, 6 x UK, 6 x France, 13 x Germany, 8 x Netherlands, 2 x USA, 2 x Canada and 1 x. Israel.

The Halifax sub branch also recorded 7 national and 1 international visitor.

Hinchinbrook Visitor Information Lounge recorded a decrease of 3.63% in visitor numbers primarily from International countries and the Townsville Region. Increases have come from local, NSW, VIC, NT, TAS and SA with WA no real change. Given the early heat it was expected that visitor numbers would have a more significant decrease.

Overall, August has been a busy month despite the decrease in visitor numbers which can be attributed to the Italian Festival weekend with a direct decrease of 22% in visitors through the centre. Removing the festival weekend from statistics, visitor numbers increased by a modest 1.1%. Other centres within the region have reported a decrease in visitor numbers from southern states and International.

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017

The *Cooper Street RV Area* continues its popularity with 248 permits issued being a 15.35% increase, this collective contributed to the region with visitors staying 355 nights. The increase overall YTD is 17.5%.

TYTO Regional Art Gallery recorded 1079 visitors for August 2017. This is a decrease of 19.41% or 260 visitors compared with August 2016. Saturdays accounted for 265 visitors and Sundays for 119 visitors. Sunday numbers in 2017 decreased by 25.16% or 40 people compared with 2016. The weekend of the 5th and 6th was the Australian Italian Festival and saw 231 visitors in 2017 compared with 431 for the AIF weekend in 2016. This is a decrease of 200 visitors which could explain part of the overall decrease. There is also a noticeable decrease of 88 visitors on Wednesdays – going from 154 in 2016 to 66 in 2017.

The *Conference and Events* team facilitated 24 bookings and events with 29 actually administered, 3 being cancelled, one rescheduled and one internal equipment hire only. This is double the capacity based on the previous year's figures with attendance numbers at 8149 however 1060 are attributed to the Office 2 extended rental.

ECONOMIC DEVELOPMENT AND TOURISM

Community Activity Grants

Community Activity Grants for the period of 1 September to 30 November were advertised on 14 August 2017 where five applications were received. Three applications were successful, one application is currently under further assessment and one application was deemed unsuccessful through Council general meeting (resolution 290817-20).

Ambassador Program

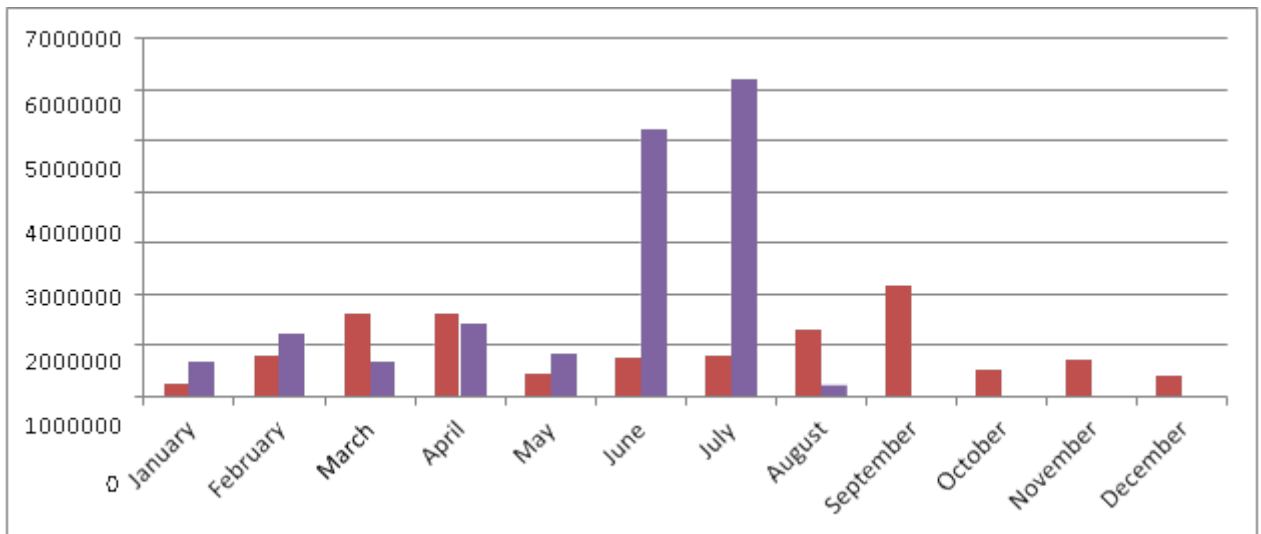
Tourism Officer progressed with implementation of Ambassador Program by developing the following training materials for the workshop, Navigating the Hinchinbrook Way and TYTO Websites.

- Navigating the Hinchinbrook Way Booklet
- Navigating the TYTO Booklet
- Hinchinbrook Way website worksheets
- TYTO website worksheets
- Lesson plan

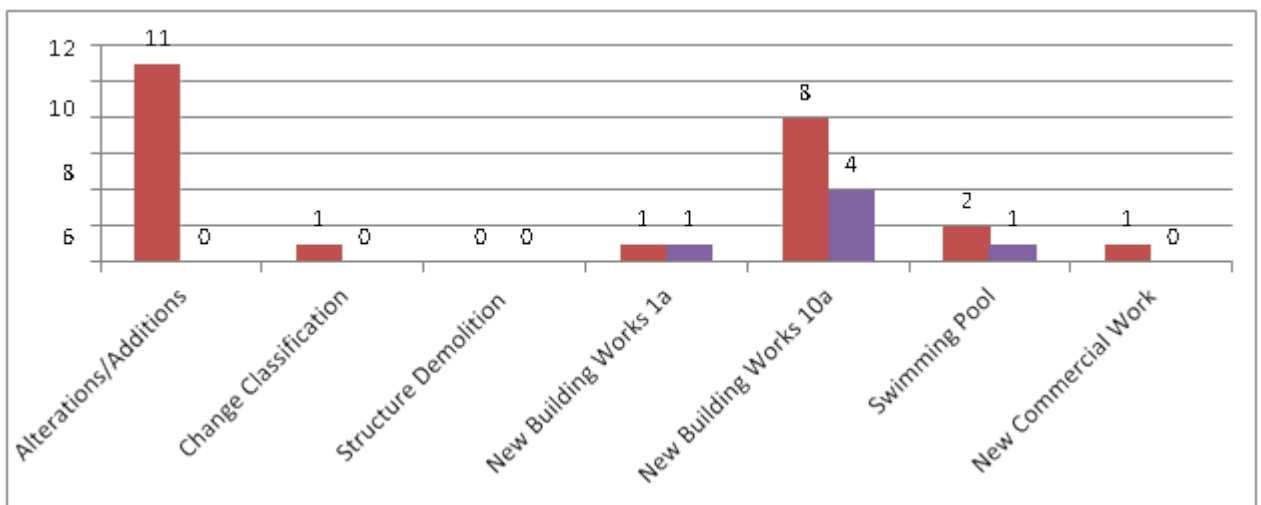
DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017

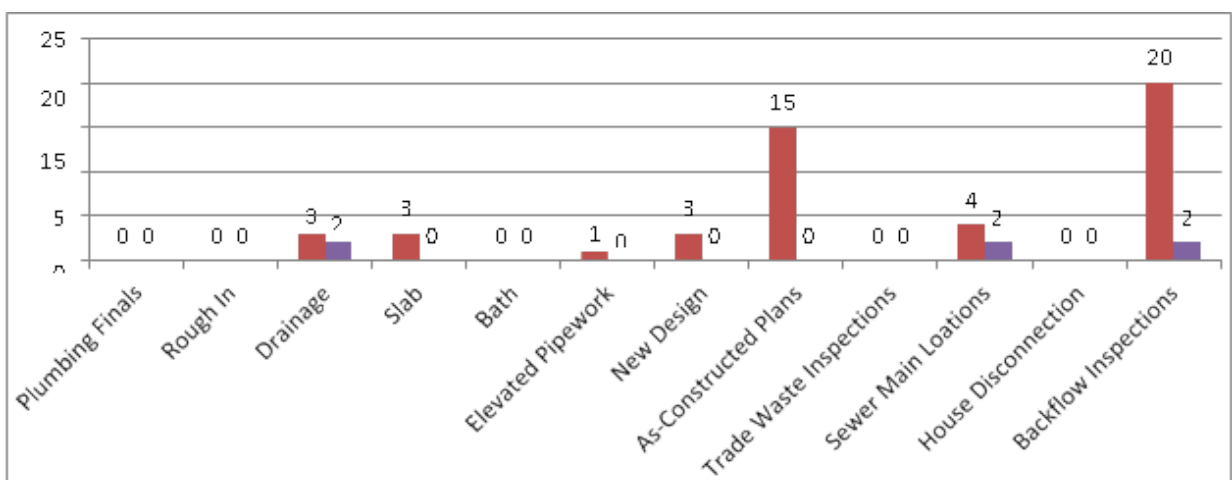
Building Status Report



Building Applications for August

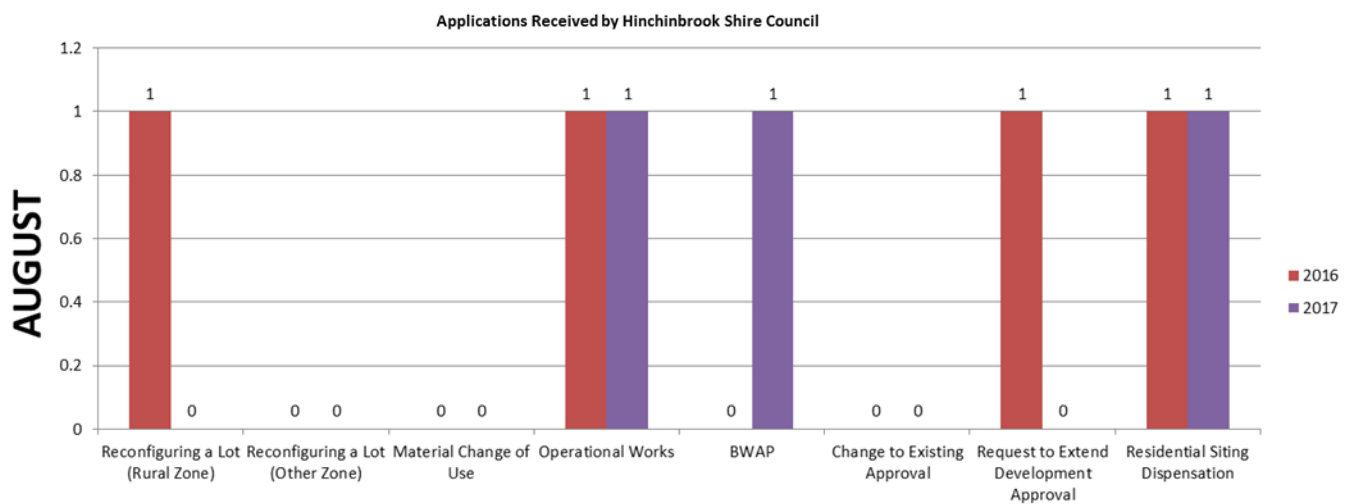
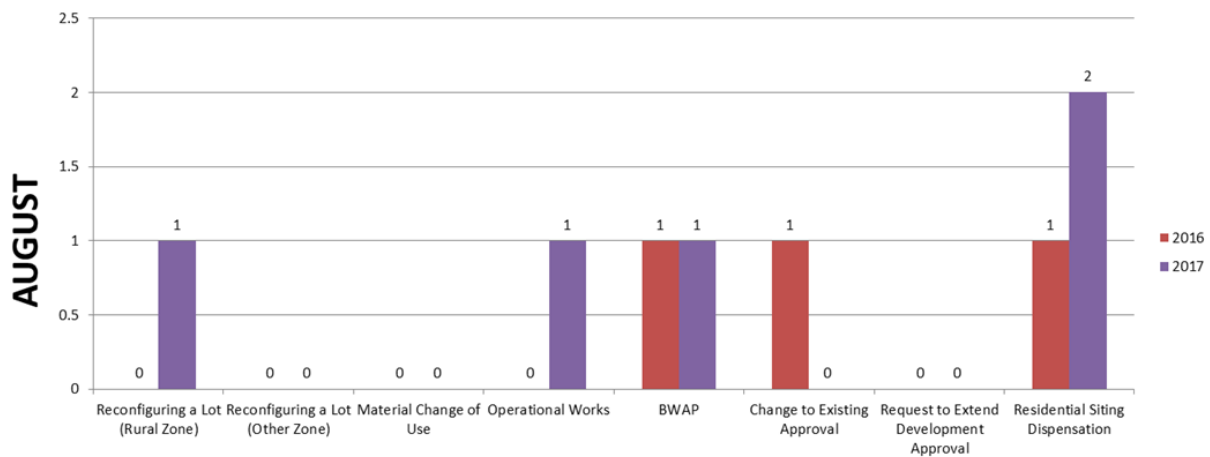


Plumbing Inspections for August



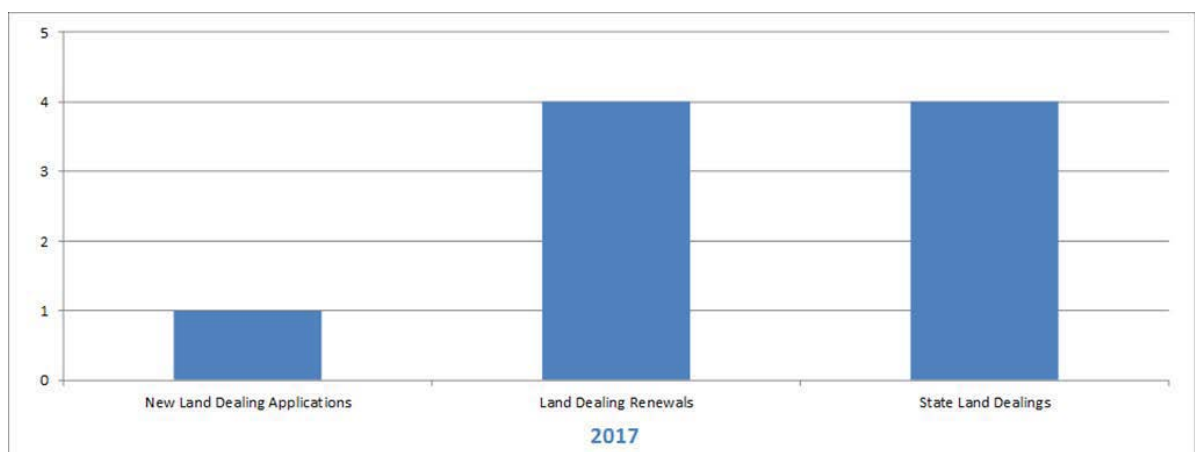
DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017



Approvals Issued by Hinchinbrook Shire Council

Land Dealings for August



- Land Acquisitions – Adjacent land to Forrest Glen Retirement Village for biocycle unit
- Land agreements – Use of Yanks Jetty for commercial operators
- Industrial Estates - Extension road opening of Industrial Avenue

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES REPORT FOR MONTH ENDING AUGUST 2017

Capital Works Progress Report:

Construction	Assessment	Procurement
--------------	------------	-------------

Project Description (Project Code)	Programme Estimate 2016/2017			2017/2018 Expenditure	Comments and Project Timeline															
	HSC C/O Budget	Other Source	Total																	
2016-2017 Capital Projects – Carry Overs																				
Ingham CBD Redevelopment:- Hinchinbrook Way Walk Wayfinding signage Rotary Park tourist signage Rotary Park Revitalisation	\$142,046	\$0	\$142,046	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Tourist Loop Signage	\$92,546	\$0	\$92,546	\$0	Forecast															
					Actual															
RV Tourist Parking Signage – Lannercost Street	\$14,825	\$0	\$14,825	\$0																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															
Visitor Info Centre refurbishment (AV upgrade for Conference Centre)	\$48,437	\$0	\$48,437	\$48,437 Complete																
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast															
					Actual															

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES
ACTIVITY REPORT FOR MONTH ENDING AUGUST 2017

Construction	Assessment	Procurement
--------------	------------	-------------

Project Description <i>(Project Code)</i>	Programme Estimate 2016/2017			2017/2018 Expenditure	Comments and Project Timeline														
	HSC C/O Budget	Other Source	Total																
Lannercost Street laneway artwork	\$25,000	\$0	\$25,000	\$0															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
Cemetery lowering device	\$16,000	\$0	\$16,000	\$0															
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
Total Carry Over Projects	\$338,854	\$0	\$338,854	\$48,437															

DEVELOPMENT, PLANNING & ENVIRONMENTAL SERVICES

REPORT FOR MONTH ENDING AUGUST 2017

Capital Works Progress Report:

	Construction		Assessment		Procurement
--	--------------	--	------------	--	-------------

Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 Expenditure	Comments and Project Timeline																		
	HSC Budget	Other Source	Total																				
2017-2018 Capital Projects																							
CBD/Cartwright/Herbert	\$150,000	\$0	\$150,000	\$0																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
Wallaman Falls project infrastructure	\$50,000	\$0	\$50,000	\$0																			
					Forecast																		
					Actual																		
TYTO paths/bridges/signage	\$40,000	\$0	\$40,000	\$0																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
W4Q O R2 Herbert Street Activate Space	\$140,000	\$0	\$140,000	\$0																			
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun						
					Forecast																		
					Actual																		
Total 2017/2018 Projects	\$380,000	\$0	\$380,000	\$0																			

VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



13,210 PATRONS IN
AUGUST 2017, **19,151**
TOTAL SO FAR IN 2017/18 ^[7]



BUSIEST MONTH WAS
AUGUST 2017/18
DRIVEN BY THE TCEC ^[9]



TOTAL PATRONAGE TO TYTO HAS
INCREASED BY
↑111% pa SINCE 2012/13 ^[8]

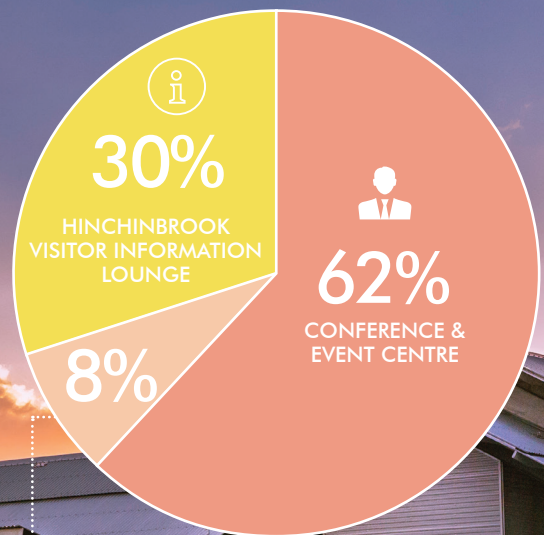
AUGUST 2017 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

5 YEAR COMPARISON ^[10]

	AUGUST 2017 EVENTS	AV GROWTH PER ANNUM SINCE JULY 2013/14
	CONFERENCE & EVENT CENTRE 8,149 PATRONS	↑4% PA
	REGIONAL ART GALLERY 1,079 PATRONS	↓2% PA
	HINCHINBROOK VISITOR INFORMATION LOUNGE 3,982 PATRONS	↑10% PA

TYTO VISITATION ^[11]



AMBASSADOR CONTRIBUTIONS AUGUST ^[12]



REGIONAL ART
GALLERY
62 HOURS



HINCHINBROOK
VISITOR
INFORMATION
LOUNGE **438**
HOURS



HINCHINBROOK
SHIRE LIBRARY
191.2
HOURS



TOTAL WAGES
SAVED 2017/18
\$55,447



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)
66% ↑
COMPARED TO 270%
IN AUGUST LAST
YEAR ^[1]



573
DELEGATES PER
DAY PER EVENT,
COMPARED TO 333 IN
JULY 2016 ^[2]

EVENT TYPES ^[4]

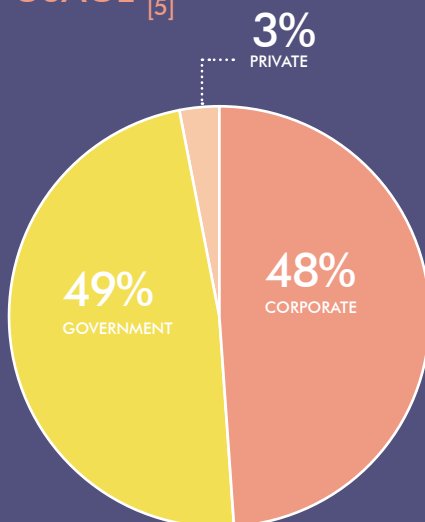
AUG 2017 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE JULY 2013	
EVENT	8	↑25%	6875
WORKSHOP	6	↑25%	82
CONFERENCE	1	↑1	CONFERENCE 35
MEETING	9	↑9	MEETINGS 113
OTHER	5	↑5	OTHER EVENTS 1220



AUGUST 2017 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

EVENT USAGE ^[5]



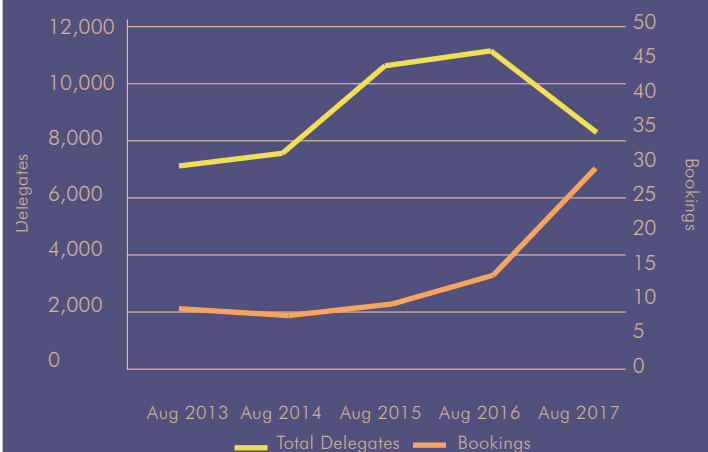
% CHANGE PA SINCE 2012/13 ^[6]

GOVERNMENT
CORPORATE
PRIVATE

↑14 EVENTS
↑14 EVENTS
17%↓

EVENT BOOKINGS & PAX ^[3]

5 Year Comparison*



* For longer-term trend analysis, data has been compared to 2012/13 as this was the first year of full data available.





\$2.5M
IN ESTIMATED DIRECT
TYTO REGIONAL VISITOR
EXPENDITURE [13]



\$3.4M
IN ESTIMATED INDIRECT
TYTO REGIONAL VISITOR
EXPENDITURE [14]



\$3.4M
IMPACTS THE
ACCOMMODATION
AND FOOD SECTOR
(40%), FOLLOWED BY
TRANSPORT (27%) &
RETAIL (12%) [15]

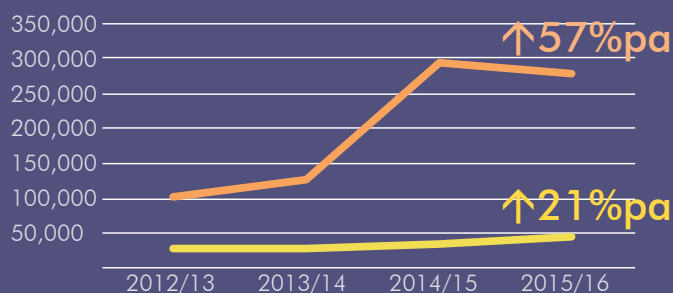
FINANCIAL YEAR 2016/17 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

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

REGIONAL VISITATION [16]

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



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

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

VISITORS ORIGINS [19]

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



REGIONAL JOBS [17]



40 JOBS SUPPORTED FROM VISITOR EXPENDITURE IN THE REGION FROM TYTO

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

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



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



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 June 2016 or have been provided by Hinchinbrook Shire Council.

Assumptions and Data Sources:

1. Of visitors who reside within 400km of the VIC, 24% are overnight visitors and 76% are day visitors. Source: TRA YE June 2016 for Hinchinbrook Shire
2. Visitor driven attractions of TYTO are the Conference and Event Centre, Art Gallery and Information and Wetland Centre
3. The proportion of annual visitor origins remains constant throughout historic data and includes all visitors to the visitor driven attractions
4. Visitor spend per night/day in region is the average of surrounding council areas of Charters Towers, Cassowary Coast and Burdekin. Source: Tourism Research Australia
5. Total value added to the region is based the Tourism Satellite Account for the Townsville Region. Source: Tourism and Events Queensland
6. Social and economic benefits of Hinchinbrook library are based on State Library of Queensland Economic Value of Queensland Public Libraries, 2012.



TYTO is owned and operated by Hinchinbrook Shire Council

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 April 2017 with April 2016
2. Figures provided by Council on the number of event delegates of the average number per day, comparing the month of April 2017 with April 2016
3. Figures provided by Council on the number of patrons per day at events and number of event bookings, comparing the month of April in 2013-2017.
4. Figures provided by Council on the number of bookings by type of event, comparing April 2017 with April 2013, and the average growth per annum (not total percentage growth) in booking numbers per event type. Pax figures have been provided by Council for April 2017 by event type.
5. Figures provided by Council on number of events by user type, comparing the share of each event user type to all event bookings in April 2017.
6. Figures provided by Council on number of event users by type, comparing the month of April 2017 with April 2013 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 Information and Wetland Centre (TIWC)) for April 2017 and in July–April 2017
8. Figures provided by Council on patrons to the visitor driven attractions, comparing the month of April 2017 to April 2013 with an average per annum percentage growth
9. Figures provided by Council on patrons to the visitor driven attractions per month since July 2012
10. Figures provided by Council on number of patrons to each of the visitor-driven attractions for April 2017, comparing April 2017 figures with April 2013 by an average per annum percentage growth
11. This diagram shows the proportion of patrons to each of the visitor-driven attractions out of total patronage to TYTO's visitor-driven attractions for April 2017
12. Figures provided by Council on ambassador contribution across TYTO.
13. The value of \$2.8M is estimated by:
 - a) Calculating the number of visitors to TYTO's visitor-driven attractions by using the total number of patrons for the 2015/16 financial year (53,680 patrons) and removing the percentage of locals sourced from the visitor origin survey conducted in the TIWC (=45,775 visitors remaining).
 - b) The expenditure of those 45,775 visitors is linked to their origin, apportioning typical regional spend figures.
 - c) This assumes the breakdown of domestic day and domestic overnight to the region from Tourism Research Australia applies to the visitors of the facility. The number of international visitors is assumed to be consistent with visitor origin data collected through the Information and Wetland Centre. In future, collecting data on day vs overnight visitation would be beneficial.
- d) A 'typical' average spend per trip day (\$94), domestic overnight (\$105), eastern international overnight (\$60) and western international overnight (\$58) are drawn from the National and International Visitor Surveys using the average of the local areas around Hinchinbrook Shire.
- e) There is no way to know exactly how much of this expenditure stays within the Shire and how much is economic 'leakage'.
14. The indirect value of the \$2.8M in estimated direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
15. The industries likely impacted by this direct expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how much of this indirect expenditure stays within the Shire and how much is economic 'leakage'.
16. Visitors to TYTO's visitor-driven attractions are based on patronage numbers provided by Council for 2015/16, removing the percentage of locals from TWIC's visitor origin survey. Overall Hinchinbrook Council Area visitation is based on data sourced from Tourism Research Australia for 2015/16
17. The estimated direct jobs supported in the 2015/16 financial year (not new jobs) by the regional expenditure is calculated using the Tourism Satellite Account for the Townsville Tourism Region, published by Tourism and Events Queensland in partnership with Tourism Research Australia. There is no way to know exactly how many of these jobs supported stay within the Shire and how much is economic 'leakage'.
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 TIWC 2015/16. It is assumed that these proportions are consistent across all patrons to the visitor-driven attractions.



EXECUTIVE MANAGER DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES MONTHLY STATUS REPORT – SEPTEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

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

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

Status:

September 2017 Update – Event preparation is progressing.

Resolution Number – 290817-29 – Siting Relaxation Application – Brian Dendle – 135 Patterson Parade, Lucinda – Lot 10 on L46921 – Parish of Cordelia

That Council approve the street boundary siting relaxation from the permissible 6m to 2.54m for the proposed shed on Lot 10 on L46921, Parish of Cordelia, and located at 135 Patterson Parade, Lucinda given the proposed structure is a shed, which is to be used ancillary to the residence and garage and will not obstruct daylight and ventilation to habitable rooms on the subject site or adjoining properties, will not impede on the privacy of neighbouring residences and will not have an impact on the streetscape, subject to a number of conditions.

Status:

September 2017 Update – Decision advice issued to applicant on 4 September 2017. Applicant has twelve months to complete development.

Matter Closed

Resolution Number – 290817-28 – Planning Assessment Report – Rectification of Civil Works / Surety Bond Uptake – Lot 1 on RP739661 – Cooper and Palmer Streets, Ingham Development – Lot 1 on RP739661 – G and D Amory

That Council resolve to utilise the Surety Bond of \$45,000 as submitted on 19 January 2009 by Gary and Donna Amory to complete the following long outstanding conditions of Decision Notice 065/0115 for the subdivision of Lot 1 on RP739661 into five lots as was approved by Council on 1 May 2008, subject to conditions:

Palmer Street

Carry out the completion of the section of Palmer Street fronting the development and leading to the existing street construction is to be constructed to the Council's normal urban standard (kerb and channel and 8m seal) and is to include provision for vehicle turn around (cul de sac head).

Provision of kerb and channel to Hinchinbrook Shire's standard profiles, and including invert access crossings to each allotment.

That Council resolve that the surety bond amount of \$600 that has been paid as part of the \$6,800 sewer main surety be journaled to general income due to Council cost to survey the water and sewerage works and drafting of As Constructed Plans.

That Council resolve that due process be followed to inform Gary and Donna Amory of the Council resolutions reflecting the uptake of the surety bond of \$45,000 for the rectification of the outstanding Palmer Street conditions and the uptake of the surety bond of \$600 due to the rectification of a sewer manhole leak.

That Council note that no surety bond was paid for the installation of street lighting as reflected conditions of Decision Notice 065/0115 for the subdivision of Lot 1 on RP739661 into five lots as was approved by Council on 01 May 2008.

Electricity

1. Provision of underground electricity reticulation to each lot, including network of street lighting for minor roads, to the current Australian Standard AS/NZS 1158.3.1:1999.

Reasons

- The conditions of development at Palmer Street have been outstanding since 2009.
- No progress has been made to resolve compliance to the development conditions.

Status:

September 2017 Update – Decision advice issued to Applicant on 12 September 2017. Rectification works to be begin in due course. *Matter Closed*

Resolution Number – 290817-27 – Planning Assessment Report – Permanent Closure of Backo Road, Cordelia – Adjacent (East) of 58 Eddleston Road, Cordelia – C Venturato

That Council resolve not to accept the officer's recommendations and that Council refuse to support an application for permanent road closure over Backo Road on the basis that road closure would adversely impact the future connectivity to the river and affect the public interest in making access to the river available. However that the applicant also be informed that Council would support an application for alternate tenure of a non-permanent nature ie. temporary road closure or permit to occupy.

Status:

September 2017 Update – Decision advice issued on 11 September 2017. Applicant to advise of intentions to undertake application for alternate tenure on non-permanent basis. *Matter Closed*

Resolution Number – 290817-21 – Councillor Opportunities – Attendance at Waste Q Conference

That Councillor Andrew Lancini attend the Waste Q Conference in Mackay with Environmental Health Officer, Paula Ingerson from 11 to 13 October 2017.

Status:

September 2017 Update – Attendance and registration confirmed. *Matter Closed*

Resolution Number – 290817-20 – Community Grants Sponsorship 1 September 2017 to 30 November 2017 – Ingham Community Kindergarten and Pre-School Association

That Council decline Ingham Community Kindergarten and Pre-School Association's application for \$5,720 (excl. GST) being sought for grounds maintenance within the 2017/2018 financial year based on objective C (iv) of the Community Activity Grants Policy.

Status:

September 2017 Update – Letter sent 11 September 2017. *Matter Closed*

Resolution Number – 290817-19 – Hinchinbrook Shire Council Community Grants Funding Stream 2017 / 2018 – Everglow Community Care Links Inc

That Council provide the sum of \$3,000 (excl. GST) financial assistance to Everglow Community Care Links Inc. to be funded from the 2017/2018 Community Activity Grants budget.

Status:

September 2017 Update – Approved and confirmation sent 11 September 2017.

Matter Closed

Resolution Number – 290817-18 – Reconfiguring a Lot: Inclusion of Lot into Area 1 of the Infrastructure Charges Areas – Abergowrie Road and stone River Road, Trebonne – Lot 3 on SP291548, Parish of Trebonne – O and M Marino

That Council resolve to issue a Development Permit for the inclusion of Lot 3 on SP291548, Parish of Trebonne, into Infrastructure Charge Area 1 (Trebonne), subject to a number of conditions.

Status:

September 2017 Update – Decision advice and corresponding infrastructure charges notice issued to Applicant on 11 September 2017.

Resolution Number – 290817-17 – Development Application for Building Works Assessable Against a Planning Scheme – Flood Height Dispensation for Proposed Temporary Office Space – Sugar Research Australia Limited c/- Mr Stephen Schoemaker – 181 Fairford Road, Ingham – Lot 1 on RP725386, Parish of Trebonne

That Council approve the building works submitted by Sugar Research Australia Pty Ltd for the development of a class 5 non habitable temporary office facility on a temporary basis subject to a number of conditions.

Status:

September 2017 Update – Decision advice issued to Applicant on 11 September 2017. Applicant has two years to undertake development.

Matter Closed

Resolution Number – 290817-16 – Department of Natural Resources and Mines – Application for Conversion of Term Lease (TL49047) to Freehold – Lot 143 on CWL2037, Parish of Lannercost – Crotons Road, Lannercost

That Council advise the Department of Natural Resources and Mines that it has no objection in relation to the application for freehold conversion over Lot 143 on CWL2037, Parish of Lannercost, currently described as Term Lease TL49047.

Status:

September 2017 Update – Decision advice issued to Applicant on 4 September 2017.

Matter Closed

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	\$ 60,000
Forrest Beach Picaninny Park – pathway and boardwalk and bench seats	\$ 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 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 – 250717-22 – Community Activity Grants Policy

That Council resolve to:

- (a) Approve the draft Community Activity Grants Policy and associated documents; and
- (b) Incorporate any desired requirements featured in Queensland Destination Events Program through Tourism Events Queensland (TEQ).

Status:

September 2017 Update – Policy has been placed on Council website and new applications received.

Matter Closed

August 2017 Update – The policy has been implemented for the latest round of applications.

Resolution Number – 270617-29 – Hinchinbrook Shire Council Community Grants Funding Stream 2017 / 2018 – Everglow Community Care Links Inc.

That Council defer consideration of this resolution pending a presentation by Everglow Community Care Links Inc. of current operations.

Status:

September 2017 Update – Approved at August meeting and confirmation letter sent 11 September.

Matter Closed

August 2017 Update – Council met with representatives from Everglow to discuss this matter. A report for Council consideration on the agenda for the General Meeting of 29 August, 2017.

July 2017 Update – Letter sent 5 July advising of Council's decision to defer application pending presentation.

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 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 – 300517-22 – Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 Herbert River Quilters

That Council offer Herbert River Quilting Club the payment of \$1,742.70 (excl. GST) from the 2016/2017 Community Grants Budget.

Status:

September 2017 Update – Invoice paid.

Matter Closed

August 2017 Update – Council awaiting Tax Invoice.

July 2017 Update – Council awaiting Tax Invoice.

June 2017 Update – Council awaiting Tax Invoice.

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

That Council resolve the following:

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

Status:

September 2017 Update – Report to Council drafted for Council consideration on 26 September.

August 2017 Update – The consultants PIE Solutions Pty Ltd submitted the first draft LGIP documentation for verification by the HSC Departments. A presentation of the draft LGIP is scheduled for the September Briefing Session of the Council.

July 2017 Update – The consultants PIE Solutions Pty Ltd commenced with the Second Stage of the project, the project is on schedule.

June 2017 Update – The consultants PIE Solutions Pty Ltd presented an update to the Council at the 6 June Council Connect Session.

May 2017 Update – The consultants are ahead of schedule with the project. The scheduled presentation of the completed project will be undertaken by the consultants in June.

April 2017 Update – No further update at this stage.

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

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

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

That Council:

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

Status:

September 2017 Update – Consultation Strategy successfully completed and the submissions to be discussed at 19 September Portfolio Meeting.

August 2017 Update – Consultation is scheduled to Commence on Monday 24 July 2017 until Tuesday 5 September 2017. The consultation process is currently in the Public Open Day Period.

July 2017 Update – Consultation is scheduled to commence on Monday 24 July 2017 until Tuesday 5 September 2017.

June 2017 Update – The Minister for Local Government and Planning approved the Draft Hinchinbrook Shire Planning Scheme 2017 on 25 May 2017. A revised Communication and Consultation Strategy has been prepared and circulated in "In The Know". Consultation is scheduled to commence on Monday 24 July 2017 until 6 September 2017.

May 2017 Update – DILGP indicated that the relevant Approval to Notify is imminent and could be issued in the second week of May.

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

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

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

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

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

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

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

Status:

September 2017 Update – In progress and installation to commence shortly.

August 2017 Update – Contract has been executed by Hinchinbrook Shire Council and Telstra. Network configurations have been confirmed with Telstra. SSID has been confirmed as Hinchinbrook_Free_WiFi. Waiting for response from Telstra on installation and operational dates.

July 2017 Update – Council have received contract. Contract is currently being checked by Information Services Manager. Contract will then be ready for CEO to sign.

June 2017 Update – Survey report has been sent to Council. Report has indicated a reduced amount of hotspots needed resulting in cost savings for Council. Report will be attached to Contract and sent to Council. Telstra's legal team are looking at Report on Tuesday.

May 2017 Update – Detailed site survey for stage 1, 2 and 3 completed by Telstra – awaiting survey report.

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

March 2017 Update – No further update.

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

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

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

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

Status:

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

August 2017 Update – Update to be provided at next PCG meeting.

July 2017 Update – Update to be provided at next PCG meeting.

June 2017 Update – EDO to provide update at next PCG meeting.

May 2017 Update – No further update at this stage.

April 2017 Update – No further update at this stage.

March 2017 Update – No further update at this stage.

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

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

December 2016 Update - No further update at this stage.

November 2016 Update – No further update at this stage.

October 2016 Update – No further update at this stage.

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

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

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

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

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

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

February 2016 Update – Expression of interest closed early 2016.

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

Resolution Number – 290915-27 –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 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 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 – 290915-22 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

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

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

Status:

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

November 2016 Update – DTMR require engineering drawings for consideration.

October 2016 Update – No further update at this stage.

September 2016 Update – Council awaiting DTMR approval.

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

July 2016 Update – No update at this stage.

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

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

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

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

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

December 2015 Update – Design 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 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 – 280715-25 –Hinchinbrook Meeting Place - Reserve for Botanical Gardens and Nursery R.635

That Council approve commencement of the process to re-survey and re purpose, via application to the Department of Natural Resources and Mines, to become a reserve for recreation in the area currently occupied by the structures known as the Hinchinbrook Meeting Place within the reserve for Botanical Gardens and Nursery, in Lot 3 on Crown Plan I22484.

That Council resume management of the facility and offer the facility for hire to community groups and individual community members with terms and conditions for hire based on those currently used for the Showgrounds and Halifax Hall accessing the existing fee structure for the Hinchinbrook Meeting Place detailed in Councils 2015/2016 Commercial Charges, Regulatory Fees and other Charges.

Status:

September 2017 Update – No further update.

August 2017 Update – No further update.

July 2017 Update – No further update.

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – No further update.

March 2017 Update – No further update.

February 2017 Update – Briefing to Council will occur in March.

January 2017 Update – A further Briefing will be organised if requested by Council.

December 2016 Update – Update provided at Briefing Session of 6 December 2016.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – In progress.

March / April 2016 Update – In progress.

February 2016 Update – In progress.

January 2016 Update – Land repurpose in progress. Council managing property.

December 2015 Update – No further update.

November 2015 Update – In progress. No further update.

October 2015 Update – Meeting planned with users to explain application process for community grants.

September 2015 Update – Land repurpose in progress.

August 2015 Update – Users advised of Council's resolution by letter. Hire terms and conditions on Council website and forwarded to current users. Process to repurpose land in progress.

Resolution Number – 150714-21 – Additional Land for Forrest Glen Retirement Village

That Council approve the commencement of the process to acquire additional reserve land for lease from Department Natural Resources and Mines of approximately 0.475ha to create a buffer zone around the existing sub-surface irrigation system at Forrest Glen Retirement Village facility.

That should the land acquisition be successful, Council approve HSC Engineering Department to commence application to amend the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval on the basis that the land area is adequate to create a buffer zone around the existing sub-surface irrigation system.

Status:

September 2017 Update – Information for the additional land has been sent to Gilkerson Legal so that it can be considered during the Nywaigi and Native Title ILUA process and for assessment under the Cultural Heritage requirements.

August 2017 Update – In progress. The close proximity of the area to a wetland is requiring further investigation.

July 2017 Update – In progress. The close proximity of the area to a wetland is requiring further investigation.

June 2017 Update – In progress.

May 2017 Update – Action plan for discharge quality being progressed.

April 2017 Update – Ongoing. Meeting held with HCSC and EHP to discuss options for achieving discharge quality compliance. An action plan has been drafted and forwarded to EHP, which identifies other potential solutions to the discharge quality problem. Should any of these alternative options be successful it may not be necessary to pursue the acquiring of additional land.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

January 2017 Update – Ongoing.

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – DNRM have granted an extension until 9 January 2017 in accordance with Section 442 of the Land Act 1994, to allow the below offer requirement to be finalised:

- a) Hinchinbrook Shire Council to continue to address Native Title by way of Compulsory acquisition for area of land described as Lot 1 on Drawing TSV2014-59.

If Council believe they will be unable to comply with the above offer requirement by 9 January 2017, Council should apply in writing for an extension of time.

July 2016 Update – Council requested an extension of time from 8 July to allow native title issue to be addressed.

June 2016 Update – Correspondence received from NQLC on behalf of the Applicant (Nywaigi Peoples) to RNM. The comparison of the draft work plan against the current work plan shows only one amendment being the inclusion of item 12 which requires the State to complete its assessment of the connection material by 21 September 2016.

- 12. On or before 21 September 2016, the State to complete its assessment of connection material provided by the Applicant and advise the Applicant whether or not it accepts connection for the purpose of substantive mediation.**

It is advised by RNM that this inclusion will not materially affect or change Council's rights in the matter at all, and proposes not to submit any comments to NQLC regarding the updated work plan.

May 2016 Update – Ongoing.

March / April 2016 Update – At the suggestion of Council's Lawyers, all native title matters currently under issue shall be dealt with as one agenda item. The Land Title Claim for Lot 382 by the Nywaigi people, which is now going to be part of a claim for a much larger parcel of various State Reserve Land lots. Following discussion with Solicitor Cheryl Thompson for the North Queensland Land Council, Council is quietly confident that a compulsory acquisition proposal for part of Lot 382 will be successful, albeit a slow process.

Council needs to finalise the above acquisition issue first to address grey water issues at the Forest Glen Retirement Village, before negotiating with DNRM the transfer of the retirement village (on State Leasehold land) to a registered provider, with a preference for Hinchinbrook Community Support Centre.

Council decided not to register for NRSCH before 31 December 2014, it has to finalise its exit from the social housing system (e.g. by transferring to another registered provider) by 30 June 2017. It may take some time for Council to negotiate transfer arrangements with DNRM. It will also take some months for this department public works and housing to process a transfer request when received, obtain approval at the delegated level and finalise the program financials and the required new contract documentation.

February 2016 Update – No further update.

January 2016 Update – Nywaigi Native Title Applicants / representatives attending 16 February Connect Session.

December 2015 Update – No further update.

November 2015 Update – Nywaigi Native Title Applicants / representatives attending November Connect Session.

October 2015 Update – Native Title negotiations in progress.

September 2015 Update – Council has now received instructions from the Nywaigi Native Title applicants. They are ready to proceed by way of agreement regarding the compulsory acquisition of part of Lot 382 on SP136985.

They wish to speak with the Hinchinbrook Shire Council in terms of their economic development 2020 program. Meeting to be arranged – TBA date

August 2015 Update – Meeting with North Queensland Land Council on 11 August 2015.

July 2015 Update – Ongoing.

June 2015 Update – Required address of native title in process by RNM.

May 2015 Update – No further update.

April 2015 Update – Ongoing.

March 2015 Update – Native title extinguishment options being considered in conjunction with solicitors

February 2015 Update – Council notified by DNRM that the land requested requires Native Title extinguished. Further negotiations underway.

January 2015 Update – No further update.

December 2014 Update – DNRM confirmed land requested with HSC – matter being considered for approval by DNRM.

November 2014 Update – No further progress.

October 2014 Update – No further progress.

September 2014 Update – Application acknowledged by DNRM awaiting approval or other.

August 2014 Update – Process for request for additional land commenced.

Resolution Number – 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 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 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 have approved the proposal but have sent it to Brisbane for final approval.

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

Resolution Number – 210513-30 – Pelorus Island

That Council formally write to the Department of Natural Resources and Mines and request confirmation that a Trustee Lease or Permit can be issued to a commercial operator for part of Pelorus Island.

Further that the Department be requested to provide examples of terms and conditions of instances where similar leases have been issued.

Status:

September 2017 Update – No further update.

August 2017 Update – Council Solicitors Roberts Nehmer McKee are reviewing the Local Laws and drafting documentation to allow permitting of commercial uses on the island.

July 2017 Update – Council has received copy of the Garden Island Management Plan and is currently liaising with the DNRM regarding the requirements to progress this matter.

June 2017 Update – EMDP is currently drafting amendments to Council's Local Law No 4 and associated documentation for restricted and prescribed activities for uses on Pelorus Island.

May 2017 Update – The applicants consultant met with DNRM officers who indicated that the Council could deal with the issue under local laws similar to Cassowary Coast Regional Council.

April 2017 Update – Council's consultant was scheduled to meet with DNRM officers on the 27 March 2017.

March 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

February 2017 Update – Department of Natural Resources and Mines are reviewing the draft plan and will advise of further requirements for the plan.

January 2017 Update – Further discussions with the Department of Natural Resources and Mines is planned.

December 2016 Update - No further progress.

November 2016 Update – No further progress.

October 2016 Update – Discussions were held with Department of Natural Resources and Mines Officers regarding the draft plan. Other alternative ways of allowing facilities on the island were discussed such as licensing will be investigated. This was discussed with DNRM representatives at a meeting on the 28/9/16 and they agreed that this is the best way forward at this point in time. Designs of QPWS toilets at Jourama Falls and requirements for toilets on islands given to EMECS for securing quotes for erection of a suitable public toilet on the island.

September 2016 Update – The State has not yet provided an official response to the proposed draft plan.

August 2016 Update – The draft has been submitted to the State. The State has provided some feedback for consideration.

July 2016 Update – Passed over to Economic Development Department.

June 2016 Update – No further update.

May 2016 Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – Meeting organised with Remote Area Dive to discuss a range of issues including permitting, food hygiene, sanitation and tourism development.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further progress.

July 2014 Update – No further progress.

June 2014 Update – No further progress.

May 2014 Update – No further progress.

April 2014 Update – No further progress.

March 2014 Update – No further progress.

February 2014 Update – No further update.

January 2014 Update – Officers have contacted QPWS and neighbouring Councils to obtain information as to the fees and charges applicable in the region for commercial camping on public reserves.

December 2013 Update – Preliminary investigations indicate that the most practical and efficient option for the control of commercial camping activities on the island is via existing Local Laws, similar to the Crystal Creek area. A Report will be prepared for Council's consideration recommending possible options and camping fees.

November 2013 Update – No further progress.

October 2013 Update – Moved from Executive Manager Development and Planning to the new responsibility of the Executive Manager Environment and Community Services who will progress on his return from leave.

September 2013 Update – No further update.

August 2013 Update – A letter has been received from the Department of Natural Resources and Mines with information on options of leases for Council to consider. A report to Council will be prepared for Councils consideration when these options have been investigated.

July 2013 Update – No response has been received from the Department at this time.

June 2013 Update – Council has written to the Department of Natural Resources and Mines requesting information.

DEPARTMENT OF NATURAL RESOURCES AND MINES
APPLICATION FOR RENEWAL OF STATE LAND LEASE (SL 203317)
2-16 LANNERCOST STREET, INGHAM – LOT 13 ON I22466, PARISH OF TREBONNE

Executive Summary

The Department of Natural Resources and Mines (DNRM) seeks Council views and / or requirements regarding the proposed renewal of an existing State land lease (SL 203317), currently utilised for 'retail shopping' purposes and originally issued on 13 September 1995. The lease is intended to be renewed for the same purpose for a period of 30 years.

The subject site is formally described as Lot 13 on I22466, Parish of Trebonne, which is a 607m² allotment within the Commercial Zone of the Hinchinbrook Shire Planning Scheme 2005. The site has frontage to Lannercost Street, and is located within the Palm Creek watercourse.

As the proposed early renewal of State land lease relates to land that has the potential to create a more efficient hydraulic regime in Palm Creek. Council received a presentation in relation to the potential of the lease site being used to create a more efficient hydraulic regime in Palm Creek from SMEC on 5 September 2017. Discussions with the Departments of Transport and Main Roads (DTMR) as well as Natural Resources and Mines (DNRM) were undertaken with clear direction that flood proofing of Herbert Street is not subject to the lease site.

For Council Decision – Recommendation

It is recommended that Council advise the Department of Natural Resources and Mines that Council support the application for an early renewal of State land lease SL 203317 over Lot 13 on I22466, Parish of Trebonne.

Background

From correspondence dated 17 February 2017, DNRM sought Council's views and/ or requirements regarding an application for an early renewal of State land lease SL 203317 over Lot 13 on I22466, Parish of Trebonne. It is understood that the applicant proposes to renew the lease for the same purpose, being 'retail shopping', despite the current state of the building which provides substandard commercial space. Additionally, it is noted that the proposed renewal is an 'early' application, with the existing lease arrangements not due to expire until 12 September 2025.

Council received a presentation in relation to the potential of the lease site being used to create a more efficient hydraulic regime in Palm Creek from SMEC on 5 September 2017. Discussions with the Departments of Transport and Main Roads (DTMR) as well as Natural Resources and Mines (DNRM) were undertaken with clear direction that flood proofing of Herbert Street is not subject to the lease site.

Statutory Environment

Land Act 1994

Planning Act 2017

Local Government Act 2009

Policy Implications

Policy implication in relation to the 'Freshwater Retention Basin and North-South Solution Feasibility Study' prepared for Council by SMEC in June 2015.

Consulted With

Department of Transport and Main Roads
Department of Natural Resources and Mines
SMEC Consultancy
Department of Infrastructure Services Delivery

Financial and Resource Implications

There is no impact on the Hinchinbrook Shire Council budget as the renewal does not change the rates attached to the property.

Risk Management Implications

If the Lease is renewed a considerable risk will be placed on Councils ability to efficiently manage flood risk at the location.

Legal Implications

Native Title Act 1993 (NTA)
Old Government native title work procedures 2017 (QGNTWP)

Strategic Considerations

Council is required to deal with and assess planning concerns with reference to the following codes and planning instruments:

- The *Hinchinbrook Shire Planning Scheme 2005*;
- The *Draft Hinchinbrook Shire Council Planning Scheme 2017*;
- Hinchinbrook Shire Corporate Plan – Strategic Direction Two (Responsive and Responsible Management of Land); and
- Hinchinbrook Shire Operational Plan – Strategic Direction Two (Responsive and Responsible Management of Land).

Officers Comment

The proposed early renewal of State land lease is supported.

Reasons for the recommendation was reached following: a presentation to the Council on 5 September 2017 and discussions with relevant authorities clarified that the lease site (SL 203317) is not essential for the flood proofing of Herbert Street,

Attachments	
Attachment A:	Location Map
Attachment B:	Correspondence from Department of Natural Resources and Mines
Attachment C:	Option Summary Sheet for Palm Creek (Freshwater Retention Basin and North-South Solution Feasibility Study)

HINCHINBROOK SHIRE COUNCIL

077/0001

Legend
 [Black Outline] Cadastre
 [Blue Wavy Line] Palm Creek

Lot 13 122466

[Red Outline] Site Location

Data Sources & Acknowledgements
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HINCHINBROOK SHIRE COUNCIL

Application for renewal of State-land lease SL203317

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 Compiled By: hayley1887 Date: 12/06/2017

Attachment B: Department of Natural Resources and Mines Correspondence

From: STARR Tammy <Tammy.Starr@dnrm.qld.gov.au>
Sent: Thursday, 25 May 2017 2:57 PM
To: Hayley Roy
Subject: RE: Views request for Renewal of State land lease SL 203317 over Lot 13 on Plan I22466

No worries at all Hayley – thank you for getting in touch with me today – I will note your extension to 30 June 2017 on my case.

Kind regards



Tammy Starr
Land Administration Officer
State Land Asset Management Unit | Land and Vegetation Services
Department of Natural Resources and Mines

P: (07) 44479177
E: tammy.starr@dnrm.qld.gov.au
A: 9th Floor Verde Tower, 445 Flinders Street, Townsville, Qld, 4810 | PO
Box 5318, TOWNSVILLE, QLD, 4810
W: www.dnrm.qld.gov.au

From: Hayley Roy [mailto:Hroy@hinchinbrook.qld.gov.au]
Sent: Thursday, 25 May 2017 2:55 PM
To: STARR Tammy <Tammy.Starr@dnrm.qld.gov.au>
Cc: Gerhard Visser <GVisser@hinchinbrook.qld.gov.au>
Subject: Views request for Renewal of State land lease SL 203317 over Lot 13 on Plan I22466

Attention: Tammy Starr
State Land Asset Management Unit, Department of Natural Resources and Mines

RE: Request for Views/Comments for Lease Renewal Application – SL 203317
Lot 13 on plan I22466

Good Afternoon Tammy,

My apologies on behalf of Council for the tardy response. As per our recent telephone conversation, Council are seeking an extension of time, until **30 June 2017**, to formulate a response in relation to the proposed lease renewal of this site. Council require sufficient time to assess the renewal aspects of the lease, given the sites atypical location within a known creek/waterway area.

Should you require any further clarification in relation to this request, please do not hesitate to contact Council's Development & Planning Services on telephone (07) 4776 4609.

Hayley Roy | Customer Service & Town Planning Support Officer | Hinchinbrook Shire Council
P: (07) 4776 4600 | F: (07) 4776 3233 | E: hroy@hinchinbrook.qld.gov.au
W: <http://www.hinchinbrook.qld.gov.au>

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Please consider the environment before printing this email.

From: STARR Tammy
Sent: Friday, 17 February 2017 10:24 AM
To: council@hinchinbrook.qld.gov.au
Subject: Views request for Renewal of State land lease SL 203317 over Lot 13 on Plan I22466

[Next](#) [Last](#)

To: The Chief Executive Officer
Hinchinbrook Shire Council

Request for Views/Comments for Lease Renewal Application for SL 203317 described as Lot 13 on Plan I22466

The term of the above Lease expires on 12 September 2025 and the lessee has made application for an early renewal due to exceptional circumstances. The attached Smartmap shows the subject land and the surrounding locality.

The current lessee has advised they are intending to use the land for the same purpose 'Retail Shopping' and have applied to renew the lease.

Please advise this Department of your views and/or requirements in relation to renewal of this lease. Please advise if you have any objections to the renewal of the lease, and any views or requirements that may affect the future use of the land. If you offer an objection to the renewal of this lease, a full explanation stating the reason for such an objection should be forwarded to this Office.

The application for renewal will be assessed in terms of Section 159 of the *Land Act 1994*, after considering the views of all interested parties and an inspection of the land.

If no reply is received **by 17 April 2017**, it will be assumed you have no interests in this dealing.

If you wish to discuss this matter please contact Tammy Starr on (07) 4447 9177.

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

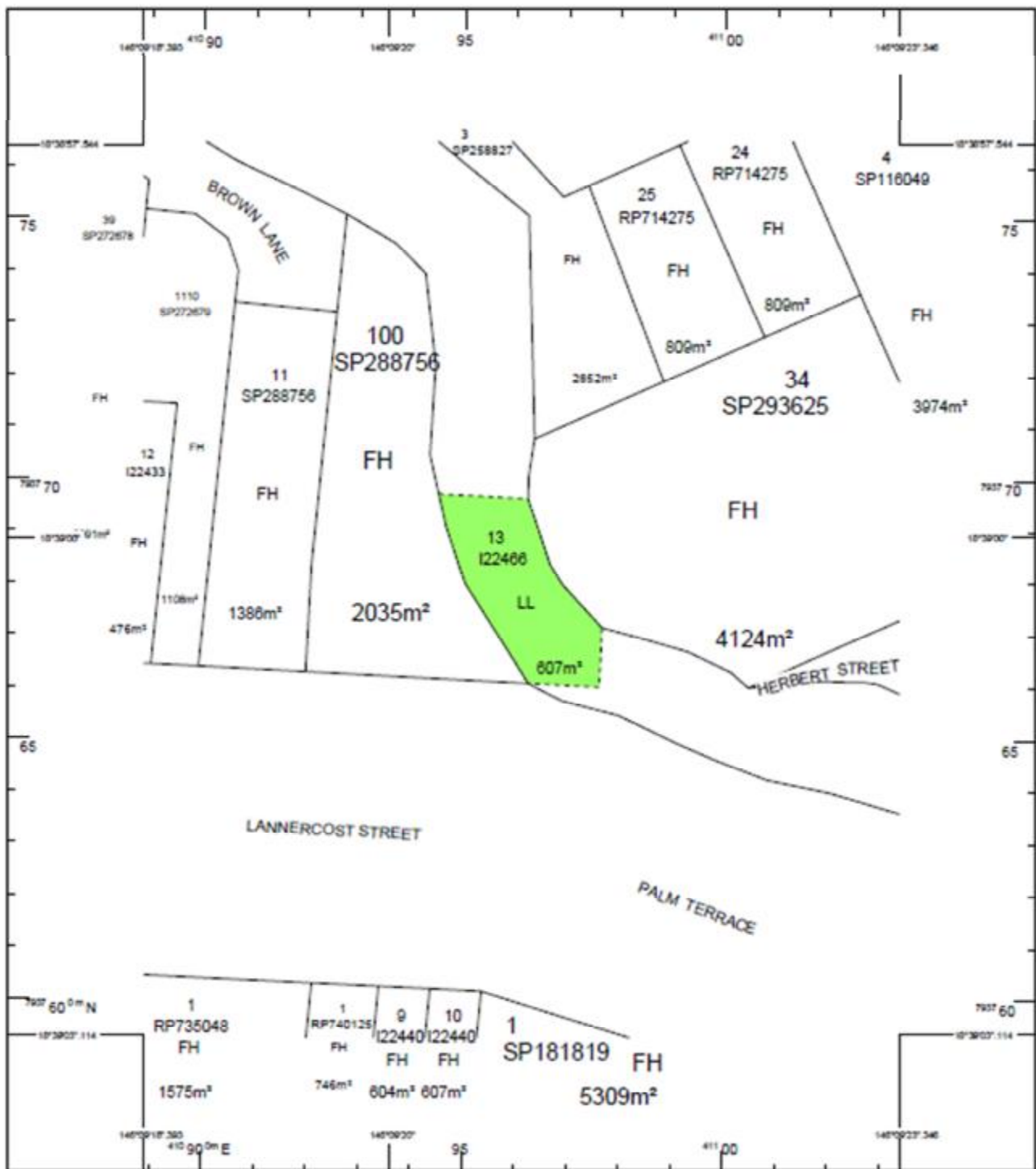
Please quote reference number 2016/006301 in any future correspondence.

Kind regards

Tammy Starr
Land Administration Officer, State Land Asset Management
Service Delivery – North Region

Telephone: 07 4447 9177 Facsimile: 07 4447 9199
Email: tammy.starr@dnrm.qld.gov.au
www.dnrm.qld.gov.au

Department of Natural Resources and Mines
Varde Tower, Level 9, 445 Flinders Street, Townsville Qld 4810
PO Box 5318, Townsville Qld 4810



STANDARD MAP NUMBER
8160-42442

0 30 41 62 83 104 m
HORIZONTAL DATUM: GDA94 ZONE: 55 SCALE 1:1044

MAP WINDOW POSITION &
NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DDOS	No Lot/Plan Selected.
Lot/Plan	No Lot/Plan Selected.
Area/Volume	No Lot/Plan Selected.
Tenure	No Lot/Plan Selected.
Local Government	No Lot/Plan Selected.
Locality	No Lot/Plan Selected.
Segment/Parcel	No Lot/Plan Selected.

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 17/02/2017
For additional information regarding this SmartMap see page 2.
Shading Rules have been applied.

DDOS 15/02/2017

(Users of the information recorded in this document (the information) accept all responsibility and risk associated with the use of the information and should seek independent professional advice in relation to dealings with property.)

Despite Department of Natural Resources and Mines/DNRM's best efforts, DNRM makes no representations or warranties in relation to the information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the information.

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SmartMap

An External Product of
SmartMap Information Services

Based upon an extraction from the
Digital Cadastral Data Base



(c) The State of Queensland,
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Resources and Mines) 2017.

Attachment C: Option Summary Sheet for Palm Creek (Freshwater Retention Basin and North-South Solution Feasibility Study)

30031388 - HSC14/59: Freshwater Retention Basin and North-South Solution Feasibility Study
Freshwater Retention Basin - Options



Plan and Long Section

Impacted Infrastructure

Bruce Hwy and Ann St to be regraded. Impact on services has not been investigated.

Impacted Properties

Lot No	Type	Impacted Area (m2)	Comments
34/RP703718	Freehold	3035	Resume and demolish buildings. Treat contaminated land.
13/I2246	Lands lease	607	Resume and demolish buildings.
100/I2246	Freehold	2175	Resume and subdivide lot(approx. 1500m2). Demolish part of buildings.
2/RP720972	Freehold	2924	Resume and demolish buildings.

DEPARTMENT OF NATURAL RESOURCES AND MINES
APPLICATION FOR RENEWAL OF STATE LAND LEASE (24/50469)
MOUNT FOX ROAD, UPPER STONE – LOT 3 ON CP857764, PARISH OF STONE

Executive Summary

The Department of Natural Resources and Mines (DNRM) seeks Council views and / or requirements regarding the proposed renewal of an existing State land lease (24/50469). The land is zoned public purpose and is being utilised for grazing purposes, which will be continued should the Applicant receive a favourable result in the application. There are no known planning grounds for objecting to, or conditioning the renewal.

For Council Decision – Recommendation

That Council advise the Department of Natural Resources and Mines that it has no objection in relation to the renewal of special lease 24/50469 over Lot 3 on CP857764, Parish of Stone.

Background

On 9 August 2017 the Department of Natural Resources and Mines (DNRM) sought Council's views and/or requirements regarding an renewal of Special Lease 24/50469 described as Lot 3 on CP857764, Parish of Stone (Refer to Attachment A: Correspondence from Department of Natural Resources and Mines).

Attachments

Attachment A: Correspondence from Department of Natural Resources and Mines
Attachment B: Locality Map

Statutory Environment

Land Act 1994
Planning Act 2016

Policy Implications

No relevant policy implications

Consulted With

Not Applicable

Financial and Resource Implications

There is no impact on the Hinchinbrook Shire Council budget as the renewal does not change the rates attached to the property.

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:

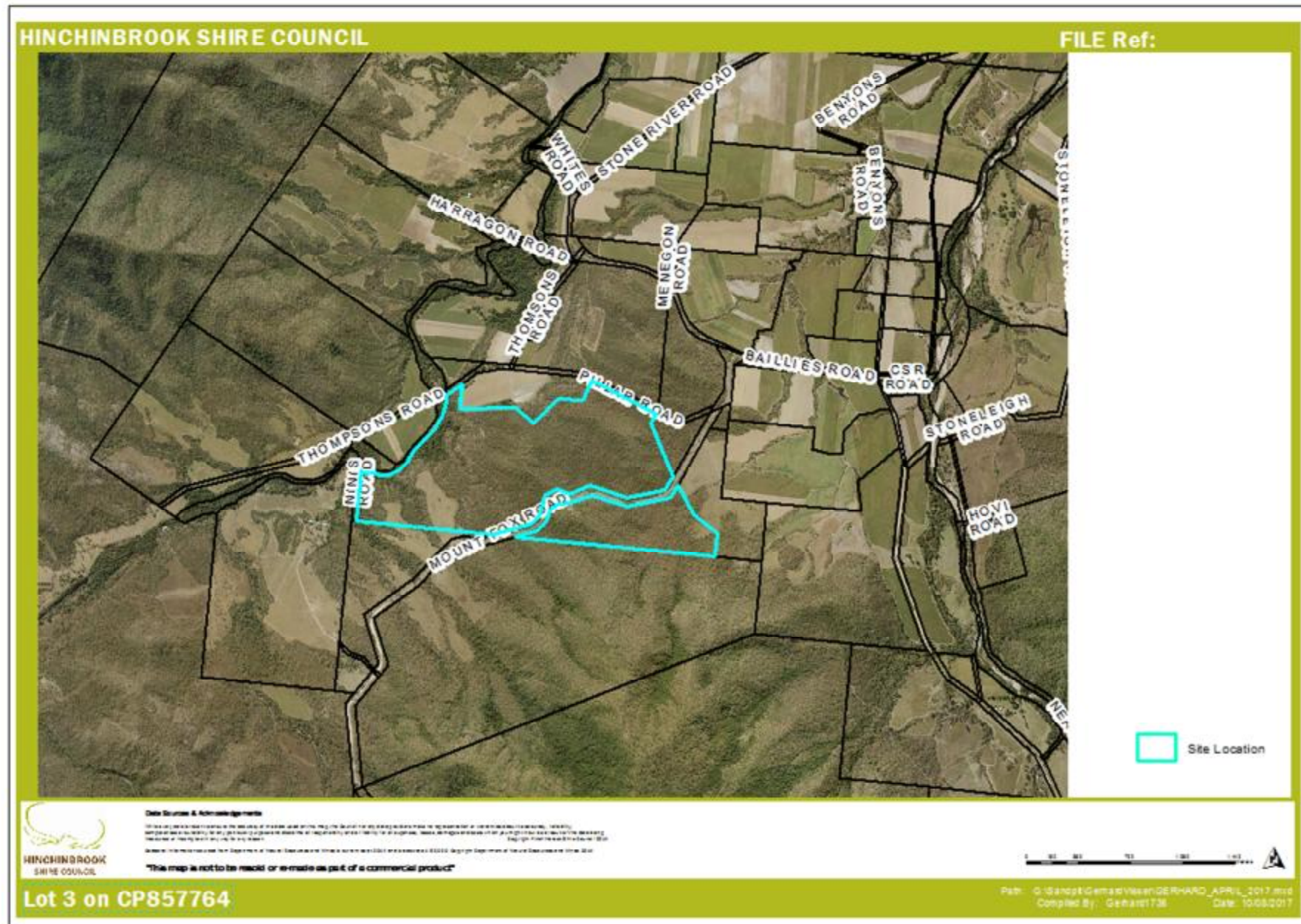
- The *Hinchinbrook Shire Planning Scheme 2005*;
 - The *Draft Hinchinbrook Shire Council Planning Scheme 2017*;
 - Hinchinbrook Shire Corporate Plan – Strategic Direction Two (Responsive and Responsible Management of Land); and
 - Hinchinbrook Shire Operational Plan – Strategic Direction Two (Responsive and Responsible Management of Land).
-

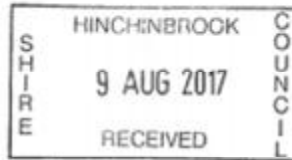
Officers Comment

The renewal of the existing special lease over the allotment will continue to allow its use by the current lessee (Anthony and Patrina Stanford) for grazing purposes. No impediment or issue with the proposed renewal has been identified.

The property is currently in terms of the *Hinchinbrook Shire Planning Scheme 2005* zone for "Public Purposes". The property zoning will be more appropriately reflected as "Rural" in the *Hinchinbrook Shire Planning Scheme 2017*.

Attachments	
Attachment A:	Locality Map
Attachment B:	Correspondence from Department of Natural Resources and Mines





Department of
Natural Resources and Mines

Author: Katie Bennewith
Our Ref: 2017/000768
Unit: State Land Asset Management
Phone: (07) 4447 9172

7 August 2017

Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850

Dear Sir/Madam

Renewal of Special Lease 24/50469 described as Lot 3 on CP857764

Expiry: 28 February 2019

Lessee: ANTHONY BRUCE STANFORD & PATRINA SUZANNE STANFORD

The department is currently investigating the renewal of the abovementioned lease. The current use of the land is for grazing purposes.

The application for renewal of the lease will be assessed in terms of Section 159 of the Land Act 1994, after considering the views of all interested parties and an inspection of the land.

A Smartmap showing the subject land and the surrounding locality is attached for your reference.

Please advise if council has any issues that the Minister should consider in respect of the renewal of the lease, any views or requirements that may affect future use of the land or if a different form of tenure may be considered.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 4 September 2017. If you offer an objection to the renewal of the lease, a full explanation stating the reason for the objection should be forwarded to Townsville.SLAMS@dnrm.qld.gov.au or to the postal address at the bottom of this page.

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

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

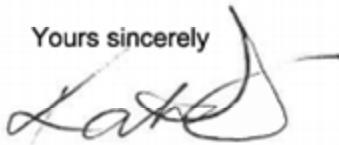
This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organization, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Katie Bennewith on (07) 4447 9172.

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

Please quote reference number 2017/000768 in any future correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Katie', with a long horizontal stroke extending to the right.

Katie Bennewith
Acting Land Officer
State Land Asset Management
North Region

**JJ AND MJ MORRISSEY TRUSTEE
LEASE OF RESERVE FOR CAMPING R.1041
LOT 46 ON CROWN PLAN WU44 LEASE B AND 47 ON CROWN PLAN WU46**

Executive Summary

The trustee lease over Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 Lease B and Lot 47 on Crown Plan WU46 has expired.

On the 26 October 2016, Mr John Morrissey and Mrs Marilyn Morrissey requested in writing to Council, for approval of a 20 year term trustee lease for the reserve as described above. Council resolved at General Meeting 29 November 2016 to approve a draft Trustee Lease document be drawn up and offered to Mr John Morrissey and Mrs Marilyn Morrissey over the Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 Lease B and Lot 47 on Crown Plan WU44 total land area approx. 125.6ha subject to terms.

Council has been waiting for the new survey plan to be drafted with Lease A and B shown on Survey Plan SP296484 for Lot 46 on Crown Plan WU44. Council has recently forwarded the completed draft documents for both parcels to Mr and Mrs Morrissey for their approval.

On 22 August 2017, Council received a letter from JJ & MJ Morrissey advising to pursue with documents relating to the Trustee Lease and requested that their son's names (Shaun Robert Morrissey and Leonard John Morrissey) be added to the Lease documents for a Lease term of 20 years.

For Council Decision – Recommendation

That Council approve the Trustee Lease between Council and JJ, MJ, SR & LJ Morrissey and comply with previous terms from Council Resolution 291116-20.

Background

Mr John Morrissey and Mrs Marilyn Morrissey have held a trustee lease over Reserve for Camping R.1041 – Lot 46 on Crown Plan WU44 and Lot 47 on Crown Plan WU46 since 2003. The trustee lease has been reissued every five years consecutively with the land being used for grazing purposes.

Lease A on Lot 46 on Crown Plan WU44 is currently under control of the State Emergency Services for the Mt Fox Rural Fire and has been excised from the Morrissey lease as per Survey Plan at Attachment B.

Statutory Environment

Lands Act 1994

Planning Act 2017

Local Government Act 2009

Native Title Act 1993

Old Government native title work procedures 2017

Policy Implications

No relevant policy implications

Consulted With
Department of Natural Resources and Mines

Financial and Resource Implications

All trustee lease preparation and registration costs shall be met by JJ, MJ, SR and LJ Morrissey.

Risk Management Implications

Nil

Legal Implications

Native Title Act 1993 (NTA)

Old Government native title work procedures 2017 (QGNTWP)

Strategic Considerations

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

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

Officers Comment

The occupancy of the grazing leases has been in place prior to 1994 and held by the applicant during this period.

NTA 1993 s.24GD

Acts permitting off-farm activities that are directly connected to primary production activities

(1) This section applies to a future act if:

(a) a freehold estate, an agricultural lease (see section 247) or a pastoral lease (see section 248) was granted on or before 23 December 1996; and

(b) the grant was valid (including because of Division 2 or 2A); and

Note: As at the commencement of this section, grants before 1 January 1994 that were invalid because of native title have been validated by or under Division 2.

(c) the future act takes place after 23 December 1996; and

(d) the future act is not:

(i) the grant of a lease; or

(ii) any act that confers a right of exclusive possession over land; and

(e) the future act permits or requires the carrying on of grazing, or an activity consisting of or relating to gaining access to or taking water, that:

(i) takes place while the freehold estate exists or the agricultural lease or pastoral lease (including as renewed on one or more occasions) is in force; and

(ii) is directly connected to the carrying on of any primary production activity on the area covered by the freehold estate or the agricultural lease or pastoral lease; and

(iii) takes place in an area adjoining or near the area covered by the freehold estate or the agricultural lease or pastoral lease; and

(iv) does not prevent native title holders in relation to land or waters in the area in which the activity will be carried on from having reasonable access to the area; and

(f) if:

(i) before the future act is done, an approved determination of native title is made in relation to the land or waters on which any activity permitted or required by the future act takes place; and

(ii) the determination is that native title exists in relation to the land or waters and that the native title rights and interests confer exclusive possession of the land or waters on the native title holders;

the doing of the activity is not inconsistent with the exercise of the native title rights and interests.

Example 1: An example of an act covered by this section is the conferral of rights to graze cattle in an area adjoining that covered by an agricultural lease or pastoral lease, if the cattle are also grazed in the area covered by the lease.

Example 2: Another example is the conferral of rights to take water from an area near that covered by an agricultural lease or pastoral lease, if the water is for use in carrying on primary production activities in the area covered by the lease.

Note: For the renewal, re-grant, re-making or extension of certain acts covered by this section, see Subdivision I.

Validation of act

(2) If this section applies to a future act, the act is valid.

Non-extinguishment principle

(3) The non-extinguishment principle applies to the act.

Compensation

(4) The native title holders concerned are entitled to compensation for the act in accordance with Division 5.

Who pays compensation

(5) The compensation is payable by:

(a) if the act is attributable to the Commonwealth--the Crown in right of the Commonwealth; or

(b) if the act is attributable to a State or Territory--the Crown in right of the State or Territory.

Notification

(6) Before the act is done, the person proposing to do the act must:

(a) notify, in the way determined, by legislative instrument, by the Commonwealth Minister, any representative Aboriginal/Torres Strait Islander bodies, registered native title bodies corporate and registered native title claimants in relation to the land or waters that will be affected by the act that the act, or acts of that class, are to be done in relation to the land or waters concerned; and

(b) give them an opportunity to comment on the act or class of acts.

QGNTWP 2017

Module GB

Requirement 1: Proposed dealing area is not listed in the excluded tenure table

Requirement 2: Proposed dealing is not listed in the excluded dealing table

Requirement 3: Tenure test - Proposed dealing area is a non-exclusive pastoral lease

Requirement 4: Validity test - Non-exclusive pastoral lease must be valid.

The list below provides some guidance on tenures which would satisfy the definition of a non-exclusive pastoral lease.

1 Pastoral holding

2 Preferential pastoral holding

- | |
|---|
| 3 Pastoral development holding |
| 4 Stud holding |
| 5 Special lease/term lease for grazing purposes |
| 6 Special lease for business (grazing) purposes |
| 7 Special/term lease for grazing purposes over a state forest |

Section 24GB of the Native Title Act 1993 (NTA) deals with a finite set of future acts that allow primary production activities to validly occur provided certain requirements are met. Typically for Queensland, these future acts are ones which permit or require primary production activities or farm tourism on non-exclusive pastoral leases. It is important to note that the existence of native title over the proposed dealing area does not prevent primary production activities from being carried on.

The process for the renewal of the grazing lease has been in progress for a considerable period due to relevant processes and surveys been undertaken to excise the Mount Fox Rural Fire Brigade lease from the grazing lease.

The renewal of the lease for grazing purposes for a period of twenty (20) years should not have an impact on potential native title processes and is supported

Attachments	
Attachment A:	Correspondence from JJ & MJ Morrissey
Attachment B:	Survey Plan
Attachment C:	Draft Term Lease Documents
Attachment D:	Hinchinbrook Shire Council Management Plan

O 2 L
Iris Park
Mt Fox

LPA - MSA: Registered

Grass Fed Beef
We care what you eat

JJ & MJ Morrissey

ADDRESS: 14 Boundary Road, MT FOX QLD 4850

Ph: 07 4777 5161

Email: iris.morrissey@bigpond.com

ABN: 81 741 502 717

MANAGER: Marilyn & John Morrissey

Date: 22/08/17

To: Ms Leanne Accornero
Development and Planning Administration Assistant
Hinchinbrook Shire Council
PO Box 366
INGHAM Q 4850

Dear Ms Accornero

Re: Trustee Lease R1041 Lot 46 on WU44; Lot 47 WU46 County of WAIRUNA – Parish of BARRETT

I refer to your email of 21st instant and previous correspondence of September/October 2016 referencing 'Trustee Lease – DLO 076/0021 which expired on 30th November 2016. All application payments have been made to Council.

As per your request the relevant forms have been perused with a noted reference to section 'Term and conditions', that being a Trustee Lease term of twenty years. Also referencing 'Form 7 Tenants in common in ½ shares John Joseph and Marilyn Jean Morrissey' could you please add our sons namely, Shaun Robert and Leonard John Morrissey as Tenants in common.

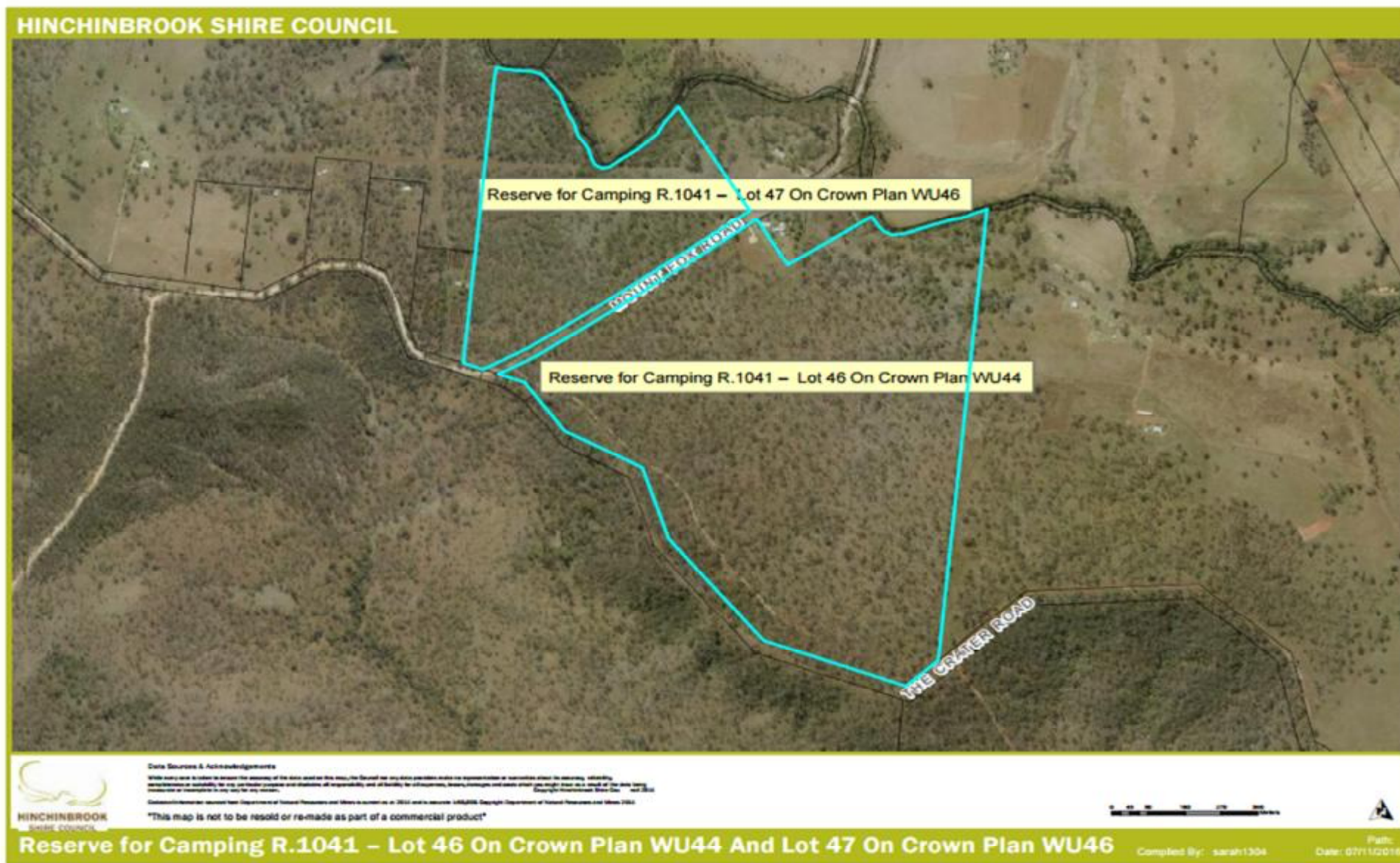
With regard to previous correspondence we seek a twenty year lease if possible. This would enhance the future direction both environmentally and application of the property (Iris Park).

I await your favourable outcome.

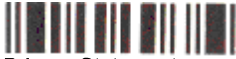
Yours sincerely


Marilyn Morrissey


John Morrissey



Dealing Number



OFFICE USE ONLY

Privacy Statement

Collection of this information is authorised by the Land Title Act 1994 the Land Act 1994 and the Water Act 2000 and is used to maintain the publicly searchable registers in the land registry and the water register. For more information about privacy in NR&W see the department's website.

1. Lessor

Hinchinbrook Shire Council

Lodger (Name, address, E-mail & phone number)

Roberts Nehmer McKee
Level 1, 111 Charters Towers Road
Townsville QLD 4810
Ph: 07 - 4726 5000 Fax: 07 - 4726 5005
Ref:MHF:MHF:KV:161599

Lodger

Code
002

2. Lot on Plan Description

Lot 46 on CP WU44
Lot 47 on CP WU46

Title Reference

49008452

3. Lessee

Given names

Surname/Company name and number

(include tenancy if more than one)

John Joseph
Marilyn Jean

Morrissey
Morrissey

Tenants in common in 1/2 shares

4. Interest being leased

RESERVE

5. Description of premises being leased

Lease on SP

6. Term of lease

Commencement date/event:
Expiry date and/or Event:
#Options: Nil
#Insert nil if no option or insert option period (eg 3 years or 2 x 3 years)

7. Rental/Consideration

See attached schedule

8. Grant/Execution

The Lessor leases the premises described in item 5 to the Lessee for the term stated in item 6 subject to the covenants and conditions contained in:- ~~*the attached schedule;~~ *the attached schedule and document no. 711932933;

*document no. _____; *Option in registered Lease no. _____ has not been exercised.

* delete if not applicable

Witnessing officer must be aware of his/her obligations under section 162 of the Land Title Act 1994

Hinchinbrook Shire Council

.....signature

.....full name

.....qualification

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

/ /
Execution Date

.....
Lessor's Signature

9. Acceptance

The Lessee accepts the lease and acknowledges the amount payable or other considerations for the lease.

.....signature

.....full name

.....qualification

Witnessing Officer

(Witnessing officer must be in accordance with Schedule 1 of Land Title Act 1994 eg Legal Practitioner, JP, C Dec)

/ /
Execution Date

.....
Lessee's Signature

SCHEDULE

Title Reference 49008452

REFERENCE SCHEDULE

- Item 1** *Trustee:* **Hinchinbrook Shire Council**
- Address:* 25 Lannercost Street, Ingham Qld 4850
- Telephone:* 07 – 4776 4600
- Facsimile:* 07 – 4776 3233
- Item 2** *Lessee:* John Joseph Morrissey and Marilyn Jean Morrissey
- Address:* 14 Boundary Road, Mt Fox Qld 4850
- Telephone:* 07 – 4777 5161
- Item 3** *Rent:* \$ 466.62 (inclusive of GST) per annum
- Item 4** *Permitted use:* Grazing
- Item 5** *Term:* Twenty (20) years

Title Reference 49008452

INTRODUCTION

- A. This Trustee Lease is subject to the provisions of the Act and if any clause or condition of the Lease is inconsistent with the Act, the provisions of the Act prevail.
- B. A Mandatory Standard Terms Document for a trustee lease under the Act forms part of this Trustee Lease under the Act.
- C. If there is a conflict between the Mandatory Standard Terms Document and the terms of another document for this Trustee Lease, the Mandatory Standard Terms Document prevails as provided for under section 302A of the Act.

The Trustee Lessee agrees with the Trustee as follows.

1. DEFINITIONS AND INTERPRETATIONS

1.1 Definitions

The following words have these meanings unless the contrary intention appears. Item numbers refer to those in the Reference Schedule. Other definitions are on the Form 7.

- (a) “**Act**” means the Land Act 1994 (Qld) as amended from time to time and if that Act is repealed, any Act which replaces that Act.
- (b) “**Approval**” means any approval, consent or permission required by law including under the Act.
- (c) “**Authority**” means any government department, local council, government or statutory authority, public or private utility or other public or private body, which has a right to impose a requirement (including a requirement that its consent be obtained) or charge a fee in connection with the Reserve.
- (d) “**Business Day**” means any day in the State of Queensland which is not a Saturday, Sunday or public holiday either in the locality of the Premises or in Ingham.
- (e) “**Commencement Date**” is as defined at Item 6 of the Form 7.
- (f) “**Consumer Price Index Number**” means the Consumer Price Index (All Groups) for the city of Brisbane published by the Australian Bureau of Statistics.
- (g) “**Expiry Date**” means the date in Item 6 of the Form 7, or an earlier date on which this Trustee Lease is lawfully terminated.
- (h) “**Form 7**” means the Form 7 lease which forms part of this Trustee Lease;
- (i) “**Improvements**” means all fixed improvements from time to time upon the land comprising the Premises, and includes all fencing, gates, grids, dams, turkey nests, pipes and troughs, if any.
- (j) “**Mandatory Standard Terms Document**” means the mandatory standard terms document lodged by the Minister in the land registry for a trustee lease under the Act.
- (k) “**Minister**” means the Minister administering the Act.
- (l) “**Outgoings**” means:
 - (i) land tax imposed on the Reserve;
 - (ii) local council rates, taxes and charges including water charges imposed on the Reserve;
 - (iii) insurances in respect of the Reserve;

Title Reference 49008452

- (iv) rates taxes and charges imposed by any Authority on the Reserve; and
- (v) all other outgoings, costs or expenses of any kind incurred by the Trustee in relation to the Reserve.
- (m) **"Parties"**, other than in clause 15 (Release and Indemnity) of the standard terms document 711932933, means the Trustee and the Trustee Lessee.
- (n) **"Permitted Use"** means the use in Item 4 of the Reference Schedule.
- (o) **"Plan"** means the plan of the Premises attached to this Trustee Lease.
- (p) **"Premises"** means the premises described in Item 5 of the Form 7 and the Improvements on those premises.
- (q) **"Reference Schedule"** means the Reference Schedule described as such and as set out in this Trustee Lease.
- (r) **"Rent"** means the yearly amount in Item 3 of the Reference Schedule as varied under this Trustee Lease.
- (s) **"Rental Year"** means each separate year of the Term. The first Rental Year commences on the Commencement Date and each subsequent Rental Year commences on the corresponding day of each succeeding year.
- (t) **"Reserve"** means the land described in Item 2 of the Form 7.
- (u) **"Term"** means the term stated in Item 5 of the Reference Schedule.
- (v) **"Trust Land"** means the land described in Item 2 of the Form 7.
- (w) **"Trustee"** means the lessor stated in Item 1 of the Form 7 and any trustee appointed under the Act in place of that lessor. Where the context permits, the definition also includes all of the Trustee's officers, employees, agents, contractors, consultants and invitees.
- (x) **"Trustee Lease"** means the Mandatory Standard Terms Document and any other document (including the Form 7, any schedule, plans and attachments) for a lease by the Trustee to the Trustee Lessee of the Premises for the Term.
- (y) **"Trustee Lessee"** means the lessee stated in Item 3 of the Form 7 and includes any personal representative or successor in title to the Trustee Lessee. Where the context permits, the definition also includes all of the Trustee Lessee's officers, employees, agents, contractors, consultants and invitees.
- (z) **"Trustee Lessee's Property"** means all property on the Premises which is not the Trustee's property.
- (aa) **"Trustee Lessee's Proportion"** means the percentage calculated by dividing the area of the Premises by the total area of the Reserve.

1.2 Interpretation

Unless the contrary intention appears:

- (a) the singular includes the plural and vice versa; and
- (b) person includes a firm, a body corporate, an unincorporated association or an authority;
- (c) an agreement, representation or warranty;
- (d) in favour of two or more persons is for the benefit of them jointly and severally;

Title Reference 49008452

- (e) on the part of two or more persons binds them jointly and severally; and
- (f) a reference to:
- (g) a person includes the person's executors, administrators, successors, substitutes (including persons taking by novation) and assigns; and
- (h) a document includes any variation or replacement of it; and
- (i) a law includes regulations and other instruments under it and amendments or replacements of any of them; and
- (j) a thing includes the whole and each part of it; and
- (k) a group of persons includes all of them collectively, any two or more of them collectively and each of them individually; and
- (l) the president of a body or authority includes any person acting in that capacity; and
- (m) include (in any form) when introducing a list of items does not limit the meaning of the words to which the list relates to those items or to items of a similar kind.

2. COMMUNITY PURPOSE

2.1 In accordance with the terms of the Act:

(a) Regulation 5D(b)

It is a condition of this Trustee Lease that the Trustee Lessee holds the Trustee Lease so that the Premises may be used for the community purpose for which the Reserve was dedicated without undue interruption or obstruction. This condition does not apply to a building (if any) permitted to be built upon the Premises;

(b) Regulation 5D(d)

Subject to clause 2.2, the Trustee may prohibit or impose conditions on access by the public to the Premises for any purpose;

(c) Regulation 5D(g)

The Trustee may permit a person or an entity other than the Trustee Lessee to use the Premises for a purpose consistent with the community purposes for which the Reserve was dedicated. Any use for which permission is granted by the Trustee must be likely to cause as little disruption as practicable to the Trustee Lessee's use of the Premises;

2.2 Without limiting clause 2.1, the Trustee Lessee must at all times comply with all applicable provisions of the Stock Route Management Act 2002 ("the SRMA"), including allowing persons with stock travelling under the authority of the SRMA, or of an approval or permit under the SRMA, to:

- (a) have access to and across the Premises and to use the Premises in accordance with the terms of the SRMA and of the permit or approval; and
- (b) have access to and use any water facility on the Premises intended for use by travelling stock, also in accordance with the terms of the SRMA and of the permit or approval.

Title Reference 49008452

3. RENT AND OUTGOINGS

- 3.1 The Trustee Lessee must pay the Rent to the Trustee. The Rent must be paid monthly in advance. If the Rent is expressed as an amount payable per annum, each payment must be equal to 1/12th of the annual Rent.
- 3.2 Subject to clause 3.3 and 3.4, the Rent payable in each Rental Year after the first Rental Year must be increased in accordance with the following formula:

$$A = B \times \frac{CPI(2)}{CPI(1)}$$

where:

- A = the Rent payable in the Rental Year under calculation;
- B = the Rent payable in the previous Rental Year;
- CPI(1) = the Consumer Price Index Number for the quarter ended immediately before the commencement of the previous Rental Year; and
- CPI(2) = is the Consumer Price Index Number for the quarter ended immediately before the commencement of the Rental Year under calculation.

- 3.3 Despite clause 3.1, the Rent payable in any Rental Year must be not less than the Rent payable in the previous Rental Year.
- 3.4 Pending a calculation of Rent under this clause the Lessee must pay Rent in the amount payable in the previous Rental Year. The shortfall in Rent must be paid immediately that the Rent in the Rental Year under calculation is determined.
- 3.5 The Trustee Lessee must pay for all services, including water, electricity, gas and telephone directly supplied to the Premises and separately metered.
- 3.6 The Trustee Lessee must pay the Trustee Lessee's Proportion of all Outgoings for the Reserve. Any moneys so payable by the Lessee must be paid within one (1) month of being notified by the Trustee of the amount payable.

4. PAYMENT REQUIREMENTS

- 4.1 The Trustee Lessee must make payments under this lease to the Trustee (or to a person nominated by the Trustee in a notice to the Trustee Lessee) by the method the Trustee reasonably requires.
- 4.2 The Trustee need not make demand for any amount payable by the Trustee Lessee unless this Trustee Lease says that demand must be made.
- 4.3 If the Trustee Lessee must pay an amount then the Trustee Lessee must pay that amount within 7 days after the Trustee demands it.
- 4.4 Expiry or termination of this Trustee Lease does not affect the Trustee Lessee's obligations:
- (a) to make payments under this Trustee Lease for periods before or after then; or
 - (b) to give information to the Trustee to enable it to calculate those payments.

5. USE OF THE PREMISES

- 5.1 Without limiting mandatory standard term 4, the Trustee Lessee must only use the Premises:

Title Reference 49008452

- (a) for the Permitted Use of grazing; and
 - (b) in a manner consistent with, and which facilitates or enhances, the purpose for which the Premises were reserved under the Act.
- 5.2
- (a) The Trustee Lessee will permit the Trustee and persons authorised by the Trustee to enter upon the Premises from time to time for purposes consistent with the community purpose for which the Trustee holds the Premises.
 - (b) The Trustee must not materially disrupt the Trustee Lessee's use of the Premises in exercising its rights under this clause.
 - (c) Entry under this clause is entry for an authorised purpose.
 - (d) Subject to clause 5.6, the Trustee may enter the Premises for authorised purposes, only when accompanied by the Trustee Lessee or a person authorised by the Trustee Lessee for that purpose.
- 5.3 The Trustee may enter the Premises unaccompanied by the Trustee Lessee in the case of an emergency or where the Trustee has given reasonable written notice to the Trustee Lessee and the Trustee Lessee has failed to attend at the Premises to accompany the Trustee.
- 5.4 The Trustee Lessee must not display signs from any part of the Premises which are visible from outside the Premises unless the Trustee Lessee obtains the Trustee's written consent which may be granted or withheld in the Trustee's reasonable discretion.
- 5.5 The Trustee does not warrant that:
- (a) the Premises are suitable for the Permitted Use of grazing or any other use; or
 - (b) the Trustee will in its capacity as a local government grant or renew any approval, licence, permit or consent sought by the Trustee Lessee for any purpose in connection with the Premises.
- 5.6
- (a) The Trustee Lessee must not erect improvements upon or otherwise carry out improvements to the Premises (including conducting any tree clearing) without the prior written consent of the Trustee and the Minister.
 - (b) The grant of Trustee's consent under this clause does not relieve the Trustee Lessee from responsibility to obtain any approval, permit or consent required from the Trustee in its capacity as the local government or any other competent authority.
- 5.7 It is a condition of every consent granted by the Trustee and the Minister under this clause that the Trustee Lessee obtain and comply at all times with any conditions imposed by the Trustee in its capacity as the local government and by any other competent authority.
- 5.8
- (a) This clause applies to any work on the Premises by way of the construction of new or additional improvements or tree clearing ("New Improvements").
 - (b) The Trustee Lessee must:
 - (i) not effect any New Improvements without first obtaining:
 - (A) the consent of the Minister under section 59(2)(b) of the Act;
 - (B) the consent of the Trustee;
 - (C) the necessary approvals and permits required under the *Sustainable Planning Act* 2009;

Title Reference 49008452

- (D) any other permits and approvals lawfully required including those required under the *Vegetation Management Act 1999*; and
- (ii) ensure that any New Improvements are carried out in all respects in accordance with any conditions imposed in any such consent and all permits and approvals.

6. CLEANING, MAINTENANCE, REPAIR AND INSPECTION

- 6.1 The Trustee Lessee must keep the Premises in as good a state of repair and condition as they are in at the Commencement Date.
- 6.2 The Trustee Lessee must keep the Premises clean and tidy.
- 6.3
 - (a) The Trustee may from time to time enter the Premises to inspect its condition and state of repair or to ascertain whether or not the Trustee Lessee is complying with any of the Trustee Lessee's obligations under this Trustee Lease.
 - (b) The Trustee records that inspections will take place six monthly but the Trustee's right to inspect and the Trustee Lessee's obligations under this Trustee Lease are not affected if inspections do not take place at six monthly intervals.
 - (c) Entry under this clause is entry for an authorised purpose under clause 5.2(a).
- 6.4
 - (a) The Trustee may by not less than one month's written notice to the Trustee Lessee, require the Trustee Lessee to carry out any cleaning, maintenance or repairs which are the obligation of the Trustee Lessee under this Trustee Lease.
 - (b) If the Trustee Lessee fails to comply with the written notice referred to in clause 6.4(a) within the stated time period the Trustee may carry out the repairs at the cleaning, maintenance or repairs and the cost of doing so is recoverable by the Trustee against the Trustee Lessee as a liquidated debt.

7. INDEMNITIES AND RELEASES

Each indemnity given by the Trustee Lessee under the mandatory standard terms is independent from the Trustee Lessee's other obligations and continues during this Trustee Lease and after it expires or is terminated. The Trustee may enforce an indemnity before incurring expense.

8. DEFAULT AND CANCELLATION

8.1 Essential terms

Each obligation of the Trustee Lessee to pay money and its obligations under clauses 5, 6, mandatory standard term 9 and mandatory standard term 12 are essential terms of this Trustee Lease. Other obligations under this Trustee Lease may also be essential terms.

8.2 Default by Trustee Lessee

- (a) The Trustee may cancel this Trustee Lease if:
 - (i) default is made by the Trustee Lessee in the performance or observance of any covenant or conditions of this Trustee Lease; and
 - (ii) if the default is capable of remedy, such default is not remedied within twenty one (21) days (or such longer period of time as the Trustee may allow) after notice in writing specifying such default and requiring the Trustee Lessee to remedy the same has been given by the Trustee to the Trustee Lessee.
- (b) Upon cancellation, the Trustee shall be entitled to re-enter the Premises.

Title Reference 49008452

8.3 Cancellation by Minister

The Minister may cancel the Trustee Lease if:

- (a) the Trustee Lessee does not comply with the conditions of the Trustee Lease; or
- (b) the Minister is satisfied that cancellation would be in the public interest.

8.4 Trustee Lessee to vacate

The Trustee Lessee must vacate the Premises on the earlier of the Expiry Date and the date this Trustee Lease is cancelled or terminated and leave them in the condition in which they are required to be kept under this Trustee Lease.

8.5 Removal of Trustee Lessee's Property

- (a) Clause M16 applies to this Trustee Lease.
- (b) If the Trustee or the Minister cancels this Trustee Lease, the Trustee Lessee may give the Trustee a notice within 14 days after cancellation that it will remove the Trustee Lessee's Property which it may remove from the Premises.
- (c) Within 14 days after the Trustee Lessee gives its notice, the Trustee must give the Trustee Lessee a notice, stating when and how the Trustee Lessee's Property is to be removed from the Premises and by whom.
- (d) The Trustee may treat the Trustee Lessee's Property as abandoned and deal with it in any way it sees fit at the Trustee's expense if the Trustee does not:
 - (i) give its notice on time; or
 - (ii) remove the Trustee Lessee's Property in accordance with this clause 8.5 or a notice given under it.
- (e) The Trustee Lessee's Property is at the Trustee Lessee's risk at all times.
- (f) The Trustee Lessee must promptly make good any damage caused by the Trustee Lessee's Property being removed from the Premises.

9. GENERAL

9.1 Notices

- (a) In Writing

Any notice given under this Trustee Lease must be in writing. A notice by the Trustee is valid if signed by an officer delegated for that purpose by the Trustee or any other person nominated by the Trustee.

- (b) Service of Notice on Trustee Lessee

The Trustee may serve a notice on the Trustee Lessee by leaving it at, or posting or faxing it to the Lessee's address:

- (i) set out in Item 2 of the Reference Schedule; or
- (ii) notified in writing by the Trustee Lessee to the Trustee as the Trustee Lessee's new address for the service of notices, and acknowledged in writing by the Trustee.

Title Reference 49008452

(c) **Service of Notice on Trustee**

The Trustee Lessee may serve a notice on the Trustee by leaving it at, or posting or faxing it to the Trustee's office:

- (i) set out in Item 1 of the Reference Schedule; or
- (ii) notified in writing by the Trustee to the Trustee Lessee as the Trustee's new address for the service of notices, and acknowledged in writing by the Trustee Lessee.

9.2 Costs

- (a) The Trustee Lessee must pay the Trustee's reasonable legal costs of and incidental to the negotiation and preparation of this Trustee Lease.
- (b) The Trustee Lessee must pay:
 - (i) stamp duty and registration fees on this Trustee Lease,
 - (ii) the costs of the preparation of a sketch plan of the Premises, in registrable form.
- (c) The Trustee Lessee must pay all legal costs and other expenses incurred by the Trustee as a result of any default by the Trustee Lessee or in responding to any request by the Trustee Lessee, including any request for the Trustee's consent.

9.3 Severability

- (a) As far as possible all provisions of this Trustee Lease must be construed so as not to be invalid, illegal or unenforceable.
- (b) If anything in this Trustee Lease is unenforceable, illegal or void then it is severed and the rest of this Trustee Lease remains in force.
- (c) If any provision cannot be read down, that provision will be void and severable and the remaining provisions of this Trustee Lease will not be affected.

9.4 Entire Understanding

This Trustee Lease:

- (a) contains the entire agreement and understanding between the parties on everything connected with the subject matter of this Trustee Lease; and
- (b) supersedes any prior agreement or understanding on anything connected with that subject matter.

9.5 Headings

Headings are for convenience only and do not form part of this Trustee Lease or affects its interpretation.

9.6 Trustee's Consent

Unless otherwise stated, if the Trustee's consent or approval is required:

- (a) the Trustee must consider the request promptly and be reasonable in giving or refusing its consent or approval;
- (b) the Trustee may require the Trustee Lessee to comply with any reasonable conditions before giving its consent; and
- (c) it is not effective unless in writing.

Title Reference 49008452

9.7 **Minister's Consent**

A provision in this Trustee Lease requiring the consent of the Trustee shall be read as also requiring the consent of the Minister.

9.8 **Property Law Act**

Subject always to the provisions of the *Land Act 1994*, those provisions of the *Property Law Act 1974* which can be excluded by agreement between the parties, are excluded to the extent they are inconsistent with the terms of this Trustee Lease.

10. **NATIVE TITLE**

This Trustee Lease is entered into in accordance with the provisions of s.24JA of the *Native Title Act 1993* (Cth). In accordance with s.24JA of the *Native Title Act 1993* (Cth), the non-extinguishment principle applies.

11. **GST**

11.1 In this Clause 11:

- (a) Words and expressions which have a defined meaning in the GST law have the same meaning as in the GST law; and
- (b) GST Law has the meaning given to that term in the A New Tax System (Goods and Services Tax) Act 1999 or, if that Act does not exist for any reason, means any Act imposing or relating to the imposition or administration of a goods and services tax in Australia and any regulation made under that Act.

11.2 Despite the definition of consideration in the GST law, and unless otherwise expressly stated in this document, prices or other sums payable or consideration to be provided under or in accordance with this Lease are exclusive of GST.

11.3 If a party makes a taxable supply under or in connection with this Trustee Lease, the recipient must pay to the supplier at the same time, and in addition to the GST-exclusive consideration, an amount equal to the GST payable on that supply.

11.4 The supplier must, as a precondition to the payment of an amount under paragraph 11.3, give the other party a tax invoice.

11.5 If an adjustment event arises in connection with a taxable supply made under this Trustee Lease, the supplier must give the recipient an adjustment note in accordance with the GST law and the amount payable by the recipient under paragraph 11.3 will be recalculated to reflect the adjustment event and a payment will be made by the recipient to the supplier or by the supplier to the recipient as the case requires.

11.6 If this Trustee Lease requires one party to pay for, reimburse or contribute to any expense, loss or outgoing suffered or incurred by the other party, the amount required to be paid, reimbursed or contributed by the first party will be reduced by the amount of input tax credits (if any) to which the other party is entitled in respect of the reimbursable expense.

HINCHINBROOK SHIRE COUNCIL

MANAGEMENT PLAN

1. Background and Status of Land

- 1.1 Reserve for Camping R4, Mt Fox Road, Mt Fox, Via Ingham.

Lot 46 on plan WU44 and Lot 47 on WU46, Parish of Barrett, County Wairuna.
Area 125.6 hectares.

- 1.2 Trustee: Hinchinbrook Shire Council
25 Lannercost Street
INGHAM 4850

- 1.3 Site Description: The land is elevated and abuts Michael Creek. The land has good drainage and does not become inundated during flooding.

- 1.4 Statutory Obligations: Land Act 1994
The land is not listed on the Contaminated Lands Register.

- 1.5 Zone: The land is zoned Rural and is designated Rural Settlement under the Strategic Plan.

- 1.6 Native Title: Has not been extinguished. Land has been used for grazing purposes prior to 1 January 1994.

2. Plan Purpose

This plan has been prepared in accordance with Policy Guidelines established by the Department of Environment and Resource Management as outlined in Departmental policy PUX/901/209 and the information kit for Land Management planning, to provide Council with a management document for the future development and ongoing improvement and maintenance of the Reserve.

3. Existing Primary Use and Development

3.1 History and Existing Infrastructure

The Reserve was by Order in Council preserved for camping purposes and published in the Queensland Government Gazette on the twenty third

Such use would be granted through a short term lease – 5 years, under Section 59 (2) of the Land Act which restricts such alternative used to those approved by the Minister for the Department Environment Resource Management.
Fencing to exclude the public is likely only to be permitted with access being allowed to Lot 44 on WU8 which is adjacent to Lot 46 on WU44.

No use will be permitted within a ten (10) meter wide buffer area from the top of the bank to ensure protection of the watercourse and vegetation.

9. Secondary Uses

9.1 Grazing

As mentioned above Council will encourage the use of the area for secondary uses associated with development in that area which are deemed to be compatible with the zoning and rural nature of surrounding development.

9.2 Club houses

Secondary use by persons or Clubs will be permitted subject to the approval of the Department Environment Resource Management.

9.3 Restrictions on Secondary Use

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

- i) Fencing of areas will be permitted subject to Council approval.
- ii) Operation hours may be controlled.
- iii) Permanent signage in the Reserve will not be permitted other than temporary signs.

10. Proposed Use

In July, 2010 Council considered an application by JJ & MJ Morrissey to renew the lease an area of land (125.6 hectares) for the purpose of grazing.

Council gave this application favourable consideration due to the isolated situation of the land and low use of the land for its gazetted purpose of camping.

Council agreed at that time to offer the use of the land to JJ & MJ Morrissey, who own land adjacent to the reserve, for that purpose and indicated a lease under Section 59 (2) of the Lands Act subject to the Minister's approval would be

issued.

JJ & MJ Morrissey has indicated their interest of such tenure over the land.

11. Rental

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

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

12. Ongoing Development and Maintenance

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

Maintenance will be low level and will include the allowance of a 10 metre wide buffer zone at the top of the watercourse.

13. Pest Management

The lessee will be required to maintain the area under grazing and ensure that any noxious plants are removed and kept under control. The lessee will control noxious plants on the Premises during the term of the lease and will at all times during the term destroy and keep down all prickly pear, lantana, parthenium, giant rats tail grass, hair sennia and any other noxious plants that may from time to time be growing upon the land to the satisfaction of the said trustee.

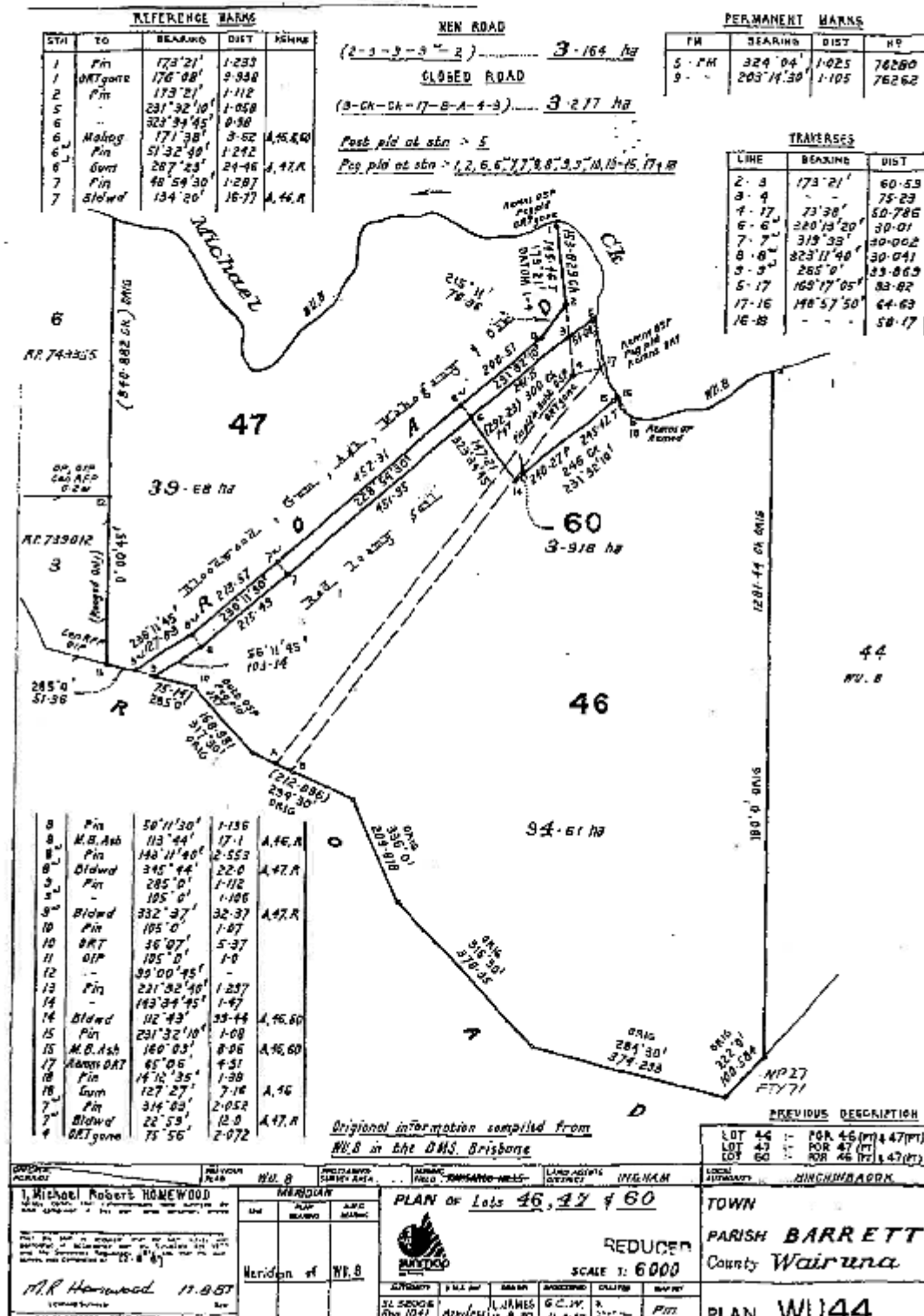
14. Public Consultation

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



RW Clark
Chief Executive Officer

**THE FIRST SCHEDULE HEREINBEFORE REFERRED TO
RESERVE FOR CAMPING (R4) COUNTY OF WAIRUNA, PARISH OF BARRETT,
BEING LOT 47 ON WU46 AND LOT 46 ON WU44 WITH APPROX. AREA 125.6Ha
AS SHOWN ON PLANS WU46 AND WU44 APPENDED HERETO**



Land Title Act 1994; Land Act 1994
Form 21 Version 3

SURVEY PLAN

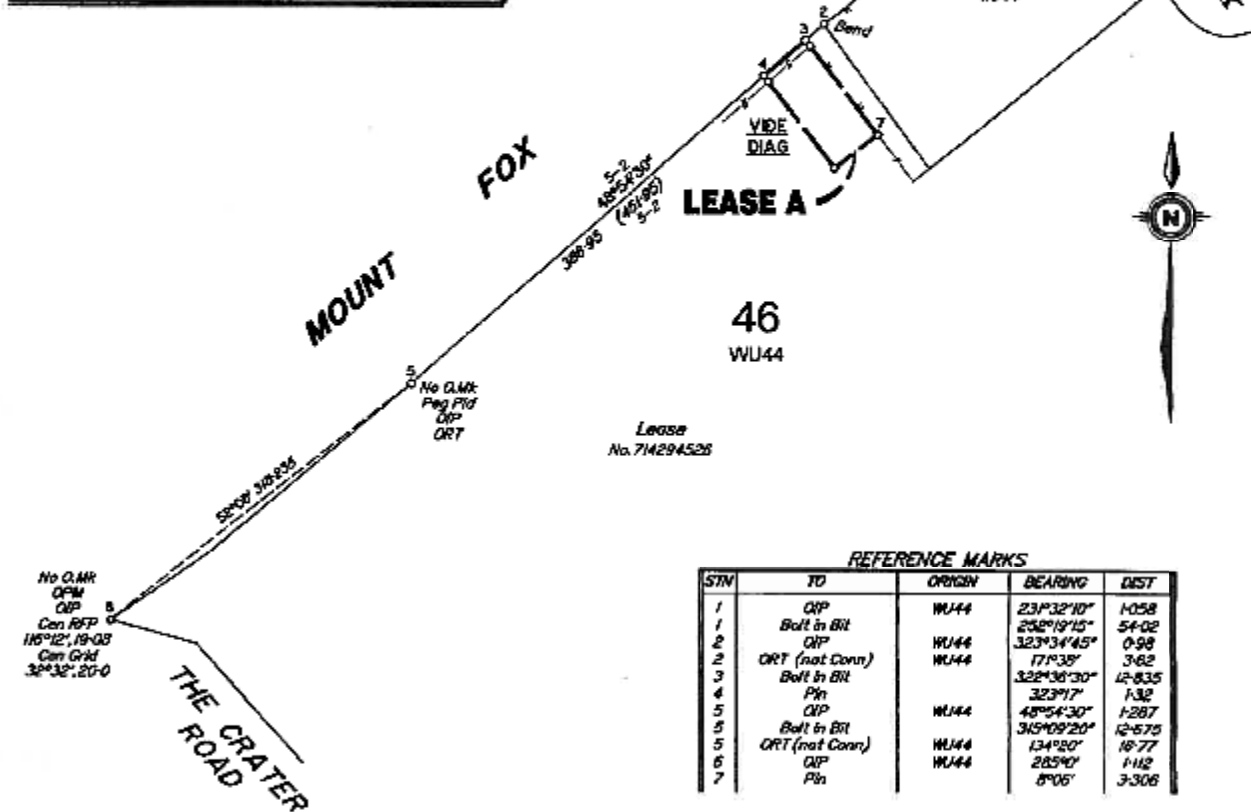
Sheet 1 of 1

DIAGRAM

Scale 1:1250



Peg placed at all new corners
unless otherwise stated.



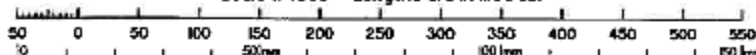
REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
1	ORT	WU44	23°32'10"	1-058
1	Bolt in Bit	WU44	252°19'15"	54-02
2	ORT	WU44	323°34'45"	0-98
2	ORT (not Conn)	WU44	171°38"	3-62
3	Bolt in Bit	WU44	322°36'30"	12-835
4	Pin	WU44	323°17"	1-32
5	ORT	WU44	48°54'30"	1-287
5	Bolt in Bit	WU44	315°09'20"	12-575
5	ORT (not Conn)	WU44	134°50"	18-77
6	ORT	WU44	285°40"	1-112
7	Pin	WU44	8°06"	3-306

PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO	TYPE
1-OPM	WU44	324°04'	1-025	76280	Standard
6-OPM	WU44	203°14'30"	1-105	76262	Standard

Scale 1:4000 - Lengths are in Metres.



I, Geoffrey Lynne HANSEN, hereby certify that the land comprised in this plan was surveyed by me personally and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on 09/02/13.

16/08/2013

Geoffrey Lynne Hansen
Cadastral Surveyor

Plan of Lease A in Lot 46 on WU44

LOCAL GOVERNMENT: HINCHINBROOK SHIRE COUNCIL
LOCALITY: MOUNT FOX
Municipality: WU44
Survey Records: No

Scale: 1:4000

Format: STANDARD



SP264207

SP264207 - HINCHINBROOK SHIRE COUNCIL

715879673

\$344.50

07/07/2014 14:08

BE 403

WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.

5. Lodged by

PUBLIC TRUSTEE (02SA)

(Include address, phone number, reference, and Lodger Code)

1. Certificate of Registered Owners or Lessees

1/We HINGHINBROOK SHIRE COUNCIL

GAZETTED ON 23/04/1990, PAGE 181

JOHN JOSEPH MORRISSEY

MARILYN JEAN MORRISSEY

(Names in full)

* as Registered Owners of this land agree to this plan and declare the Public Use Land as shown herein in accordance with Section 50 of the Land Title Act 1994.

* as Lessees of this land agree to this plan.

Signature of * Registered Owners * Lessees

* Rule out, whichever is inapplicable

2. Planning Body Approval

* Hinchinbrook Shire Council

hereby approves this plan in accordance with the :

% Sustainable Planning Act 2009

Dated this 20TH day of JUNE 2014

Chief Executive Officer

* Insert the name of the Planning Body.
Insert designations of signatory or delegation

% Insert applicable approving legislation

3. Plans with Community Management Statement :

CMS Number :

Name :

4. References :

Dept File :

Local Govt :

Surveyor : 130755

6. Existing

Created

Title Reference	Description	New Lots	Road	Secondary Interests
49008452	Lot 46 on WU44			Lease A

Lease A does affect Lease 714294526
 Dated 5/8/2013

Lots	Orig
7. Orig Grant Allocation :	
a. Map Reference : 8060-24314	
8. Parish : BARRETT	
9. County : WAIRUNA	
10. Passed & Endorsed :	
By : G.L.HANSEN Date : 19/6/2013 Signed : <i>[Signature]</i> Designation : Cadastral Surveyor	

12. Building Format Plans only.

I certify that :

* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road.
 * Part of the building shown on this plan encroaches onto adjoining * lots and road

Cadastral Surveyor/Director * Date

* Please words not required

13. Lodgement Fees :

Survey Deposit	\$
Lodgement	\$
..... New Titles	\$
Photocopy	\$
Postage	\$
TOTAL	\$

14. Insert Plan Number

SP264207

COMMUNITY ACTIVITY GRANTS SPONSORSHIP: 1 OCTOBER 2017 TO 31 DECEMBER 2017 – INGHAM MARAKA FESTIVAL INC.

Executive Summary

Community Grant application period for 1 October to 31 December was advertised on 12 August 2017. Applications closed on 1 September 2017 where six (6) applications were received and assessed under the Community Activity Grants Policy.

In accordance with the Policy, the application from Ingham Maraka Festival Inc. has been referred to Council for decision. Ingham Maraka Festival is seeking \$13,000 to assist with running the 2017 4TOFM Ingham Rotary Maraka Festival, being hosted from 14 October to 28 October 2017. In 2016/2017 budget, Ingham Maraka Festival applied for \$11,000 which was subsequently approved by Council.

For Council Decision – Recommendation

That Council approve Ingham Maraka Festival Incorporation's application for \$13,000 (excl. GST) being sought to assist with running the 2017 4TOFM Ingham Rotary Maraka Festival.

Background

In 2017, Council began the process of reviewing the current Festival and Events Policy, Application Form and Acquittal Form that was developed during the 2013 / 2014 Budget process. Council identified the requirement by the community to create a unified application process between Community Grants and Festival and Event Grants. This was driven by the number of Festival and Event Applications received through Community Grants and out of round applications. The new format is being labelled Community Activity Grants. The purpose of the change is to reduce confusion whilst providing organisations to apply for funding closer to the date of their event or to assist high achievers in attending National representation. The assessment system remains consistent with previous policy and is based on merit, benefits and outcomes. Advertising timings are consistent with current Community Grant applications.

On 25 July 2017, the Community Activity Grants (CAG) Policy, Application Form and Acquittal form were adopted by Council. Community Grants applications for the period of 1 September 2017 to 30 November 2017 were advertised prior to Community Activity Grant Policy being adopted using existing application form and policy, being due on 31 July 2017. A total of five (5) applications were received, four (4) requesting assistance under \$2,000 and one (1) requesting over \$2,000. Applications were processed and assessed using the adopted Community Grants Policy. Under the policy, four (3) applications were approved by the CAG assessment panel, one (1) application required further information and one application was not approved at Council's general meeting on 29 August 2017.

To bring all festival, events and general financial assistance application forms in line with the new CAG policy, applications were advertised on 12 August 2017 for the period of 1 October to 31 December 2017 with a closing date of 1 September 2017. Six (6) applications were received, four (4) requesting assistance under \$2,000 and one (2) requesting assistance over \$2,000. Applications were processed and assessed using the Community Grants Policy. Under the policy, three (3) applications were approved by the panel, two (2) required further information and one (1) application was referred to Council's general meeting on 26 September 2017.

COMMUNITY ACTIVITY GRANTS SPONSORSHIP

Below is a summary of assistance currently approved through Community Grants, Festival and Events Grants and Community Activity Grants within the 2017/2018 budget up to but not including 11 September 2017.

Organisation	Event	Amount ex GST
Herbert River Museum	Annual Assistance	3,853.00
Macknade Bowls Club	Mixed 4's Bowls Competition 1-2 July 2017	\$200.00
Herbert River Pastoral and Agricultural Association Inc	Ingham Show 6-7 July 2017	\$24,000.00
Ingham Tennis Association Inc	Ingham Open Tennis Championship 21-23 July 2017	\$1,000.00
Ingham Sugar City Rodeo	Horsesports – 5 August 2017 Rodeo – 2 September 2017 Horsesports – 4 November 2017	\$2,500.00
Herbert River Jockey Club	Ingham Gold Cup Race Day 9 September 2017 Family Race Day – 18 November 2017	\$4,000.00
Australian Italian Festival	Australian Italian Festival 3-6 August 2017	\$37,000.00
Hinchinbrook Community Support Centre	Financial Assistance towards Administration costs, Financial assistance towards employing a Community Grants Officer and Sponsorship of Out and About Bus	\$43,000.00
Hitch-n-Ride Horse Sports Club	Horse Sports Events x 4	\$1,000.00
Ingham Arts Festival Association Inc.	Ingham Arts Festival 20 August 2017 to 25 August 2017	\$1,800.00
Special Children's Christmas Parties	Annual Assistance	\$250.00
Lower Herbert Blue Light Association	Police Youth Program	\$416.60
MotorActive	Cruise for Charity	\$180.65
Herbert Valley Voices	Herbert Valley Voices Various Performances	\$700.00
Everglow Community Care	Annual Assistance	\$3000.00
Ingham Squash Racquets Association	Northern Region Junior Qualifier	\$500.00
Noorla Bowls Club	Noorla 4's Bowls Competition	\$300.00
Alzheimers Australia Townsville – Café Connect	Café Connect	\$200.00
Lucinda Progress Association	Lucinda Christmas Carols	\$900.00
Total Sponsorship supported		\$124,800.25

Below is a summary of applications undergoing further investigation and assessment by the CAG panel, up to but not including 11 September 2017.

Organisation	Event	Amount
Surf Life Saving Club	Membership fees for future members	\$980.00
Forrest Beach Lions Club	Stinger Net Opening, Cleaning of BBQ's. Stinger Net monitoring	\$5,000.00
Herbert River Mens Shed	Christmas Auction	\$758.00
Total Sponsorship pending		\$6,738.00

Below is a summary of unsuccessful applications up to but not including 11 September 2017.

Organisation	Event	Amount
Ingham Community Kindergarten and Pre School Association	Annual assistance for grounds maintenance	\$5,720.00
Ingham State High School P&F	Combined Secondary School Ball	\$500.00
Total Sponsorship unsuccessful		\$6,220.00

The total Festival and Events budget for 2017/2018 financial year is \$145,000 and the total community assistance budget is \$103,000 giving a total grant budget of \$248,000.

Attachments

Ingham Maraka Festival Inc. Application form

Community Activity Grants Policy

Statutory Environment

Local Government Act 2009

Policy Implications

Applications were received under the Community Activity Grants Policy and assessed under the Community Activity Grants Policy

Consulted With

Cr Mary Brown

Cr Andrew Lancini

Executive Manager Development and Planning, Rosemary Pennisi

Manager of Economic and Community Development, Donna Prentice

Council

Financial and Resource Implications

2017/2018 budget for Festival and Events is \$145,000, the Community assistance grants budget for 2017/2018 is \$103,000.

Risk Management Implications

Minimal risk

Strategic Considerations

Corporate Plan – Strategic Direction 4 and 5

Officers Comment

During the 2016/2017 budget, the Ingham Maraka Festival applied for \$11,000 which was subsequently approved by Council. This year (2017/2018) the Ingham Maraka Festival has applied for an 18% increase in grant funding from Council totalling \$13,000.

It is noted there is merit in supporting the sought grant funding increase on the following grounds:

The Maraka Festival Committee has -

- Aligned this year's festival with the Hinchinbrook Shire's tourism branding 'The Hinchinbrook Way'
- Collaborated with Council to professionally present festival events on the Hinchinbrook Way website
- Collaborated with Council to prepare and deliver thematic content for events that reflect The Hinchinbrook Way brand
- Demonstrated commitment to develop the overall event and showcase TYTO as a key venue
- Demonstrated commitment to attracting new local and external audiences to the Maraka Festival through measures including provision of online ticketing and active marketing through 4TOFM
- Demonstrated commitment to growing festival events in future years, through consideration of alternative venues that may contribute to enhanced events and growth in attendance volumes.

The Maraka Festival is an established event that continually showcases the Shire's enviable lifestyle and aligns with the desired outcomes sought by the Shire's tourism brand. Council's ongoing support is critical to ensure the event continues to expand and continues to showcase a positive engaging story of the Shire for both locals and the broader region.



HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL
COMMUNITY ACTIVITY GRANT
APPLICATION FORM

The Support for Hinchinbrook Shire Council Community Activity Grants Policy is designed to provide financial assistance for community activities that enliven and enrich communities within the Hinchinbrook Shire.

- Read the Policy carefully before completing this application;
- Application/s should be typed or neatly handwritten;
- ALL questions must be answered;
- Remember to **KEEP A COPY** of your application/s and list of enclosures for acquittal purposes;
- Incomplete applications will **NOT** be accessed;
- For a more detailed description of your event further papers may be attached;
- **DO NOT** bind your applications. Staple at left hand top corner only.

Associated Documents

- Community Activity Grants Policy
- Community Activity Grants Acquittal Form

Postal Address:

Chief Executive Officer
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850
council@hinchinbrook.qld.gov.au

Hand Delivery:

Chief Executive Officer
Hinchinbrook Shire Council
25 Lannercost Street
INGHAM QLD 4850

For further enquiries or assistance in completing the application form, please contact Hinchinbrook Shire Council on (07) 4776 4600.



Definitions

Community Achievement Activity

Local individuals or a group of individuals selected by a recognised sporting, academic and cultural body who represents Queensland at national competition level in their respective fields of endeavour and seek:

- Financial assistance for individuals is \$250
- Financial assistance for teams of 3 individuals or more is \$700

Community Activity Grant:

Financial assistance for community organisations seeking support for community activities:

- Financial assistance for up to \$500 dollar value
- Financial assistance for between \$501 and \$1000 dollar value
- Financial assistance for over \$1001 dollar value that has a community based outcome

One-off Community Activity support:

Financial assistance for any Community Activity within the Hinchinbrook Shire that is either a new Community Activity, or has been an established Community Activity for less than three years.

Characteristics include:

- Free entry, some pay as you consume charges
- Minimum of 70 attendees
- Minimum timeframe for the Community Activity is four hours
- Primarily a single Community Activity, may have additional features
- Financial assistance of up to \$200

Start-up organisation:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has not previously held a Community Activity. Characteristics include:

- Free entry some pay as you consume charges
- A minimum of 100 attendees
- Minimum timeframe for the Community Activity is four hours
- Shire and external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance of up to \$2,000

Moderate Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held a Community Activity within three years plus
- Free entry some pay as you consume charges
- Minimum between 300 and 500 attendees
- Minimum timeframe for the Community Activity is six hours
- Substantial external marketing required
- Primarily a single Community Activity may have additional features
- Financial assistance between \$3,000 and \$5,000

Major Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

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

Form Number: Community Activity Grants Application Form

Authorised By: EMDPES

Document Maintained By: Development, Planning and
Environmental Services

Version No: 1

Initial Date of Adoption: 25/07/2017

Current Version Adopted: 25/07/ 2017

- Have previously held a Community Activity within five years plus
- Entrance fee usually charged some free entry
- Minimum of 1000 attendees
- Minimum of event of Community Activity is one day/night eight hours several events within program
- Marketing activity a mix of Shire and wider communities required
- Financial assistance of up to \$15,000

Signature Regionally Significant Community Activity:

Financial assistance for a Community Activity delivered by a not-for-profit committee/ club /group which has previously held a Community Activity. Characteristics include:

- Have previously held an Community Activity within five years plus
- Normally charged an entrance fee with a minimum of 5000 attendees
- Multiple days (minimum two days) of event or festival with multiple events within a larger program
- Professionally developed marketing campaign with a minimum costing of \$5,000, with targeted activity in the Shire and wider communities
- Financial assistance of up to \$30,000

Consumer Price Index (CPI):

The CPI Measures quarterly changes in the price of a basket of goods and services. Capital City indexes issued by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.



SECTION 1 Community Achievement Activity Only

n/r

Applicant Name:
Applicant Postal Address

Applicant Street Address

Phone No Fax No ..
Contact Person
Email Address
Representative Organisation name :
Field of excellence:
President signature: DATE .
Event Title:
Total Cost:
Start Date: Finish Date ...

What do you wish to apply your financial assistance towards?

- ☐ Travel
☐ Accommodation
☐ Entrance Fee
☐ Other (please specify)

Supporting Documentation

Please provide a copy of the following

- ☐ Copy of competition details
☐ Copy of letter of acceptance into the competition
☐ Copy of evidence of club enrolment or participation in field of excellence

Electronic version current. Uncontrolled Copy current only at time of printing
Form Number: Community Activity Grants Application Form
Authorised By: EMDPES
Document Maintained By: Development, Planning and
Environmental Services

Version No: 1
Initial Date of Adoption: 25/07/2017
Current Version Adopted: 25/07/ 2017



Application Details

Are you applying for (please tick relevant boxes)

- ☐ Community Achievement Activity
- ☐ Community Activity Grant up to \$500
- ☐ Community Activity Grant between \$501 to \$1000
- ☐ Community Activity Grant over \$1001
- ☐ New or one-off Community Activity support
- ☐ Start up organisation
- ☐ Moderate Community Activity
- ☒ Major Community Activity
- ☐ Signature Regionally significant Community Activity

Has your organisation already received funding from the Hinchinbrook Shire Council for this Community Activity this financial year?

(If yes, you will have received notification in writing)


- ☐ Yes Please contact Councils Economic Development Team to discuss further options
- ☒ No Please proceed with application

Applications for Community Achievement Activity
Please complete section 1

Applications for Community Activity Grants less than \$2000
Please complete section 2

Applications for Community Activity Grants greater than \$2000
Please complete sections 2 and 3

SECTION 2

ACTIVITY NAME:	4 TO 5pm Ingham Rotary Maraka Festival		
ORGANISATION NAME:	Ingham Maraka Festival Inc		
PRESIDENT SIGNATURE:			DATE: 11/9/17
Requesting Total cost:	13,000	(base on last 2 yrs expenditure)	
Anticipated Start Date ..	14/10/17	Finish Date ..	28/10/17

Q1 Provide a detailed description of the community activity including location, time and name of the Community Activity (please attach additional pages if required)

- please see attached
Local festival run by a collaborative group of delegates from local community service clubs. 'Maraka' is an indigenous word meaning 'happy gathering' and runs across 3 weeks in October with several different events to cover all ages. Ends with Maraka Gras in Rotary Park & crowning of Maraka Princess & Queen and fireworks display.

Q2 How will the community activity benefit the community?

Maraka has a strong & proud history within our community, this year marking the 58th Maraka Festival. The festival was created & run by the service organisations as a 'thank you' to the people & businesses within our local community for their support during the year. Economic benefits to the local businesses due to the increase in activity & spending during the festival. Also brings a sense of community. Brings back family & friends to our district. Visitors enjoy our hospitality & how we do things 'The Hinchinbrook Way'.

Q3 How many people do you expect to attend the Community Activity?

3000 to 4000 and pets

Q4 How many people are estimated to be from outside the Hinchinbrook Shire?

400 to 500

Q5 Which component/s of your event will these funds be allocated to?

mainly to the spectacular fireworks show held at the Mardi Gras in Rotary Park. As well as to monetary support & services in kind/hired. ie hiring of venues for events, catering, prize monies.

Q6 How will the Hinchinbrook Shire Council contribution/assistance be acknowledged?

e.g.: On advertising for the event; Mayor invited to speak at event; Inclusion of the Mayor's message in any festival or event related publicity
As a Major Sponsor of the Festival, HSC logo will be recognised in promotional literature & advertising.
Display of HSC logo & name on Electronic Billboard at Mardi Gras. Sponsor of Maraka Queen Competition - sashes HSC.
4TD FM promoting our festival & major sponsors.
The Shire Mayor will be invited to make a speech/announcement at some of the Festival Events.
Co-sponsoring Procession with Ergon, lead parade

Q7 What other individuals/groups/organisations will be involved in this Community Activity and what is their involvement?

All major local service clubs contribute members towards the events in the preparation & planning as well as in the supply of volunteers to run/assist in the Festival.
Stalls selling food/drink etc. at Mardi Gras run by service clubs & 3 of the local schools.

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

Form Number: Community Activity Grants Application Form

Authorised By: EMDPES

Document Maintained By: Development, Planning and Environmental Services

Version No: 1

Initial Date of Adoption: 25/07/2017

Current Version Adopted: 25/07/2017

Q7. Funds raised through sponsorship/donations from local business houses & event ticket sales are use to fund (some) of event expenses.

Q8 What contribution does your organisation/s provide for the Community Activity? (e.g. funds, labour or In Kind Support)

As per Q7. Planning, organising & running of events
Insurance cover.

Background Information

Q9 Is this a Joint Organisation Application ☐ Yes* ☒ No
*(if yes please copy and complete this page for each additional organisation and attach to your application)

Organisation's Details

The organisation is the group facilitating the Community Activity for which support is requested.

Organisation Name(s)
Postal Address

Street Address

Phone No Fax No ..
Contact Person
Email Address
Australian Business Number
(if applicable)	

Committee Details

Please list names, addresses and/or email of Committee/Board Management Members:

President ..	<u>Kieran Volpe</u>	Vice President ..	<u>Ian Merrit</u>
	<u>Kieran@nqib.com.au</u>		<u>iangham@bigpond.com</u>
Secretary ..	<u>Anne Accorsini</u>	Treasurer	<u>Jim Kirchner</u>
..	<u>AnneA@stokesca.com.au</u>		<u>Jim.Kirchner@au-wilmar-intl.com</u>

Q10 Is your organisation incorporated? ☒ Yes ☐ No

If your organisation is incorporated, please enclose copy of the following documents:

- ☒ Certificate of incorporation — ABR print out
- ☐ Latest audited financial statement — n/a — Statement from CPA.
- ☐ Copies of written confirmation of funding commitment from other partners — n/a
- ☒ Insurance

If your organisation is not incorporated, please provide details of your sponsoring organisation:

Organisation Name(s)
Postal Address
.....
Street Address
..
Phone No
Fax No
Contact Person
Email Address
Australian Business Number
(if applicable)	

Q11 Is your organisation registered for GST? ☐ Yes ☒ No please proceed to certification



Hinchinbrook Shire Council
Community Activity Grant Application Form

If your organisation is registered for GST and in the instance that this application is successful, is your organisation prepared to issue a Tax Invoice for the GST Inclusive amount approved by the Council?

☐ Yes

☐ No

Certification

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name .	<u>Kieran Uelae</u>	Position .	<u>President</u>
Signature ..	<u>[Signature]</u>	Date ..	<u>30/08/17</u>

END OF APPLICATION FOR COMMUNITY ACTIVITY GRANTS LESS THAN \$2,000

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Form Number: Community Activity Grants Application Form
Authorised By: EMDPES
Document Maintained By: Development, Planning and
Environmental Services

Version No: 1
Initial Date of Adoption: 25/07/2017
Current Version Adopted: 25/07/2017

SECTION 3 – Continue application if applying for greater than \$2000

Financial Details:

Q12 Will you be applying for/have you received funding from any other businesses/organisations for this event?

☒ No

☐ Yes

Please attach

- Copies of written confirmation of funding commitment from other partners
- Please complete the below table:

Name of Funding Body	Amount Applied For	Amount Received (\$)

Q13 Give details of any financial assistance received from the Hinchinbrook Shire Council including Rate relief within the last two (2) years:

Type of Assistance	Date Received	Date Acquired	Amount (\$)
Grant Funding	2015	2016	\$11k
Grant Funding	2016	2017	\$11k

Provide a simple budget for the festival or event showing expenditure, income, volunteer support and contributions from other sources.

- refer to copy of Financials as Financials are organisations Maraka Festival profit & loss.

Q14 Will there be a fee to attend the Community Activity?

☐ Yes

☒ No, however
some ticketed
events

If so please provide details of the fee structure.

*Pet Parade, Fence Painting, Steam Train rides, Parade + Mardi Gras
are all free entry to attend.*

Ticketed Events, please refer to attached Q1 response

Hinchinbrook Shire Council
Community Activity Grant Application Form

Q15 Financial status of the organisation at the date of the last audited financial records or Annual General Meeting: - n/r Financials completed by CPA + statement
Signed by CPA

Income	55388
Expenditure	53131
Assets	83344
Liabilities	-
Cash at Bank	39977
Investments	42158

Certification

To be signed by the President/Chair of the applicant organisation or sponsoring organisation.
I certify that to the best of my knowledge the statements made in this application are true and correct.

I understand that if the Hinchinbrook Shire Council approves this application, I will be requested to accept the conditions of the funding in accordance with the Hinchinbrook Shire Council's Community Funding Grants Policy and audit requirements.

Name .	<u>Clare V. Re</u>	Position .	<u>President</u>
Signature ..	<u>[Signature]</u>	Date ..	<u>1/9/17</u>

Thank you for completing this application.

ACQUITTAL FORM: For events receiving greater than \$15,000 please take note of section 5 of the Acquittal Form for acquittal requirements

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Q1 & 14

2017 4TO FM INGHAM ROTARY MARAKA FESTIVAL EVENTS DATES

14.10.2017 – Homebush Steam Train Rides – free event

15.10.2017 – Come n Try-Athlon (triathlon) – entry free, competitors registration
fee - \$

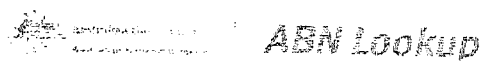
21.10.2017 – Maraka Gala Evening (Entrants and Judges Introduced) to be held at Tyto
Conference area, 73/75 McIlwraith Street, Ingham from 6 pm til late – ticket entry \$35

22.10.2017 – Afternoon Tea & Interview with Judges to be held at Royal Hotel

46 Lannercost Street, Ingham Interviews commence from 9am, afternoon tea from 2pm –
ticket entry - \$28

28.10.2017 – Pet Parade & Fence Painting with live broadcast by 4TOFM - free event

28.10.2017 – Procession and Mardi Gras (Crowning of the Maraka Queen & Maraka
Princess) takes place along Herbert Street, Ingham and Rotary Park from 5pm – free entry



Current details for ABN 49 507 453 133

ABN details

Entity name: INGHAM MARAKA FESTIVAL INC
ABN status: Active from 01 Nov 1999
Entity type: Other Incorporated Entity
Goods & Services Tax (GST): Not currently registered for GST
Main business location: QLD 4850

Deductible gift recipient status

Not entitled to receive tax deductible gifts

ABN last updated: 26 May 2000

Record extracted: 31 Aug 2017

Disclaimer

The Registrar makes every reasonable effort to maintain current and accurate information on this site. The Commissioner of Taxation advises that if you use ABN Lookup for information about another entity for taxation purposes and that information turns out to be incorrect, in certain circumstances you will be protected from liability. For more information see [disclaimer](#).



Broker:

Aon Risk Services Australia Limited
Postal Address & Enquiries care of:
Mr Brenton Vicary
Service Executive
Aon Risk Solutions Australia Limited
GPO Box 65
Brisbane Qld 4001
Aon Risk Solutions Australia Limited
Telephone: (07) 3223 7433



Certificate of Currency

Policy Number	AQ R008958 PLB		
Name of Insured	The Rotary Club of	Ingham	
Type of Insurance	Public and Products Liability		
Cover	QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.		
Limit of Liability	Public:	\$50,000,000	any one Occurrence
	Products:	\$50,000,000	any one Occurrence & in the aggregate for all injury or damage occurring during the Period of Insurance.
Territorial Limits	Anywhere in in the World but subject to the Terms, Conditions and Exceptions of the Policy		
Period of Insurance	From: 4.00pm on 30 th June 2017 to: 4.00pm on 30 th June 2018		
Special Conditions	Subject to the existing Terms, Conditions and Exceptions of the Policy		
	The Department of Transport and Main Roads is noted as an interested party		

Brisbane this 30th day of June 2017 Signed

QBE INSURANCE (AUSTRALIA) LIMITED
ABN: 78 003 191 035
AFS Licence No. 239545



Ingham Maraka Festival Inc.
PO Box 473
INGHAM QLD 4850
Email:
marakasecretary@gmail.com

Registration Services
Office of Fair Trading
GPO Box 3111
BRISBANE QLD 4001

Dear Sir/Madam

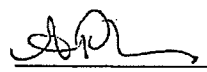
Ingham Maraka Festival Inc – IA01097

Please find attached the following documents together with cheque for \$51.70 being for payment of annual fee;

- Annual return of association – Associations Incorporation Form 12-1 for the Financial year ended 31 December 2016
- Copy of Financial Statements for Ingham Maraka Festival Inc for the year ended 31 December 2016

Should you have any queries please do not hesitate to contact us.

Yours sincerely


ADRIAN KERENZOR
TREASURER.

Associations Incorporation Form 12-1



Annual return of association

Associations Incorporation Act 1981

This form is effective from 1 July 2016

ABN: 13 846 673 994

INGHAM MARAKA FESTIVAL INC
THE SECRETARY
P O BOX 473
INGHAM QLD 4850



Organisation number: IA01097
Financial year end date: 31 December 2016

INGHAM MARAKA FESTIVAL INC

OFFICE USE ONLY

Date received

Lodgement details

LU number:

You can either lodge online on the OFT website at www.qld.gov.au/fairtrading or complete and return this form.

Instructions to complete this form

Please use **BLOCK** letters when you fill out this form. Attach extra sheets if there is not enough space. All dates should be DD/MM/YYYY.

Privacy statement

The Office of Fair Trading collects information, including personal information, on this form as required by the Associations Incorporation Act 1981 to process your annual return. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the Office of Fair Trading are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the Fair Trading Act 1989 information may also be shared on a confidential basis with other Australian fair trading agencies.

Fee: \$51.70. No GST is payable on this fee.

Part 1 – Incorporated association details

Definitions

Please tick appropriate box.

Note: where an association is required to have an audit under the *Collections Act 1966* or *Gaming Machine Act 1991*, please tick Level 1.

- ☐ **Level 1** – an association is within Level 1 if its current assets are in excess of \$100,000 or its total revenue is in excess of \$100,000.
- ☒ **Level 2** – an association is within Level 2 if its current assets are between \$20,000 and \$100,000 or its total revenue is between \$20,000 and \$100,000. But excludes those required to have an audit under *Collections Act 1966* or *Gaming Machine Act 1991*.
- ☐ **Level 3** – an association is within Level 3 if its current assets are less than \$20,000 and its total revenue is less than \$20,000. But excludes those required to have an audit under *Collections Act 1966* or *Gaming Machine Act 1991*.

New postal address

Complete only if address details have changed.

Current details THE SECRETARY P O BOX 473, INGHAM QLD 4850

Address _____
Suburb _____ State ☐☐☐ Postcode ☐☐☐☐☐☐

Nominated address for service

Complete only if address details have changed.
A post office box address is not acceptable.

Current details CONFERENCE ROOM, C/- STATION HOTEL, INGHAM QLD 4850

New address _____
Suburb _____ State ☐☐☐ Postcode ☐☐☐☐☐☐

Date of annual general meeting

Please tick appropriate box.

The association's audited/verified financial statements were presented at the annual general meeting held on ☐2☐/☐2☐/☐2017 and ☒ adopted / ☐ not adopted by members.

Part 1 – Incorporated association details continued	
Office bearers Complete new details only if current office bearer details have changed. A post office box address is not acceptable.	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Current details JOHN CRAIG BOWEN, 8 WHITE ST. INGHAM QLD 4850 </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> New details (if applicable) </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> President's name <u>Kieran Volpe</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Address _____ </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Suburb <u>Ingham</u> State <input checked="" type="checkbox"/> <u>QLD</u> Postcode <u>4850</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Current details FELIX PETER REITANO, 4/40 HARDY ST. INGHAM QLD 4850 </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> New details (if applicable) </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Secretary's name <u>Anne Accorsini</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Address <u>PQ Box 768</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Suburb <u>Ingham</u> State <input checked="" type="checkbox"/> <u>QLD</u> Postcode <u>4850</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Email <u>marakasecretary@gmail.com</u> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Current details ADRIAN PAUL KIRCHNER, PO BOX 138, HALIFAX QLD 4850. </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> New details (if applicable) </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Treasurer's name _____ </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Address _____ </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Suburb _____ State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>
Part 2 – Financial details	
Association's financial details Complete new details only if current details have changed. Note: BSB and Account no. will not be shown on the public register. Account must be in the registered name of the association.	<div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Current details CBA INGHAM, 064810 10125149, INGHAM MARAKA FESTIVAL INC </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> New details (if applicable) </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Name of financial institution _____ </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Branch _____ </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> BSB & Account no. _____ </div>
Financial statements Level 1 Level 2	<p>Please enclose audited financial statements for the association for its last reportable financial year that is signed and dated by the president or treasurer (including a statement of income and expenditure, balance sheet and signed auditor's report). An incorporated association may also be subject to the reporting or auditing provisions of other legislation e.g. <i>Gaming Machine Act 1991</i>, <i>Collections Act 1966</i>.</p> <p>Please enclose a copy of the association's financial statement for the last reportable financial year that is signed and dated by the president or treasurer (including a statement of income and expenditure and balance sheet) and a statement signed by a person who is an auditor or an approved accountant that states: the person has sighted the association's financial records; and the association's financial records show that the association has book keeping processes in place to adequately record the association's income and expenditure and dealings with its assets and liabilities.</p> <p>Note: where an association is required to have an audit under the <i>Collections Act 1966</i> or <i>Gaming Machine Act 1991</i>, Level 1 applies.</p>

Part 3 – Checklist and declaration continued

Declaration

Note: It is an offence to supply incorrect or misleading information.

I have checked and completed the current information, made necessary alterations beside the relevant areas and state that the details are true and correct in every detail.

Name of secretary or acting secretary Anne Accorsini

Phone (H) _____ (W) _____ (M) 0409633265

Email # marakasecretary@gmail.com

Signature of secretary or acting secretary [Signature]

Dated 15 / 03 / 20 17
D D M M Y Y Y Y

Part 4 – Lodgement

Lodgement details

The association must hold an annual general meeting within 6 months after the end date of the association's financial year.

This form can be completed and lodged online on the OFT website at www.qld.gov.au/fairtrading. Alternatively, this completed form, along with any supporting documentation and fees, can be lodged by mail or in person. You must submit this form within 1 month of the audited/verified financial statements being presented at the association's annual general meeting. Call 13 QGOV (13 74 68) or visit www.qld.gov.au/fairtrading for more information.

By mail:
Registration Services
Office of Fair Trading
GPO Box 3111
Brisbane QLD 4001

Payment details

☐ Cash ☐ Credit card ☐ Money order ☒ Cheque

Make money order or cheque payable to the Office of Fair Trading

Credit card payment

A receipt will not be issued unless specifically requested.

Charge my

☐ Mastercard ☐ VISA ☐ AMEX

Note: AMEX is not accepted for payments at the Brisbane CBD, Cairns, or Sunshine Coast public counters.

Credit card number

Cardholder's name:

Amount authorised:

\$ _____

Expiry Date: /
M M Y Y Y Y

Cardholder's signature:

Part 2 – Financial details continued

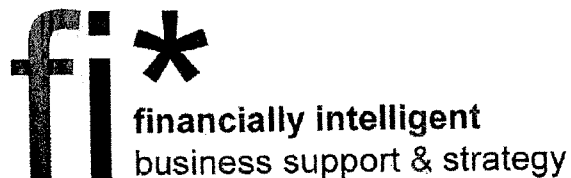
Level 3	<p>Please enclose a copy of the association's financial statement for the last reportable financial year (including a statement of income and expenditure and balance sheet) and a statement signed by the president or treasurer that states the association keeps financial records in a way to properly record the association's income and expenditure and dealings with its assets and liabilities.</p> <p>Note: where an association is required to have an audit under the <i>Collections Act 1966</i> or <i>Gaming Machine Act 1991</i>, Level 1 applies.</p>
Auditor or approved accountant details <small>Must be completed for Levels 1 and 2. Must be completed for Level 3 where an audit is required.</small>	<p>Full name <u>fi business support v strategy</u></p> <p>Contact number <u>Helen Hobbs - 0420 977 260</u></p> <p>Email <u>helen@fibusinesssupport.com.au</u></p> <p>Auditor's qualifications (please tick one of the following):</p> <p><input type="checkbox"/> A person registered as an auditor under the <i>Corporations Act 2001</i>.</p> <p><input checked="" type="checkbox"/> Member of CPA Australia who is entitled to use the letters 'CPA' or 'FCPA'.</p> <p><input type="checkbox"/> Member of the Institute of Chartered Accountants in Australia who is entitled to use the letters 'CA' or 'FCA'.</p> <p><input type="checkbox"/> Member of the Institute of Public Accountants who is entitled to use the letters 'MIPA' or 'FIPA'.</p> <p><input type="checkbox"/> A person approved by the OFT to audit this association.</p> <p><input type="checkbox"/> Other – Please complete Form 21 advising details of auditing experience and title of accounting qualifications (if any) including the name of the educational institution from which qualifications were obtained.</p>

Form 21 – Application for approval of auditor can be downloaded from www.fairtrading.qld.gov.au

Part 3 – Checklist and declaration

Checklist	<p>Please tick appropriate box:</p> <p><input checked="" type="checkbox"/> Have you completed all relevant parts of the return (Parts 1 and 2)?</p> <p><input checked="" type="checkbox"/> Have you attached the relevant following financial statements (Part 2):</p> <p><input checked="" type="checkbox"/> Income and expenditure?</p> <p><input checked="" type="checkbox"/> Balance sheet?</p> <p><input type="checkbox"/> Signed auditor's report (Level 1)?</p> <p><input checked="" type="checkbox"/> Signed statement (Level 2 and 3 as outlined under Part 2)?</p> <p><input checked="" type="checkbox"/> Has the secretary or acting secretary signed and dated the form (Part 3)?</p> <p><input checked="" type="checkbox"/> Have you included the fee?</p>
-----------	---

Left blank intentionally,
please turn over for more details



STATEMENT TO THE COMMITTEE MEMBERS OF THE INGHAM MARAKA FESTIVAL INC.

Report on the financial statement

I have sighted the accompanying financial statement, being a special purpose financial statement, of the Ingham Maraka Festival Inc. ("Association"), which comprises the balance sheet as at 31 December 2016, profit and loss statement to 31 December 2016 and the Committee members' declaration.

Committee's responsibility for the financial statement

The committee of the Association are responsible for the preparation and fair presentation of the financial statement and have determined that the basis of its preparation are appropriate to meet the financial reporting requirements of the *Associations Incorporation Act (QLD) 1981* and is appropriate to meet the needs of the members. The committee's responsibility also includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error, selecting and applying appropriate accounting policies and making accounting estimates that are reasonable in the circumstances.

Approved persons responsibility

My responsibility is to provide a statement that states that I have sighted the Association's financial records and that the Association's financial records show that the Association has bookkeeping processes in place that adequately records the Association's income and expenditure and dealings with the assets and liabilities.

I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for my statement.

Independence

I have complied with the independence requirements of the Australian professional accounting bodies.

Basis of accounting and restriction on distribution

Without modifying my statement, I draw attention to the fact that the financial statement has been prepared for the purpose of fulfilling the committee member's financial reporting responsibilities under the *Associations Incorporation Act (QLD) 1981*. As a result, the financial statement may not be suitable for another purpose.

Statement

I confirm that I have sighted the Association's financial records and that the Association's financial records show that the Association has bookkeeping processes in place to adequately record income and expenditure and dealings with the assets and liabilities of the Association for the year ended 31 December 2016.

Helen Hobbs

Certified Practising Accountant No. 9257670

fi* business support & strategy

Dated this 17th day of February 2017

fi* business support & strategy

po box 739 | townsville qld 4810 | p: 0420 977 260 | e: helen@fibusinesssupport.com.au

INGHAM MARAKA FESTIVAL INC.
Committee Members Declaration
31 December 2016

In the committee member's opinion, the Association is not a reporting entity because there are no users dependent on general purpose financial reports. This is a special purpose financial statement that has been prepared to meet the *Association Incorporations Act (QLD) 1981* reporting requirements.

In the committee members' opinion the financial statements present fairly the Association's financial position as at 31 December 2016 and its performance for the year ended 31 December 2016 and that there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the committee.

Signed

Treasurer
Ingham
17 February 2017

Profit and Loss

Ingham Maraka Festival Inc.
For the year ended 31 December 2016

	2016	2015
Trading Income		
In Kind Donations/Sponsorship	200	-
Interest Income	-	527
Interest Received	510	-
Maraka Income - Afternoon Tea	5,001	6,386
Maraka Income - Gala Night	11,684	-
Maraka Income - Mardi Gras	8,502	30,494
Maraka Income - Triathlon	1,544	968
Maraka Income - Wine Cocktail	6,297	4,958
Sponsorship - Afternoon Tea	1,000	-
Sponsorship - Gala Night	3,000	-
Sponsorship - General	11,000	-
Sponsorship - Mardi Gras	4,150	23,500
Sponsorship - Wine Cocktail	2,500	-
Total Trading Income	55,388	66,833
Gross Profit	55,388	66,833
Operating Expenses		
Accountancy Fees	1,210	-
Advertising	5,789	4,072
Advertising Triathlon	-	33
Bar Expenses - Gala Night	1,187	-
Bar Expenses - Mardi Gras	2,247	7,164
Bar Expenses - Wine Cocktail	1,329	-
Catering - Afternoon Tea	4,070	4,608
Catering - Gala Night	3,548	5,273
Catering - Mardi Gras	294	267
Catering - Triathlon	450	-
Catering - Wine Cocktail	1,400	3,000
Cleaning & Rubbish Removal	224	2,738
Donations	2,980	11,181
Entertainment Sound & Lighting - Gala Night	1,650	-
Entertainment Sound & Lighting - Mardi Gras	795	8,645
Entertainment Sound & Lighting - Wine Cocktail	1,210	-
Flowers & Decorations - Gala Night	438	-
Flowers & Decorations - Mardi Gras	-	956
General Expenses - Gala Night	2,742	-
General Expenses - General	2,275	2,088
General Expenses - Mardi Gras	9,872	2,482
General Expenses - Procession	400	-
General Expenses - Triathlon	1,545	1,450

Profit and Loss

	2016	2015
General Expenses - Wine Cocktail	1,863	2,427
Hire - Venue	-	1,467
Hire Equipment	-	1,558
Office Expenses	-	70
Permits Licences & Fees	339	-
Postage & Stationery - General	-	1,352
Printing Expenses - General	1,440	1,205
Printing Expenses - Mardi Gras	147	-
Printing Expenses - Triathlon	-	340
Prize Money & Prizes - Mardi Gras	1,760	4,923
Prize Money & Prizes - Procession	1,900	300
Subscriptions	29	-
Total Operating Expenses	53,131	67,598
Net Profit	2,256	(765)

Annexure A

Ingham Maraka Festival Inc application form

With regards to funds held in bank account, these funds are utilised/required for the following;

- \$10,000 excess for Insurance claim / *premium of required.*
- Minimum funds required to cover unrefundable cost of events should event/s be cancelled or run at a loss
- Promised gifts or inkind donations for festival prizes not be provided, then need to be purchased
- Community projects

Portion of profits made from festival/s are allocated to be utilised/spent on a worthwhile community project, eg profits from 13 and 14 year used to re-cement Maraka stage in Rotary Park, donations provided to community organisations – Ingham Community Support Centre etc

Purpose

This policy has been developed to administer Community Activity Grant (CAG) requests from Hinchinbrook Shire high achievers and not-for-profit entities that deliver activities within Hinchinbrook.

This policy will provide eligibility criteria and guidance on the allocation of grant funds to Community Activity Grant applications.

The maximum funds available for Community Activity Grants will be determined by Council and included in the budget each financial year.

All requests for a Council grant must be made through the application process outlined in this policy.

The Hinchinbrook area has the potential to attract external visitors (participants and spectators) that may contribute to the economy. This is usually through ancillary purchases such as accommodation, meals, fuel and the like. Through this policy Council is able to consider supporting all events that are delivered in the Hinchinbrook Shire.

Background

Hinchinbrook Shire Council regularly receives requests for assistance from organisations and individuals in regards to national achievement, community activities, festivals and events.

Council recognises the value in providing support to such community activities and endeavours to assess local community needs in an open and transparent way.

Council's overall aim is to support varied and exciting activities that focuses on core goals:

- Enhanced opportunities for community inclusion
- Enhancement of civic pride and sense of place
- Enhanced opportunities for local economic activity

Objectives

- a) To recognise local individuals selected by recognised sporting, academic and cultural bodies who represent Queensland at national competition level in their respective fields of endeavour.
- b) To recognise the contribution to the development of community self-help and the provision of community services made by locally based not-for-profit groups and organisations.
- b) To enable financial allocations to reflect the Council's commitment to its community development role.
- c) To provide encouragement to groups and organisations by:
 - i. Developing community capacity in hosting community activities;
 - ii. Supplementing the funds that organisations have raised themselves for their own activities;
 - iii. Enhancing the quality of service delivery and facilities;
 - iv. Assisting the development of services and facilities (excluding operational costs);
 - v. Promoting increased access and usage of community resources, services and facilities;

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Current Version Adopted: [1]

Next Review Date: [25/07/2019]

- vi. Facilitating the establishment of projects and services;
- vii. Providing a grant as an initiating contribution for an organisation where difficulty is experienced in raising funds, where the organisation has demonstrated that its programmes are in response to a perceived need in the community and where it can be reasonably assumed that the organisation will become established as a result of this grant.

d) To ensure an equitable and consistent process:

- (i) To ensure that Council has a consistent, equitable and transparent process to respond to requests for Community Activity Grants
- (ii) To ensure all potential applicants have equitable access to grant funding
- (iii) To ensure that Community Activity Grant funding decisions represent value for money in achieving Council's goal of recognising the contribution to the development of community self-help and the provision of community services made by locally based not-for-profit groups and organisations.

Community Activity Grant (CAG) Scope

A Community Activity Grant is defined as any direct monetary contribution, from Hinchinbrook Shire Council, which is made to a not-for-profit entity operating in the Hinchinbrook Shire that seeks to deliver community development outcomes, community programs and activities such as festivals and events to support local community needs in an open and transparent manner.

Requests for funds that seek to deliver profitable or business outcomes are not within the scope of this Policy.

Assessment Panel

The Council want to streamline and speed up the Community Activity Grant assessment process through the establishment of a CAG Assessment Panel.

CAG Assessment Panel

The CAG Assessment Panel will be formed by: four Portfolio Councillors from the Departments of Community Services and Development and Planning Services supported by the relevant Executive Managers of the Departments.

The CAG Assessment Panel Delegation

The CAG Assessment Panel is delegated by the Hinchinbrook Shire Council to assess and approve Community Activity Grant applications up to and inclusive of \$2,000.

All Community Activity Grant applications over \$2,000 must be submitted to Council for assessment and approval;

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Current Version Adopted: [1]

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The CAG Assessment Panel will assess Community Grant Applications that has been submitted for amounts over \$2,000 and recommend said applications for approval/refusal to the Council.

The CAG Assessment Panel must base their recommendations on:

- The information provided on the Hinchinbrook Shire Council Community Activity Grant application form
- Current priorities of Hinchinbrook Shire Council
- Feedback on the specific community activity from previous years
- Previous community activity assessment
- Assessment of the level of benefit to the community from the community activity
- The benchmark of each community activity category

The Grants received will be assessed by the assessment panel:

- For compliance to the Community Activity Grant policy guidelines
- Request more information from the applicant if necessary
- Recommended to Council for assessment to approve for grants requested in excess of \$2,000
- Recommend to Council applications less than \$2,000 for refusal

Approved Community Grant Applications

All events that receive this funding must adopt the Hinchinbrook Way branding within their event promotion. Branding images and specifications will be provided to successful applicants.

Financial Scope

This policy will address Community Activity Grant requests in terms of the Community Activity Grants policy and within the relevant Council budget provisions and regulations.

Legislative Reference

The Council is permitted to submit Community Activity Grants applications in the form of grants or provide assistance in accordance with Part 5 of the Community Grants, sections 194-195 of the Local Government Regulation 2012 (Local Government Act 2009).

Sections 194 - 195 state

194 Grants to community organisations

A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government's community grants policy; and

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Current Version Adopted: [1]

Next Review Date: [25/07/2019]

(b) in a way that is consistent with the local government's community grants policy.

195 Community grants policy

A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Policy

Requests for consideration of a Community Activity Grant will be accepted according to Council's quarterly review schedule. Requests must be submitted to the Chief Executive Officer on the prescribed form.

Applications will be assessed quarterly, by Council's Assessment Panel, creating four funding rounds each year. An organisation can only receive one Community Activity Grant in any financial year.

Applications will be assessed against the criteria established under this policy and ranked against other applications in that round. The highest ranked applications will be funded within the budget available for that round.

Each funding round will only assess applications for activities to be held or costs to be incurred during the following quarter. Requests received earlier than this will be held over until the appropriate funding round. Hinchinbrook Shire Council supports community based activities and the social and economic benefits these activities create for the region. However, in applying for support to operate such community based activities, certain requirements are in place to ensure the flow on effects of such activities is beneficial to the Hinchinbrook Community.

Applications will not be considered for activities that have already been delivered.

Categories of grant funding available

Category	Established	Fees/Charges	Target Attendance	Target Market	Marketing and promotion	Duration/ Format	Total Support
Community Achievement Activity	n/a	Costs associated with travel/registration	n/a	Hinchinbrook Shire Community	n/a	n/a	\$250 for individuals \$700 for teams of 3 or more individuals
Community Activity	n/a	Free entry some pay as you consume chargers	Minimum of 25	Hinchinbrook Shire Community	Shire Marketing	Minimum of four hours.	Up to \$500
Community Activity	n/a	Free entry some pay as you consume chargers	Minimum of 25	Hinchinbrook Shire Community	Shire Marketing	Minimum of four hours	Between \$501 to \$1000
Community Activity	n/a	Free entry some pay as you consume chargers	Minimum of 50	Hinchinbrook Shire Community	Shire and external Marketing	Minimum of four hours. Multiple days advantageous	Over \$1001
New/ one off Community Activity	Less than 3 years	Free entry Some pay as you consume charges	Minimum of 70	300km drive radius	Very limited	Minimum of four hours. Primarily a single event, may have additional features	Up to \$200*
Start up organisation	Has not previously held an event or festival	Free entry Some pay as you consume charges	Minimum of 100	300km drive radius	Shire and external marketing	Minimum of four hours. Multiple days advantageous	Up to \$1,500*
Moderate	3 years plus	Free entry Some pay as you consume charges	If 300ppl \$3,000 If 500ppl \$5,000	300km drive radius	Limited marketing activity within the Shire	Minimum of four hours. Primarily a single event, may have additional features	Between \$3,000 and \$5,000*
Major	5 years plus	Entrance fee usually charged Some no cost component	Minimum of 1000	300km drive radius	Funded marketing activity within and external to the Hinchinbrook local government area	Minimum of one day/night 8 hours Several events within a program	Up to \$15,000*
Signature Regionally Significant	5 years plus	Entrance fee usually charged	Minimum of 5000	300km drive radius	Professionally developed, funded marketing campaign with minimum cost of \$5000. With targeted activity in the Shire and Townsville	Multiple days (minimum two days) Multiple events within a larger program	Up to \$30,000*

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Version No: 1

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Current Version Adopted: [1]

Next Review Date: [25/07/2019]

* Whilst the various community activities have their respective levels of funding, Hinchinbrook Shire Council may deem necessary to add additional funds to those activities which are considered to generate significant economic advantage to the region.

Criteria

To be considered eligible for a Community Activity Grant an organisation or individual must:

- Reside within Hinchinbrook Shire
- Operate within the Hinchinbrook Shire by way of a demonstrated client base, membership base or similar
- Be not-for-profit (Council may request the submission of the most recent annual financial report or other documentation to demonstrate this criteria)
- Enhance opportunities for community inclusion including community benefit
- Enhance civic pride and sense of place derived from the community activities including a willingness to work co-operatively with other organisations
- Share expected outcomes of the community activity
- Source support for the Community Activity, including but not limited to cash and labour support
- Abide by requirements of each activity category
- Demonstrate level of benefit to the community
- Submit previous event acquittal forms
- Enhance opportunities for local economic activity including locally source supplies, materials and services. This includes the flow on economic benefit to sectors such as accommodation providers, service providers and the like.
- Complete the Hinchinbrook Shire Councils Community Activity Grants Application Form

The level of assistance available through the program is limited by the Council's budget decisions and its priorities. Applications for funding are not guaranteed nor is it guaranteed the applicant will be awarded the full amount requested. It is important that each applicant consider these limitations when preparing the request for assistance.

Applicants are required to demonstrate how the grant will:

- Benefit the Hinchinbrook Shire
- Strengthen the Hinchinbrook Community
- Demonstrate that any monies raised through activities associated with the grant will be used on the community activity, that the applicant sought support for or, will be set aside for future compliant community activities. Alternatively, any additional monies raised must be returned to Council.

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Current Version Adopted: [1]

Next Review Date: [25/07/2019]

Organisations must be incorporated and a copy of the Certificate of Incorporation must be enclosed with the application. A copy of the latest audited financial statement or “class 1” check of the organisation must be enclosed with the application.

If the organisation is not incorporated, a sponsoring organisation must be obtained.

A copy of the sponsor’s Certificate of Incorporation must be enclosed together with a letter from the sponsor accepting responsibility for the event.

A copy of the sponsoring organisation’s latest audited financial statement must also be enclosed with the application.

It is a requirement of the applicant to ensure all insurance and Health & Safety requirements are abided by.

PLEASE NOTE: Rejection of an application does not necessarily mean that the community activity is not worthy of support.

Exclusions

The following requests are excluded from eligibility:

- Assistance to attend conferences, workshops or skills training activities
- Recipients of any other financial or other type of assistance from Council for the same activity
- Be raising funds on behalf of another group which is itself a recipient of financial assistance from Council
- Organisations receiving a general rate remission entitlement
- Organisations receiving funds from Council under the Regional Arts Development Fund
- Organisations that are primarily for the benefit of an individual
- Organisations that are primarily of a commercial nature
- Organisations that have not acquitted returns for previous year support
- Activities that are high risk activities, that could result in unruly behaviour or anti-social practices
- Activities that take place outside of the Shire, not including national competitions

Acknowledgement

All applicants successful in obtaining a Community Activity Grant must acknowledge Council’s contribution in all publicity relating to events or activities to which the grant applies.

Council will require the applicant to carry out the following in recognition of its annual / ongoing support of Community Activities:

- Display Council’s logo/banner “Sponsored by Hinchinbrook Shire Council” at the activity (minimum size **Electronic version current. Uncontrolled Copy current only at time of printing**)

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Version No: 1

Initial Date of Adoption: [25/07/2017]

Current Version Adopted: [1]

Next Review Date: [25/07/2019]

A3)

- Provide Council with a Letter of Thanks and acquittal form at conclusion of the activity
- Display district promotional material at the activity (where possible and appropriate)
- Mention Council's support in media / news articles (where possible)
- Display Council's logo on programmes / newsletter (where possible)
- Mention Council sponsorship at the activity and if applicable, mention Council sponsorship in a "Thank you to sponsors" advertisement

Definitions

Community Achievement Activity \$250 (individuals) or \$700 (groups)

Local individuals or groups participating in competition at a national level

Community Activity Grants up to \$500

Local community not-for-profit organisations that are looking for support for a dollar value of \$500 or less

Community Activity Grants between \$501 - \$1,000

Local community not-for-profit organisations that are looking for support for a Community Activity Grants dollar value of more than \$501 up to \$1,000.

Community Activity Grants \$1001 and over

Local community not-for-profit organisations that are looking for support for Community Activity Grants over the dollar value of \$1001.

New or one-off Community Activity support:

Financial assistance for a Community Activity within the Hinchinbrook Shire that is either a new Community Activity or has been established for less than three (3) consecutive years.

Start up organisation

A Community Activity delivered by a not-for-profit committee/ club /group which has not previously held an community activity.

Characteristics of Community Events include:

Moderate

A festival or event delivered by a not-for-profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these festivals and events include:

- No attendance/entrance fee – may charge fees for consumables like food and beverage, rides, and entry fees to compete

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Initial Date of Adoption: [25/07/2017]

Current Version Adopted: [1]

Next Review Date: [25/07/2019]

- Have broader appeal to the community
- Moderate ability to provide a catalyst for people outside of the region to travel to Hinchinbrook
- Usually held at a single site
- Moderate capacity to generate over night commercial stays
- Undertake some funded marketing and promotional awareness raising activity usually within the Hinchinbrook Shire
- Are valued as part of the community fabric of Hinchinbrook Shire
- Attract minimum of 300 to 500 people
- Grant will be between \$3,000 and \$5,000*
- Acquittal form must be completed within six weeks prior to the completion of the activity

Major

A Community Activity delivered by a not-for-profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these Community Activities include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged must then have no cost activities included once at the venue
- May charge fees for entertainment, food and beverage, rides, and entry fees to compete
- Must have broad appeal to the community
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook e.g. be a unique offering within a 300km radius
- Must have a planned and funded marketing and promotional awareness raising activity both within and external to the Hinchinbrook Shire
- Are valued as part of the community fabric of Hinchinbrook Shire
- Significant capacity to generate overnight commercial stay
- Attract minimum of 1000 people
- Grant will not exceed \$15,000*
- Acquittal form must be completed within six weeks prior to the completion of the event

Signature Regionally Significant Community Activities

A Community Event delivered by a not-for-profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these Community Activities include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged must then have no cost activities included once at the venue
- If eligible, may charge fees for entertainment, food and beverage, rides, and entry to compete fees
- Must have broad appeal to the community and the surrounding region inclusive of Townsville
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook and stay at least one night
- Must have multiple components usually delivered over more than one day
- Must have a planned and funded marketing and promotional awareness raising activity of not less than \$5000 to target within and external to the Hinchinbrook local government area that specifically

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Current Version Adopted: [1]

Next Review Date: [25/07/2019]

targets the Townsville residential population

- Are valued as part of the community fabric of Hinchinbrook Shire
- Significant capacity to generate multiple overnight stays
- Attract minimum of 5000 people
- Grant will not exceed \$30,000*
- Acquitted from must be completed within six weeks prior to the completion of the event

* Whilst the various community activities have their respective levels of funding, Hinchinbrook Shire Council may deem necessary to add additional funds to those activities which are considered to generate significant economic advantage to the region.

Consumer Price Index (CPI)

The CPI Measures quarterly reflects changes in the price of a basket of goods and services. Capital City indexes used by the CPI are based on the 2011 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

Scope of Support

Scope of support is the dollar amounts provided by Council. All amounts are exclusive of GST.

Acquittal

To provide the Council with information on the success of this program it is compulsory for successful grant applicants to provide Council with a completed acquittal form. Organisations will not be eligible for future Community Activity Grants if an acquittal form has not been returned.

Legal Parameters

Local Government Act 2009

Local Government Regulation 2012

Associated Documents

- Hinchinbrook Shire Council Community Activity Grant Application Form
- Hinchinbrook Shire Council Community Activity Grant Acquittal Declaration

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NEW WEEKEND ANIMAL IMPOUND RELEASE FEE TO 2017/2018 COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES

Executive Summary

Due to a request from an animal owner and extensive consultation with Council local law and finance staff it was decided to give the option to residents a weekend animal impound release fee. The fees have now been calculated and require formal adoption by Council.

For Council Decision- Recommendation

That Council amend the 2017/2018 Commercial Charges, Regulatory Fees and Other Charges to include the following:

Weekend Pound Release Fee pf \$295.00 (inc GST) for the weekend release fee of an animal from the Council Pound when an officer is called out specifically to release an animal.

Background

Discussions were held between the Mayor, CEO and EMDPES in relation to Council being requested to release animals to their owners on a weekend.

This is being implemented subject to the following main conditions:-

- A tax invoice will be provided on the next business day for the animal owner to pay within 14 days of being drawn. The invoice is to be drawn up by the relevant department (Environmental Services area of DPES) and the tax invoice will include all outstanding fees as determined by the local laws officer. These may include but aren't limited to the following; outstanding registrations, roaming dog fines and sustenance fees for the amount of days the animal has already being in the pound.
 - No animal which has been involved in a dangerous dog incident to be released until assessed by authorised local laws officer.
-

Attachments

Nil

Statutory Environment

Local Government Act 2009

Animal Management (Cats and Dogs) Act 2008

Policy Implications

Operational Procedure for Conducting Animal Impoundments

Consulted With

Chief Financial Officer, David Tombs
Executive Manager Development Planning and Environmental Services, Rosemary Pennisi
On Call Officer, Matthew Buckman
Environmental Health Officer, Paula Ingerson
Mayor, Ramon Jayo
Chief Executive Officer, Dan McKinlay

Financial and Resource Implications

Will be reflected in 2017/2018 budget

Risk Management Implications

Nil

Strategic Considerations

N/A

Officers Comment

Prior to releasing the animal, the on call officer will advise the resident that they will be invoiced for all relevant fees inc. the weekend release fee (costed at \$295.00 incl GST), sustenance and/or registration if applicable. This amount has been calculated on the average wage of the on call officers at three hours double time plus on costs, overheads/plant and GST as per the following:

	Wages per hour	Overtime @ Double Time @ min of 3 hours	Plant Hire Rate for U 348 for one hour	Council Overheads	Plus GST	Total
Level 4	\$36.80	\$220.80	\$19	20%	10%	\$316.54
Level 2	\$31.29	\$187.84	\$19	20%	10%	\$273.00
AVERAGE Cost						\$294.77

Therefore it is recommended that Weekend Pound Release Fee of \$295.00 be implemented.

A review of the procedure and charges will be conducted in six month's time to assess the feasibility of the implementation of these charges. A report into any outstanding invoices in relation to debt recovery to also be addressed at this time.

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MONTH ENDING 31 AUGUST 2017

Executive Summary

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

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

CAPITAL WORKS CURRENTLY IN PROGRESS

- See attached

MEDIA ENGAGEMENT

- Media releases sent - 6
- Media enquiries carried out – 14
- Hinchinbrook Shire Council Facebook page – 1,797 likes (1,775 likes as at 31 July)
- Most engaged post from August – Hands up if you're excited (water playground), 2,768 impressions, (2,768 from organic reach and 0 from paid reach), 485 post clicks, 88 reaction/comments/shares
- Press articles – 30
- TV coverage – 1
- Radio coverage – 4
- Web coverage - 3

HUMAN RESOURCE SERVICES

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

Recruitment:

Commencement of an external provider involved as Chairperson of each Panel for vacancies.

Advertised Vacancies:

- WHS Coordinator
 - Environmental Services Senior Coordinator – readvertised
-

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 11 September 2017

- IT Senior Coordinator - readvertised
- Rates Officer Maternity Leave

New Employees:

- Plumber
- Technical Officer (Maternity Leave) interviews scheduled
- RMPC Offer
- 2 x Works Labourers
- Works Ganger

Employee Change of Positions:

- Administration Assistant – Maintenance
- WHS Administration Assistant
- 1 x Works Labourer

Terminations

- TYTO Casual

Work Experience:

- Placements are currently being organised for Students and their preferred department

Customer Service Improvement Program:

- Staff Training currently being investigated – Dealing with Difficult People (waiting on quotes)

General

- EBA negotiations have commenced. Respective logs of claims have been tabled for future negotiations. Meetings are set fortnightly. Log of claims circulated to all staff.
- Training:
 - Online training (with assistance) has commenced with Code of Conduct, WHS Inductions and Overview of Council's main Policies and Procedures
 - 10 Employees identified to participate in CAQ fully funded Cert III Civil training. Employees are across Works Department, Parks and Gardens and Environmental Health
 - Cert III in Civil Plant Operations, Cert III in Civil Construction Maintenance, Cert IV in Civil Supervision, all 3 qualifications are nearing completion of all modules however the unavailability of plant equipment is holding up the assessment of the employees doing Plant Operations.
 - Cert III in Driving Operations - arrangements are being made for HR licencing for these employees – still have not been confirmed.
 - Matrix identifying Training and Skills gap linking Policies and PD's continues to be developed
- Updating of Org Structure has been finalised. Amending TechOne will commence as updated Position Descriptions are finalised inline with new changes.
- Performance Appraisals currently being rolled out across the organisation.
- Continuation of Policy and Procedures updating for CEO approval.

WORKPLACE HEALTH AND SAFETY

- Incident Reports
See attached Report

- Hazard Reports
See attached Report
- Public Liability Claims
Nil
- Workers Compensation and Rehabilitation
See attached Report
- WHS Training
 - o Dogging
 - o Risk Management Training

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
 - o Nil
- Far North Queensland Regional Organisation of Councils – FNQROC
 - o Mayor and Deputy Mayor attended meeting on 7 August 2017 in Yarrabah

EMERGENCY DISASTER MANAGEMENT

- Activities
 - o 2 August – Queensland Reconstruction Authority State Recovery Plan Workshop, Townsville
 - o 31 August – LDMG Meeting
 - o 31 August – IGEM Review
- Training
 - o Nil

PROJECTS

- CSI Project
- Final training to occur on the week commencing 25th September. This will involve:
 - Request System Maintenance (the set up and maintenance of the data in the system)
 - Corporate Directory (the set up and maintenance of the work groups to which the customer requests are sent)
 - Pro-forma training (the loading of template letters, notices etc. that that are automatically produced by the system)
 - End user training
 - It is hoped that after this second round of testing all will be ready to move to the Production platform.
- Customer Service Charter
Charter is now in place. Reviewing and focusing on the various gateways that impact on meeting targets:
 - CRM System
 - Telephones
 - General Communication of Strategy
 - ECM
 - Focus on ensuring timely feedback on queries/complaints.

- Actions from Staff Survey Results

More training:

- Significant funds of \$198,000 have been provided in the 2017/2018 budget for training (\$125,000 current financial year).
- Works Supervisors Training has been completed. Customer Service Training to be rolled out across organisation 2017/2018.

Communication:

- A number of areas now have significantly improved communication. Executive Manager Engineering Services has held group meetings with all staff specifically addressing issues that arose from the staff survey. Many actions were identified and a number have been actioned. Corporate Services now have quarterly staff meeting covering a range of topics. Other Departments have more regular meetings.
- Additional communication occurring through Grapevine.
- CEO includes additional information in Grapevine e.g. outcomes from Council General Meeting.
- Business Improvement minutes are available for all staff to review.

IT System:

A number of initiatives have been put in place since the survey as follows:

- IT Business Continuity and Recovery Plan has been developed.
- HSC Data Back up Procedures are now in place and a Business Disaster Recovery back up site has been activated.
- Develop IT Security Policy and a Cyber Risk Strategy.
- Develop Mobile Device Policy.
- Helpdesk statistics are now produced on a regular basis. This details tickets at start of quarter, new tickets and closed tickets in the period. The average first response has reduced to 6 hrs and the oldest ticket at the end of the period is 09/01/2017.
- Current focus on GIS.
- An IT Strategic Plan has been developed and IT Strategic Group has been implemented. This group has representation across all departments of Council.
- Senior IT Co-ordinator position advertised.

Additional / Adequate Tools:

- Funds have been allocated to provide lockers at the Depot.
- \$176,000 has been allocated in the 2017/2018 budget to replace tools, minor equipment and furniture. This is a significant increase over the current financial year = \$125,000.

Applying Policies Consistently / Inequality

- Overtime and toil consistently get reviewed as to fairness.
- Number of policies currently being reviewed e.g. Recruitment Policy, Leave Policy and Higher Duties Policy.
- Managers have been reminded about applying policies consistently.

Morale

- Focus on improving communication will improve morale.
- Implementing many of the other actions detailed in report will improve morale.
- Recognition Policy now in place.
- Corporate Services are implementing a monthly morale booster activity.
- Business Improvement Team has recognition vouchers for good suggestions implemented.
- Major focus on Workplace Health and Safety e.g. Management Plan
- Performance appraisals currently being rolled out.
- HR Strategy will be finalised shortly.
- Two teams entered for Rural Management Challenge.
- EBA negotiations have commenced.

Lack of Sharing Information

- This links with communication. Number of across Council groups now in place e.g. IT Strategic Group.

Eliminate Silo's

- A number of cross Council Teams are in place:
 - Business Improvement Team
 - It Strategic Group Committee
 - Health and wellbeing Committee
 - CRM Development (Complaints) Implementation Committee
 - Uniform Committee
 - Workplace Health and Safety Committee
 - Joint Consultative Committee
 - Web Committee.
- There is a major exercise occurring in Infrastructure Services Delivery involving the planning of work. This will be finalised shortly.
- Internal Audit – Fuel Management
Summary of progress attached

MANAGEMENT ACTIVITY

- Conference Attendance
 - o Nil
- Training Attendance
 - o Nil
- Meeting Attendance

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

 - o 1 August – Ingham Aerodrome Stakeholder Consultation Meeting
 - o 3 August – Executive Management Team Meeting
 - o 8 August - Councillor Connect Session
 - o 9 August – EB Negotiations Meeting
 - o 9 August – Meeting with resident
 - o 10 August – Compulsory Staff Sessions
 - o 10 August – Executive Management Team Meeting
 - o 14 August – Audit Committee Meeting
 - o 15 August – Briefing Session
 - o 16 August – Discussions with Andrew Cripps
 - o 17 August – Work Health and Safety Committee Meeting
 - o 17 August – Project Development Group Meeting
 - o 17 August – GPOne Consulting
 - o 17 August – Executive Management Team Meeting
 - o 18 August – Meeting with Real Estate Agents
 - o 21 August – Meeting with resident
 - o 21 August – Meeting with Canegrowers Herbert River
 - o 21 August – Meeting with Hitch-N-Ride Sports Club
 - o 23 August – Hazard Inspection
 - o 23 August – LDMG Membership discussions

- 24 August – Fire drill debrief meeting
- 24 August – Uniform Committee Meeting
- 24 August – Disaster Management Dashboard Discussions
- 24 August – Rapid Global Meeting
- 24 August – Executive Management Team Meeting
- 25 August – Exit Meeting with Auditors
- 29 August – General Meeting
- 29 August – Townsville Enterprise Limited Advocacy Workshop
- 30 August – Flood Gauge Warning System Meeting
- 31 August – Executive Management Team Meeting
- Events
 - 8 August – Lower Herbert Community Shed Meeting
 - 15 August - Planning Scheme Public Meeting
 - 15 August – Chamber of Commerce Meeting
 - 16 August – Chamber of Commerce Meeting
 - 17 August – Chamber of Commerce Meeting

BUSINESS IMPROVEMENT TEAM

Key initiatives arising from the Business Improvement Team meetings to date are as follows:

- Onboarding Process
- Corporate Identity Manual
- Software program for grave maps - mapping software to be available on mobile devices
- Change to Higher Duties Procedure
- Introduction of Sustainability Policy and Procedure
- Inspection Apps for Field Work
- Depot Wash Down Bay Improvements
- Functional Operational Plans
- Team Operational Plans
- Improvements to Depot Crib Room
- Permanent Signage at Flood Prone Areas
- Pre-recorded message for Council phones
- Staff Survey
- Sliding door to cashier area
- Minor refurbishment of Community Meeting Room
- Promotional TV for foyer
- Staff Silos
- Prices and Receipting Codes on Application Forms

MAYORAL DISCRETIONARY FUND

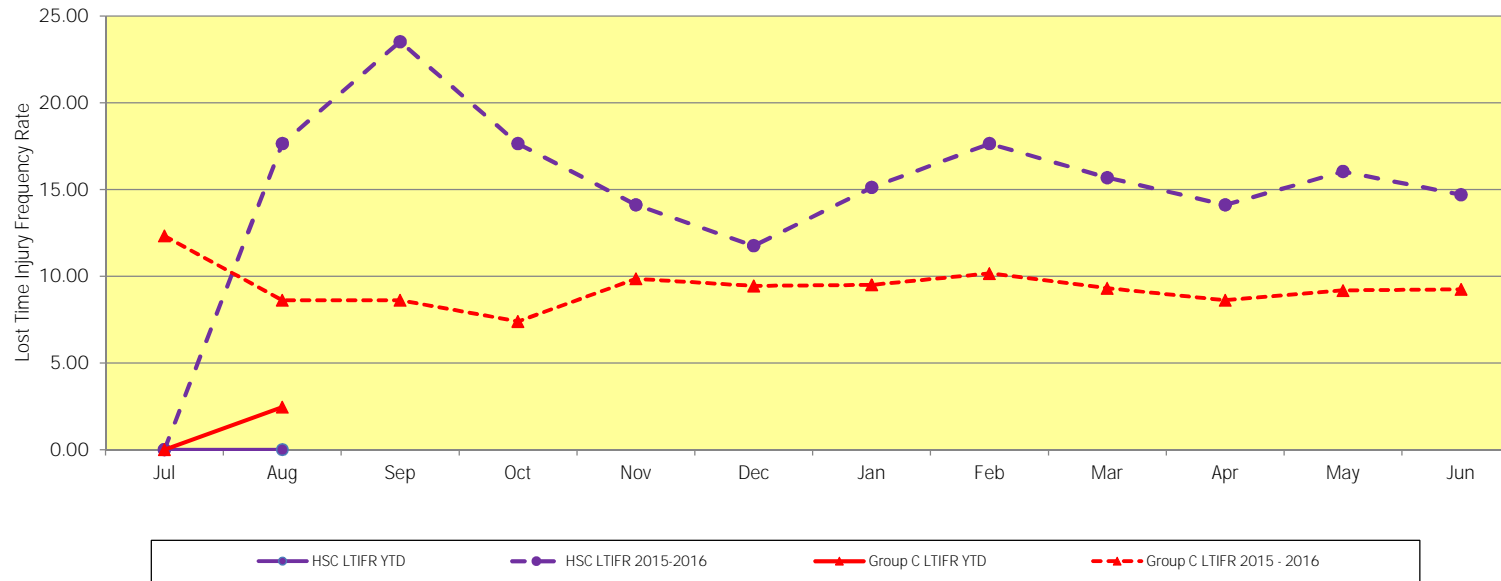
- Ingham State High School - Let's Get the Party Started Funding - \$400

Office of the CEO Capital Progress Report:

P	Procurement
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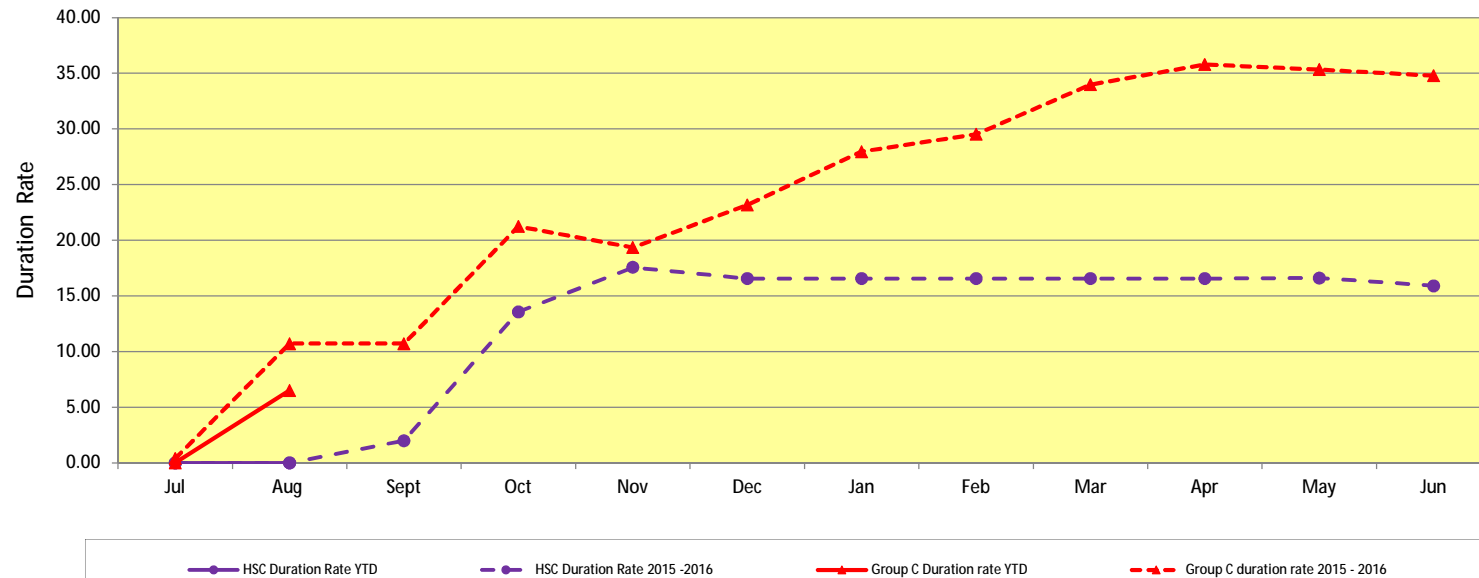
Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 YTD Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
CSI Project 2016/2017	\$0	\$0	0	Aug 2017 \$9,260	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
New Website 2016/2017	\$0	\$0	\$0	Aug 2017 \$7,454	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Discretionary Fund 2017/2018	\$350,000	\$0	\$350,000	Aug 2017 \$0.00													
						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 2016 - 2017		0.00	17.65	23.53	17.65	14.12	11.76	15.12	17.65	15.68	14.12	16.04	14.70
Group C LTIFR YTD (Councils with wages \$10-20 mil)		0.00	2.45										
Group C LTIFR 2016-2017		12.32	8.62	8.62	7.39	9.85	9.44	9.50	10.16	9.31	8.62	9.18	9.24

LTI Duration Comparison: HSC/Group C Council's in Scheme 2017/18



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.		0.00	0.00										
HSC Duration Rate 2016 - 2017		0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	15.91
Average duration rate for Group C		0.00	6.50										
Duration Rate Group C 2016 - 2017		0.40	10.71	10.71	21.25	19.35	23.17	27.96	29.52	33.97	35.80	35.33	34.79

Internal Audit : Fuel Management Summary

Area	Ref	Audit Recommendation	Status/Response	March Update	April Update	May Update	June Update	July Update	August Update	Expected Completion Date
Depot	Diesel Pump Calibration									
	5.1	The diesel pump be correctly calibrated to ensure that the DataFuel console and the pump are properly synchronised. This will enable greater accuracy in reported information and allow more reliable data analysis to detect anomalies that may require further investigation.	<i>Datafuel has now provided information to calibrate/synchronise the console and pump. Initial Expected Completion Date of 31 January deferred until 14 February. Requires calibration by external party, currently receiving quotes.</i>	Datafuel has now provided information to calibrate/synchronise the console and pump & with external assistance the pump has been successfully calibrated.	NA					Completed
	Segregation of Duties									
	5.2.1	Receipts of fuel be processed by the Finance Officer who captures supplier's invoices.	<i>Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts Payable officer to receipt fuel deliveries.</i>	Fuel is part of the Inventory system and as such it is not applicable or feasible for the Accounts payable officer to receipt fuel deliveries.The purchase order process is followed so orders have to be receipted prior to matching & payment by Accounts Payable. Any issues/discrepancies would be highlighted or investigated.	NA					NA
	5.2.2	Bulk issues of fuel should be made on requisitions signed by supervisors and managers.	<i>This is not really practical and the electronic capture of fuel usage and its subsequent review means that this not necessary neither</i>	Fuel issues are manually entered into the Inventory system using Datafuel reports which captures plant number, litres taken, odometer readings etc. At present only the plant & litres are recorded. However we are already looking at getting the Datafuel report uploaded but this requires system configuration by TechOne. Don't believe introducing another manual paper based step into the process would add value and once the Datafuel reports are automated the Fleet Manager will have the ability to monitor usage. Within Datafuel, parameters have already been put in place to limit the amount of fuel that can be issued at one time therefore reducing the risk of fuel taken exceeding tank capacity.	NA					NA
	5.2.3	At least once a month the dipping procedure should be witnessed by the Depot manager and the fuel reconciliation completed by a Finance Officer.	<i>Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.</i>	Stores officers dip prior to & after every fuel delivery to check quantity delivered. As part of the month end process Stores dip again to check & reconcile the stock report & going forward this will be witnessed by the Depot Manager.	NA					Completed
	5.2.4	All new, unused fuel key-tags should be kept in a secured location by the Fleet Manager and only issued to stores when a new item of plant is issued and recorded in a register. The process to replace a lost fuel key-tag should include a statement from the operator when the tag is lost.	<i>The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager will be responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.</i>	The Fleet Manager currently keeps a record of all plant called 'Fuel Rego' & this will be expanded to incorporate key-tag information & become a plant register. This spreadsheet is locked by the Fleet Manager. Fleet Manager is responsible for the safe keeping of key-tags & Stores will be responsible for the activating/deactivating of key-tags on Datafuel under instruction from Fleet Manager. Key-tags cannot be used until activated & we re-cycle old keys rather than return to Datafuel as there is a cost incurred for new ones.	NA					Completed
	5.2.5	Old key-tags should be recorded on the register and returned to DataFuel for recycling or destroyed immediately.	<i>Covered in 5.2.4</i>	Covered in 5.2.4 above	NA					Completed
Small Fuel Containers Not identified	5.2.6	Management should consider implementing a fuel key-tag register, and conduct period "audits" of the fuel key-tag register against the fleet register to ensure completeness and demonstrate that fuel key-tag use is being monitored	<i>Stores Manager has updated the " Fuel Rego" spreadsheet with key-tag numbers & is now liaising with Fleet Manager to complete an audit.On going process.</i>	Stores Manager is updating the " Fuel Rego" spreadsheet with key-tag numbers & once complete will liaise with Fleet Manager to complete an audit. see 5.2.4 above	All key tags have been matched to the relevant Fleet and checked and updated on spreadsheet.					Completed
	5.3.1	All small containers be engraved with the words "Property of HSC" and identified with a unique number.	<i>Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.</i>	Not feasible to do as engraving would create a weak point in the container & other labelling could easily be removed.	NA					NA
	5.3.2	Periodic reconciliations should be undertaken by Stores and Fleet Officers to ensure that all containers are official Council Property and are also fully accounted for. Discrepancies should be investigated.	<i>When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult. Empty containers are a low value item & don't have a long shelf life however to address the issue Stores will prepare a simple spreadsheet to keep count of containers & record lost or damaged containers where possible.</i>	When full, these containers are locked away & are issued to a particular item of plant rather than a specific person. Various employees may handle the same container, return or re-fill making full reconciliation difficult. Empty containers are a low value item & don't have a long shelf life however to address the issue Stores will prepare a simple spreadsheet to keep count of containers & record lost or damaged containers where possible.	A detailed format for the spreadsheet is still in progress to address variables in the process outside a simple despatch and on hand.	A spreadsheet has been set up however the process still needs to be refined.				31-May-2017
Tanker and Fuel Pods										
Tanker and Fuel Pod Records Should be Formalised										
	6.1.1	The records of fuel issues from the tanker should be maintained in a register that is retained by the tanker operator.	<i>A new Fuel Management System has been ordered which will record fuel issues from the tanker and communicate these transactions to system software.</i>	Fuel management systems have been ordered for tankers which will allow for automatic recording of fuel issues from the tanker against the fleet item being fueled.	2 tankers are still outstanding on order. Mobile consoles from Data Fuel have not arrived as Data Fuel is waiting to finalise another order to commence an extended run.	The tankers have not been delivered since the April update. The mobile consoles were still awaiting delivery at the end of May. (Consoles now arrived early June).	Tankers remain undelivered. 2 Consoles have been set up - 1 is at workshop and 1 fitted to tanker at Warren's Hill. Console for underground fuel tank has been configured. Data fuel technician due for site visit next week.	Data fuel on site visit complete - installed consoles successfully reporting to Stores for underground tanker and tanker at Warren's Hill. 2 tankers have arrived and should be completed in week ending 18.08.17.	Tankers received and operating	Complete
	6.1.2	Ideally, issues of fuel from the tanker should be signed for by another person, if the tanker driver is the same individual as the plant operator.	<i>The new system negates the need for manual signing</i>							NA
	6.1.3	The fuel pod issues should be recorded in a register that is kept with the utility vehicle and issues should be signed for by the plant operator	<i>The new system will enable this</i>		Waiting for receipt of consoles, testing and installation	This is still in progress as noted at 6.1.1	This is still in progress as noted at 6.1.1	To be completed with 6.1.1	Fuel pod issues being recorded via data fuel.	Complete
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>	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.	Further discussions have been held with the T1 consultant, it has been identified that Data fuel consoles need to be delivered and installed prior to further T1 involvement to allow identification of data fuel fields required in reporting.	This item is dependent on the progress at 6.1.1	This item is dependent on the progress at 6.1.1	Data cleansing is required - a meeting arranged with supervisors for 14.08.17 to address the issues. T1 have been notified that further work required for integration is pending.	Meeting with supervisors held to improve recording of odometers when receiving fuel. Marked improvement noted by stores since the meeting. T1 have commenced work on the conversion file. Further information requested by T1 provided early September.	September
	7.1.2	Alternatively, management may wish to explore the use of spreadsheet data, with the use of macro's, to allow data to be formatted and uploaded into the Technology One system.	<i>see 7.1.1</i>	Refer comment at 7.1.1.	NA	NA	NA			NA
	7.1.3	Determine whether BP have an electronic platform that Council could utilise to receive data, including odometer readings.	<i>Accounts Payable Supervisor will contact BP Halifax to make initial enquiries.AP confirmed BP do have an electronic platform.</i>	7.1.3 Accounts Payable Supervisor has made contact BP Halifax to make initial enquiries.	It has been confirmed that BP has an electronic platform.					Completed
	7.1.4	Utilise the Caltex Online Business Centre reporting capability through their online portal which contains a number of detection reports that are in a format that allows data analysis.	<i>see 7.1.1</i>	Refer comment at 7.1.1.	Refer comment 7.1.1,	Refer comment 7.1.1,	Refer comment 7.1.1,	Refer comment 7.1.1		September
	7.1.5	Remind all operators of the purpose and importance of the odometer/hour readings. Regular incorrect records should be treated as deliberate attempts to corrupt data and disguise activities.	<i>Done. Review of records will be ongoing.</i>	Tuesday 10th January 2017 Stores attended pre-start meetings at the Depot to advise of new measures already put in place regarding issue of fuel & reiterated the need for odometer/hour reading to be accurately entered.	NA					Completed
	7.1.6	Once data is uploaded into Technology One, Fleet Officers should routinely analyse the usage of fuel to confirm that usage patterns appear reasonable (and, if not, investigated). The key fuel data analytics that could be considered are: \$ Fuel tank size vs actual volume purchased (Indicates more than one car being filled at a time) \$ Number of purchases in a month (Indicates potential for filling another car on the 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 entrie and invoices into CSL This is work in progress but is a high priority</i>	An electronic communication device has been ordered to allow for the transfer of data between electronic consoles and PC/IT infrastructure. On completion of this installation and consultancy works undertaken by TechOne the example reports will be investigated and developed as required.	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 7.1.2	September

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – SEPTEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 290817-25 – Councillor Opportunities – Attendance at 2017 LGAQ Annual Conference, Media and Communications Forum and Reef Guardian Steering Committee Meeting

That the Mayor, Councillors Skinner and Tack and the Chief Executive Officer attend the LGAQ Conference in Gladstone from Monday 16 to Wednesday 18 October 2017.

That Councillors not attend the Media and Communications Forum on the Gold Coast on Monday 16 October 2017.

Status:

September 2017 Update – Mayor, Councillors Skinner and Tack and CEO registered to attend Conference.

Resolution Number – 290817-24 – Ingham CBD Redevelopment Project Control Group Meeting Minutes

That Council receive and note the Ingham CBD Redevelopment Project Control Group Meeting Minutes held on 24 May 2017, 15 June 2017 and 20 July 2017.

Status:

September 2017 Update – Reports received and noted. No further action.

Matter Closed

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 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 were Mayor Ramon Jayo, Councillor Wally Skinner along with CEO. Key outcomes were:

- 1. Joint Arrangement between the Tablelands Regional Council (TRC) and Hinchinbrook Shire Council (HSC) and Herbert River Improvement Trust (HRIT) – to be negotiated*
- 2. Note that each party may be required to contribute a further \$25,000 each to the project in order to meet the current terms of the funding arrangement (applicant's contribution) pending consideration by the relevant parties*
- 3. HSC and HRIT to draft an agreement between themselves*
- 4. TRC and HSC to exchange letters in agreement of the way forward with expenditure of funds for the project management in the interim with an anticipated cost of \$10,000 ex GST via an agreed scope between the parties*
- 5. TRC negotiate with the terms of the grant deed*
 - o Item 1 – leave as it currently exists in the draft*
 - o Item 2 - Activity - Scope to include reference to flood mitigation and power generation such as: "whilst recognising that some flood mitigation capacity may be provided for the Lower Herbert Floodplain"*

- 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 – 29 AUGUST 2017

Item 3.2

COUNCILLOR MARY BROWN – FRANCES CREEK (DIVER REVIVER) REST STOP

Concerns regarding Frances Creek (driver reviver) rest stop being closed for up to 18 months.

Action - Hinchinbrook Visitor Information Lounge to provide tea and coffee as part of driver reviver services during school holiday periods for a trial period of 6 months, subject to the approval of the Department of Transport and Main Roads.

September 2017 Update - MECD has progressed this for implementation during school holidays and is awaiting DTMR officer to finalise.

Item 3.4

COUNCILLOR MARC TACK – ROTARY PARK TOILETS

Discussions regarding Rotary Park toilets – urinal plumbing leaks.

Action - CEO to follow up with the Facilities Manager.

September 2017 Update – The smell in these toilets does not appear to be caused by leaks. Various amendments to these toilets are currently under discussion including installing a child's urinal, whirlybirds and a privacy screen.

Item 3.5

COUNCILLOR RAMON JAYO – FORREST BEACH BOAT RAMP

Discussions regarding Forrest Beach Boat Ramp Committee Meeting.

Action - That Council approve assistance to be rendered in the preparation of side elevation plans to finalise the north south sand drift study.

September 2017 Update – Design Services have been made aware of the request for assistance as of 1 September 2017.

- GENERAL MEETING – 25 JULY 2017

Item 3.3

MAYOR JAYO – ROAD TO ITALIAN RADIO STATION ON WARREN'S HILL

The Mayor informed that complaints had been received concerning the state of access to the Italian Station Repeater on Warren's Hill. He also commented that due to legal liability issues, access to the area should be restricted to authorised personnel only (people with infrastructure only) and that a licence system incorporating specific terms and conditions of access, safety induction requirement and indemnification issues be prepared.

Action - EMDPES to ensure access to the area is restricted to authorised personnel only (people with infrastructure only).

EMDPES prepare a licence system incorporating specific terms and conditions of access, safety induction requirement and indemnification issues.

September 2017 Update – Authorised Personal Only sign has been installed and the Procedure is in final stages with HR.

August 2017 Update – A draft document has been prepared setting out requirements for use of the access road. A locked gate is currently in place to restrict access to the road.

- GENERAL MEETING – 30 MAY 2017

Item 3.2

MAYOR JAYO – PASSAGEWAY BETWEEN GRANDSTAND AND OLD GRANDSTAND – INGHAM SHOWGROUNDS

Action - Installation of a removable fence panelling (near passageway between Grandstand and old Grand Stand) to act as a gate including a cross-over over the drain to allow pedestrians to access the oval for events such as Relay for Life.

September 2017 Update – No further progress. Still on hold pending further feedback.

August 2017 Update – No further progress. Have been advised by Councillor Skinner to put on hold until further notice.

July 2017 Update – No further progress.

June 2017 Update – Aerial photo and photos of existing gates provided to Mayor for decision as to desired location of gate.

- GENERAL MEETING – 26 APRIL 2017

Item 3.4

MAYOR – DESIGNATED RESERVE PARKING FOR COASTGUARD AT DUNGENESS

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

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

September 2017 Update - Council have contact the Coastguard representative and have confirmed dimensions of the park. Works will be commencing imminently.

August 2017 Update – Works have been programmed, works staff confirming final layout and dimensions with Coastguard representatives.

July 2017 Update – Works to be programmed.

June 2017 Update – Inspection with Councillors confirming alternative location occurred on 13/06/17. Works will be programmed and completed when resources allow.

May 2017 Update - Preliminary scope, location and cost estimate provided to Councillor Tack on 5 May 2017 to confirm with stakeholders. Awaiting response.

- GENERAL MEETING – 31 JANUARY 2017

Item 3.2

COUNCILLOR MARIA BOSWORTH – CHRISTMAS DECORATIONS

Councillor Bosworth requested a list of the donations received and decorations purchased.

Action – EMECS to provide a Report of donations received and 2016 decorations purchased to a future General Meeting.

September 2017 Update – \$1,900 was donated from local businesses in 2016, with \$1,954.37 spent on decorations for the 2016 Christmas in Hinchinbrook Event. Matter Closed

August 2017 Update – \$1,900 was donated from local businesses in 2016, with \$1,954.37 spent on decorations for the 2016 Christmas in Hinchinbrook Event.

July 2017 Update – No further progress. EMDPES reviewing.

June 2017 Update – In progress with Finance.

May 2017 Update – Information still being obtained.

April 2017 Update – Information still being obtained.

March 2017 Update – This is progressing.

February 2017 Update – EMECS completing a review of Christmas decorations received from 2015 and 2016 year donations and funds expended on decorations in those years.

- GENERAL MEETING – 25 OCTOBER 2016

Item 3.3

COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

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

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

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 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.

3.5 MAYOR RAMON JAYO – CANECUTTER MEMORIAL

Consideration of donation of a Canecutter Memorial from Mario Torrisi to Council. Council to determine a suitable location for the Memorial to be displayed.

Action - Refer to the Chief Executive Officer to follow up a suitable location.

September 2017 Update - Council awaiting outcome from HR Canecutter Committee.

August 2017 Update - Council awaiting outcome from HR Canecutter Committee.

July 2017 Update – Council awaiting outcome from HR Canecutter Committee.

June 2017 Update – The EDO has advised the HR Canecutter Committee of Council's views in relation to the options for the wording and location for the plaque. The Committee has advised that they will advise Council once they have made a decision regarding their preferred option.

May 2017 Update – EDO liaising with Mark Spina regarding wording of the plaque. Initial quote waiting on word count before being presented. Location of plaque to be on the base concrete slab of monument.

April 2017 Update – The Herbert River Canecutter has been installed onsite. The plaque and information signage are being sourced and are likely to be installed in May 2017.

March 2017 Update – The Canecutter is due to be installed the week commencing 13 March and the concrete slab is complete.

February 2017 Update –

- 1. The RCP with all documents requested by DTMR was lodged on 2 February 2017;*
- 2. MBC have been engaged to install the footing;*
- 3. Hinchinbrook Traffic Control will be engaged for traffic control in accordance with the DTMR approved TMP;*
- 4. Council's work crew will install the canecutter;*
- 5. It is envisaged works will be completed by early March, subject to weather;*
- 6. It is noted the Canecutter Committee consisting of Pat Lynch, Mario Torrisi and Mark Spina have requested an acknowledgement sign be installed next to the artwork. SEDTO has recommended that this aspect be considered following the installation of the artwork and that a brass ground mounted acknowledgement plaque may be the most suitable solution.*

January 2017 Update – DTMR have given preliminary support. Major concern is that the footing needs to be on the ground. SEDTO progressing with a footing design in progress.

December 2016 Update – Still awaiting feedback from DTMR.

November 2016 Update – Still awaiting feedback from DTMR.

September / October 2016 Update – Still awaiting feedback from DTMR.

August 2016 Update – Still awaiting feedback from DTMR.

July 2016 Update – Awaiting feedback from DTMR.

June 2016 Update – The Department of Transport and Main Roads have been contacted regarding installation of the statue on the southern side of Lannercost Street median pedestrian crossover shelter. Awaiting feedback.

Further meeting held with Canecutter Committee in relation to interpretative content for signage and final design.

May 2016 Update – The Ingham CBD Project Control Group considered this matter at its meeting held on 16 June 2016 as follows:

It was agreed between all parties that the following preferred options be approved:

- 1. That the installation be named: The Herbert River Cane Cutter*
- 2. That the Herbert River Cane Cutter statue be incorporated into the Hinchinbrook Way Walk*

3. *That the statue be installed on the southern side of the Lannercost Street median pedestrian crossover shelter located opposite the Canegrowers building*
4. *That the statue be installed on a small plinth (100mm-200mm high)*
5. *That lighting be incorporated into the design*
6. *That an interpretive sign as per the Hinchinbrook Way walk design standard be prepared and installed*
7. *That the acknowledgement of monetary contributions towards the statue's construction be incorporated into a new complimentary installation to be designed and installed by Council*
8. *That Council officers consult with Mario Torrasi, Pat Lynch, Mark Spina and local representatives from Canegrowers and Wilmar regarding interpretative content for signage and final design of acknowledgement installation*
9. *That Council consider and approve the above described works within the scope of the Ingham CBD project*
10. *That Council request that monetary contributions collected by Mario Torrasi that exceed the purchase value of the statue be allocated towards costs for the above described installation works and additional complimentary works.*

April Update – Memorial was collected from Potters Society and placed in secure storage at Council's Depot. Report to be completed for June General Meeting.



COUNCILLOR ACTIVITY REPORT

AS AT 31 AUGUST 2017

MAYOR RAMON JAYO
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/08/2017					Certificate presentation to K Romanello	12.00pm - 12.15pm
01/08/2017					Discussions re Ingham Aerodrome	1.00pm - 2.00pm
01/08/2017					Discussions with MAMs Group - Global Biocell Corporation	2.30pm - 3.00pm
02/08/2017		HRSAC Meeting				10.30am - 11.30pm
02/08/2017				Ingham Probus Club 35th Birthday Luncheon		11.30am - 1.00pm
03/08/2017					Discussions with CEO and EMISD	10.30am - 11.00am
03/08/2017					Attend HRIT Meeting for brief discussion	11.00am - 11.30am
04/08/2017				St Teresa's College NAIDOC Celebrations		9.00am - 10.30am
04/08/2017				Australian-Italian Festival Gala Dinner		6.00pm - 10.30pm
05/08/2017				Australian-Italian Festival		2.00pm - 5.00pm
07/08/2017		FNQROC AGM and Board Meeting				9.30am - 2.00pm
08/08/2017					Meeting with Resident	7.30am - 8.00am
08/08/2017	Councillor Connect Session					9.00am - 4.00pm
08/08/2017				Lower Herbert Community Shed Meeting		5.30pm - 6.30pm
09/08/2017			LGAQ Bush Council's Convention			9.00am - 5.00pm
10/08/2017			LGAQ Bush Council's Convention			9.00am - 5.00pm
11/08/2017			LGAQ Bush Council's Convention			9.00am - 3.00pm
14/08/2017		Audit Committee Meeting				9.00am - 5.00pm
15/08/2017	Councillor Briefing Session					9.00am - 4.00pm
15/08/2017				Planning Scheme Public Meeting		5.30pm - 6.15pm
16/08/2017				Planning Scheme Public Meeting		5.30pm - 6.15pm
17/08/2017		CBD PCG Meeting				9.00am - 11.00am
17/08/2017					Discussions with GPOne Consulting	11.00am - 12.00pm
17/08/2017					Mayoral Meeting	3.00pm - 4.00pm
17/08/2017				Planning Scheme Public Meeting		5.30pm - 6.15pm
18/08/2017					Meeting with Real Estate Agents - Insurance Council's Australia	9.00am - 10.30am
18/08/2017				Vietnam Veteran's Day		10.45am - 11.30am
18/08/2017					Meeting with Resident	12.00pm - 1.00pm
18/08/2017				Dungeness Boat Ramp Stakeholder Meeting		3.00pm - 4.00pm
21/08/2017					Meeting with Resident	9.00am - 9.30am
21/08/2017					Discussions with EMDPES & MCED	10.00am - 11.00am
21/08/2017					Meeting with Canegrowers	11.00am - 2.00pm
21/08/2017					Meeting with Market Stallholders	3.00pm - 4.00pm
22/08/2017					On site inspection	2.30pm - 3.30pm
23/08/2017					Discussions with CEO & DMC	1.00pm - 2.00pm
23/08/2017					Discussions with EMT	2.00pm - 3.00pm
23/08/2017				Forrest Beach Boat Ramp Meeting		5.30pm - 6.30pm
24/08/2017				Seniors Week Morning Tea		9.30am - 10.30am
24/08/2017					Discussions with officers - Disaster Management Dashboard	11.30am - 12.00pm
28/08/2017		NQRRTG Meeting				10.30am - 12.00pm
29/08/2017	General Meeting					9.00am - 5.00pm
31/08/2017			Townsville Regional Action Plan Consultation			10.00am - 11.30am
31/08/2017					Meeting with Halifax Police	3.30pm - 4.00pm
31/08/2017					Meeting with Motorplex Focus Group	5.30pm - 6.30pm

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
01/08/2017		Airport Consultation & Stakeholders Meeting				01.00pm-04.00pm
03/08/2017		TEL - Singapore Delegation Discussion				10.00am-11.00am
03/08/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
04/08/2017		QTC Regional Perspective - Mareeba				All Day
06/08/2017		FNQROC - Yarrabah				All Day
08/08/2017	Councillor Connect					09.00am-05.00pm
09/08/2017			LGAQ Bush Councils Conference			All Day
10/08/2017			LGAQ Bush Councils Conference		4KZ - Hinchinbrook Segment	All Day
11/08/2017			LGAQ Bush Councils Conference			All Day
14/08/2017		Economic Development and Planning - Community Grants, Review and Strategy Meeting & Herbert Street Precinct				All Day
15/08/2017	Councillor Briefing					09.00am-05.00pm
15/08/2017				Hinchinbrook Chamber of Commerce Monthly Meeting		05.30pm-07.30pm
16/08/2017		Economic Development, Community and Planning Lunch				12.00pm-01.00pm
17/08/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
17/08/2017		GP One Briefing				11.00am-12.00pm
17/08/2017		Francis Creek Rest Area Tourism Signage Meeting				12.00pm-01.00pm
18/08/2017		Mungalla -Virgin Naming Ceremony Planning				07.45am-08.45am
18/08/2017				Real Estate Agents & Insurance - Flood Report		09.00am-10.30am
22/08/2017				Genex Mine Sight Trip		11.00am-04.30pm
23/08/2017				Ingham Arts Festival - Present Awards		09.00am-11.30am
24/08/2017		TEL SLA Agreement			4KZ - Hinchinbrook Segment	07.00am-09.00am
29/08/2017	Monthly Meeting					09.00am-05.00pm
30/08/2017		Business Development Program				08.30am-10.30am
30/08/2017		Christmas Lights Planning & Men's Shed Visit				10.30am-12.00pm
31/08/2017		LDMG & IGEM Review				09.00am-01.00pm

COUNCILLOR MARIA BOSWORTH
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
August						
1.8.17		Dave Tombs + Airport Meeting				9.30am-4pm
1.8.17		FB Progress Association Meeting				7-9pm
8.8.17	Connect Session					9-5pm
10.8.17		Cr Photo @ Pool				12-12.30pm
11.8.17					HCSC Meet-BowlingAlley	9-12.30pm
11.8.17		FB Quiz Night				6-10.30pm
15.8.17	Briefing Session + PublicPlanScheme					8.30-6.30pm
16.8.17		LHWMA Meeting				1-4.30pm
17.8.17					CBD + Drainage	9am-1pm
21.8.17					MC @ IAF - KellyTheatre	9am-3pm
22.8.17		ABC Radio - Water Playground				6.50-7am
23.8.17		LHWMA Inspection				8am-12.30pm
24.8.17		Show Meeting				7.30-9.30pm
25.8.17		Portfolio Meeting + Men's Shed				8.30-11.30am
27.8.17		FB Markets				9-10.40am
29.8.17	General Meeting					9am-6pm
30.8.17		Xmas Decorations + Men's Shed				10.30am-12.50pm

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
01/08/2017		Airport Stakeholder Meeting				1pm-3.30pm
03/08/2017				Call on a Councillor		9am-10am
04/08/2017				Art Gallery Exhibition Opening		6.30pm 7.30pm
08/08/2017	Council Connect					
09/08/2017		EMISD Portfolio Inspections				1pm-4.30pm
15/08/2017	Council Briefing					9am-5pm
15/08/2017		Chamber of Commerce Meeting				5.30-7.30pm
17/08/2017		CBD Redevelopment Meeting				9am-12.30pm
23/08/2017		EMDPES Portfolio Update				10.30am-11.30am
23/08/2017		EMISD Portfolio Inspections				3pm-4.30pm
24/08/2017				Catchment /Landcare Meeting		9am-11.30pm
29/08/2017	General Meeting					9am-5pm

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
01 08 2017		Portfolio Meetings				9.00am - 10.30am
01 08 2017				Meeting Aerodrome operators		1.00pm - 4.00pm
08 08 2017	Councillor Connect Session					9.00am - 4.00pm
10 08 2017		Meeting Aquatic Centre				12.15pm - 2.00pm
14 08 2017		Audit Committee				9.00am - 5.00pm
15 08 2017	Councillor Breifing Session					9.00am - 5.00pm
15 08 2017				Planning Scheme Public Meeting		5.30pm - 8.00pm
16 08 2017				Planning Scheme Public Meeting		5.30pm - 8.00pm
17 08 2017		PCG Meeting				9.00am - 11.00am
17.08 2017		Meeting GPOne Consulting				11.00am - 12.00pm
18 08 2017		Real Estate Agents Meeting				9.00am - 11.00am
18 08 2017				HCSC Meeting		11.30am - 2.00pm
21.08 2017				HCSC Meeting		9.00am - 12.00pm
23 08 2017				HCSC Meeting		12.00pm - 2.30pm
25 08 2017		Portfolio Meetings				9.00am - 11.00am
28 08 2017		Portfolio Meetings				8.00am - 9.30am
29 08 2017	General Meeting					9.00am - 5.00pm
30 08 2017				Consumer Health Group		9.00am - 11.00am

COUNCILLOR ANDREW LANCINI
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/08/2017					Ingham Aerodrome Discussions	1.00pm - 2.00pm
01/08/2017		Halifax Progress and Tourism Association Meeting				7.00pm - 8.00pm
01/08/2017					Meeting with MAMs re Global Biocell Corporation	2.30pm - 3.30pm
03/08/2017		HRIT Meeting				9.00am - 12.30pm
08/08/2017	Councillor Connect Session					8.30am - 4.00pm
08/08/2017				Lower Herbert Community Shed Meeting		5.30pm - 6.30pm
14/08/2017		Economic and Community Masterplanning Discussions				9.00am - 2.30pm
14/08/2017		Herbert Precinct Discussions				2.30pm - 5.00pm
15/08/2017	Councillor Briefing Session					9.00am - 4.00pm
15/08/2017				Planning Scheme Public Meeting		5.30pm - 6.15pm
16/08/2017		Development Planning & Environmental Services team lunch				12.00pm - 1.00pm
17/08/2017		Monthly CBD PCG Meeting				9.00am - 11.00am
17/08/2017					Meeting with Dept Transport and Main Roads - Frances Ck rest area	12.30pm - 1.30pm
18/08/2017					Meeting to discuss Mungalla	7.45am - 9.00am
18/08/2017					Meeting with Real Estate Agents	9.00am - 10.30am
29/08/2017	General Meeting					9.00am - 5.00pm
30/08/2017					Discusions re - Business Development Program	8.30am - 10.30am

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03-Aug		HRIT Meeting				6
08-Aug	Councillor Connect					8
09-Aug		Infrasrtucture Delivery Portfolio Inspections				4
11-Aug					Combined HSC/HRIT drone survey Herbert River	3
15-Aug	Councillor Briefing					8
15-Aug				Planning Scheme community session		1
16-Aug				Planning Scheme community session		1
17-Aug					GPOne awareness session	2
18-Aug					Real Estate and Insurance Council reps awareness session	2
18-Aug				FBRBTC review engineering recomendations		2
22-Aug					GENEX site visit	6
23-Aug		Infrasrtucture Delivery Portfolio Inspections				3
23-Aug				FBBRTC meeting		3
29-Aug	Council General Meeting					8