



MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
28 NOVEMBER 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 Executive Assistant (BK Edwards)

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

PRAYER

- Councillor Tack opened the meeting with prayer

1. MINUTES

- *Moved Councillor Lancini*
Seconded Councillor Brown

Resolved that the Minutes of the General Meeting held on 31 October 2017 and Minutes of the Special Meeting held on 14 November 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 October 2017.

- Moved Councillor Tack*
Seconded Councillor Bosworth

Council Resolution - That the Report be received and noted.

Carried – 281117-01

2.1.2 MONTHLY STATUS REPORT

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

- Moved Councillor Bosworth*
Seconded Councillor Tack

Council Resolution - That the Report be received and noted.

Carried – 281117-02

2.1.3 FINANCIALS

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

Moved *Councillor Tack*
Seconded *Councillor Bosworth*

Council Resolution - That the Report be received and noted. Carried – 281117-03

2.2 INFRASTRUCTURE SERVICES DELIVERY

2.2.1 INFRASTRUCTURE SERVICES DELIVERY ACTIVITY REPORT

Consideration of monthly Infrastructure Services Delivery Activity Report as at 31 October 2017.

Moved *Councillor Milton*
Seconded *Councillor Skinner*

Council Resolution - That the Report be received and noted. Carried – 281117-04

2.2.2 MONTHLY STATUS REPORT

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

Moved *Councillor Lancini*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 281117-05

2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

Consideration was given to a report of water and sewerage operations for the month of October 2017.

Moved *Councillor Skinner*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 281117-06

2.2.4 INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT

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

Moved *Councillor Skinner*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 281117-07

2.2.5 REQUEST FOR APPROVAL TO INSTALL TABLES AND CHAIRS IN NEILSEN PARK

Consideration of Report to Council from Parks and Gardens Management Officer dated 10 November 2017 regarding request from Ms Shirley Brittain seeking approval to install table and chairs under the trees in Neilsen Park, Ingham together with a small memorial plaque in memory of Mr John Searle to be installed on the table top, at no cost to Council.

Moved *Councillor Bosworth*
Seconded *Councillor Tack*

Council Resolution – That Council defer the matter until the next General Meeting pending receipt of further information. Carried – 281117-08

2.2.6 RECRUITMENT OF VACANT PERMANENT POSITION – LEADING HAND GANGER

Consideration of Report to Council from Works Manager dated 20 November 2017 seeking approval to replace the position of Leading Hand Ganger.

Moved *Councillor Skinner*
Seconded *Councillor Bosworth*

Council Resolution - That Council approve to replace the Leading Hand Ganger position. Carried – 281117-09

The meeting adjourned at 9.57 am for morning tea and resumed at 10.10 am

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 October 2017.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 281117-10

2.3.2 MONTHLY STATUS REPORT

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

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 281117-11

2.4 GOVERNANCE

2.4.1 OFFICE OF THE MAYOR AND CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report as at 31 October 2017.

Moved Councillor Lancini
Seconded Councillor Bosworth

Council Resolution - That the Report be received and noted. Carried – 281117-12

2.4.2 MONTHLY STATUS REPORT

Consideration of monthly Mayor and Chief Executive Officer Status Report for November 2017.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 281117-13

2.4.3 QUARTERLY OPERATIONAL PLAN

Consideration was given to the Quarterly Operational Plan Report for the quarter ending September 2017.

Moved Councillor Bosworth
Seconded Councillor Tack

Council Resolution - That the Report be received and noted. Carried – 281117-14

2.4.4 PROJECT DEVELOPMENT GROUP MEETING MINUTES

Consideration of Report to Council from Chief Executive Officer dated 13 November 2017 requesting Council to receive and note the Project Development Group Meeting Minutes held on 21 September 2017.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - That Council receive and note the Project Development Group Meeting Minutes held on 21 September 2017. Carried – 281117-15

2.4.5 2018 COUNCIL GENERAL MEETING SCHEDULE

Consideration of Report to Council from Chief Executive Officer dated 13 November 2017 regarding adoption of the 2018 Council General Meeting Schedule.

Moved *Councillor Bosworth*
Seconded *Councillor Tack*

Council Resolution - That the General Meeting dates for Hinchinbrook Shire Council for 2018 be set as follows:

- Tuesday 30 January
- Tuesday 27 February
- Tuesday 27 March
- Tuesday 24 April
- Tuesday 29 May
- Tuesday 26 June
- Tuesday 31 July
- Tuesday 28 August
- Tuesday 25 September
- Tuesday 30 October
- Tuesday 27 November
- Tuesday 18 December

Carried – 281117-16

2.4.6 AGRICULTURAL DIVERSIFICATION STUDY

Consideration of Report to Council from Mayor R Jayo dated 30 October 2017 advising that his investigations reveal that the Hinchinbrook district is the only district located on the North Queensland coast which does not have an agricultural viability report and for the purpose of progressing this economic activity, it is necessary to proceed with a study to identify crop suitability / diversification options complimentary to the Shire's sugar cane industry and call for expressions of interest for a viability / suitability report to be prepared.

Moved *Councillor Milton*
Seconded *Councillor Lancini*

Council Resolution - That Council call Expressions of Interest for an appropriately qualified consultant to prepare a viability / suitability report.

Carried – 281117-17

2.4.7 COUNCILLOR ACTIVITY REPORT

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

Moved *Councillor Skinner*
Seconded *Councillor Bosworth*

Council Resolution - That the Report be received and noted.

Carried – 281117-18

CONFIDENTIAL ITEMS

Moved *Mayor Jayo*
Seconded *Councillor Bosworth*

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:

Planning and Development Manager, G Visser entered the meeting at 12.15 pm

Items 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6 and 2.5.7 as they are actions to be taken by Council under the Planning Act, including deciding applications made to it under that Act.

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

Items 2.5.8, 2.5.9, 2.5.10, 2.5.11, 2.5.12, 2.5.13, 2.5.14 and 2.5.15 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.

Councillor KS Milton left the meeting during Council discussions pertaining to Item 2.5.9 as she is the property owner of the land discussed

Moved Mayor Jayo
Seconded Councillor Lancini

That Council return to Open Meeting.

Carried

2.5 DEVELOPMENT AND PLANNING

2.5.1 PLANNING ASSESSMENT REPORT – PERMANENT PARTIAL CLOSURE OF BACKO ROAD, CORDELIA – ADJACENT (EAST) OF 58 EDDLESTON DRIVE, CORDELIA – C VENTURATO

Consideration of Report to Council from Planning and Development Manager dated 1 November 2017 in relation to an application made by C Venturato seeking Permanent Partial Closure of Backo Road, Cordelia.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That Council resolve to offer no objection to the proposed partial road closure for the following reasons:

- public interest will not be adversely affected by the partial closure of the road;
- the closed portion of Backo Road has a more appropriate Residential land use from a land planning perspective;
- the proposed closed portion of Backo Road is not needed for a public purpose; and
- a sufficient portion of Backo Road will be retained for Public Purposes with road width of 21m+ frontage onto Eddleston Drive, not dissimilar to the road width of Valinoti Road.

Conditions

Closure

The road closure is for a portion of Backo Road only and being:

- § directly east of Lot 68 on SP288725;
 - § approximately 38m wide, leaving a Backo Road, road reserve street frontage onto Eddleston Drive of not less than 30m wide;
 - § approximately 82m in length to align with the current eastern boundary of Lot 68 on SP288725 tapering towards the east. With an eastern boundary of approximately 64m;
1. the applicant/s must submit a Road Closure application for a partial closure of Backo Road, to the Department of Natural Resources and Mines within four (4) months of the date of Councils decision;

2. the applicant/s must provide Council with a copy of the closure application.

On Closure Approval

1. the applicant/s must consolidate the closed road portion with Lot 68 on SP288725, Parish of Cordelia, 58 Eddleston Drive, Cordelia within six (6) months of the decision of the Department of Natural Resources and Mines.

Reason(s) for Decision

- Backo Road is currently an unformed road reserve with Council having no future plans to upgrade or utilise the Backo Road Reserve.
- Backo Road does not provide a legal access point to any of the adjacent blocks.
- There is no existing Council infrastructure within the Backo Road reserve area.
- Public interest will not be adversely affected by the permanent partial closure of Backo Road as access to the Herbert River will still be available via:
 - § a 30m part of the remainder of Backo Road;
 - § Valinoti Road; and
 - § Unallocated State Land, Lot 181 on K124749.
- The conversion of the closed road to freehold tenure will provide for a Residential land use with economic and maintenance benefits to the community;
- The proposed partial road closure will not impact on the original intent of Backo Road as the remainder road will have a 30m frontage onto Eddleston Drive not dissimilar to the road width of Valinoti Road.

Carried – 281117-19

2.5.2 RECONFIGURING A LOT: REARRANGEMENT OF BOUNDARIES – ABERGOWRIE ROAD, LANNERCOST - LOTS 1 AND 2 ON SP285432, PARISH OF LANNERCOST – MICHAEL VELLA C/- VERIS PTY LTD

Consideration of Report to Council from Planning and Development Manager dated 13 November 2017 in relation to an application made by Michael Vella c/- Veris Pty Ltd seeking a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) at Abergowrie Road, Lannerocst. (RC17/0015).

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) over Lots 1 and 2 on SP285432, 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.

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 increase of the size of the smaller rural lot could potentially support the economic productivity of the lot;
- 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 – 281117-20

2.5.3 RECONFIGURING A LOT: REARRANGEMENT OF BOUNDARIES – BRUCE HIGHWAY, GAIRLOCH - LOTS 4 AND 5 ON SP158703, PARISH OF GAIRLOCH – HANSEN SURVEYS PTY LTD FOR ERROL PETER CANTAMESSA

Consideration of Report to Council from Planning and Development Manager dated 13 November 2017 in relation to an application made by Hansen Surveys Pty Ltd for Errol Peter Cantamessa seeking a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) at Bruce Highway, Gairloch. (RC17/0013).

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries) over Lots 4 and 5 on SP158703, 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.

Access

3. Access provision must be provided to all allotments or demonstrate that such is already in existence. Future maintenance of all accesses is the responsibility of the landowner. As the Bruce Highway is a State Controlled Road, it is the owner's responsibility to consult with the Department of Transport and Main Roads and construct the turnout in accordance with their specifications and approval processes if required.
4. Specifically regarding the access easement to the cane railway. Provision for this easement must allow for an access corridor of adequate width, so as to ensure persons and plant do not encroach on adjacent lots when undertaking any construction and/or maintenance to the access surface and any drainage structures.
5. Future maintenance of all accesses is the responsibility of the landowner.
6. The access and access easement on Lot 4 must comply with the condition of the s.62(1) Decision Notice (TMR17-021596) or as amended of the Department of Transport and Main Roads.

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 access arrangements to the cane railway line;
- 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 – 281117-21

2.5.4 REQUEST FOR EXTENSION OF THE CURRENCY PERIOD – MEDALCLIFF PTY LTD – RECONFIGURING A LOT – SUBDIVISION OF ONE (1) INTO TWO (2) LOTS - LOT 2 ON CP903860, PARISH OF TREBONNE – 1 MARTIN STREET, INGHAM

Consideration of Report to Council from Planning and Development Manager dated 7 November 2017 in relation to request for extension of the currency period for Reconfiguring a Lot – Subdivision at 1 Martin Street, Ingham originally approved by Council on 24 November 2015.

Moved Councillor Bosworth
Seconded Councillor Brown

Council Resolution - That Council approve the request to extend the Development Approval Reconfiguration of a Lot (Subdivision of one (1) lots into two (2) lots), Lot 2 on CP903860, Parish of Trebonne, currency period for a period of two (2) years subject to the following conditions:

Conditions of Development	Time at which compliance with condition is required
The conditions of development for this development permit are as follows:	
Approved Plans	At all times
<ol style="list-style-type: none">1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s) and in accordance with:<ol style="list-style-type: none">a. the specifications, facts and circumstances as set out in the application submitted to Council.b. The following conditions of approval and the requirements of Council's Planning Scheme and best practice engineering.	

<p>Conditions of Development</p> <p>The conditions of development for this development permit are as follows:</p>	<p>Time at which compliance with condition is required</p>
<p>Timing of Effect</p> <p>2. Conditions of the Development Permit must be satisfied prior to the commencement of use, except where specified otherwise in these conditions or approval.</p>	<p>At all times</p>
<p>Demolish Structures</p> <p>3. All existing buildings and/or structures located over the proposed common boundary between proposed Lots 21 and 22 must be relocated or removed prior to the issue of a Compliance Certificate for the Plan of Survey.</p>	<p>At all times</p>
<p>Lawful Point of Discharge</p> <p>4. All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding</p>	<p>At all times</p>
<p>Water Supply and Sewerage Works Internal</p> <p>5. Undertake the following water supply and sewerage works internal to the subject land:</p> <ul style="list-style-type: none"> a. Provide a single internal water and sewer connection to each lot; b. Any redundant sewer 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. <p>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.</p>	<p>Prior to the issue of a Compliance Certificate for the Plan of Survey.</p>
<p>Damage to Infrastructure</p> <p>6. 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.</p>	<p>Prior to the issue of a Compliance Certificate for the Plan of Survey.</p>
<p>External Works</p> <p>7. Undertake the following external works:</p> <ul style="list-style-type: none"> a. Provision of a concrete industrial crossover and access driveway into the new allotment; and b. Repair any damage to existing kerb and channel, footway or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drain lines) that may occur during and works carried out in association with the construction of the approved development. <p>All works must be to the satisfaction of the Chief Executive Officer and completed prior to the issue of a Compliance Certificate for the Plan of Survey.</p>	<p>Prior to the issue of a Compliance Certificate for the Plan of Survey.</p>
<p>Access</p> <p>8. Access provision to all proposed allotments must be constructed in accordance with the Councils Standards or demonstrate that such is already in existence.</p>	<p>Prior to the issue of a Compliance Certificate for the Plan of Survey.</p>

Conditions of Development The conditions of development for this development permit are as follows:	Time at which compliance with condition is required
9. All accesses must be sealed to the property boundary.	
Referral Agency 10. Development must be carried out in accordance with any referral agency conditions. To the extent any inconsistencies applicable, the referral agency conditions prevail.	At all times
Adopted Infrastructure Charges 11. All Infrastructure Charges as per Adopted Infrastructure Charges Notice dated 07 December 2015 must be paid prior to the issue of a Compliance Certificate for the Plan of Survey.	Prior to the issue of a Compliance Certificate for the Plan of Survey.

Carried – 281117-22

2.5.5 REQUEST FOR EXTENSION OF THE CURRENCY PERIOD – HERBERT RIVER IMPROVEMENT TRUST (HRT) – OPERATIONAL WORKS – PRESCRIBED TIDAL WORKS – LOT 1 ON RP709562, LOT 5 ON SP165814, LOT 3 ON CWL2962 and LOT 522 ON CAR124193, HALIFAX

Consideration of Report to Council from Planning and Development Manager dated 13 November 2017 in relation to request for extension of the currency period for Operational Works – Prescribed Tidal Works at Halifax originally approved by Council on 24 November 2015.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That Council approve the request to extend the Development Approval currency period for Operational Works, Prescribed Tidal Works (re-profiling of sand islands and riverbank) along the Herbert River adjacent to Lot 1 on RP709562, Lot 5 on SP165814, Lot 3 on CWL2962 and Lot 522 on CAR124193, for a period of five (5) years subject to the following conditions:

Conditions of Development The conditions of development for this development permit are as follows:	Time at which compliance with condition is required
Approved Plans 1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s) and in accordance with the specifications, facts and circumstances as set out in the application submitted to Council. Except where otherwise directed by Conditions.	At all times
Timing of Effect 2. Conditions of the Development Permit must be satisfied prior to the commencement of use, except where specified otherwise in these conditions or approval.	At all times
Setbacks of filling from existing River Banks 3. All filling works associated with the profiling works must be set back at least: Sand island #1 – Minimum 30m from the toe of the existing river bank Sand island #3 – Minimum of 70m from the toe of the existing river bank Works to reduced setbacks may be permitted, where updated outcomes from modelling are provided which demonstrate no worsening localised impacts to adjoining/downstream properties resultant from such setbacks.	At all times

<p>Conditions of Development</p> <p>The conditions of development for this development permit are as follows:</p>	<p>Time at which compliance with condition is required</p>
<p>Damage to Riparian Vegetation</p> <p>4. No works are permitted to significantly impact upon or damage existing riparian vegetation, unless otherwise approved by the Department of Environment and Heritage Protection (DEHP). This does not include vegetation already approved to be cleared/maintained under the existing Permit SDA-0814-013356 issued by the Department of State Development, Infrastructure and Planning, and dated 09 October 2014.</p>	<p>At all times</p>
<p>Finished Levels of Fill</p> <p>5. It is the sole responsibility of the Herbert River Improvement Trust (HRIT) to ensure that works undertaken within the river do not result in worsening impacts to neighbouring or downstream properties, beyond those which might occur in a significant defined flooding event.</p> <p>6. The proposed finished levels of the filling must be amended for each of the islands to:</p> <p style="padding-left: 40px;">Sand island #1 – RL 3.0m AHD Sand island #2 – RL 4.5m AHD Sand island #3 – RL 3.5m AHD Sand island #4 – RL 3.0m AHD</p> <p style="padding-left: 40px;">HRIT is responsible for ensuring compliance with these levels across each of the sand islands through the initial scope of works.</p> <p>7. Works to higher finished levels, or those proposed in the plans, may be permitted, where updated outcomes from modelling are provided which demonstrate no worsening localised impacts to adjoining/downstream properties resultant from higher levels;</p> <p style="padding-left: 40px;">and/or</p> <p style="padding-left: 40px;">Works to higher finished levels, or those proposed in the plans, are permitted where consent is gained from the owners of the properties subject to potential worsening or localised flooding impacts.</p>	<p>At all times</p>
<p>Storage of Machinery and Plant</p> <p>8. The storage of any machinery, material and vehicles must not cause a nuisance to surrounding properties, to the satisfaction of the Chief Executive Officer.</p>	<p>At all times</p>
<p>Access</p> <p>9. Access is limited to the locations nominated in the plans and must not detrimentally impact upon the amenity of adjoining properties, to the satisfaction of the Chief Executive Officer. Any changes to access arrangements will require the approval of the Chief Executive officer and the relevant landowner(s).</p>	<p>At all times</p>
<p>Cultural Heritage</p> <p>10. It is the sole responsibility and obligation of the Herbert River Improvement Trust (HRIT) to ensure that works undertaken within the Herbert River do not result in destroying, or interfering with cultural heritage places, artifacts or landscapes.</p>	<p>At all times</p>

Reason(s) for Approval

The requested extension of the development approval is considered to be consistent with the relevant overall outcomes of the planning scheme and fair practise in particular:

- the development has commenced and generally complied with the condition imposed.
- the development is improving safety and security of the community through the relevant operational works being undertaken.

Carried – 281117-23

- 2.5.6 BUILDING WORKS ASSESSABLE AGAINST A PLANNING SCHEME (BWAP) – J AND P JACKSON – 313 MOUNT GARDINER ROAD, BEMERSIDE – LOT 11 ON RP908276, PARISH OF CORDELIA
Consideration of Report to Council from Planning and Development Manager dated 16 October 2017 regarding request for a building work assessable against a planning scheme for the approval of a proposed free standing shed (class 10a) at 313 Mount Gardiner Road, Bemerside and side boundary setback dispensation with the proposed structure (shed) to be sited 1.8m from the side boundary.

Moved Councillor Lancini
Seconded Councillor Brown

Council Resolution - That Council approve the Building Works Assessable Against a Planning Scheme (BWAP) on Lot 11 on RP908276, Parish of Cordelia, and located at 313 Mount Gardiner Road, Bemerside 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. Setbacks
 - i. Side boundary setback 1.8m
 - ii. Setback from adjoining property dwelling 41.1m

Construction and Operation

2. The 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 onto existing roads, it is to be removed forthwith so as to restrict dust nuisance and ensure traffic safety;
3. All fill and retaining material is to be contained within the applicant's land. Filling material which may wash or spill onto adjacent lands is to be removed;
4. Contaminated material excavated from the site must be managed and disposed of appropriately;
5. Where retaining walls are not used, the toe of fill is to be kept clear of the boundary and shallow earth drains are to be installed in the applicant's property of sufficient size to direct runoff towards the drainage systems;

Damage to Infrastructure

6. In the event that any part of Council's existing sewer, water, channel and kerbing, or road infrastructure is damaged as a result of construction activities occurring on the site, including but not limited to, mobilisation of heavy earthmoving equipment, stripping and grubbing, the applicant/ owner must notify Council immediately of the affected infrastructure and have it repaired or replaced by Council, at the developer's cost, prior to the Commencement of Use or approval and dating of the Building Compliance Certificate, whichever occurs first.

Stormwater & Drainage

7. 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.

Fire Protection

8. The class 10a (shed) structure must be provided with relevant automatic fire suppression services.

OR in the alternative:

The class 10a (shed) structure must be provided with relevant fire protection as per BCA 1016 Volume 2 Clause 3.7 FRL 60/60/60.

OR in the alternative:

Any other acceptable solutions as permissible in terms of the BCA or other applicable legislation.

Building

9. The class 10a (shed) structures requires 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 structures (shed), is to be used ancillary to the proposed structures and use, will not impact negatively on the privacy of neighbouring residences due to the vegetated area between the proposed shed and adjoining dwelling;
- The proposed structure is not for habitable purposes and will not impede on the privacy of neighbouring residences;
- The proposed structure is not for habitable purposes and will not pose a direct fire safety danger to people;
- Relevant automatic fire suppression services are required to be installed; and
- The respective neighbour has consented to the proposed encroachment.

Carried – 281117-24

2.5.7 ENFORCEMENT NOTICE AND PENALTY INFRINGEMENT NOTICE 5857 – REQUEST TO WAIVE - LOT 5 ON SP130991, PARISH OF TREBONNE – 48758 BRUCE HIGHWAY, HELEN'S HILL

Consideration of Report to Council from Executive Management Development, Planning and Environmental Services dated 16 October 2017 regarding request received to waive Enforcement Notice and Penalty Infringement Notice 5857 served on 11 August 2017.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That as the additional works to the existing levee is of a temporary nature, Council cancel the Penalty Infringement Notice as it has not yet been lodged with the State Penalties Enforcement Registry.

Carried – 281117-25

2.5.8 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 9 November 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.

Moved Councillor Tack
Seconded Councillor Milton

Council Resolution - That Council approve the Trustee Lease between Council and JJ and MJ Morrissey, subject to the following conditions:

- Comply with previous terms from Council Resolution 291116-20; and
- The area for the Mount Fox Rural Fire Services is not included into the Morrissey Trustee Lease.

Carried – 281117-26

Councillor KS Milton declared a Material Personal Interest in Item 2.5.9 (as defined in section 172 of the Local Government Act 2009) as she is the property owner and excluded herself from the meeting while the matter was debated and the vote taken.

2.5.9 REFERRAL FROM DEPARTMENT OF NATURAL RESOURCES AND MINES – RENEWAL OF LEASE DESCRIBED AS LOT 68 ON CWL715 – BEING FOR CAMPING PURPOSES

Consideration of Report to Council from Planning and Development Manager dated 3 November 2017 in relation to request from the Department of Natural Resources and Mines seeking Council's views and / or requirements regarding a renewal of Lease described as Lot 68 on CWL715, located at Milton's Road, Upper Stone over part of Reserve 1024, being for camping purposes.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That Council advise the Department of Natural Resources and Mines that:

- Lot 68 on CWL715 is still needed by Council as a Reserve for Camping Purposes;
- Council is not in support of taking on a Trustee Lease/Permit process for the land parcel;
- Council support the renewal of State Term Lease over Lot 68 on CWL715, Parish of Berwick for grazing purposes.

Carried – 281117-27

Councillor KS Milton returned to the meeting

2.5.10 VACANT LOWER HERBERT COMMUNITY KINDERGARTEN BUILDING – 15 ARGÆT STREET, HALIFAX – LOT 334 ON CWL2115, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 3 November 2017 regarding advice received from Queensland Blue Light Association in relation to being approached by the Lower Herbert Kindergarten Committee to take over the Blue Light Association building and lease at 15 Argæt Street, Halifax. The Association is very keen to take over the Term Lease and continue a Term Lease with the Department of Natural Resources and Mines for the use of the building for future events and general storage for supplies.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution – That Council defer the matter to a future General Meeting pending receipt of further information.

Carried – 281117-28

2.5.11 APPLICATION TO OBTAIN PERMIT TO OCCUPY FISHING HUT 34, CRYSTAL CREEK THROUGH THE DEPARTMENT OF NATURAL RESOURCES AND MINES – LOT A ON PER3675 ON LOT 120 ON CWL3246 (R.877)

Consideration of Report to Council from Planning and Development Manager dated 3 November 2017 in relation to request from the Department of Natural Resources and Mines seeking Council's views and / or requirements regarding a Permit to Occupy over Fishing Hut described as Fishing Hut 34 located at Crystal Creek which the current owners want to sell as they are elderly and no longer able to visit and use the fishing hut.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council advise the Department of Natural Resources and Mines that:

- Council support the Department of Natural Resources and Mines in approving a Permit to Occupy for the land parcel/fishing hut over Lot A on PER3675 on Lot 120 CWL3246 being a Reserve for Camping and Recreation, Parish of Waterview to be managed by the Department of Natural Resources and Mines.

Reasons

- Access to the property is available via Barrilgie Road;
- The fishing hut lifestyle is compliant with the Hinchinbrook Shire Planning Scheme 2005, Desired Environmental Outcomes i.e. "A Shire where a range of safe and attractive living options are provided".

Carried – 281117-29

2.5.12 RENEWAL OF TRUSTEE PERMITS FOR FISHING HUTS – BRONTE

Consideration of Report to Council from Planning and Development Manager dated 6 November 2017 in relation to renewal of Trustee Permits for fishing huts at Bronte which since 2014, all Bronte Hut owners who wish to change ownership of the huts are required to surrender their Permit to Occupy with the Department of Natural Resources and Mines and apply for a new Trustee Permit through Council as the Trustee of the reserve lands.

Moved Councillor Brown
Seconded Councillor Bosworth

Council Resolution - That Council resolve to:

- a. renew the extension of the relevant Trustee Permits for the Fishing Huts at Bronte, subject to the following conditions:
 1. On expiry of the existing trustee permits;
 2. On lodgement of a valid application;
 3. On payment of the relevant fees.
- b. the annual rental for the Fishing Hut Trustee Permits is as reflected in the Council's Budget, the 2017/2018 fee is, \$729.30.
- c. a three year Trustee Permit fee will be as reflected in the relevant Council budget with an annual CPI increase for the two following years.

Reasons:

- Reducing red tape;
- Providing the community with professional, respectful and friendly levels of customer service;
- Responsive to the Council's Customer Service Charter.

Carried – 281117-30

2.5.13 RENEWAL OF TRUSTEE PERMITS FOR FISHING HUTS – CASSADY BEACH

Consideration of Report to Council from Planning and Development Manager dated 6 November 2017 in relation to renewal of Trustee Permits for fishing huts at Cassady Beach which since 2014, all Cassady Beach owners who wish to change ownership of the huts are required to surrender their Permit to Occupy with the Department of Natural Resources and Mines and apply for a new Trustee Permit through Council as the Trustee of the reserve lands.

Moved Councillor Milton
Seconded Councillor Skinner

Council Resolution - That Council resolve to:

- a. renew the extension of the relevant Trustee Permits for the Fishing Huts at Cassady Beach, subject to the following conditions:
 1. On expiry of the existing trustee permits;
 2. On lodgement of a valid application;

3. On payment of the relevant fees.
- b. the annual rental for the Fishing Hut Trustee Permits is as reflected in the Council's Budget, the 2017/2018 fee is, \$729.30.
- c. a three year Trustee Permit fee will be as reflected in the relevant Council budget with an annual CPI increase for the two following years.

Reasons:

- Reducing red tape;
- Providing the community with professional, respectful and friendly levels of customer service;
- Responsive to the Council's Customer Service Charter.

Carried – 281117-31

2.5.14 RENEWAL OF TRUSTEE PERMITS FOR FISHING HUTS – CRYSTAL CREEK

Consideration of Report to Council from Planning and Development Manager dated 6 November 2017 in relation to renewal of Trustee Permits for fishing huts at Crystal Creek which since 2014, all Crystal Creek owners who wish to change ownership of the huts are required to surrender their Permit to Occupy with the Department of Natural Resources and Mines and apply for a new Trustee Permit through Council as the Trustee of the reserve lands.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council resolve to:

- a. renew the extension of the relevant Trustee Permits for the Fishing Huts at Crystal Creek, subject to the following conditions:
 1. On expiry of the existing trustee permits;
 2. On lodgement of a valid application;
 3. On payment of the relevant fees.
- b. the annual rental for the Fishing Hut Trustee Permits is as reflected in the Council's Budget, the 2017/2018 fee is, \$729.30.
- c. a three year Trustee Permit fee will be as reflected in the relevant Council budget with an annual CPI increase for the two following years.

Reasons:

- Reducing red tape;
- Providing the community with professional, respectful and friendly levels of customer service;
- Responsive to the Council's Customer Service Charter.

Carried – 281117-32

2.5.15 RENEWAL OF TRUSTEE PERMITS FOR FISHING HUTS – SEAFORTH

Consideration of Report to Council from Planning and Development Manager dated 6 November 2017 in relation to renewal of Trustee Permits for fishing huts at Seaforth which since 2014, all Seaforth owners who wish to change ownership of the huts are required to surrender their Permit to Occupy with the Department of Natural Resources and Mines and apply for a new Trustee Permit through Council as the Trustee of the reserve lands.

Moved Councillor Milton
Seconded Councillor Brown

Council Resolution - That Council resolve to:

- a. renew the extension of the relevant Trustee Permits for the Fishing Huts at Seaforth, subject to the following conditions:
 1. On expiry of the existing trustee permits;
 2. On lodgement of a valid application;
 3. On payment of the relevant fees.

- b. the annual rental for the Fishing Hut Trustee Permits is as reflected in the Council's Budget, the 2017/2018 fee is, \$729.30.
- c. a three year Trustee Permit fee will be as reflected in the relevant Council budget with an annual CPI increase for the two following years.

Reasons:

- Reducing red tape;
- Providing the community with professional, respectful and friendly levels of customer service;
- Responsive to the Council's Customer Service Charter.

Carried – 281117-33

3. LATE BUSINESS

3.1 MAYOR JAYO – Christmas Light Competition

Consideration of prize money towards prizes for a shire wide Christmas Light Competition for 2017.

Moved Councillor Jayo
Seconded Councillor Brown

That Council provide the sum of \$600 towards prizes for a shire wide Christmas Light Competition.

Carried – 281117-34

4. CONCLUSION – This concluded the business of the meeting which closed at 12.50 p m

APPROVED and adopted on 12 December 2017

MAYOR

REPORT TO COUNCIL

CORPORATE SERVICES ACTIVITY REPORT FOR PERIOD ENDED 31 OCTOBER 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for the four months ended 31 October 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. Facilities

- Several Projects being managed – see Section 5

4. Community Assets – Uses

Month	Halifax Hall	Showgrounds	Shire Hall	Park use	Hinchinbrook Meeting Place	Ingham Picture Theatre
October	6	6	0	3	0	963
September	12	10	2	0	1	2240
August	15	7	3	0	0	1120
July	13	6	2	7	0	2519

Halifax Hall

Herbert River Quilters – 1x day per week
 Operation Fit – 2x days per week
 Halifax Blue Light Disco – 1x evening

Park Use

St Patrick's Church – 1x day
 Raintree Markets – 1x day
 Maraka Festival – 1x day

Ingham Showground

Gold Card Gym – Daily Mon-Fri
 Hinchinbrook Sport Fishing Club – Monthly Meeting
 Ingham Obedience and Kennel Club – Annual Dog Show (3x days)
 Hitch N Ride Horse Sports – Monthly Horse Sports Event (1x day)
 Terra Firma Fitness – 1x Fitness Session (2hrs)
 Maraka Festival – Fence Painting and Pet Parade (1x day)

AQUATIC CENTRE

Month	Junior Squad	Senior Squad	Adult Squad	Learn to Swim	School Swimming	Physio Rehab	Public Swimmers
October	10-20 regulars x 4 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 3 sessions per week	Approx. 350 children	11 schools undertake swimming programs	8-10 clients once a week	895
September	8-10 regulars x 3 sessions per week	10 regulars x 5 sessions per week	8-10 regulars x 2 sessions per week	Nil	Nil	6-8 clients once a week	1050
August	8-10 regulars x 3 sessions per week	10-12 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	6-8 clients once a week	382
July	8-10 regulars x 3 sessions per week	10 regulars across 5 sessions per week	8-10 regulars across 3 sessions a week	Nil	Nil	4-6 clients once a week	370

New Water Play area – Summary from Lessee

- Opened Monday 30 October at 3pm. Excellent response so far to the area and many positive and congratulatory comments have been forthcoming, along with some negative feedback on Facebook.
- All Learn to Swim class students and all primary school children doing swimming lessons during the first week of operations have been given a chance to play on the new Water Play area to give us an opportunity to see how the circulation systems hold up.

5. Works Currently in Progress

Corporate Services Capital Progress Report:

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Showgrounds Horse Arena	\$1,357,000	\$0	\$1,357,000	\$1,357,000	
Tenders open					
W4Q Netball Courts Amenities Upgrade	\$50,000	\$32,000	\$0	\$32,000	Project Complete
Project complete					
W4Q Aquatic Centre Wading Pool Upgrade	\$498,000	\$0	\$500,000	\$500,000	Oct 2017
Project Complete					
Kelly Theatre Lighting	\$10,000	\$0	\$0	\$0	Project Complete
Project complete: 2016/17 Budget was \$40k and Expenditure was \$50k					
W4Q2 Toilet Block	\$300,000	\$0	\$300,000	\$300,000	2018/19
Location Survey scheduled for late November (3 room facility: Male (with urinal, wheelchair friendly, Female (wheelchair friendly) & Family Room (with toilet)).					

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
W4Q2 Shade Mercer Lane/Johnstone St	\$85,000	\$0	\$85,000	\$85,000	Nov 2018
Solar is looking not feasible – need to confirm scope					
Xmas decorations	\$15,000	\$0	\$15,000	\$15,000	Dec 2017
Items are being purchased and hung up (late November)					
Solar on office building	\$100,000	\$0	\$100,000	\$100,000	June 2018
Project to be scoped					
Replace photocopiers	\$15,000	\$0	\$15,000	\$15,000	Dec 2017
Schedule for second quarter of the year					
Replace Servers	\$30,000	\$22,000	\$0	\$22,000	Nov 2017
Being installed					
Upgrade IT storage	\$30,000	\$0	\$30,000	\$30,000	Mar 2018
Schedule for third quarter of the year					

WHOLE OF PROJECT FIGURES (may include more than one financial years)					
Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
BDR site equipment Delivered, being commissioned	\$20,000	\$18,000	\$0	\$2,000	Nov 2017
Stores equipment and facilities (seal floor)	\$20,000	\$0	\$20,000	\$20,000	Mar 2018
Chambers Air Con Tenders closed in November	\$25,000	\$0	\$25,000	\$25,000	Mar 2018
Aquatic Centre: Shade Over Waterpark Project to be scoped	\$40,000	\$0	\$40,000	\$40,000	Mar 2018
Depot works (roof at bowser etc) (seal floor) Project Completed	\$82,000	\$82,000	\$0	\$82,000	Project Complete
Aquatic Centre: Disability Pool Lift Project complete	\$59,000	\$58,000	\$0	\$58,000	Project Complete

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

Project	Budget	Expenditure YTD	Expenditure Future	Total Forecast Expenditure	Expected Completion
Halifax Transfer Station – New Green Waste Slab Project Complete	\$60,000	\$60,000	\$60,000	\$60,000	Project Complete
Shire Hall renovations Ongoing	\$33,000	\$6,000	\$27,000	\$33,000	June 2018
Shire Hall Lift Replacement To be installed February/March	\$158,000	\$84,000	\$74,000	\$158,000	Apr 2018
Dungeness Carpark CCTV Pole installed. Waiting on contractor to schedule the installation of the camera	\$35,000	\$0	\$35,000	\$35,000	Nov/Dec 2017

CHIEF FINANCIAL OFFICER MONTHLY STATUS REPORT – NOVEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 311017-22 – Advertising of Facility Officer Position

That Council advertise the Facility Officer position.

Status:

November 2017 Update – New Position Description being finalised.

Resolution Number – 311017-05 – Audit Committee

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

Status:

November 2017 Update – Noted.

Matter Closed

Resolution Number – 311017-04 – 2017/2018 Budget: September Budget Review (Incorporating Carry Over from 2016/2017)

1. That Council approve to carry forward specific capital projects approved in the 2016/2017 budget process to a value of \$6,817,000.
2. That Council approve the following increases to the 2017/2018 Budget:

Capital Income	increase	\$153,000
Capital Expenditure	increase	\$1,895,500
Operating Income (Grants)	increase	\$98,042
Operating Expenses	increase	\$88,442
3. That Council approve to carry forward Consultancy Expenditure budgets approved in the 2016/2017 budget process to a value of \$132,000.

Status:

November 2017 Update – Budgets amended and staff advised accordingly.

Matter Closed

Resolution Number – 260917-20 – Recruitment of Vacant Position – Revenue Officer

That Council approve the following:

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

Status:

November 2017 Update – Interviews held; preferred candidate identified and recommendation made to CEO.

October 2017 Update – Position advertised (closes 20 October).

Resolution Number – 260917-19 – Restructure of Records and Front Counter Manager Position

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.

Status:

November 2017 Update – New Position Descriptions still being finalised.

October 2017 Update – New Position Descriptions being developed to enable the positions to be advertised.

Resolution Number – 260917-01 – Corporate Services Activity Report

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

Status:

November 2017 Update – Waiting for response from NAIDOC.

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

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

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

Status:

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

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

September 2017 Update – Position advertised during September.

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

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

June 2017 Update – Interviews conducted; recommendation being finalised.

May 2017 Update – Position has been advertised.

April 2017 Update – No progress due to staff leave.

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:

November 2017 Update – No further update.

October 2017 Update – No further update.

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.

August 2015 Update – No further update – financial year end activities are higher priority at the moment

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

April 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

March 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

February 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are continuing to work effectively.

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 update.

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.

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.

May 2014 Update – Disruptions caused by Cyclone Ita resulted in no further progress on this matter.

April 2014 Update – The finalisation of new Purchasing Card Policy and Procedures now expected to occur in April 2014.

March 2014 Update – Expect to finalise Purchasing Card Policy and Procedures before end of this quarter.

February 2014 Update – Expect to finalise Purchasing Card Policy and Procedures before end of this quarter.

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.

December 2013 Update – Review to take place early 2014.

November 2013 Update – A review of the current holders of Corporate Cards needs to take place prior to transferring from ANZ to Commonwealth Bank.

October 2013 Update – Contract signed with commencement date 1 October 2013. Corporate Cards will transfer in due course.

September 2013 Update – Contract document received and under final review before signing and returning.

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.

July 2013 Update – Verbal advice has been given to Commonwealth Bank. No further action to date.

June 2013 Update – No action taken due to budget preparation.

CORPORATE SERVICES FINANCE SUMMARY FOR PERIOD ENDING 31 OCTOBER 2017

Executive Summary

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

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment**1. Overview**

- After four months, Financial Performance Statement shows that Council's operating revenues and expenditures are, generally, consistent with the budget and the prior year
- Income is predicted to be slightly more than Budget due mainly to new grants being received for Apprentices (\$30k), significantly higher metered water usage fees (\$50k - Highway enhancements) and budgeted interest income looking it may be exceeded (\$30k)
- Large increase in YTD Other Costs compared to 2016/17 is due to the HRIT Precept (\$243k) being paid earlier this year (was paid in December last financial year) and 2017/18 Audit Fees (\$99k) and Landfill Provision (\$100k) being accrued now rather than at end of financial year.

2. Capital Expenditure

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

	Budget	YTD Spend
	\$000	\$000
Infrastructure	18,370	3,336
Development, Planning & Env Serv	1,097	104
CEO	749	55
Corporate Services	3,022	870
TOTAL	23,238	4,365

HSC Financial Performance : Oct 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	Office of Mayor and CEO	Corporate Services	Development, Planning and Environmental Services	Infrastructure Services Delivery
24,306	24,639	24,639	100%	Operating Income	11,548	11,627	-	8,090	1,165	2,372
1,344	1,059	1,110	105%	Rates	552	458	0	36	343	66
951	940	940	100%	Fees and charges	201	89	-	-	2	86
3,258	1,199	1,233	103%	Private Works	580	342	10	279	18	35
995	891	926	104%	Grants	271	326	(0)	287	31	8
				Other						
30,854	28,728	28,848	100%	OPERATING INCOME	13,153	12,842	11	8,692	1,560	2,566
14,115	14,469	14,468	100%	Operating expenses	4,293	4,496	506	722	1,204	2,059
7,803	9,053	9,052	100%	Employee Related costs	2,353	2,842	163	744	1,177	757
				Non Employee Related costs						
				Comprising:						
				Materials	143	249	0	(5)	49	205
				Contracts	143	243	2	34	14	194
				Contractors	419	490	-	85	315	91
				Fleet	219	211	1	0	1	209
				Property (electricity etc)	278	234	1	51	18	165
				Insurance	397	395	9	280	4	103
				Contributions/sponsorship	274	175	1	7	162	6
				Consultants	104	178	15	(2)	87	76
				Internal loan interest	(0)	-	-	-	86	(86)
				Internal recharges	(225)	(519)	9	(141)	184	(571)
				Other	590	1,175	125	427	257	366
				Finance Costs	13	10	-	9	0	-
21,918	23,522	23,520	100%	OPERATING COSTS	6,646	7,338	669	1,466	2,381	2,817
8,936	5,206	5,328		SURPLUS / (DEFICIT)	6,507	5,504	(658)	7,226	(822)	(250)
3,521	4,875	4,875		Capital Income	214	1,525	-	243	383	898

Office of Mayor and CEO Financial Performance : Oct 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	CEO Office	Human Resources	Council General	Elected Members	SES
-	-	-	na	Fees and charges	-	0	0	-	-	-	-	-
27	28	28	102%	Grants	13	10	-	-	-	-	-	10
(1)	-	-	na	Other	(0)	(0)	-	-	-	(0)	-	-
26	28	28	102%	OPERATING INCOME	12	11	0	-	-	(0)	-	10
1,562	1,600	1,600	100%	Operating expenses	470	506	166	150	0	173	3	14
359	439	439	100%	Employee Related costs	187	163	124	12	5	9	10	3
				Non Employee Related costs								
				Comprising:								
				Materials	0	0	0	0	-	-	-	0
				Contracts	0	2	-	2	-	0	-	-
				Contractors	-	-	-	-	-	-	-	-
				Fleet	1	1	-	-	-	-	1	-
				Property (electricity etc)	0	1	-	0	-	-	0	-
				Insurance	9	9	1	-	-	-	8	-
				Contributions/sponsorship	0	1	-	-	-	0	0	-
				Consultants	39	15	15	-	-	-	-	-
				Internal recharges	9	9	-	4	-	6	-	-
				Other	128	125	108	6	5	3	0	3
1,921	2,040	2,039	100%	OPERATING COSTS	657	669	290	161	6	181	13	17
(1,895)	(2,012)	(2,011)		SURPLUS / (DEFICIT)	(645)	(658)	(290)	(161)	(6)	(181)	(13)	(7)

Corporate Services Financial Performance : Oct 2017

Operational Activities

Excluding NDRRA				Core Activities									
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Forecast as % of budget		Last Year YTD	TOTAL	Stores	Finance	Management Accounts	IT services	Records and Front Counter	Director	Facilities
16,405	16,296	16,296	100%	Operating Income									
153	88	88	100%	Rates	8,234	8,090	-	8,090	-	-	-	-	-
11	-	-	na	Fees and charges	101	36	-	26	-	0	0	-	9
3,011	967	1,000	103%	Private Works	-	-	-	-	-	-	-	-	-
873	715	750	105%	Grants	520	279	13	13	-	-	13	242	-
				Other	252	287	-	49	0	-	-	237	0
20,453	18,066	18,134	100%	OPERATING INCOME	9,108	8,692	13	8,178	0	0	13	479	9
2,263	2,239	2,239	100%	Operating expenses									
1,563	2,155	2,155	100%	Employee Related costs	757	722	59	160	142	99	139	61	63
				Non Employee Related costs	548	744	(38)	120	0	217	34	112	299
				Comprising:									
				Materials	(0)	(5)	5	-	-	0	-	(25)	15
				Contracts	34	34	-	-	-	-	1	-	33
				Contractors	40	85	3	-	-	9	-	-	72
				Fleet	1	0	-	-	-	-	-	-	0
				Property (electricity etc)	30	51	-	-	-	-	-	-	51
				Insurance	284	280	-	-	-	10	-	158	111
				Contributions/sponsorship	7	7	-	-	-	-	-	-	7
				Consultants	7	(2)	-	-	-	-	-	(2)	-
				Internal loan interest	-	-	-	-	-	-	-	-	-
				Internal recharges	(74)	(141)	(49)	-	-	-	-	(95)	3
				Other	207	427	2	111	0	198	33	75	8
				Finance Costs	12	9	-	9	0	-	-	-	-
3,825	4,395	4,394	100%	OPERATING COSTS	1,305	1,466	21	280	142	316	173	173	362
16,628	13,671	13,740		SURPLUS / (DEFICIT)	7,803	7,226	(8)	7,898	(142)	(316)	(160)	306	(353)
387	1,180	1,180		Capital Income	-	243	-	-	-	-	-	-	243

NOTES

Decrease in Rates Income compared to last year is due to the Pensioner Discount being applied to Corporate Services in 2017/18 (in 2016/17 it was recorded in Environment and Community Services)

Grants income to exceed Budget due to \$38k salary subsidy for Trainees (budget \$5k)

Development, Planning and Environmental Services Financial Performance : Oct 2017

Operational Activities

Excluding NDRRA			Forecast as % of budget		Core Activities														
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast			Last Year YTD	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
				Operating Income															
1,991	2,320	2,320	100%	Rates	992	1,165	-	-	-	-	-	-	-	-	1,165	-	-	-	
1,034	902	902	100%	Fees and charges	393	357	9	-	8	74	19	38	76	0	92	0	25	14	
11	23	23	100%	Private Works	2	2	-	-	-	1	-	-	0	-	1	-	-	-	
125	86	86	100%	Grants	16	18	-	-	15	3	-	-	-	-	-	-	-	-	
126	135	135	100%	Other	17	31	(1)	-	2	1	-	-	(1)	(0)	-	16	15	-	
3,287	3,466	3,466	100%	OPERATING INCOME	1,419	1,573	9	-	25	78	19	38	75	0	-	1,274	15	25	
				Operating expenses															
3,937	4,076	4,076	100%	Employee Related costs	1,178	1,209	133	-	71	325	49	36	84	66	111	131	161	36	
3,310	3,773	3,773	100%	Non Employee Related costs	1,065	1,178	38	82	88	207	9	-	23	102	6	520	75	29	
				Comprising:															
				Materials	22	49	-	-	-	7	-	-	1	6	0	5	21	9	
				Contracts	10	14	-	-	-	3	-	-	0	6	-	0	-	5	
				Contractors	354	315	0	-	-	21	1	-	7	2	-	283	1	-	
				Fleet	1	1	-	-	-	-	-	-	0	0	1	0	0	-	
				Property (electricity etc)	22	18	-	-	-	14	-	-	(2)	0	-	(0)	4	1	
				Insurance	5	4	-	-	-	2	-	-	-	-	-	1	0	-	
				Contributions/sponsorship	221	162	7	82	-	0	-	-	0	71	-	0	1	-	
				Consultants	12	88	4	-	79	1	2	-	-	-	-	1	-	0	
				Internal loan interest	92	86	-	-	-	86	-	-	-	-	-	-	-	-	
				Internal recharges	181	184	-	-	-	10	4	-	15	11	3	84	41	14	
				Other	144	257	26	-	9	62	1	-	1	5	2	147	5	0	
				Finance Costs	1	0	-	-	-	0	-	-	-	-	-	0	-	-	
7,248	7,849	7,849	100%	OPERATING COSTS	2,243	2,387	171	82	159	531	58	36	107	168	117	651	236	65	
(3,961)	(4,384)	(4,383)		SURPLUS / (DEFICIT)	(824)	(814)	(162)	(82)	(133)	(453)	(39)	2	(32)	(168)	(117)	623	(221)	(40)	
78	458	458		Capital Income	(6)	383	160	-	22	1	-	-	-	50	-	-	-	150	

Infrastructure Services Delivery Financial Performance : Oct 2017
Operational Activities

Excluding NDRRA					Core Activities											
Actual 2016/17	Budget 2017/18	2017/18 Full Year Forecast	Forecast as % of budget		Last Year YTD	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		2,321	2,372	-	-	1,128	1,244	-	-	-	-	-
157	69	120	174%	Rates	58	66	1	0	56	5	3	-	1	0	-	0
929	917	917	100%	Fees and charges	200	86	-	-	-	-	-	-	-	10	77	-
95	119	119	100%	Private Works	32	35	21	(12)	-	-	-	-	-	26	-	-
(4)	41	41	100%	Grants	2	8	-	3	3	7	-	-	-	(0)	(0)	(5)
				Other												
7,088	7,169	7,220	101%	OPERATING INCOME	2,613	2,566	22	(9)	1,186	1,257	3	-	1	36	77	(5)
6,353	6,553	6,553	100%	Operating expenses	1,888	2,059	234	396	210	198	211	81	67	335	50	276
2,570	2,685	2,685	100%	Employee Related costs	553	757	(626)	573	176	156	79	13	2	147	64	174
				Non Employee Related costs												
				Comprising:												
				Materials	121	205	8	99	23	27	4	3	-	4	24	13
				Contracts	98	194	16	95	19	12	3	-	-	2	2	44
				Contractors	24	91	1	26	32	9	1	-	-	7	-	13
				Fleet	217	209	201	7	0	0	0	-	-	0	0	1
				Property (electricity etc)	226	165	0	67	66	10	0	-	-	9	8	4
				Insurance	99	103	33	-	26	11	32	0	-	-	-	1
				Contributions/sponsorship	46	6	-	2	1	0	0	-	-	0	-	2
				Consultants	46	76	-	8	9	8	13	-	-	38	-	-
				Internal loan interest	(92)	(86)	-	-	(86)	-	-	-	-	-	-	-
				Internal recharges	(342)	(571)	(897)	265	71	47	12	7	-	(199)	27	94
				Other	110	366	11	3	14	30	13	3	2	285	4	2
8,924	9,238	9,238	100%	OPERATING COSTS	2,441	2,817	(392)	969	386	354	290	94	69	483	114	450
(1,835)	(2,069)	(2,018)		SURPLUS / (DEFICIT)	172	(250)	414	(978)	801	903	(287)	(94)	(69)	(447)	(38)	(455)
3,056	3,237	3,237		Capital Income	220	898	-	767	6	-	25	-	-	-	-	100

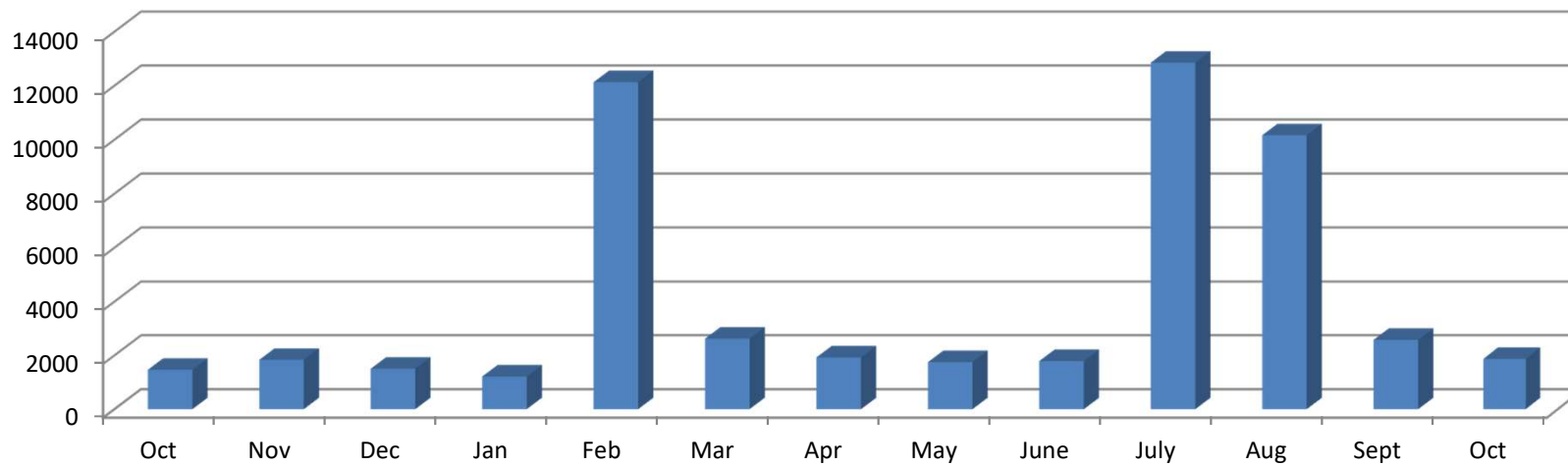
Hinchinbrook Shire Council Historic Bank Summary

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
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
Sept	27.8	8.8	0.0	(1.0)	(1.9)	0.0	33.7
Oct	33.7	1.8	0.0	(1.1)	(2.8)	0.0	31.6

Hinchinbrook Shire Council Forecast Bank Balances

\$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Non Staff costs	NDRRA	Closing Bal
Nov	31.6	2.0	0.0	(1.5)	(2.2)	0.0	29.9
Dec	29.9	2.0	0.0	(1.4)	(1.6)	0.0	28.9
Jan	28.9	1.4	0.0	(1.4)	(2.1)	0.0	26.8
Feb	26.8	1.8	0.0	(1.2)	(2.0)	0.0	25.4
Mar	25.4	9.3	0.0	(1.2)	(2.1)	0.0	31.4
Apr	31.4	1.0	0.0	(1.2)	(2.8)	0.0	28.4

HSC Rates and Levies Debtors as at 31 October 2017



figures in \$000s

October 2017 includes \$100k of QVAS debtors that were not due until after 31 October 2017

all figures in \$'000

	17/18 estimated	16/17 audited	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	4,239	6,480	5,384	5,369	4,676
	<u>28,878</u>	<u>30,920</u>	<u>36,736</u>	<u>45,306</u>	<u>47,689</u>
Capital revenue	<u>4,875</u>	<u>3,497</u>	<u>7,580</u>	<u>3,113</u>	<u>5,385</u>
Total Income	33,753	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	(9,012)	(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>(31,921)</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	(32,221)	(30,607)	(34,747)	(47,386)	(62,836)
Net result	1,532	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 OCTOBER 2017

Executive Summary

This report is presented for the information of Council and includes an activity update for the month ending 31 October 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
- Training Undertaken
 - o Dogging
 - o First Aid

Workshop Purchasing

- A total of 39 purchase orders closed out. 20 remain open.

Workshop Housekeeping

- Accident Damage / Insurance:
 - o 3 Plant Incident Reports received
- Equipment out of Service:
 - o PA0070 John Deere Tractor

Main Activities of the month

- Work Orders: 98 complete
- 25 Services – 13 Light vehicles, 2 Truck, 4 Heavy Plant, 6 small plant.
- Tyres and Alignments:
 - o Light vehicle – 16
 - o Truck – 4
 - o Heavy Fleet – 1
 - o Light Fleet - 0
 - o Alignments – 4
 - o Puncture Repairs - 1
 - o Windscreen – 3
 - o Window repairs – 0

Welding

- General welding repairs carried out

Plant Replacement 17/18

Please refer to the Works Program Report

WORKS

Capital Projects underway this month – Refer Works Program Report.

Other activities this month:

- 16/17 Kerb and Channel Rehabilitation Program - As Constructed folder has been submitted. Post Construction to be held.
- 17/18 Kerb and Channel Rehabilitation Program - Cassady Street and Palm Avenue As Constructed folders have been completed and submitted by 25 October 2017. Post Construction meeting to be held.
- 17F2 Menzies Street Culvert Widening and Footpath Connectivity Program – This project is completed. As Constructed folder to be completed and forwarded on to Design.
- 17/18 Kerb and Channel Rehabilitation Program Hawkins Street – Prestart meeting was held on 23 October 2017 and construction is scheduled to commence on 1 November 2017. Communication and procurement requirements are being completed.
- 18FR Footpath Rehabilitation Program Cartwright Street – Prestart meeting was held on 19 October 2017, communication requirements are completed and construction has commenced.
- 17/18 Reseal Program – Wet weather has impacted on this project. Works will be carried out during favourable conditions.
- Long Pocket Road W4Q - Works ongoing, including extended scope of project with wet weather having some impact on works.
- John Dory Street W4Q - Works have commenced with widening project.
- Wattle Street Footpath W4Q – Works ongoing with wet weather having some impacts on works.

DESIGN

- Review of project scope and documentation for Furber Road (TIDS).
- Prestart meeting held for the Renouf Street drainage works. Project folders completed and issued to the Works Department.
- Project documentation and job folders completed for the Kerb Entry Rehabilitation Project.
- RCP documentation completed and submitted to DTMR for a number of Wilmar Crossings nominated for re-linemarking.
- Review of rural number situation for the Victoria Mill Housing Estate – Request from Wilmar for individual addresses.
- Commenced preliminary plan for the Menzies Street TIDS Project.
- Prestart meeting held for the Hawkins Street K&C Rehabilitation Project.
- Completed amendments to a number of HSC Standard Drawings – Rural Accesses and Grated Bridge Crossover.
- Continued plan development for the Kerb Entry Rehabilitation Project.

PARKS AND OPEN SPACES

- Continued maintenance in all parks.
- Continued maintenance in areas that were affected by the recent rain.

SURVEY

Projects Underway this month:

- Marina Parade/Menzies Street – Investigation survey of road intersection surface to identify grade improvements. Completed and passed on to Design.
- Marina Parade – West of Macdonald Street. Survey for cul-de-sac design completed and passed on to Design.
- Pettits Road Drain – As constructed survey for comparison with design to satisfy DNRM requirements. Completed and passed on to Design.
- Perkins Street – Survey for road design commenced.
- Covell Street – GNSS control established for kerb rehab detail survey.
- Wattle Street Path Project– As constructed survey of alterations to water services completed.
- Miles Street - As constructed survey of alterations to water services completed.
- Hawkins Street – Preservation of survey marks and as constructed survey of alterations to water mains and services completed.

- Palm Creek Conveyance Project – Additional setout at Ann Street. As constructed survey of optic fibre cable beside QRail bridge. Calculate grades and levels for proposed concrete invert between Herbert Street and Eleanor Street. Preservation of survey marks along the creek bank between Ann Street and Eleanor Street.
- Palm Creek Conveyance Project Land Acquisition – Proposed reconfiguration sketch plan drafted for planning application. Field survey and reinstatement calculations commenced.
- Bogottos Road – Search temporary road closure documents and adjacent plans requested by EMISD.
- Cartwright Street – Kerb and Path Rehab – Preservation of survey marks completed and level datum supplied to supervisor.
- Warrens Hill Landfill and Halifax Transfer Station – Measure and compute volume of mulch stockpiles for comparison with billing volumes.
- Forrest Glen Village – Assist Development and Planning to locate a copy of an historic Progress Association lease plan which has been requested by DNRM to assist in confirming cancellation of Native Title over the additional land currently being sought for the village.
- Flood Gauges – Pre wet season check of gauge boards at Halifax, Gairloch, Seris Road Stone River and Abergowrie. Replace damaged gauge board at Gairloch south.
- Wharps RTI – Assist Records officers with RTI application regarding the drain off Pettits Road.
- Survey control data supplied to contractors working on John Dory Street.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- Lagoon Creek Bridge is now complete. Contractor to submit final claims.
- Lee Creek Bridge – Lee Creek Bridge is open for traffic. Recent wet weather has prevented the baffles being installed on the wingwalls.
- Dungeness Pontoon – Premise have provided preliminary sketches for a design option. Currently investigating further options to present to DTMR.
- Airport Management Plan – QCCN to provide final documentation early November. All stakeholders to be notified of the outcome.
- Desjardin Crossing and First Bridge – Cardno have provided a draft preliminary design. Final report and costings to be provided in November.
- Baillies Bridge – Cardno have provided the culvert option and costings. ISD Department is to prepare a presentation to Council to determine the best option to move forward.
- Following discussions with Finance regarding the upcoming road pavement condition survey and pending changes to the footpath asset register and bridge componentisation the transport asset class will be undergoing a full revaluation this financial year.
- Request for quotations have been called for the annual maintenance of Yanks Jetty. Quotations close on 7 November 2017.
- Palm Creek Conveyance Project:
 - Keita Services has been engaged using day labour hourly rates for the installation of the concrete drain between Ann and Eleanor St and behind the state school.
 - Top Gear Concreting Pumping has been engaged for the concreting pumping as part of the drainage works.
 - As part of the drainage works, the existing pipe under Anne Street was removed and replaced with 2 x 1200 x 450 mm box culverts.
 - Total cost for the excavation works was approximately \$130,000 with the remainder of the funding being utilised on the drainage works.

Other activities this month:

- Number of Flood Certificates = 1
- Number of Storm Surge Certificates = 0
- Number of GIS Map Requests = 15
- Number of Works in Road Corridor Permits = 2

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report.

EXTERNAL MEETINGS

- Road Safety Meeting, Ingham – Wednesday, 4 October 2017
- QFES Memorandum of Agreement Discussions – Wednesday, 4 October 2017
- RSL Cemetery Inspection, Ingham – Wednesday, 4 October 2017
- Long Pocket Road Project Management Onsite Meeting– Monday, 9 October 2017
- Hawkins Street Onsite Footpath Inspection with Business Owner – Wednesday, 11 October 2017
- ISD Portfolio Councillor Inspections – Wednesday, 11 October 2017
- Palm Creek Conveyancing Works, Ingham State School – Wednesday, 11 October 2017
- Ingham Water Park Inspection – Friday, 13 October 2017
- Ingham Water Park Induction and Demonstration – Tuesday, 17 October 2017
- DTMR Handover of Toobanna Service Roads, Ingham – Wednesday, 18 October 2017
- IPWEAQ 2017 State Conference, Townsville – Tuesday-Wednesday, 24-26 October 2017
- Ingham Water Park Handover – Friday, 27 October 2017
- Palm Creek Conveyancing Reconfig of Boundaries Meeting – Tuesday, 31 October 2017

EXECUTIVE MANAGER INFRASTRUCTURE SERVICES DELIVERY MONTHLY STATUS REPORT – NOVEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 311017-25 – Tender HSC 17/23 – Hinchinbrook Water Security Project Consultancy Services

That the Tender for HSC 17/23 Hinchinbrook Water Security Project Consultancy Services be awarded to GHD at their quoted price of \$214,369.10 including GST.

Status:

November 2017 Update – Correspondence has been sent to successful (ECM # 2223866) and unsuccessful offerers (ECM # 2223865; 2223867; 2223868).

Matter Closed

Resolution Number - 311017-23 – Tender HSC 17/18 – Supply of Quarry Products

That Council accept the offers submitted which will be placed on Council's Standing Offer Arrangement Register for HSC 17/18 - Supply of Quarry Products, for a period of two years commencing 1 January 2018.

Status:

November 2017 Update – Correspondence sent to offerers.

Matter Closed

Resolution Number - 311017-10 – Private Works in Road Reserve Policy

That Council adopt the draft Private Works in Road Reserve Policy as presented and that the description in the fees and charges be changed from 'Application for a Road Work Permit' to 'Application for a Private Works in Road Reserve Permit'.

Status:

November 2017 Update – Updated policy and form is available on Council's website. Request submitted to Finance Department to amend description of application in Fees and Charges document.

Matter Closed

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:

November 2017 Update – Works Supervisor has notified HR Museum and Gallery that work will be programmed when time permits.

October 2017 Update – Work to be programmed.

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

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:

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

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

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

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

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

Status:

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

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

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

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

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

Resolution Number – 280217-33 – 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:

November 2017 Update – As discussed at October General Meeting, seat was installed in July. Invoice for costs yet to be issued to Mrs Coyne.

October 2017 Update – Supplier has advised delivery date of 25/10/17. Installation upon arrival.

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:

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

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

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

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

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

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

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

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

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

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> |
| | <u>\$100,000</u> |

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:

November 2017 Update – Tender HSC 17/26 issued 21 October, closing 2.00pm Wednesday, 29 November 2017.

October 2017 Update – Stakeholder meeting completed. Design and construct tender to be released to market for a shed only project scope.

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:

November 2017 Update – Expected delivery and install in December.

October 2017 Update –Final wording now confirmed and sign writer proceeding. Expected delivery and install in December.

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:

November 2017 Update – Onsite inspection of Lucinda foreshore with Councillors on Tuesday, 7 November 2017. Activities to be carried out are as follows:

- *Restricted zone - tidy up of low growth, removal of dead trees and trimming of native trees etc;*
- *Finalisation of non-native species identification for removal;*
- *Front area - mow and remove dead fronds, coconuts, non-natives where appropriate etc.;*
- *Development application to be actioned as required.*

October 2017 Update – A draft of the amended plan has been received 13/10/17, currently under review.

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 28 November 2017.

Works Currently in Progress

Major Works Performed During October 2017

- Forrest Beach Transfer Pump procurement completed
- Metered Standpipes procurement completed
- Hawkins Street Water Main Renewal
- Protection of water connections affected by Hinchinbrook Shared Footpath Connectivity Project continued

Works Scheduled to be Completed During November 2017, Weather Permitting

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

Works Scheduled to Commence During November 2017

- Depot Water Treatment Plant Upgrade Consultancy
- SPS 12 & 15 Upgrades
- 1/2 Year Water Meter Read

Author: Peter Martin

Position: Manager Water and Sewerage

Date: 10/11/17



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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															
2016-2017 Carry Over Capital Projects																		
Refurbish Filter Systems (WATER FILTRATION 15-16)	\$21,000	\$0	\$21,000	\$29,606	• Project complete.													
					Lifetime Expenditure = \$240,902		Lifetime Budget = \$300,000											
					Project Completed <input checked="" type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>											
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast												C	
					Actual									C				C
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C					C			C			C	
					Actual	C												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
					Actual	C												
Water Security Fencing and CCTV (DEPOT WTP UPGRADES 15-16)	\$13,000	\$0	\$13,000	\$12,776	• Project complete.													
					Lifetime Expenditure = \$217,122		Lifetime Budget = \$250,000											
					Project Completed <input checked="" type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>											
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast												C	
					Actual									C			C	
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C					C			C	C	C	C	
					Actual	C												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast													
					Actual													



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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														
Water Main Replacements 16-17 (17W-MAIN-R1)	\$100,000	\$0	\$100,000	\$77,133	• Project complete.												
					Lifetime Expenditure = \$77,183		Lifetime Budget = \$200,000										
					Project Completed ü		Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast											C	
					Actual									A		P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
Replace Washaway Booster Pump Sets (17W-PUMP-R2)	\$2,000	\$0	\$2,000	\$1,073	• Project complete. All pumps are operational.												
					Lifetime Expenditure = \$32,662		Lifetime Budget = \$60,000										
					Project Completed ü		Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					P					C		C
					Actual									P			
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
Replace CMF Server (17W-TELM-R1)	\$2,000	\$0	\$2,000	\$2,100	• Project complete.												
					Lifetime Expenditure = \$15,820		Lifetime Budget = \$30,000										
					Project Completed ü		Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								P			C	
					Actual								P				
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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		
Refurbishment of SPS (SEWER PUMP STATION REFURB 14-15) <i>(Budget added to this year's project 18S-SPSU-R1)</i>	\$79,000	\$0	\$79,000	\$0	<ul style="list-style-type: none"> Keita Services awarded the contract for SPS upgrades.
					Lifetime Expenditure = \$566 Lifetime Budget = \$80,000
					Project Completed Assets Created/Project Capitalised
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P Actual
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P Actual
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Structural Refurbishment of SPS (SEWER PUMP STATION REFURBS 15-16) <i>(Budget added to this year's project 18S-SPSU-R1)</i>	\$80,000	\$0	\$80,000	\$0	<ul style="list-style-type: none"> Keita Services awarded the contract for SPS upgrades.
					Lifetime Expenditure = \$0 Lifetime Budget = \$80,000
					Project Completed Assets Created/Project Capitalised
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P Actual
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P Actual
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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		
Repair/Seal Internal Roads Ingham STP (SEWER INTERNAL ROADS 15-16)	\$4,000	\$0	\$4,000	\$3,676	<ul style="list-style-type: none"> Project complete.
					Lifetime Expenditure = \$186,380 Lifetime Budget = \$210,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Pump Station Lid Replacement (SPS LID REPLACEMENT 15-16)	\$25,000	\$0	\$25,000	\$25,019	<ul style="list-style-type: none"> Project complete.
					Lifetime Expenditure = \$25,019 Lifetime Budget = \$25,000
					Project Completed <input checked="" type="checkbox"/> Assets Created/Project Capitalised <input type="checkbox"/>
					2015/16 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
					Forecast <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Actual <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Project Description (Project Code)	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
Replace Sewerage Pumps (SEWER PUMPS UPGRADE 15-16) (Budget added to this year's project 18S-SPSU-R1)	\$42,000	\$0	\$42,000	\$0	<ul style="list-style-type: none">To be procured as part of SPS 12 & 15 upgrades.												
					Lifetime Expenditure = \$8,105		Lifetime Budget = \$50,000										
					Project Completed					Assets Created/Project Capitalised							
					2015/16	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												C
					Actual												
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast	P			C													
Actual	P																
Install Flowmeter SPS1 (17S-FLOW-N1)	\$30,000	\$0	\$30,000	\$13,367	<ul style="list-style-type: none">NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.												
					Lifetime Expenditure = \$13,383		Lifetime Budget = \$30,000										
					Project Completed					Assets Created/Project Capitalised							
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								P		C		
					Actual											P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							C					
					Actual					P							
					Install Flowmeter SPS4 (17S-FLOW-N2)	\$28,000	\$0	\$28,000	\$13,367	<ul style="list-style-type: none">NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.							
Lifetime Expenditure = \$14,890		Lifetime Budget = \$30,000															
Project Completed										Assets Created/Project Capitalised							
2016/17	Jul	Aug	Sep	Oct						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast													P		C		
Actual																P	
2017/18	Jul	Aug	Sep	Oct						Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast												C					
Actual				P													



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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															
Install Flowmeter SPS5 (17S-FLOW-N3)	\$30,000	\$0	\$30,000	\$13,367	• NQ Excavations awarded the contract to supply and install ultrasonic flowmeters.													
					Lifetime Expenditure = \$13,383		Lifetime Budget = \$30,000											
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								P			C		
					Actual												P	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								C					
Actual					P													
Wetlands Inlet - pH, DO and Conductivity Sensors (17S-INST-N1)	\$6,000	\$0	\$6,000	\$5,644	• Project complete.													
					Lifetime Expenditure = \$5,644		Lifetime Budget = \$15,000											
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast								C					
					Actual													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
Actual	C																	
Reline 150mm Gravity Sewer 16-17 (17S-MAIN-R1)	\$5,000	\$0	\$5,000	\$5,861	• Project complete.													
					Lifetime Expenditure = \$246,597		Lifetime Budget = \$250,000											
					Project Completed					Assets Created/Project Capitalised								
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast											C		
					Actual							C						
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	C												
Actual	C																	



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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														
Manhole Refurbishment 16-17 (17S-MANH-R1)	\$4,000	\$0	\$4,000	\$2,288	• Project complete.												
					Lifetime Expenditure = \$24,950		Lifetime Budget = \$150,000										
					Project Completed <input checked="" type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												C
					Actual										C		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
Replace Sewerage Pump Station Lids 16-17 (17S-SPSU-R1)	\$5,000	\$0	\$5,000	\$5,017	• Project complete.												
					Lifetime Expenditure = \$5,017		Lifetime Budget = \$25,000										
					Project Completed <input checked="" type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					C						C	
					Actual									P		C	
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
					Actual	C											
General Sewerage Pump Replacement 16-17 (17S-SPSU-R2) (Budget added to this year's project 18S-SPSU-R1)	\$30,000	\$0	\$30,000	\$0	• To be procured as part of SPS 12 & 15 upgrades.												
					Lifetime Expenditure = \$0		Lifetime Budget = \$25,000										
					Project Completed <input type="checkbox"/>		Assets Created/Project Capitalised <input type="checkbox"/>										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					C							
					Actual												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	P			C								
					Actual		P										



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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 Switchboard ISTP (17S-SWBD-R1)	\$131,000	\$0	\$131,000	\$93,665	• Finalising telemetry works.												
					Lifetime Expenditure = \$112,574		Lifetime Budget = \$150,000										
					Project Completed					ü	Assets Created/Project Capitalised						
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								C		C		
					Actual								P		C		
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast	C											
Actual	C																
Replace RMF Server (17S-TELM-R1)	\$3,000	\$0	\$3,000	\$2,100	• Project complete.												
					Lifetime Expenditure = \$15,457		Lifetime Budget = \$30,000										
					Project Completed					ü	Assets Created/Project Capitalised						
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								P				C
					Actual								P				
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
Actual																	
Upgrade Sewer TLC-02-01 to TLX 16-17 (Budget added to this year's project 18S-TELM-R1)	\$10,000	\$0	\$10,000	\$0													
					Lifetime Expenditure = \$2,517		Lifetime Budget = \$15,000										
					Project Completed						Assets Created/Project Capitalised						
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					C							
					Actual												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast					C							
Actual																	

Project Description <i>(Project Code)</i>	Programme Estimate 2017/18			2017/2018 Actual Expenditure	Comments & Project Timeline															
	HSC Budget	Other Source	Total																	
Refurbishment Trickling Filter Ingham STP (17S-TPTU-R1)	\$108,000	\$0	\$108,000	\$37,662																
					Lifetime Expenditure = \$39,895 Lifetime Budget = \$110,000															
					Project Completed					Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast												C			
					Actual									A						
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	P		A	C											
					Actual	P		A												
Replace Handrails/Walkways Digesters (17S-TPTU-R2)	\$3,000	\$0	\$3,000	\$2,985	• Project complete.															
					Lifetime Expenditure = \$30,389 Lifetime Budget = \$30,000															
					Project Completed					Assets Created/Project Capitalised										
					2016/17	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast			C												
					Actual					C		C								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual	C														
Capital Works Carry Overs	\$621,000	\$0	\$621,000	\$352,031																



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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	\$6,658	<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	\$6,384	<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																
Replace Macknade Booster Pump Sets (18W-PUMP-R1)	\$60,000	\$0	\$60,000	\$50	<ul style="list-style-type: none">Professional Pump Services have been awarded the contract to Supply & Delivery of Pressure Booster Pump Set.												
					Project Completed												
					Assets Created/Project Capitalised												
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast		P								C		
Actual		P															



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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 Forrest Beach WTP Transfer Pumps (18W-PUMP-R2)	\$50,000	\$0	\$50,000	\$5,451	<ul style="list-style-type: none"> Pumps arrived in early October. Installation to be carried out by Council Staff.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P C Actual P
Replace Floating Cover - Ingham Depot WTP (18W-RESR-R1)	\$100,000	\$0	\$100,000	\$50	<ul style="list-style-type: none"> Initial inspection completed by Australian Lining Company in July.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast A P C Actual A
Bitumen Seal Base Lucinda Low Level Res (18W-RESR-R2)	\$50,000	\$0	\$50,000	\$0	
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast C Actual
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.
					Project Completed
					Assets Created/Project Capitalised
					2017/18 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast P C Actual
Depot Treatment Plant Upgrade 17-18 (18W-TPTU-N1)	\$480,000	\$400,000	\$880,000	\$863	<ul style="list-style-type: none"> Tender has been evaluated. Tenders expected to be awarded in early November.
					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	\$3,766	<ul style="list-style-type: none"> 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



Assessment/Design



Procurement



Construction

WATER AND SEWERAGE WORKS PROGRAM FOR MONTH ENDING 31 OCTOBER 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 Switchboard SPS (18S-SWBD-R1)	\$100,000	\$0	\$100,000	\$9,442	• Jeff & Pitsi Lahtinen Electrical have been awarded the contract to supply and delivery of Sewerage Pump Station Switchboards.													
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					P								C
					Actual	P												
Upgrade Sewer TLC-02-01 to TLX 17-18 (18S-TELM-R1)	\$25,000	\$0	\$25,000	\$0														
					Project Completed					Assets Created/Project Capitalised								
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					C								
					Actual													
2017/2018 Capital Works	\$2,196,000	\$400,000	\$2,596,000	\$34,611														

Water and Sewerage Operational Costs Progress Report

Work Type	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs	Financial Year 16/17 Total Costs
	Reactive	Scheduled	Operational		Reactive	Scheduled	Operational		
Water Connection Operations & Maintenance	\$22,391.92	\$2,598.60	\$2,156.11	\$27,146.63	\$41,979.35	\$22,938.88	\$3,650.00	\$68,568.23	\$228,867.00
Water Fire Hydrant Operations & Maintenance	\$21,543.48	\$793.76	\$1,105.60	\$23,442.84	\$11,643.25	\$0.00	\$902.37	\$12,545.62	\$19,365.32
Water Mains Operations & Maintenance	\$1,034.93	\$0.00	\$1,457.13	\$2,492.06	\$8,570.31	\$0.00	\$2,728.97	\$11,299.28	\$26,680.51
Water Valve Operations & Maintenance	\$3,564.43	\$0.00	\$3,129.91	\$6,694.34	\$1,288.08	\$0.00	\$1,231.75	\$2,519.83	\$9,117.80
Water Pump Station Operations & Maintenance	\$7,768.58	\$2,210.98	\$75,941.68	\$85,921.24	\$1,221.60	\$268.65	\$71,393.75	\$72,884.00	\$293,966.06
Water Pumps Operations & Maintenance	\$16,589.72	\$0.00	\$0.00	\$16,589.72	\$5,087.06	\$0.00	\$0.00	\$5,087.06	\$47,328.51
Water Switchboard Operations & Maintenance	\$15,293.19	\$4,215.13	\$0.00	\$19,508.32	\$4,188.45	\$1,027.48	\$0.00	\$5,215.93	\$15,874.74
Water Treatment Plant Operations & Maintenance	\$0.00	\$11,144.43	\$60,951.98	\$72,096.41	\$0.00	\$121.80	\$62,968.21	\$63,090.01	\$302,920.56
Water Tower Operations & Maintenance	\$0.00	\$0.00	\$3,369.97	\$3,369.97	\$0.00	\$0.00	\$1,149.05	\$1,149.05	\$8,659.76
Water General Operations	\$0.00	\$0.00	\$35,703.50	\$35,703.50	\$0.00	\$0.00	\$15,204.93	\$15,204.93	\$79,306.21
Sewer Connection Operations & Maintenance	\$1,239.07	\$124.03	\$0.00	\$1,363.10	\$1,861.09	\$0.00	\$134.54	\$1,995.63	\$14,434.28
Sewer Mains Operations & Maintenance	\$737.53	\$1,047.36	\$570.61	\$2,355.50	\$2,426.42	\$1,636.00	\$0.00	\$4,062.42	\$8,914.12
Sewer MHoles Operations & Maintenance	\$514.38	\$0.00	\$1,043.01	\$1,557.39	\$0.00	\$0.00	\$330.21	\$330.21	\$1,501.13
Sewer Pump Station Operations & Maintenance	\$0.00	\$0.00	\$39,487.28	\$39,487.28	\$0.00	\$0.00	\$57,772.34	\$57,772.34	\$280,979.73
Sewer Switchboard Operations & Maintenance	\$9,940.39	\$4,903.38	\$0.00	\$14,843.77	\$11,836.61	\$934.02	\$0.00	\$12,770.63	\$36,274.11
Sewer Treatment Plant Operations & Maint	\$2,965.91	\$1,709.51	\$70,674.99	\$75,350.41	\$366.10	\$1,260.00	\$70,669.85	\$72,295.95	\$253,688.22
Sewer Pumps Operations & Maintenance	\$21,772.55	\$695.72	\$0.00	\$22,468.27	\$17,177.11	\$0.00	\$0.00	\$17,177.11	\$56,362.30
Sewer General Operations	\$0.00	\$0.00	\$35,106.85	\$35,106.85	\$0.00	\$0.00	\$24,214.21	\$24,214.21	\$91,176.99
Sewer Wetlands Operations & Maintenance	\$0.00	\$723.39	\$13,994.79	\$14,718.18	\$0.00	\$0.00	\$12,555.09	\$12,555.09	\$31,604.00
	\$125,356.08	\$30,166.29	\$344,693.41	\$500,215.78	\$107,645.43	\$28,186.83	\$324,905.27	\$460,737.53	\$1,807,021.35

Renewal of Hawkins Street Water Main



Renewal of Hawkins Street Water Main



Renewal of Hawkins Street Water Main



Repair of Broken Water Main



Renewal of Existing Water Services



Water & Sewerage Works Request Report



For the Month of October 2017

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	1	1	100.0%	
Repaired Broken Service	2	2	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	39	37	94.9%	
TOTALS:	47	45	95.7%	

Water & Sewerage Works Request Report

For the Financial Year to October 2017

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	7	7	100.0%	
Repaired Broken Service	28	28	100.0%	
Low Pressure	0	0		
Sewerage Odour	0	0		
Replaced Jumper Valve	13	13	100.0%	
Repair Broken Main	3	3	100.0%	
Dirty Water	7	7	100.0%	
Sewerage Blockage	0	0		
Other Requests	156	154	98.7%	
TOTALS:	214	212	99.1%	

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 OCTOBER 2017



1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total KI Pumped	70685	65336	0	25653	20110
Previous Month	118766	24043	0	28164	21930
	Halifax Depot	Ing to F/Bch Flow			
Total KI Pumped	7268	4621			
Previous Month	6178	4362			

2. WATER CONSUMPTION

	Total KI	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	124132	4004	6701	2377	550	578
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	32921	1062	1572	489	301	324
SCHEME 3 - Forrest Beach	20110	649	986	206	432	472

3. SEWERAGE

	Total KI	Mean Day	Max Day	Min Day	Prev Month Total KI	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	74205	2394	9278	1090	37966	1268
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	45448	1466	2526	563	38048	1268
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	16294	526	6278	0	0	0
Hinchinbrook Community Wetlands - Inlet Flow	37953	1224	2089	563	22009	734
Hinchinbrook Community Wetlands - Outlet Flow - W1	44404	1432	3602	563	28067	869
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	1141	37	82	17	1483	49
Lucinda Sewerage Treatment Plant - Outflow - W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	12108	391	820	253	8871	296

Escherichia Coli Health Compliance Quarterly Report



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

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

Ingham Water Supply - Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	18	10	0	0	28
Tests Failures	0	0	0	0	0
Tests Passed	18	10	0	0	28
% Passed	100%	100%	#DIV/O!	#DIV/O!	100%

Forrest Bch Water Supply - Raw Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	2	0	0	0	2
Tests Failures	2	0	0	0	2
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	13	4	0	0	17
Tests Failures	0	0	0	0	0
Tests Passed	13	4	0	0	17
% 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	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%

Lower Herbert Water Supply- Reticulation Water Tests					
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Quarterly Tests Taken	15	9	0	0	24
Tests Failures	0	0	0	0	0
Tests Passed	15	9	0	0	24
% Passed	100%	100%	#DIV/O!	#DIV/O!	100%

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	15	15	0	100%
TREBONNE	Reticulation	4	4	0	100%
TOOBANNA	Reticulation	4	4	0	100%
BLACKROCK	Reticulation	5	5	0	100%
FORREST BCH	Reticulation	17	17	0	100%
TAYLORS BCH	Reticulation	3	3	0	100%
MKD/BEM	Reticulation	7	7	0	100%
HALIFAX	Reticulation	6	6	0	100%
LUCINDA	Reticulation	5	5	0	100%
CORDELIA	Reticulation	3	3	0	100%
TOTAL		69	69	0	100%

SCHEME 1 - INGHAM SUPPLY	28	28	0	100%
SCHEME 2 - L/ HERBERT SUPPLY	24	24	0	100%
SCHEME 3 FORREST BCH SUPPLY	17	17	0	100%
HINCHINBROOK WATER SUPPLY	69	69	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 28 November 2017.

For the month of October 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 October 2017

- 17R9 - Long Pocket Road
- 18KR - Kerb and Channel Rehabilitation Program
- 18GRS - Annual Gravel Resheeting Program
- 17F3 - Forrest Glen to Leichhardt Street Footpath
- 18RS - Annual Reseal Program
- 17R11 - John Dory Street - Road Widening

Works Scheduled to Commence During November 2017

- 18FR - Footpath Rehabilitation Program
- 18D1 - Replace Grated Entry with Kerb Entry
- 17R10 - Gort and Fanning Street - Road Widening
- 18K1 - Kerb Crossing Improvements to Non Compliant Crossings
- 18T2 - Mt Fox Tids Program
- 18T6 - Furber Road Tids Program
- 18D3 - Renouf Street Drainage Improvements

Works Scheduled to be Completed During November 2017, Weather Permitting

- 17R9 - Long Pocket Road
- 17F3 - Forrest Glen to Leichhardt Street Footpath
- 17R11 - John Dory Street - Road Widening
- 17R10 - Gort and Fanning Street - Road Widening
- 18D3 - Renouf Street Drainage Improvements

Author: Jenna Devietti/ Steve Hall
Position: Works Engineer / Works Manager
Date: 06/11/17



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 OCTOBER 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	\$36,322	<ul style="list-style-type: none">• Cruickshanks Road culvert extension is complete.• Balance funding to be directed to procuring materials for pipe extension to improve safety at intersection of Cazzulino Road and Stone River Road. Road corridor boundaries are still to be surveyed, this will determine the orientation of the culvert extensions.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast		C				P							
					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.• Cantamessas Road RFQ has been called and awarded to Timrith Transport.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					A	P							
					Actual				A	P								
Nebbias Road Seal Extension (18R3)	\$247,000		\$247,000	\$12,742	<ul style="list-style-type: none">• RFQ for design awarded to Langtree Consultants with design currently in progress.• Public consultation to be undertaken.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast			P	A		C							
					Actual			P	A									
Barberos Road Rehabilitation to Rural Standard (18R4)	\$149,000		\$149,000		<ul style="list-style-type: none">• Survey completed and RFQ for design awarded to FortisEM.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast				P	A		C						
					Actual			A	P									
Zammits Road - Ch 30 to Ch 1250 Rehabilitation Works (18R5)	\$143,000		\$143,000		<ul style="list-style-type: none">• Survey completed.• RFQ called for design.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast				P	A					C			
					Actual			A	P									



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 OCTOBER 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															
Jourama Road - Ch 1500 to Ch 4300 (18R6)	\$271,000		\$271,000	\$12,967	<ul style="list-style-type: none">RFQ awarded to Langtree Consulting with design currently in progress.Public consultation to be undertaken.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast			P	A					C				
					Actual			P	A									
Lyons Street - Rehabilitation and Drainage Works (18R7)	\$170,000		\$170,000		<ul style="list-style-type: none">Survey completed.RFQ to be called for design.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						P	A		C				
					Actual													
Wallaman Falls Road TIDS (18T1)	\$50,000	\$50,000	\$100,000		<ul style="list-style-type: none">Locations for resale to be determined.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast					A			C					
					Actual					A								
Mt Fox Road TIDS (18T2)	\$100,000	\$100,000	\$200,000		<ul style="list-style-type: none">Scope of works has been determined.													
					Project Completed		Assets Created/Project Capitalised											
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A	C						
					Actual					A								
Hawkins Creek Road TIDS (18T4)	\$25,000	\$25,000	\$50,000		<ul style="list-style-type: none">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				A									
					Actual				A									



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 OCTOBER 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															
Mt Gardiner Road TIDS (17T3)	\$100,000	\$100,000	\$200,000	\$138,482	• Project complete.													
						Project Completed				0	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		• Survey currently in progress to undertake rehabilitation works on intersection with Marina Parade.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A	C						
					Actual				A									
Furber Road TIDS (18T6)	\$50,000	\$50,000	\$100,000		• Detailed project scope has been determined.													
					• Design in progress.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A	C						
Actual						A												
Abergowrie Road TIDS (18T7)	\$50,000	\$50,000	\$100,000		• Detailed project scope to be determined.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A	C						
					Actual													
Elphinstone Pocket Road TIDS (18T8)	\$74,000	\$74,000	\$148,000		• Detailed project scope to be determined.													
						Project Completed					Assets Created/Project Capitalised							
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast						A	C						
					Actual													



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 OCTOBER 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		
Bridge Inspections and Designs (18B1)	\$150,000		\$150,000	\$16,499	<ul style="list-style-type: none"> Preliminary designs and costings have been provided for both bridges. Reports to be reviewed and presented to Council prior to moving onto detailed design.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>A</div>
					<div>Actual</div> <div>A</div>
Baillies Road Bridge - Baillies Road (18B2)	\$500,000		\$500,000	\$16,207	<ul style="list-style-type: none"> Hydraulic assessment has been completed with preliminary costings and sketches provided for a culvert option. Presentation to be prepared to Council to determine the best method to progress to detailed design.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>C</div>
					<div>Actual</div> <div></div>
Kerb and Channel Rehabilitation Program (18KR)	\$300,000		\$300,000	\$109,145	<ul style="list-style-type: none"> Cassady Street and Palm Avenue are completed. Design completed for Cartwright Street and Hawkins Street projects. Pre-start held for Cartwright and Hawkins Steets. Construction to commence.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</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>
Kerb Crossing Improvements to Non Compliant Crossings (18K1)	\$60,000		\$60,000		<ul style="list-style-type: none"> Locations currently being scoped as a result of funding success.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>A C</div>
					<div>Actual</div> <div>A</div>
Footpath Rehabilitation Program (18FR)	\$150,000		\$150,000	\$9,145	<ul style="list-style-type: none"> Design completed for Cartwright Street Footpath Rehabilitation project. Pre-start meeting held for Cartwright Street. RFQ called for exposed aggregate footpath works.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun</div>
					<div>Forecast</div> <div>A P C</div>
					<div>Actual</div> <div>A P</div>



Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 OCTOBER 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																																																								
Ash Street Disabled Access (18P1)	\$10,000		\$10,000		<div><div><div>No further works required at location.</div><div>Budget to be reallocated.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="8">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A	C										Actual		A	C									
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Forecast		A	C																																																								
Actual		A	C																																																								
Annual Reseal Program (18RS)	\$496,000		\$496,000	\$176,471	<div><div><div>Preparation works are nearing completion in the Forrest Beach area. Crews will then commence preparation work on the rural roads nominated to be resealed.</div><div>Prelims 90% complete. Expected completion by the end of November weather permitting.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="8">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td>C</td><td></td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast				C			C						Actual				C								
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Forecast				C			C																																																				
Actual				C																																																							
Annual Gravel Resheeting Program (18GRS)	\$254,000		\$254,000	\$60,254	<div><div><div>Work is complete on Stallans Lane, Miltons Road, Allendale Road.</div><div>Works Supervisor finalising additional sites.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="8">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td colspan="2">C</td><td>A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td colspan="2">C</td><td>A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		C		A	C								Actual		C		A								
	Project Completed						Assets Created/Project Capitalised																																																				
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																															
Forecast		C		A	C																																																						
Actual		C		A																																																							
Replace Grated Entry with Kerb Entry (18D1)	\$15,000		\$15,000		<div><div><div>Design completed for Lannercost Street grated entry replacement adjacent to Coles and Abbott Street and MacDonald Street grated entry replacement.</div><div>Job folders complete. Pre-start to be held.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="8">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td colspan="3">A</td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td colspan="3">A</td><td colspan="2"></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A			C								Actual		A										
	Project Completed						Assets Created/Project Capitalised																																																				
2017/2018	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	\$60,404	<div><div><div>Amos Road Culvert Upgrade - Works have been completed.</div><div>Kelly Street Drain - Concrete invert works have been complete. After discussions with land owners concrete batter protection is still to be completed.</div></div><table><tr><td></td><td colspan="4">Project Completed</td><td colspan="2"></td><td colspan="8">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td>C</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		Project Completed						Assets Created/Project Capitalised								2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A	C		C								Actual		A	C									
	Project Completed						Assets Created/Project Capitalised																																																				
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																															
Forecast		A	C		C																																																						
Actual		A	C																																																								



Assessment/Design



Procurement



Construction

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Works Capital Works Progress Report

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	HSC Budget	Other Source	Total																			
Renouf Street - Drainage Upgrade (18D3)	\$10,000		\$10,000		• Design completed and Pre-start held. Works to commence week of 6 November.																	
						Project Completed							Assets Created/Project Capitalised									
					2017/2018	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 in December to provide overview of success of existing geofabric bags. Awaiting return of LPA President to finalise meeting time.																	
						Project Completed							Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast							P										
					Actual																	
Taylors Beach Dredging (18TBG)	\$15,000		\$15,000		• Works to be scoped.																	
						Project Completed							Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast																	
					Actual																	
Emulsion Storage Unit (18ESU)	\$45,000		\$45,000		• Procurement undertaken for emulsion storage unit. Evaluation currently in progress.																	
						Project Completed							Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast				P													
					Actual				P													
Repair/Reline Rotary Park Fountain (18RPF)	\$25,000		\$25,000		• Procurement to be undertaken for repair works.																	
						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												
Insitu Stabilisation of Class 5 Roads (17R2)	\$250,000		\$250,000	\$138,245	• Timrith Transport awarded contract for construction works on Cantamessa Road.																	
						Project Completed							Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
					Forecast						C											
					Actual																	



Assessment/Design



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

Works Capital Works Progress Report

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	HSC Budget	Other Source	Total																	
Supplement Roads (17R3)	\$205,000		\$205,000	\$72,667	• Works ongoing on Milton and Allendale Road when weather and cane harvesting activities permit.															
						Project Completed					Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast	C														
					Actual	C														
Ann Street Reconstruction (17R4)	\$100,000		\$100,000	\$60,906	• Project complete.															
						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														
Lee Creek Bridge (17B3)	\$225,000		\$225,000	\$207,325	• Works at Lee Creek Bridge are complete. Only outstanding works is for the contractor to finalise installation of baffles on wing walls due to wet weather.															
						Project Completed					Assets Created/Project Capitalised									
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
					Forecast			C												
					Actual				C											
Yard Creek Bridge (17B4)	\$210,000		\$210,000	\$136,800	• Project complete. Final claim still to be made by contractor.															
						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														
Lagoon Creek Bridge (17B2)	\$474,000		\$474,000	\$455,119	• Project complete.															
						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														



Assessment/Design



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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		
Rehabilitation Program (17KR)	\$245,000		\$245,000	\$231,237	<ul style="list-style-type: none"> Project complete on sections of Miles and Griffith Street.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Forecast</div> <div>Actual</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>C</div> <div>C</div>
Footpath Rehabilitation Program (17FR)	\$58,000		\$58,000	\$52,334	<ul style="list-style-type: none"> Project complete on section of footpath on Pandanus Street.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Forecast</div> <div>Actual</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>C</div> <div>C</div>
Disability Footpaths/Pram Ramps	\$19,000		\$19,000		<ul style="list-style-type: none">
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Forecast</div> <div>Actual</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></div> <div></div>
McIlwraith Street - Townsville Rd to Dutton Street (17F1)	\$5,000		\$5,000	\$3,111	<ul style="list-style-type: none"> Project complete. Final costing posted in 17/18
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Forecast</div> <div>Actual</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></div> <div></div>
Ingham Building Our Regions Footpath (17F2)	\$613,200	\$919,800	\$1,533,000	\$983,712 (Total) \$83,846 (HSC Menzies Street Works) \$59,025 (Relocation/Protection of Services) \$840,841 (Contractor)	<ul style="list-style-type: none"> OTL Concreting & Excavation was awarded contract for HSC 17/10 Hinchinbrook Shared Footpath Connectivity Project. Langtree Consulting was awarded Project Management Services. Contract works currently in progress Council has completed works to extend the existing culvert on Menzies Street and the adjacent footpath.
					<div>Project Completed</div> <div>Assets Created/Project Capitalised</div>
					<div>2017/2018</div> <div>Forecast</div> <div>Actual</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>C</div> <div>C</div>



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									
Annual Gravel Re-Sheeting Program (17GRS)	\$5,000		\$5,000	\$2,117	• Project complete. Final costing posted in 17/18							
					Project Completed							
					Assets Created/Project Capitalised							
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast												
Actual												
Drainage Upgrade Program (17D2 & 17D4)	\$478,000	\$275,000	\$753,000	\$346,314	• Palm Creek Conveyance Project - bulk excavation works on Ann and Eleanor St have been completed. Remaining funds are being utilise to concrete the drain between Herbert and Eleanor St, including the section behind the state school. Works are expected to be completed 30 November 2017.							
					• Herbert Street Drain Cleaning - Clean It NQ mobilised in October and commenced cleaning work. The contractor has had difficulty due to the extensive roots in the system. CCTV will be completed post clean to determine the condition of the pipes.							
					• Works completed on replacement of existing culvert on unmaintained section of Amos Road as per Council resolution.							
					• Budget includes Palm Creek Conveyance, Urban Drainage, Forrest Beach, Halifax and Ingham Drainage Improvement carryovers							
					Project Completed							
					Assets Created/Project Capitalised							
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast												
Actual												
BBQ Shelter - Jack Bonning Park (16-17 JBON-SHED)	\$12,000		\$12,000									
					Project Completed							
					Assets Created/Project Capitalised							
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Forecast												
Actual												
Aerator - Botanical Gardens Pond	\$20,000		\$20,000									
					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 OCTOBER 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																																																							
Dungeness Floating Pontoon (17M1)		\$450,000	\$450,000		<div>• Premise undertaking preliminary design and costings, which will be sent to the funding department for comment. Second round of public consultation to be undertaken with residents who have provided feedback.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td></td><td></td><td colspan="2">A</td><td></td><td></td><td></td><td></td><td></td><td>C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td colspan="2">A</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed							Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast				A							C		Actual				A								
	Project Completed							Assets Created/Project Capitalised																																																		
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																														
Forecast				A							C																																															
Actual				A																																																						
Gort St/Fanning St - Road Widening W4Q (17R10)		\$255,000	\$255,000	\$210,671	<div>• RFQ awarded to Cheshire Contractors. Construction has commenced.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td colspan="2">P</td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td colspan="2">P</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed							Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A	P		C								Actual		A	P									
	Project Completed							Assets Created/Project Capitalised																																																		
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																														
Forecast		A	P		C																																																					
Actual		A	P																																																							
John Dory St - Road Widening W4Q (17R11)		\$220,000	\$220,000	\$184,568	<div>• RFQ awarded to Cheshire Contractors. Construction has commenced.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>A</td><td>P</td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>A</td><td>P</td><td></td><td>C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed							Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast		A	P	C									Actual		A	P		C							
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2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																														
Forecast		A	P	C																																																						
Actual		A	P		C																																																					
Acacia St - Road Widening & Footpath W4Q (17R8)		\$140,000	\$140,000	\$162,696	<div>• Works complete.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2">Ü</td><td colspan="6">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td>P</td><td></td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td>P</td><td></td><td colspan="2">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Project Completed					Ü		Assets Created/Project Capitalised						2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast	P		C										Actual	P		C									
	Project Completed					Ü		Assets Created/Project Capitalised																																																		
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																														
Forecast	P		C																																																							
Actual	P		C																																																							
Long Pocket Rd W4Q (17R9)	\$500,000	\$595,000	\$1,095,000	\$505,348	<div>• Works being carried out by Cheshire Contractors and construction nearing completion.</div> <table><tr><td></td><td colspan="5">Project Completed</td><td colspan="2"></td><td colspan="6">Assets Created/Project Capitalised</td></tr><tr><td>2017/2018</td><td>Jul</td><td>Aug</td><td>Sep</td><td>Oct</td><td>Nov</td><td>Dec</td><td>Jan</td><td>Feb</td><td>Mar</td><td>Apr</td><td>May</td><td>Jun</td></tr><tr><td>Forecast</td><td></td><td>P</td><td colspan="3">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td></td><td>P</td><td colspan="3">C</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		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	C									
	Project Completed							Assets Created/Project Capitalised																																																		
2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun																																														
Forecast		P	C																																																							
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Assessment/Design



Procurement



Construction

INFRASTRUCTURE SERVICES DELIVERY WORKS PROGRAM REPORT FOR MONTH ENDING 31 OCTOBER 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														
Forrest Glen to Leichhardt St Footpath W4Q (17F3)		\$300,000	\$300,000	\$305,280	• Tender was awarded to OTL Concreting and Excavations and work has commenced.												
						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		C							
Lucinda Swimming Enclosure W4Q 2.01		\$30,000	\$30,000		• Total project budget \$50,000.												
					• Discussions to be held with Lucinda Progress Association regarding possible scope												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							A		P	C		
Actual																	
Bosworth Road W4Q 2.04		\$210,000	\$210,000		• Total project budget \$350,000.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							A		P	C		
					Actual												
Wallis Street - Road Widening W4Q 2.06		\$100,000	\$100,000		• Survey programmed.												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							A		P	C		
					Actual												
North End Taylors Beach W4Q 2.07		\$30,000	\$30,000		• Total project budget \$120,000												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast							A			P	C	
					Actual												
Stone Street W4Q 2.08			\$0		• Total project budget \$200,000												
						Project Completed					Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast								A			P	
					Actual												

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																
Wattle Street Footpath - Overspend W4Q 2.10		\$60,000	\$60,000																
						Project Completed							Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast														
					Actual														
Forrest Beach Picaninny Park W4Q 2.11		\$90,000	\$90,000		• Total project budget \$200,000 • Development application to be developed and submitted for works to be undertaken.														
						Project Completed							Assets Created/Project Capitalised						
					2017/2018	Jul	Aug	Sep	Oct		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast									P					
					Actual														
	\$7,583,200	\$4,173,800	\$11,757,000	\$3,723,378															

Roads Operational Costs 2017/2018

Work Type	Financial Year 17/18 YTD Costs					Financial Year 17/18 YTD Total Costs	Financial Year 16/17 YTD Costs					Financial Year 16/17 YTD Total Costs
	Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled		Operational	SEALED Reactive	SEALED Scheduled	UNSEALED Reactive	UNSEALED Scheduled	
Administration	\$3,720.99					\$3,720.99	\$0.00					\$0.00
Drainage		\$12,451.64	\$16,210.92	\$7,135.96	\$18,303.84	\$54,102.36		\$32,478.44	\$49,973.50	\$5,520.93	\$11,177.47	\$99,150.34
Footpath		\$3,408.95	\$48,020.13	\$321.61	\$2,589.49	\$54,340.18		\$7,681.03	\$4,551.26	\$299.48	\$4,516.29	\$17,048.06
Kerb & Channel		\$14,275.53	\$48,307.48			\$62,583.01		\$20,519.39	\$62,152.16			\$82,671.55
Not Applicable	\$0.00					\$0.00	\$11,630.02					\$11,630.02
Pavement		\$48,356.82	\$58,000.95	\$42,718.16	\$267,821.84	\$416,897.77		\$6,218.36	\$18,470.19	\$7,471.24	\$122,194.28	\$154,354.07
Road Traffic Devices		\$2,307.77	\$11,252.95	\$1,261.63	\$7,412.13	\$22,234.48		\$10,935.45	\$10,537.85	\$1,609.75	\$4,458.52	\$27,541.57
Signage		\$4,780.86	\$17,913.11	\$1,529.06	\$3,095.26	\$27,318.29		\$6,267.24	\$29,066.52	\$1,782.30	\$4,878.47	\$41,994.53
Surface		\$11,077.56	\$54,261.80			\$65,339.36		\$12,167.35	\$62,893.90			\$75,061.25
Sweeping		\$3,983.08	\$16,294.45			\$20,277.53		\$7,102.57	\$21,292.84			\$28,395.41
Vegetation Control		\$11,602.47	\$52,109.22	\$2,986.80	\$8,410.25	\$75,108.74		\$14,907.12	\$140,355.48	\$6,809.80	\$46,203.93	\$208,276.33
	\$3,720.99	\$112,244.68	\$322,371.01	\$55,953.22	\$307,632.81	\$801,922.71	\$11,630.02	\$118,276.95	\$399,293.70	\$23,493.50	\$193,428.96	\$746,123.13

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

Parks Operational Costs 2017/2018

Park Name	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs
	Operational	Reactive	Scheduled		Operational	Reactive	Scheduled	
Acacia Park		\$0.00	\$230.06	\$230.06		\$288.00	\$1,792.77	\$2,080.77
Apex Park		\$5.40	\$786.37	\$791.77		\$7.19	\$489.22	\$496.41
Borello Park		\$1,753.83	\$4,729.38	\$6,483.21		\$1,814.06	\$6,792.83	\$8,606.89
Cassady Park		\$132.54	\$613.85	\$746.39		\$375.80	\$1,149.65	\$1,525.45
Cockburn Park			\$217.14	\$217.14			\$325.65	\$325.65
Dungeness Park		\$628.74	\$4,116.90	\$4,745.64		\$260.98	\$2,886.76	\$3,147.74
Eddie Burke Park			\$289.56	\$289.56			\$732.98	\$732.98
Euclid Park		\$36.19	\$72.38	\$108.57		\$0.00	\$247.58	\$247.58
Forrest Beach Foreshore Park		\$843.34	\$2,425.49	\$3,268.83		\$1,554.56	\$2,291.37	\$3,845.93
Forrest Beach Lions Park		\$415.00	\$140.94	\$555.94		\$563.46	\$174.54	\$738.00
Forrest Beach Progress Park		\$935.63	\$3,671.42	\$4,607.05		\$1,213.94	\$4,851.74	\$6,065.68
Fred Heard Memorial Park		\$0.00	\$409.79	\$409.79		\$261.41	\$337.10	\$598.51
Garbutt Park		\$800.00	\$5,396.28	\$6,196.28		\$2,259.31	\$4,908.58	\$7,167.89
Heard Park			\$351.18	\$351.18			\$545.97	\$545.97
Henry Stone Park			\$190.33	\$190.33			\$479.78	\$479.78
Herb Gough Park			\$989.19	\$989.19			\$1,471.41	\$1,471.41
Ingham Lions Park		\$96.95	\$622.72	\$719.67		\$108.91	\$996.18	\$1,105.09
Ingham Memorial Gardens		\$1,842.89	\$34,452.43	\$36,295.32		\$3,329.64	\$39,636.04	\$42,965.68
Ingham Skate Park		\$609.05	\$1,070.47	\$1,679.52		\$254.53	\$930.19	\$1,184.72
Interact Park		\$65.29	\$1,512.42	\$1,577.71		\$255.69	\$1,078.59	\$1,334.28
Jack Bonning Park			\$505.22	\$505.22			\$1,293.22	\$1,293.22
Jackson Park			\$981.72	\$981.72			\$708.96	\$708.96
John Dory Park		\$48.00	\$608.34	\$656.34		\$1,066.57	\$258.51	\$1,325.08
Johnson Park		\$22.98	\$190.64	\$213.62		\$52.85	\$1,941.49	\$1,994.34
Leo Park		\$96.13	\$3,786.63	\$3,882.76		\$895.47	\$5,676.14	\$6,571.61
Lions Merv Wacker Park		\$0.00	\$1,643.20	\$1,643.20		\$172.69	\$1,272.99	\$1,445.68
Lucinda Foreshore Park		\$818.18	\$1,164.25	\$1,982.43		\$87.00	\$540.48	\$627.48
Lucinda Lions Park		\$212.50	\$1,592.33	\$1,804.83		\$9.55	\$2,199.66	\$2,209.21

Parks Operational Costs 2017/2018

Park Name	Financial Year 17/18 YTD Costs			Financial Year 17/18 YTD Total Costs	Financial Year 16/17 YTD Costs			Financial Year 16/17 YTD Total Costs
	Operational	Reactive	Scheduled		Operational	Reactive	Scheduled	
Melvin Park		\$7.04	\$2,734.74	\$2,741.78		\$6.88	\$1,742.67	\$1,749.55
Mt Fox Playground		\$0.00	\$141.98	\$141.98		\$35.93	\$167.14	\$203.07
Mungalla Park			\$346.82	\$346.82			\$343.94	\$343.94
Mylrea Park		\$44.99	\$418.47	\$463.46		\$0.00	\$434.22	\$434.22
Neilsen Park			\$376.94	\$376.94			\$662.70	\$662.70
Palm Creek Lakes		\$628.99	\$3,674.08	\$4,303.07		\$465.27	\$3,736.30	\$4,201.57
Palm Creek Park		\$1,846.21	\$7,300.64	\$9,146.85		\$0.00	\$4,568.05	\$4,568.05
Palm Scrub			\$12.90	\$12.90			\$12.50	\$12.50
Park Operations			\$60,856.50	\$60,856.50			\$70,113.60	\$70,113.60
Parks Staff Training	\$3,714.16			\$3,714.16	\$1,962.36			\$1,962.36
Periwinkle Park		\$0.00	\$724.16	\$724.16		\$3,000.00	\$845.94	\$3,845.94
Riverdowns Estate Park			\$433.98	\$433.98			\$2,244.63	\$2,244.63
Rotaract Park		\$0.00	\$526.52	\$526.52		\$244.69	\$835.98	\$1,080.67
Rotary Park		\$3,857.50	\$16,482.23	\$20,339.73		\$3,889.02	\$17,134.32	\$21,023.34
Rural Youth Park		\$105.27	\$1,546.71	\$1,651.98		\$0.00	\$744.77	\$744.77
Sandy Waterhole Park			\$1,183.25	\$1,183.25			\$1,606.39	\$1,606.39
Stone River Park			\$42.51	\$42.51			\$78.64	\$78.64
T/Precinct & Brian Lynn Park		\$5,533.95	\$31,600.06	\$37,134.01		\$4,993.79	\$27,866.27	\$32,860.06
Taylors Beach Foreshore Park		\$1,618.02	\$6,428.11	\$8,046.13		\$0.00	\$4,511.69	\$4,511.69
Taylors Beach Lions Park		\$0.00	\$0.00	\$0.00		\$437.36	\$381.12	\$818.48
Taylors Beach Progress Park		\$856.86	\$2,734.48	\$3,591.34		\$0.00	\$1,455.70	\$1,455.70
Thynne Park		\$0.00	\$254.56	\$254.56		\$289.53	\$611.90	\$901.43
Vandalism		\$344.31		\$344.31		\$0.00		\$0.00
Vince Corbett Park		\$1,036.78	\$1,698.19	\$2,734.97		\$362.86	\$2,272.90	\$2,635.76
	\$3,714.16	\$25,242.56	\$212,278.46	\$241,235.18	\$1,962.36	\$28,556.94	\$228,381.75	\$258,901.05

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, RFQ document in development.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Truck Dual Cab - PA00086	\$110,000.00		\$110,000.00		• With Operator/Department for comments, RFQ document in development.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Grader - PA00008	\$420,000.00		\$420,000.00		• With Operator/Department for comments, RFQ document in development.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Roller Vibrating Smooth Drum - PA00067	\$125,000.00		\$125,000.00		• With Operator/Department for comments, RFQ document in development.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Loader x 2 - PA00055/64	\$420,000.00		\$420,000.00		• With Operator/Department for comments, RFQ document in development.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Ride on Mower - PA00034	\$18,000.00		\$18,000.00		• With Operator/Department for comments, RFQ document in development.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												
Station Wagon AWD - PA00020	\$40,000.00		\$40,000.00		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.													
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
					Forecast	D												
					Actual	D												

Works Capital Works Progress Report

Project Description (Project Code)	Programme Estimate 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		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.																
					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		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.																
					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		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.																
					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		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.																
					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		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.																
					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		• RFQ posted on Tenderlink, quotations close 2.00pm on 8 November 2017.																
					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					D											

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					D											
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					D											
Watercart	\$179,000.00		\$179,000.00	\$139,533.90	Order Placed: PU009926, body fabrication is in progress.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Truck Tandem Tipper	\$173,000.00		\$173,000.00	\$109,123.30	Order Placed: PU009539, body fabrication is in progress.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Tractor 4WD	\$100,000.00		\$100,000.00		Quotations received - put on hold.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Truck Dual Cab	\$80,000.00		\$80,000.00	\$88,208.24	Order Placed: PU007897, body fabrication is in progress. ETA December.																
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun				
					Forecast	D															
					Actual	D															
Truck with Crane	\$67,000.00		\$67,000.00	\$52,467.15	Truck Received																
					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																			
Tractor 2WD	\$60,000.00		\$60,000.00		Quotations received - put on hold.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Trailer Dog	\$57,000.00		\$57,000.00	\$41,682.00	Order Placed: PU009538, body fabrication is in progress.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast	D													
					Actual	D													
Broom	\$49,000.00		\$49,000.00	\$54,725.00	Broom received.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast														
					Actual														
Utility 2WD Dual Cab Drop Side Body - New Asset	\$25,000.00		\$25,000.00	\$0.00	New purchase not required - Re-allocation of PA00035.														
					2017/2018	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
					Forecast					D									
					Actual														
	\$2,293,000.00	\$0.00	\$2,293,000.00	\$485,739.59															



Wattle Street Shared Footpath Connectivity



Menzies Street Culvert Widening Footpath Connectivity



(17R8) Acacia St - Road Widening & Footpath W4Q

Works Request Report				
For the Month of October 2017				
Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	6	6	100.0%	All W/R have been completed.
Boat Ramps	0	0		
Drainage	14	9	64.3%	W/R 14985,15009, 1500 Cane trash covering pipes maintenance scheduled when the area dries and machinery is available. W/R 14982, Has been referred to Main Roads. W/R 14961 not urgent will schedule when crews are available. W/R 15005 Mr Lenzo has requested more culverts be installed under Pappins Road. File note to be drafted for consideration by Council. W/R 14997, 14998 repairs will be completed when crews are next in that area.
Dust Nuisance	0	0		
Edge Repair	1	1	100.0%	
Footpaths	1	1	100.0%	
Guide Posts	0	0		
Intersection Cleaning	0	0		
Kerb and Channel	5	3	60.0%	W/R 15013 has been scheduled for maintenance early next week 14/11/2017. W/R 14977 a letter has been sent to the land owner asking that the access cross over to the property be upgraded.
Miscellaneous	5	3	60.0%	W/R14959 The Stone River need to subside before the debris can be removed. W/R 14968 referred to Parks and Gardens.
Potholes	3	3	100.0%	
Rough Roads	9	8	88.9%	W/R 14967 Maintenance scheduled to commence on 10/11/2017.
Sealing	0	0		W/R 14973 Sign positioning is being considered. W/R 14965 ongoing when unused signage is being found it is being removed. This W/R will be completed on the system.
Signage	7	5	71.4%	
Slashing/Mowing	0	0		
Spraying	0	0		
Street Cleaning	1	1	100.0%	
Trees	8	6	75.0%	W/R 15001 has been refered to Parks and Gardens. W/R 14969 Has been referred to Main Roads and the RMPC.
TOTALS:	60	46	76.7%	

Works Request Report				
For the Financial Year to October 2017				
Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	17	16	94.1%	W/R 14917 some profiling needed scheduled when crews are available.
Boat Ramps	0	0		
Drainage	33	16	48.5%	W/R 14882,14883 The areas have been made safe maintenance will be scheduled when seasonal traffic is finished. W/R 14916 Maintenance will be scheduled when machinery and crews are available. W/R 14945, 14848 Maintenance will be scheduled when crews are next in that area. W/R 14982, Has been referred to Main Roads. W/R 15009, 14985,15000 Cane trash covering pipes maintenance scheduled when the area dries and machinery is available. W/R 14961 Not urgent will schedule when seasonal traffic has finished. W/R 14886 Area is wet needs to dry before work can be scheduled. W/R 14997, 14998 repairs will be completed when crews are next in that area.W/R 15005 Mr Lenzo has requested more culverts be installed under Pappins Road.
Dust Nuisance	1	1	100.0%	
Edge Repair	1	1	100.0%	
Footpaths	7	7	100.0%	
Guide Posts	1	1	100.0%	
Intersection Cleaning	1	1	100.0%	
Kerb and Channel	13	9	69.2%	W/R 15013 has been scheduled for maintenance early next week 14/11/2017.W/R 14977 a letter has been sent to the land owner asking that the access cross over to the property be upgraded.
Miscellaneous	22	20	90.9%	W/R14959 The Stone River need to subside before the debris can be removed.
Potholes	20	20	100.0%	
Rough Roads	27	25	92.6%	W/R 14967, maintenance scheduled to commence on the 10/11/2017.
Sealing	1	1	100.0%	
Signage	18	16	88.9%	W/R 14973 Sign positioning is being considered.
Slashing/Mowing	4	4	100.0%	
Spraying	0	0		
Street Cleaning	4	4	100.0%	
Trees	33	28	84.8%	W/R 15001 has been referred to Parks and Gardens. W/R 14969 Has been referred to Main Roads and the RMPC. W/R 14926,14927,14954 prices are being sort for the hire of a cherry picker. There is no dry hire units in this district. If the cost of hire is over \$2000 an RFQ will be called not just for the hire of a cherry picker but for the complete package to trim and remove problem branches and trees on various roads.
TOTALS:	203	170	83.7%	

<p>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.</p> <p>All works requests are reviewed within twenty-four (24) hours from the time the request was received.</p> <p>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.</p> <p>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.</p> <p>There are specified response timeframes, depending on the type and nature of the request.</p> <p>* 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.</p>

REPORT TO COUNCIL

REQUEST FOR APPROVAL TO INSTALL TABLES AND CHAIRS IN NEILSEN PARK

Executive Summary

Ms Shirley Brittain has written to Council seeking approval to install table and chairs under the trees in Neilsen Park, Ingham, and a small memorial plaque in memory of John Searle to be installed on the table top, at no cost to Council.

For Council Decision – Recommendation

That Council approve for Ms Shirley Brittain to organise installation of table, chairs and the memorial plaque in memory of John Searle, under the trees in Neilsen Park, Ingham.

Background

Ms Shirley Brittain wrote in to Council on 21 September 2017 to request approval to install a table and chairs under the trees in Neilsen Park, Ingham.

In the letter, Ms Brittain advised that the table and chairs would be of metal construction and bolted to a cement slab for which she has already commenced obtaining quotations.

Ms Brittain has also requested if a small memorial plaque could be placed on the table top in memory of her late father, John Searle, who was a long-time resident of Halifax, Mt Fox and Ingham and also a friend of Rotary.

Further consultation with Ms Brittain was made where it was noted that all procurement and works would be carried out at no cost or involvement by Council, and would only require approval from Council.

Attachments

- Correspondence from Ms Shirley Brittain
 - Photo of proposed table and chairs
-

Statutory Environment

Local Government Act 2009

Policy Implications

Nil.

Consulted With

- Ms Shirley Brittain
 - Works Engineer
 - Executive Manager Infrastructure Services Delivery
-

Author: *Colin Dallavanzi*
Position: *Parks & Gardens Management Officer*
Date: *10/11/2017*

Financial and Resource Implications

Ongoing maintenance costs for upkeep of the new tables and chairs.

Risk Management Implications

Nil.

Strategic Considerations

- 1.4 Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs.
 - 1.5 Ensure that public infrastructure contributes to lifestyle aspirations of current residents, underpins population attraction and acts as an enabler for economic growth in tourism in particular.
-

Officers Comment

It is recommended that Council approve the installation of a picnic table (at no cost to Council) in Neilsen Park Ingham.

FILE No	_____
Doc No	_____
Pr / Ref	_____
Action	_____




Shirley A. Brittain
33 Atkinson Street
Ingham
21 Sept. 2017

Hinchinbrook Shire Council.
To whom it may concern.

I would like to ask if it be possible to instal a table and stools under the trees in Neilson Park.

I envisage a concrete slab onto which the table & stools would be bolted, as they are made of metal.

 I have made enquires about purchasing same.

I would like a small plaque on the table top in memory of my late brother. John SEARLE, a long time resident of Halifax, Mt. Fox and Ingham. John was also a "friend of Rotary".

I hopefully await a positive reply. Sincerely

Shirley Brittain.
ph. 47766685
mob 0467 587 375



RECRUITMENT OF VACANT PERMANENT POSITION – LEADING HAND GANGER

Executive Summary

At the Ordinary meeting on 28 June 2016, Council adopted the Organisation Structure effective 1 July 2016. It was also resolved that the replacement of permanent positions requires the prior approval of Council.

On 9 October 2017 the Leading Hand Ganger resigned. If this position should be approved in a timely manner, the recruitment process will commence immediately with the successful candidate commencing employment with Council as soon as possible.

For Council Decision – Recommendation

That Council approve to replace the Leading Hand Ganger position.

Background

The Leading Hand Ganger position is a key position that has a shared role between the construction and maintenance fields in the works department. The position reports to and is under the limited supervision of the Works Supervisor within the organisational structure. Under the limited supervision of the Works Supervisor this position exercises relevant skills to assist and supervise labourers and plant operators in the effective implementation of various works operations, construction and maintenance programs. This position assists with organising the crews to various areas as delegated on the day and to be able to perform duties to the required standard.

Advertising the position of Leading Hand Ganger in a timely manner is recommended to minimise the added work load to the Works Supervisor and minimise a shortfall in manual labour in the construction and maintenance areas. If this position can be filled in a timely manner it will help with supervision and delivery demands of the Works and Maintenance Program.

Attachments

- Position Description
 - Extract from Organisation Chart
-

Statutory Environment

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

Policy Implications

Council has resolved to approve the filling of vacant positions.

Consulted With

- Executive Manager Infrastructure Services Delivery
 - Works Engineer
-

Author: *Steve Hall*
Position: *Works Manager*
Date: *20/11/17*

Financial and Resource Implications

Position is fully funded in the 2017/2018 budget.

Risk Management Implications

Not replacing this position would have significant negative impact on capability of the Works Department to deliver the Works and Maintenance Programs in an efficient and timely manner.

Strategic Considerations

Corporate Plan

Fiscally Responsive and Responsible Management of Public Infrastructure and Assets

Hinchinbrook Shire Council builds, owns and funds the maintenance of infrastructure that it sees as a benefit to the community. In some areas Council is the entity that will perform the function of providing public infrastructure.

Strategies

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

Officers Comment

This position is critical to the ability of Council Works and Maintenance departments to function properly and to deliver construction and maintenance works in an efficient and timely manner. The attached position description is essentially the same as the previous version.

Position Title	Ganger - Construction and Maintenance
Status	Permanent Full-time
Hours	76 hours per fortnight
Award	Local Government Employee's (excluding Brisbane City Council) Award State 2003
Agreement	The current Hinchinbrook Shire Council Certified Agreement
Classification	Level 5
Department	Engineering Services
Section (if applicable)	Works Operations

Objective of Position

Under the limited supervision of the Works Supervisor, this position works at a trade or equivalent level and exercises relevant skills to assist and supervise gang members in the effective implementation of Works Operations construction and maintenance programs. This position provides day to day oversight of crews and jobs as delegated and must be able to perform duties to the required standard.

Organisational Relationship

Reports to:	Works Supervisor
Directly Supervises:	On a day to day basis oversees crews of labourers, plant operators and other workers

Delegations

Delegations are in accordance with Hinchinbrook Shire Council's Register of Delegations.

Key Responsibilities

Construction and Maintenance:	<p>Undertake general duties associated with maintenance or construction as directed by the Works Supervisor. Duties include and are not limited to:-</p> <ul style="list-style-type: none"> Miscellaneous manual tasks; and Traffic control as required.
Coordinate Works/Operations Gangs:	<ul style="list-style-type: none"> Encourage innovation and improvement of work practices and techniques. Identify and provide appropriate on the job training for team members as required. Establish effective working relationships within Works/Operations. Ensure legislative requirements such as Workplace Health and Safety, traffic control etc relevant to work area are promoted and adhered to with any breaches reported immediately to the Works Supervisor. Ensure compliance with Council policies and procedures relevant to work area. Uphold Council's public image in a favourable manner through ensuring crew operates efficiently and diligently at all times.
Plant and Equipment:	<ul style="list-style-type: none"> Position requires the operation of various items of Council small plant in addition to plant equipment particularly Medium Rigid Trucks. Position requires the operation and day to day oversight of the use of various items of Council small plant and equipment including chainsaw, drills, and whipper snippers. Responsible for the safe and competent use of materials, tools, plant and equipment in their use and maintenance in accordance with manufacturer specifications and/or any training. The operation of Council plant in a safe and efficient manner in accordance with

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

Date Approved: June 2015

Approved by: Engineering Department and Human Resource Services

Master document maintained by: Human Resource Services

POSITION DESCRIPTION

	<ul style="list-style-type: none"> • Council Workplace Health and Safety plan. • Ensure the pre-start safety checks of all equipment are conducted in accordance with Council's requirements. • When using movable plant, drive in a responsible, lawful and courteous manner in accordance with any training and/or licensing requirements and ensure crew does same.
Day to day oversight of teams:	<p>Overseeing team/s undertaking allocated tasks within established time, budgetary and quality objectives as directed, in order to achieve:-</p> <ul style="list-style-type: none"> • Specified quality; • Completion within timelines; • Completion within budgetary constraints; and • Reporting any impending variances to Works Supervisor.
Workplace Health and Safety:	<p>Supervise the WHS duties related to the operation of the Works Department in such a manner to minimise the risk to WHS of employees and others. This will include:</p> <ul style="list-style-type: none"> • Monitor adherence to safe work practices • Ensuring Works Department employees are trained and competent for tasks associated with their position • Ensuring adherence to Personal Protective Equipment (PPE) requirements as per Council requirements. • Adherence to and enforcement of Council's WHS Policies, procedures and training • Ensure that Council's Drug and Alcohol Policy and Procedure is complied with to minimise the risk of team members operating machinery, equipment or vehicles under the influence of alcohol and/or drugs. • Not wilfully or recklessly interfering with or misusing anything provided for WHS • Not wilfully or recklessly placing at risk the WHS of himself/herself or others • Reporting significant WHS concerns to the Works Supervisor / Manager and Human Resource Services Manager as necessary. • Ensuring hazards and incidents are reported in accordance with Council's Incident and Hazard reporting procedures.

Knowledge, Skills and Abilities Required

Essential:	<ol style="list-style-type: none"> 1. Experience in the effective supervision of work teams in maintenance or construction environments. 2. Demonstrated experience in reading and interpreting construction documents and setting out works. 3. Demonstrated working experience of workplace health & safety requirements applicable to this role. 4. Effective written and oral communication skills.
Desirable:	Nil

Education/Qualifications Required

Essential:	<ol style="list-style-type: none"> 5. Certificate III in Civil Construction or similar or progress toward completion with relevant experience, or equivalent relevant experience sufficient to undertake the range of activities required. 6. Manual of Uniform and Traffic Control Devices [MUTCD] Level 2 Certification
Desirable:	<ol style="list-style-type: none"> 7. Current First Aid Certificate. 8. Level II Chainsaw Operators qualifications.

Licences Required

Essential:	9. Current "MR" Class Drivers Licence valid in Queensland 10. General Construction Induction Card.
Desirable:	Nil

Physical Requirements/Environment of Position

It is an inherent requirement of the position that the incumbent is able to perform the physical and manual handling requirements of this role. The ability to work outdoors in inclement weather conditions is also an inherent requirement of the position given the requirements and scope of the work schedule.

Organisational Commitment

Work Health and Safety

All employees, contractors and volunteers have a duty to comply with WHS Legislation and Council's WHS policies, procedures and lawful instructions or directions given for WHS in the workplace.

General

All employees, contractors and volunteers must comply with the requirements of Hinchinbrook Shire Council's Code of Conduct and all workplace policies and procedures which are located on the intranet, as amended from time to time.

Employees, contractors and volunteers must comply with reasonable and lawful directives given in the workplace and must undertake any other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Description Acceptance

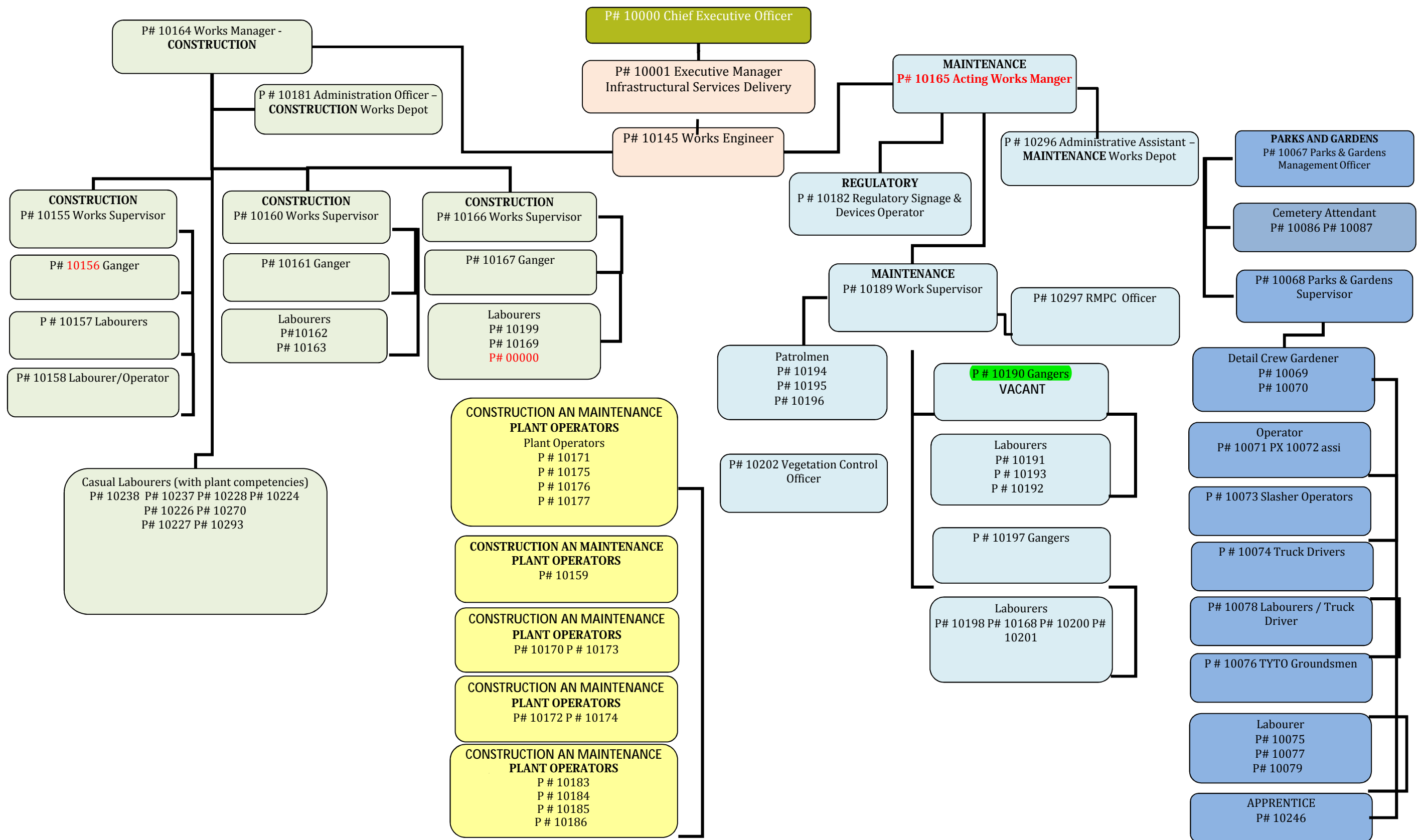
Position descriptions cannot provide a definitive list of duties and responsibilities and as such these will vary from time to time. On an annual basis the employee and Manager should review the position description for currency.

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

To be signed by the successful applicant upon acceptance

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

Occupants Name:		Date:	
Occupants Signature:			



DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES ACTIVITY REPORT FOR OCTOBER 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for October 2017.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

ENVIRONMENTAL SERVICES

EHO Activities

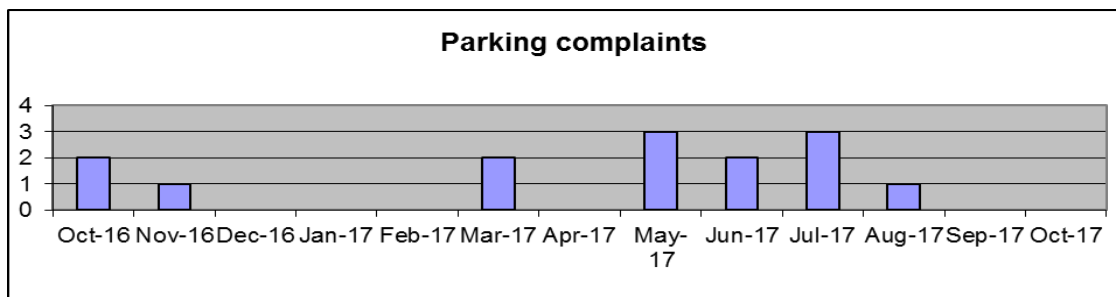
- Food inspections Nil
- Public Health inspections 2
- Environmental inspections - Nil
- Complaints/Enquiries - Noise - Nil, Odour - Nil, Smoke/Dust - 2, Food – 1, Waste -0
- Other Prescribed Activity- 1, Mosquito – Nil, Public Amenities- Nil, Pest Animal - Nil
- High risk personal appearance Nil
- Prescribed Activity inspections- Nil

EHO Miscellaneous

- Prepare website content for Cemetery information being fees, services and interment)
- Local Laws Officers are looking at companies who can digitalize and restore cemetery records which are old and fragile.
- Response to Flying Fox Roost Management framework
- Customer Request Management training and testing

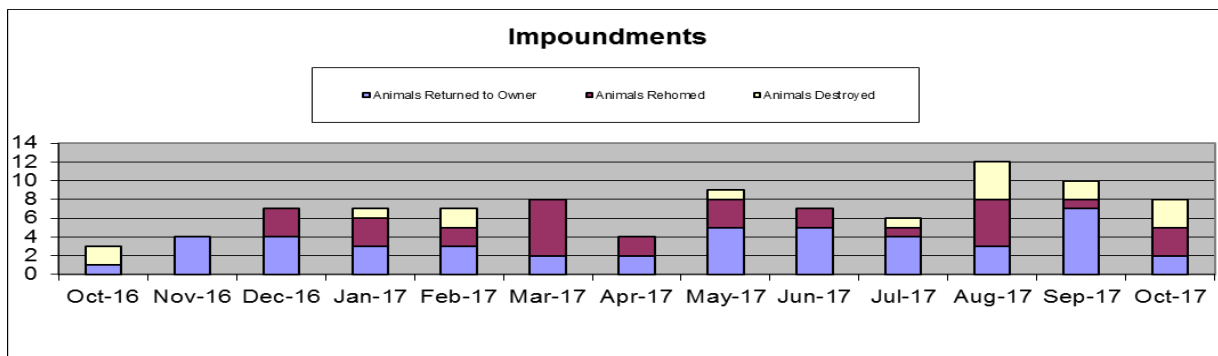
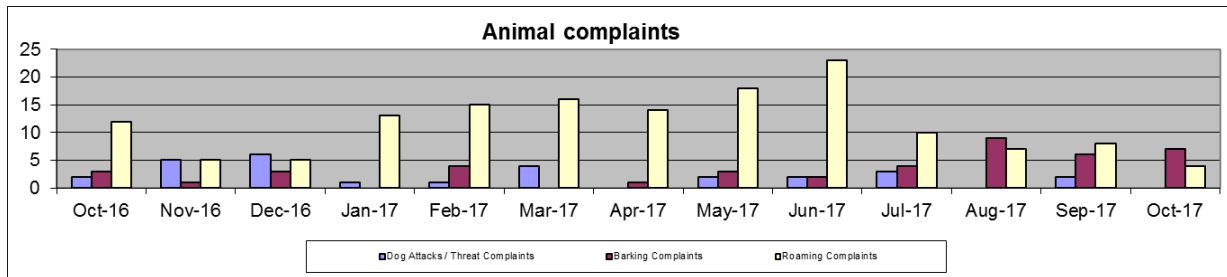
EHO (Local Laws) Projects

- Crystal Creek reserve has seen squatters moved on after multiple visits to the site to identify the person squatting.



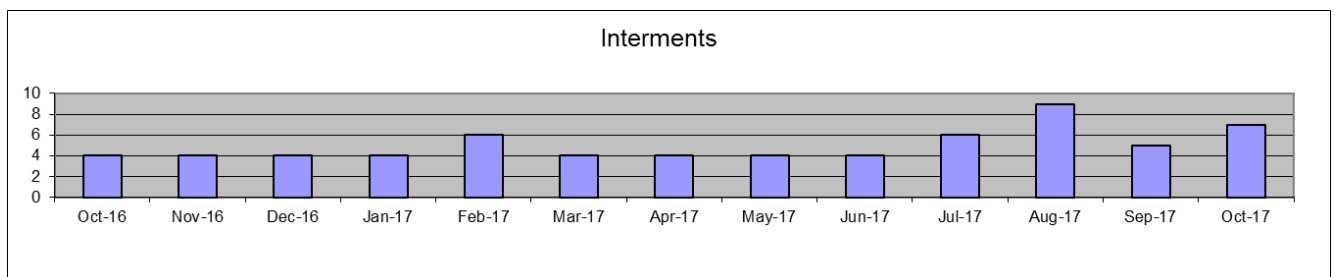
Pound Operation

- Number of dogs impounded 8
- Number collected by owner 2
- Number re-housed 3
- Number destroyed 3
- Roaming complaints 4
- Dog attacks/threats 2
- Barking dogs 4



Cemetery Operations

- In Ground 6
- Vault (above ground) 1
- Columbarium Nil
- Mausoleum Wall 8 reserves remaining
- Other Nil



Natural Resource Management

The Hinchinbrook Community Feral Pig Management Program has controlled 27 feral pigs during the month of October.

Weed management has focused on carrying out inspections and control work for Singapore Daisy, Thunbergia, Pond Apple and other isolated weed outbreaks in TYTO Wetlands as well as other Council Reserves. Council staff are finalising a Lower Palm Creek aquatic weed and riparian restoration project, which is looking at restoring fish passage and functionality of the system. This project is in partnership with Greening Australia, Conservation volunteers, DNRM and individual landholders.

Revegetation sites within Palm Creek and TYTO have been maintained. Council's Nursery manager was also involved in the Reef Guardian Schools Future Leaders Eco Challenge where he assisted other environmental experts to pass on their skills and knowledge in the field of environmental science.

Vector Control

Mosquito inspections 4

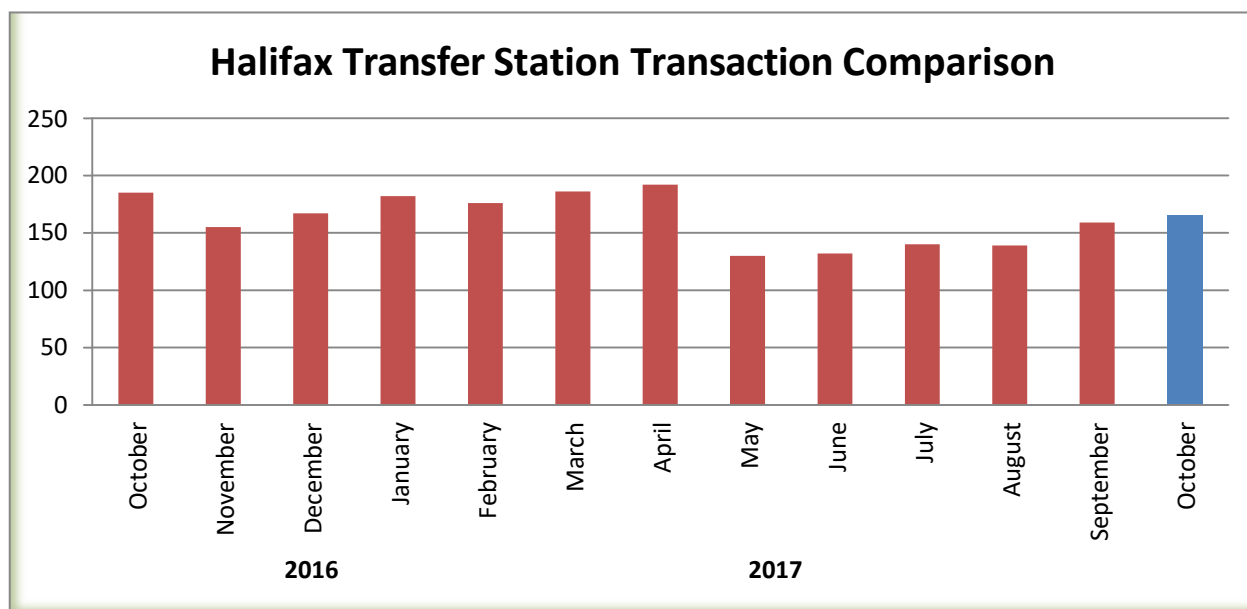
WASTE MANAGEMENT

- Facebook posts for Garage Sale Trail and Rural Cleanup
- Distribute, collate and completed take5's
- Familiarise Jeremy Jenkins with workflows and processes, gather information i.e. Procurement Policy. Fees and charges etc.
- Performance Appraisals completed for staff
- LAWMAC and Waste Q Conference in Mackay
- Script for Vetta Productions received for the waste information video

Halifax Transfer Station

Gross Revenue \$189.50

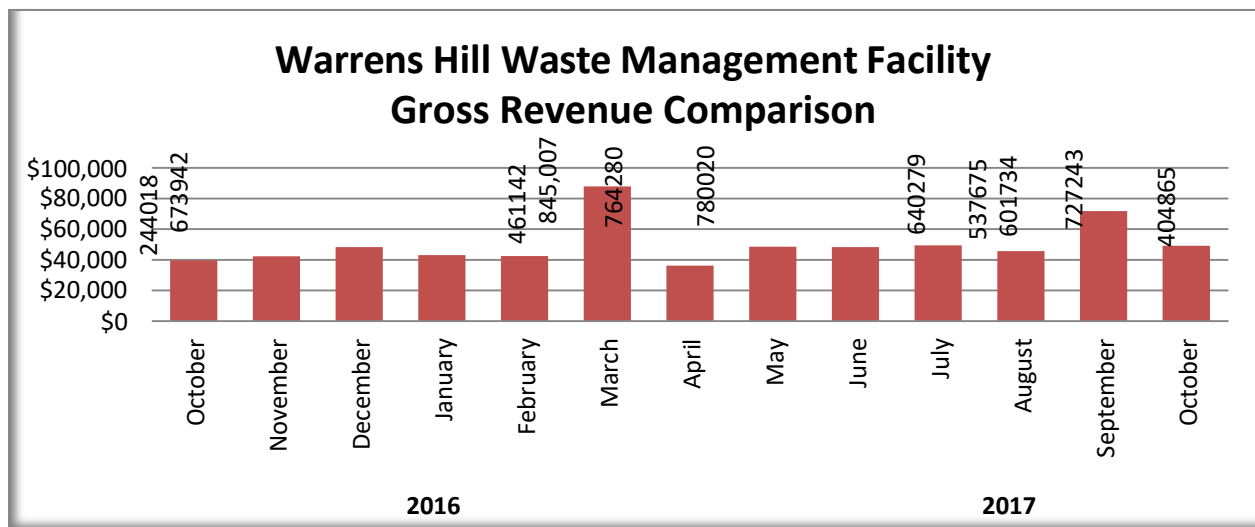
ITEM	# Transactions
Batteries	5
Green waste	16
Household waste	9
Voucher Green waste	59
Voucher household waste	59
Steel	12
Waste oil	5
Total transactions	165



Warrens Hill Waste Management Facility

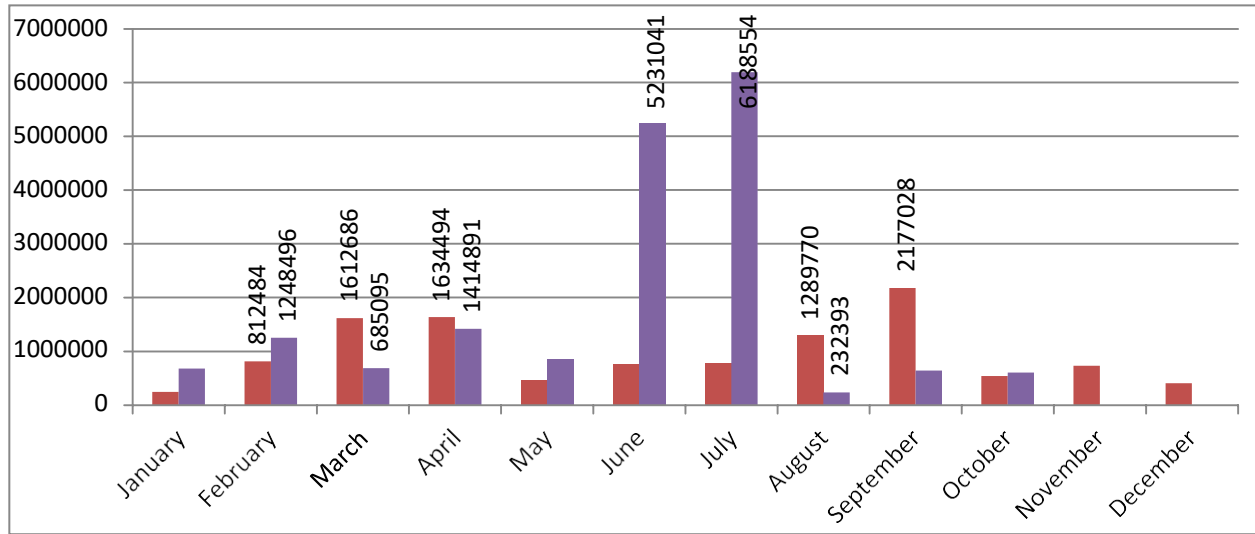
Gross Revenue \$49,163.00
Total transactions 1071
Total waste 1320 tonnes

ITEM	AMOUNTS
Clean fill	102 tonnes
Commercial and industrial waste	415 tonnes
Construction and demolition	2.4 tonnes
Commercial green waste	42 tonnes
Domestic green waste	56 tonnes
Halifax skip transfer	7.6 tonnes
Household self haul waste	13 tonnes
Commercial household waste	278 tonnes
Illegal dumping	2.8 tonnes
Oil Waste	1320 litres
Regulated waste asbestos	3.2 tonnes
Disaster waste	Nil
Vouchers green	205 deliveries
Vouchers household	272 deliveries

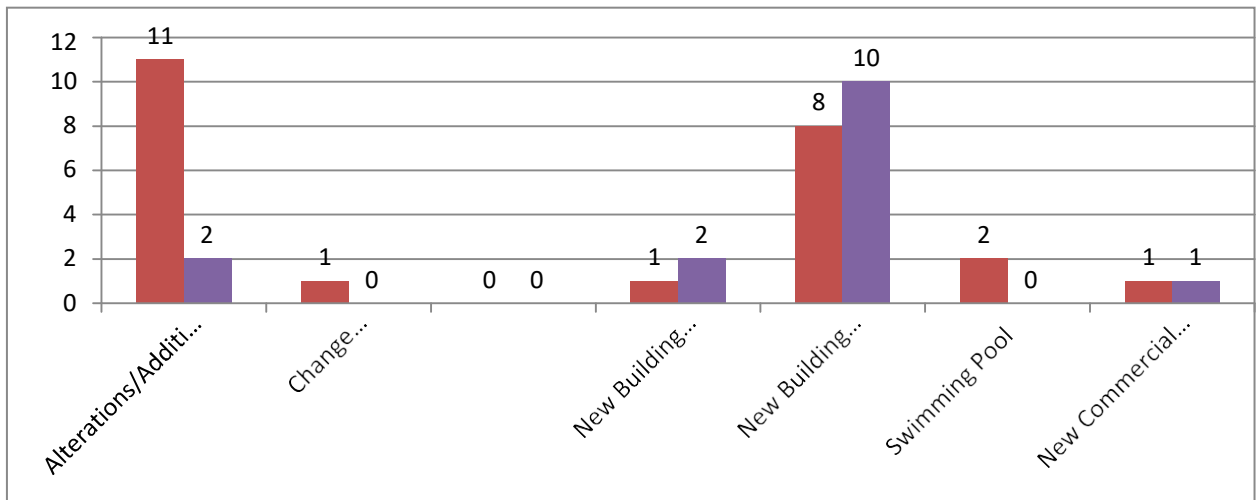


BUILDING AND TOWN PLANNING

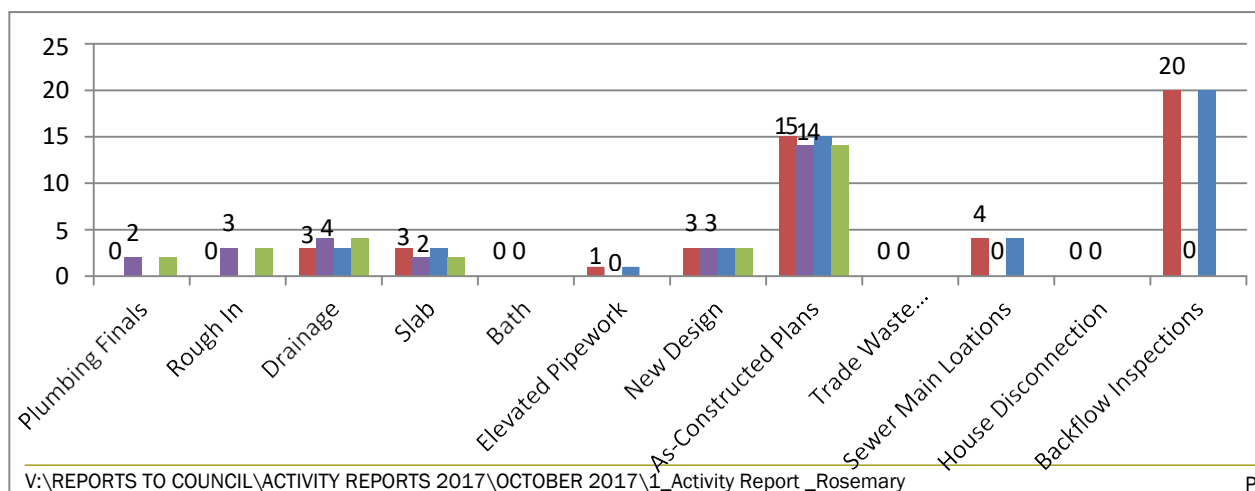
Building Status Report



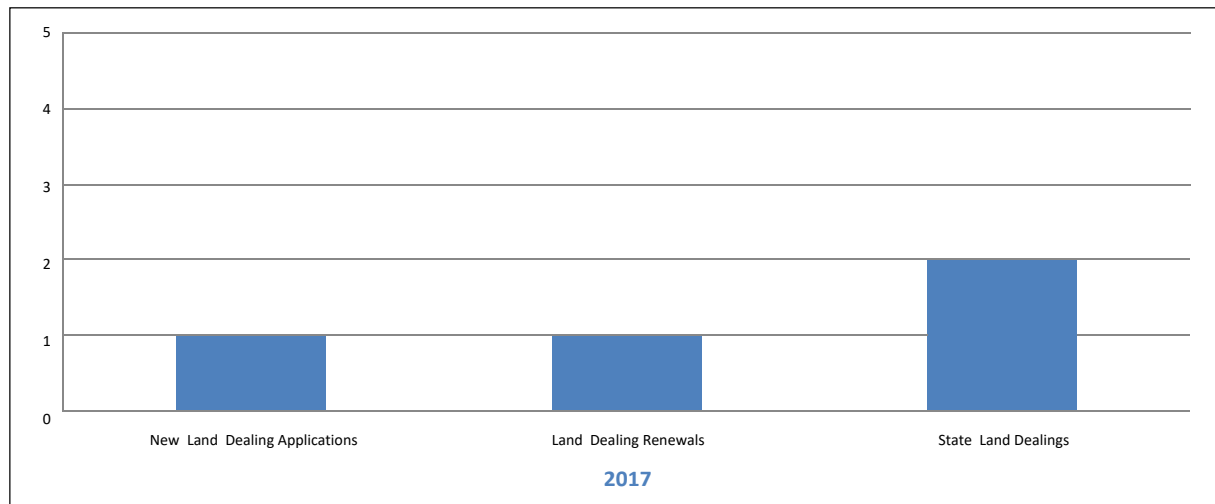
Building Applications for October



Plumbing Inspections for October

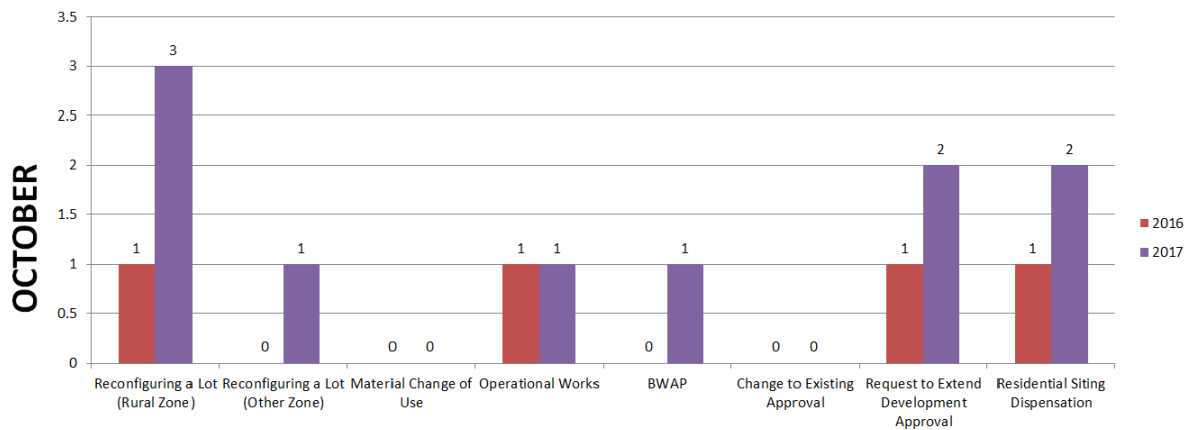


Land Dealings for October



Land Acquisitions – Purchase of extra land at Forrest Glenn
Proposed change of reserve at Botanical Gardens

Planning Applications for October



Applications Received by Hinchinbrook Shire Council



Approvals Issued by Hinchinbrook Shire Council

ECONOMIC DEVELOPMENT AND TOURISM

TYTO Management Activity

Overview

October attendance figures were up 24.76% across TYTO, comparative to 2016 with a 3.63% increase YTD. The strong growth is again via TCEC with the venue securing two key events. While growth in patronage is healthy, income and yield require attention with operational changes being reviewed currently for 2018. Please see attached Infographic for October highlights through Visitor Driven Attractions with the emphasis on five year comparative growth, all of which are positive including 2% via Hinchinbrook Visitor Information Lounge, 39% Regional Art Gallery and 58% Conferencing and Events.

Please refer Appendix 1

Community Activity Grants

Community Activity Grants for the period of 1 October to 30 December were assessed on 5 September 2017, where six applications were received. Three applications were successful, two applications are currently under further assessment and one application was referred to Council and successful (resolution 260917-14).

Ambassador Program

Tourism Officer progressed with the implementation of the Ambassador Program by delivering two training sessions; Introduction to navigating TYTO and Hinchinbrook Way websites. 28 Ambassadors attended in total

Council engaged Joyce Press to deliver three iPad Training Workshops in October 2017.

Grants Activities

- Department of Infrastructure, Local Government and Planning 2017-19 – LGGSP – Flood Monitoring Instruments – Application successful – Total Project Cost \$88,500; HSC Contribution: \$35,400; Funding \$53,100
- Department of Infrastructure, Local Government and Planning 2017-19 – LGGSP – Kerb Crossings – Application successful – Total Project Cost \$195,000; HSC Contribution: \$78,000; Funding \$117,000
- Department of Tourism, Major Events, Small Business and the Commonwealth Games – Game On Queensland – Fins and Fitness Program - Application Successful - Total Project Cost \$15,800; HSC Contribution: \$nil; Funding \$15,800
- Department of Tourism, Major Events, Small Business and the Commonwealth Games – Sports Assets Legacy Program – Embracing 2018 Sports Assets Legacy – Applied awaiting outcome – Sports Equipment Gifted - HSC Contribution: \$nil
- Department of Communities, Child Safety and Disability Services – Queensland Women's Week 2018 – Celebrating Women Morning Tea – Applied awaiting outcome - Total Project Cost \$3,500; HSC Contribution: \$500; Funding \$3,000
- Office of the Commonwealth Games and the Department of Tourism, Major Events, Small Business and the Commonwealth Games – 2018 Queens Baton Relay – Hinchinbrook Festival of Nations – Applied awaiting outcome - Total Project Cost \$5,450; HSC Contribution: \$nil; Funding \$5,450
- Department of Attorney General – Safer Communities Fund (Round 2) – Hinchinbrook Community Crime Prevention Project (Lighting at Dungeness Boat Ramp and CCTV at Taylors Beach Boat Ramp) – Applied awaiting outcome - Total Project Cost \$42,300; HSC Contribution: \$nil; Funding \$42,300.

Assessment/Design

Procurement

Construction

DPES CAPITAL PROJECTS FOR THE MONTH ENDING 31 OCTOBER 2017

[illegible]



Assessment/Design



Procurement



Construction

DPES CAPITAL PROJECTS FOR THE MONTH ENDING 30 OCTOBER 2017

Project Description	Programme Estimate 2017/18			2017/2018	New 2017/2018 Project Timeline												
	HSC Budget	Other Source	Total	Expenditure													
CBD/Cartwright St/Herbert St	\$150,000	\$0	\$150,000	\$0													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Aged friendly street and park furniture	\$20,000	\$100,000	\$120,000	\$0													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
W4Q R2 Herbert Street Activate Space	\$140,000	\$0	\$140,000	\$0													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Amenities utility (replacement of hire vehicle)	\$25,000	\$0	\$25,000	\$0													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO Paths/bridges/signage	\$40,000	\$0	\$40,000	\$2,765													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
TYTO upgrade lighting Light and Sound	\$25,000	\$0	\$25,000	\$0													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Upgrade of Visitor Information Lounge	\$100,000	\$0	\$100,000	\$48,437													
					2017/18	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
CAPITAL PROJECT TOTALS	\$ 850,417	\$ 100,000	\$ 950,417	\$ 64,907													

VISITOR-DRIVEN ATTRACTIONS Year On Year Monthly Comparison ONLY



3,174 PATRONS IN
OCTOBER 2017, **28,172**
TOTAL SO FAR IN 2017/18 ^[7]



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



TOTAL PATRONAGE TO TYTO HAS
INCREASED BY
↑21% IN COMPARISON TO
OCTOBER 2016 ^[8]

OCTOBER 2017 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

5 YEAR COMPARISON ^[10]

OCTOBER 2017
EVENTS

AV GROWTH PER ANNUM
SINCE JULY 2013/14



CONFERENCE &
EVENT CENTRE
959
PATRONS

↑58% PA



REGIONAL ART
GALLERY
741 PATRONS

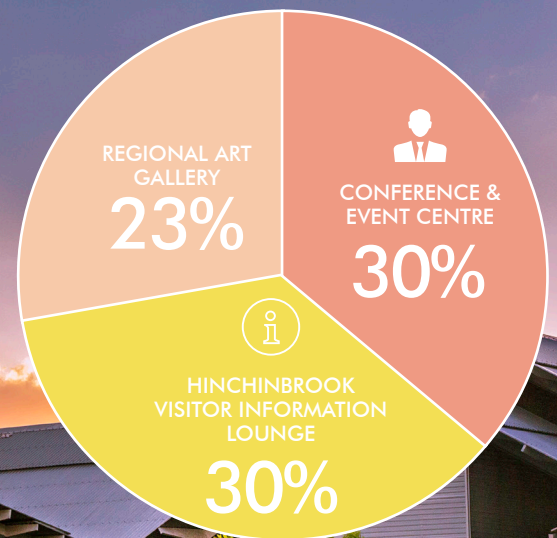
↑39% PA



HINCHINBROOK
VISITOR
INFORMATION
LOUNGE
1,474 PATRONS

↑2% PA

TYTO VISITATION ^[11]



AMBASSADOR CONTRIBUTIONS SEPTEMBER ^[12]



REGIONAL ART
GALLERY
45 HOURS



HINCHINBROOK
VISITOR
INFORMATION
LOUNGE **495**
HOURS



HINCHINBROOK
SHIRE LIBRARY
114 HOURS



TOTAL WAGES
SAVED 2017/18
\$88,906



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)

↑670%

COMPARED TO
OCTOBER
LAST YEAR [1]



30 DELEGATES PER
DAY PER EVENT,
COMPARED TO 59 IN
OCTOBER 2016 [2]

EVENT TYPES [4]

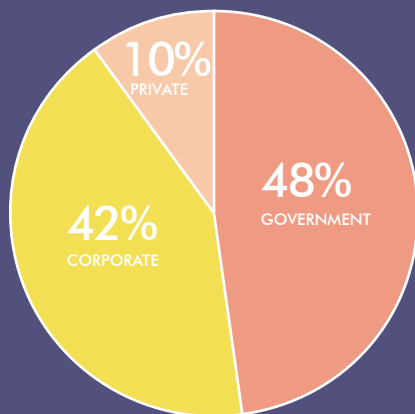
OCT 2017 EVENTS	NO. OF BOOKINGS	%CHANGE PA SINCE JULY 2013	
EVENT	5	↑100%	492
WORKSHOP	8	↑75%	252
CONFERENCE	3	↑3 BOOKINGS	35
MEETING	16	↑375%	202



OCTOBER 2017 HIGHLIGHTS

TYTO USE, GROWTH & IMPACT ANALYSIS

EVENT USAGE [5]

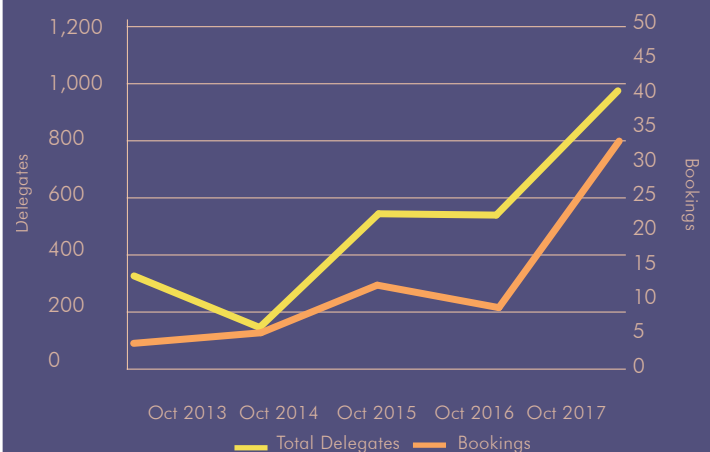


% CHANGE PA SINCE 2012/13 [6]

GOVERNMENT	↑48%
CORPORATE	↑42%
PRIVATE	↑10%

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]

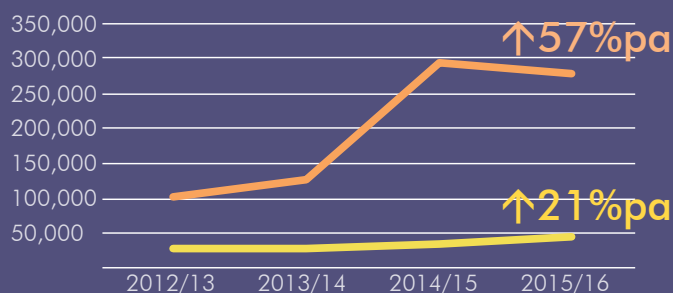
FINANCIAL YEAR 2016/17 HIGHLIGHTS

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).



14% LOCALS



29% DAY VISITORS



9% DOMESTIC OVERNIGHT VISITORS



29% INTERSTATE VISITORS



18% FROM INTERNATIONAL WESTERN MARKETS



1% FROM INTERNATIONAL EASTERN MARKETS

REGIONAL JOBS [17]



40 JOBS SUPPORTED FROM VISITOR EXPENDITURE
IN THE REGION FROM TYTO

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

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



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 ambadassor 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 – NOVEMBER 2017

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

Resolution Number 311017-34 – Free Dump Days

That Council hold two free dump days on Saturday 9 December and Sunday 17 December in preparation of the upcoming cyclone season.

Status:

November 2017 Update – Council has resolved to have two days in December (Saturday 9 December and Sunday 17 December) when there will be no charge for domestic waste disposal for green waste or household waste. This will apply at both Warrens Hill and Halifax. All commercial fees will be as normal. NQ Employment has been advised of the free dump days. Information has been placed on Facebook and will be in the HRE. *Matter Closed*

Resolution Number 311017-33 – Proposed Lease over Part of Herbert River Adjoining Lot 1 on RP709562 to Carr's at Mona Road, Halifax

That Council offer no objection to the Department of Natural Resources and Mines regarding the leasing by the adjoining neighbours of that area of land denoted in plan attached and encompassing the vegetated area adjacent Lot 1 on RP709562, subject to a condition allowing for Council and the Herbert River Improvement Trust full ingress, egress and regress along the existing road within the proposed lease area as also denoted on the plan attached.

Status:

November 2017 Update – Correspondence dated 6 November, 2017 forwarded by CEO to DNRM. Matter Closed

Resolution Number 311017-32 – Siting Relaxation Application – Paul M and Kerry A Jenner – 4 Red Gum Court, Allingham – Lot 14 on SP181639, Parish of Cordelia

That Council:

1. approve the side boundary and rear boundary siting relaxation from the permissible 1.5m to 0.60m respectively for the construction of a proposed garage/shed on Lot 14 on SP181639, Parish of Cordelia, and located at 4 Red Gum Court, Allingham, subject to a number of conditions.

Status:

November 2017 Update – Decision Notice prepared and provided to the applicant dated 6 November 2017. Matter Closed

Resolution Number 311017-31 – Siting Relaxation Application – Tony J and Sonya M Morley – 42 Carr Crescent, Lucinda – Lot 30 on L46929, Parish of Cordelia

That Council:

1. approve the front (street) boundary siting relaxation from the permissible 6.0m to 1.5m for the construction of an proposed open carport on Lot 30 on L46929, Parish of Cordelia located at 42 Carr Crescent, Lucinda, subject to conditions as set out hereunder;

2. approve the side boundary and back boundary siting relaxation from the permissible 1.5m to 0.75m and 0.6m respectively for the construction of a proposed shed on Lot 30 on L46929, Parish of Cordelia located at 42 Carr Crescent, Lucinda, subject to conditions as set out hereunder; and
3. approve the exceedance of the permissible coverage on the property of 50% with 6% to allow a development envelope of 56% on Lot 30 on L46929, Parish of Cordelia located at 42 Carr Crescent, Lucinda, subject to a number of conditions.

Status:

November 2017 Update - Decision Notice prepared and provided to the applicant dated 5 November 2017.

Matter Closed

Resolution Number 311017-30 – Request for Extension of the Currency Period – Alfio John Girgenti – Reconfiguring a Lot – Rearrangement of Boundaries – Lot 1 on RP727874 and Lot 2 on RP715816, Parish of Cordelia, Lucinda Road, Halifax

That Council approve the request to extend the Development Approval Reconfiguration of a Lot (Rearrangement of Boundaries), Lots 1 on RP727874 and Lot 2 on RP715816, Parish of Cordelia, currency period of a further two (2) years subject to a number of conditions, and that the applicant be informed that no further extensions will be granted.

Status:

November 2017 Update - Decision Notice prepared and provided to the applicant dated 10 November 2017.

Matter Closed

Resolution Number 311017-29 – Trustee Lease Assessment Report – Honeycombes Sales and Service – Trustee Lease – Lot 1 on RP727371 – 26 Scott Street, Halifax – Council Water Tower

That Council approve a Lease to Honeycombes Pty Ltd over part of Lot 1 on RP727371 – water tower facility at 26 Scott Street, Halifax to operate and maintain telecommunications facilities (GPS Local Area Network) subject to a number of conditions.

Status:

November 2017 Update – Decision notice sent to Honeycombes Sales and Service 6 November 2017 ECM Document #2223542.

Matter Closed

Resolution Number 311017-28 – 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

That Council resolve that:

- the subdivision of the Term Lease 215874 into two (2) leases as reflected in Drawing TSV17044 is supported;
- public interest would not be adversely affected by the subdivision of the lease;
- Council has no concerns regarding the current use of the land;
- the conversion of proposed Lot 2 to freehold tenure is supported.

Council request that, should the Department of Natural Resources and Mines proceed with the freeholding of either lot, a number of conditions be made applicable on subdivision and freeholding of the Term Lease.

Status:

November 2017 Update – Decision notice sent to DNRM 6 November 2017 ECM Document #2223495.

Matter Closed

Resolution Number 311017-27 – Material Change of Use – Commercial (Pharmacy, Doctors Surgery and Caretakers Residence) – Hinchinbrook Pharmaceuticals Pty Ltd – 38 Macrossan Street, Halifax – Lot 1 on RP714795, Parish of Cordelia

That Council resolve to issue a Development Permit for a Material Change of Use – Commercial Use (Pharmacy, Doctors Surgery and Caretakers Residence) on Lot 1 on RP714795, Parish of Cordelia, subject to a number of conditions.

<p>Status: November 2017 Update - Decision Notice prepared and provided to the applicant dated 2 November 2017. Matter Closed</p>
<p>Resolution Number 311017-26 – Material Change of Use – Home Occupation (Firearms and Accessories Dealer) – Elio Alessio Castellani – 3599 Abergowrie Road, Abergowrie – Lot 168 on SP248057, Parish of Leach</p> <p>That Council resolve to issue a Development Permit for Material Change of Use – Home Occupation (Firearms and Accessories Dealer) on land described as Lot 168 on SP248057, Parish of Leach and located at 3599 Abergowrie Road, Abergowrie subject to a number of conditions.</p> <p>Status: November 2017 Update - Decision Notice prepared and provided to the applicant dated 1 November 2017. Matter Closed</p>
<p>Resolution Number 311017-22 – Reconfiguring a Lot: Rearrangement of Boundaries – Maskells Road, Braemeadows – Lot 1 on RP716422 and Lot 3 on SP234227, Parish of Cordelia – Hansen Surveys Pty Ltd for BJ Bosworth, RC and MJ Pietrobon</p> <p>That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries), Lot 1 on RP716422 and Lot 3 on SP234227, Parish of Cordelia, subject to a number of conditions.</p> <p>Status: November 2017 Update - Decision Notice prepared and provided to the applicant dated 2 November 2017. Matter Closed</p>
<p>Resolution Number 311017-24 – Reconfiguring a Lot: Rearrangement of Boundaries – Maskells Road, Braemeadows – Lot 1 on RP716422 and Lot 3 on SP234227, Parish of Cordelia – Hansen Surveys Pty Ltd for BJ Bosworth, RC and MJ Pietrobon</p> <p>That Council resolve to issue a Development Permit for Reconfiguration of a Lot (Rearrangement of Boundaries), Lot 1 on RP716422 and Lot 3 on SP234227, Parish of Cordelia, subject to a number of conditions.</p> <p>Status: November 2017 Update - Decision Notice prepared and provided to the applicant dated 2 November 2017. Matter Closed</p>
<p>Resolution Number 311017-16 – Councillor Opportunities – Attendance at Queensland Weed Symposium</p> <p>That Councillor Wally Skinner attend the Queensland Weed Symposium in Port Douglas from 4 to 7 December 2017.</p> <p>Status: November 2017 Update – Accommodation and registration booked for staff and Councillor Skinner. Matter Closed</p>
<p>Resolution Number 311017-15 – Business Assistance Scheme Policy</p> <p>That Council adopt the Business Innovation Scheme Operational Policy.</p> <p>Status: November 2017 Update - The Business Innovation Scheme Policy, application form and associated wording has been updated on the corporate website. Associated documentation has also been created such as an operational procedure, letter of response, excel document to collate all applications, internal questionnaire and media release.</p> <p>The policy and associated documents can be found under: T:\Economic Development\Economic Development\Business Innovation Policy. There is one current potential applicant who has been updated via email on 13 November 2017 of the new policy. On 1 November 2017, this potential application was also introduced via email to an AusIndustry contact who will assist in creating a commercially ready product. Prior to the new Policy adoption, there have been three applications received however these are incomplete and currently in review.</p>

Resolution Number 311017-13 – Department of Natural Resources and Mines – Application to Purchase Unallocated State Land – Proposed Lot 144 on CWL3483 – Kokoda Road, Abergowrie

That Council advise the Department of Natural Resources and Mines that Council supports the application for an early renewal of State land lease over Lot 144 on CWL3483, Parish of Garrawalt, on the basis that:

the Department of Environment and Heritage Protection (DEHP) and Department of Natural Resources and Mines (DNRM) satisfy themselves that the bounds of the proposed area and vegetation clearing necessary to facilitate the proposal are appropriate; and

subject to the relevant conditions being imposed.

If the applicant were to be granted a lease of Lot 144 on CWL3483, Council would submit the following conditions:

- (i) That the applicant construct the existing lawful access to the property in accordance with Council's engineering standards;
- (ii) The use of the land is restricted to primary agricultural only;
- (iii) The proposed tenure arrangements, clearing and use of the land does not create a worsening effect on the existing drainage situation for surrounding and downstream properties; and
- (iv) No ongoing or future maintenance burdens (through access ways or other) are imposed on Council.

If the applicant were to be granted approval to freehold Lot 144 on CWL3483, Council would submit the following conditions:

- (i) That the applicant construct the existing lawful access to the property in accordance with Council's engineering standards;
- (ii) The proposed tenure arrangements, clearing and use of the land does not create a worsening effect on the existing drainage situation for surrounding and downstream properties; and
- (iii) No ongoing or future maintenance burdens (through access ways or other) are imposed on Council.

Status:

November 2017 Update – Decision notice sent to DNRM 6 November 2017 ECM Document #2223517.

Matter Closed

Resolution Number 260917-30 – Draft Hinchinbrook Shire Planning Scheme 2017 Community Consultation Report

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.

Status:

November 2017 Update – The Consultants will be finalising the Planning Scheme Mapping in the week of 13-17 November 2017 with the submission of the draft Hinchinbrook Shire Planning Scheme 2017 to the Ministers office scheduled for not later than end of November 2017.

October 2017 Update – Decision Notice dated 28 September 2017, has been provided to Milford Planning Consultants Pty Ltd to update the draft Hinchinbrook Shire Planning Scheme as per Council Resolution and submit to the Minister for assessment and approval.

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

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

Reason(s)

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

Status:

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

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

Resolution Number 260917-25 – 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

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

Status:

November 2017 Update – Decision notice sent to DNRM 6 November 2017 ECM Document #2223495.

October 2017 Update – Report will be placed on the October agenda for further consideration by Council.

Resolution Number – 260917-13 – 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

That this matter be deferred to the next available meeting for Council's further consideration.

Status:

November 2017 Update – Report will be placed on the November agenda for further consideration by Council.

October 2017 Update – Report will be placed on the October agenda for further consideration by Council.

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:

November 2017 Update – Still awaiting Acquittal Report.

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

September 2017 Update – Event preparation is progressing.

Resolution Number - 250717-36 – Works for Queensland

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

Project Proposals	Estimated Cost
Lucinda Swimming Enclosure	\$ 50,000
Horse Arena	\$ 400,000
Toilet Block (Main Street) Male/Urinal, Female, Disability, baby change room	\$ 300,000
Bosworth Road (from Forrest Beach Road turnoff to the Forrest Beach side of the causeway)	\$ 350,000
Shade Structure (Mercer Street and Johnstone Street)	\$ 200,000
Wallis Street, Trebonne - Bitumen Widen	\$ 100,000
North End Taylors Beach near ramp – Bitumen	\$ 120,000
Stone Street, Ingham	\$ 200,000
Herbert Street - Activate Space ie viewing platform for the trains, tables/seating and cultural area for recognition of local heritage	\$ 320,000
Wattle Street - Footpath overspend	\$ 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:

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

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

September 2017 Update – Anticipate departmental notification mid September 2017.

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

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

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

Status:

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

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

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

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

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

June 2017 Update – In progress.

Resolution Number - 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:

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

This matter is duplicated above at 260917-28 - Matter Closed

October 2017 Update – Decision Notice has been provided to the consultants to commence with the first review of the LGIP

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 - 310117-13 – 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:

November 2017 Update – Launch date being investigated.

October 2017 Update – Telstra is in the process of installing the nodes.

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:

November 2017 Update – Network infrastructure has been installed, configuration being finalised ready for launch. Launch date to be coordinated between CCMO and Telstra

October 2017 Update – No further progress.

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:

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

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – No further update.

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

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

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

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

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

September 2016 Update – Permits currently being assessed by DTMR.

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

July 2016 Update – No update at this stage.

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

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

March / April 2016 Update – EOI closed on 21 March 2106. A meeting of the Public Art Committee has been scheduled to consider the designs and make a recommendation to Council.

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

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

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

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

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

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

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

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

Status:

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

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – Signage panels are being designed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution Number – 290915-22 –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:

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

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

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

August 2017 Update – The Sign Company (and subcontractor Firmi Engineering) and Auditors 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:

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

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

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

August 2017 Update –

Item i. and v. are on hold,

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

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

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

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

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

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

April 2017 Update – No further update.

March 2017 Update – No further update.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution Number – 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:

November 2017 Update – Council awaiting response from DNRM.

October 2017 Update –An enquiry has been sent to DNRM 9 October 2017.

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:

November 2017 Update – After discussions with DNRM on 7 November 2017, Council is progressing with submitting Survey Plan for the additional land.

October 2017 Update – October 2017 Update – An enquiry has been sent to DNRM.

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 und 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:

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

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

September 2017 Update – No further update.

August 2017 Update – Matter is progressing.

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

June 2017 Update – No further update.

May 2017 Update – No further update.

April 2017 Update – Ongoing.

March 2017 Update - Ongoing.

February 2017 Update – Ongoing.

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

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

December 2016 Update – Ongoing.

November 2016 Update – Ongoing.

October 2016 Update – Ongoing.

September 2016 Update – Ongoing.

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

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

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

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

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

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

September 2014 Update – No further update.

August 2014 Update – No further update.

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

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

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update – No further update.

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

February 2014 Update – No further update.

January 2014 Update – No further update.

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

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

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

September 2013 Update – No further update.

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

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

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

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

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

Status:

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

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

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

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

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

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

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

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

March 2017 Update – Signage panels are being designed.

February 2017 Update – RCP approved by DTMR.

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

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

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

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

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

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

July 2016 Update – No further update at this stage.

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

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

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

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

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

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

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

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

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

August 2015 Update – Work progressing.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

August 2013 Update – DTMR Townsville 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:

November 2017 Update – A draft EOI document was discussed with the Mayor, discussed changes to the EOI is underway where after the document will be reviewed and finalised.

October 2017 Update – PDM and EMDPES are preparing a draft Expression of Interest seeking commercial tourism operations on the island for a period of up to 3 years.

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.

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER ACTIVITY REPORT FOR MONTH ENDING 31 OCTOBER 2017

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 31 October 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 - 2
- Media enquiries carried out – 3
- Hinchinbrook Shire Council Facebook page – 1,830 likes (1,812 likes as at 30 September)
- Most engaged post from October – 2017 Rural Clean Up – Get Cyclone Ready!, (2,027 from organic reach and 0 from paid reach), 130 post clicks, 16 reaction/comments/shares
- Press articles – 20
- TV coverage – nil
- Radio coverage – nil
- Web coverage - 3

HUMAN RESOURCE SERVICES

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

Recruitment:

Advertised Vacancies:

- Senior Environmental Health Coordinator – Readvertised as Operational Manager Environment, Local Laws and Waste on Seek, Herbert River Express, Local Government Directory, Council's webpage and Facebook
 - Administrative Assistant Infrastructure – Recommendation made - waiting on CEO approval
 - Revenue Officer (Finance) - Recommendation made - waiting on CEO approval
-

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 13 November 2017

- Stores Trainee – Approved recommendation - waiting on pre-employment medical clearance
- HR Trainee – interviews booked for Wednesday 15 November
- Disaster Call Centre Operations – Expressions of interest
- Customer Service – Part Time – Internal advertisement
- Senior IT Coordinator – on hold, however negotiations have commenced with a preferred applicant
- Senior WHS Coordinator - on hold until further notice

New Employees:

- Senior Environmental Health Coordinator

Terminations

- Senior Environmental Health Coordinator

Work Experience:

- Nil

Customer Service Improvement Program:

- Staff Training currently being investigated and seeking quotes, some of which can be carried out online:
 - Authorised Persons – Peek Services, costing information passed on to EMDPES
 - Best Practice Recruitment - Peek Services quoted \$605 per person (in Brisbane)
Improving interviewing skills, learn how to ask probing questions and conducting better reference checks
Staff roles identified to benefit from this training, managers, supervisors and HR recruitment
 - Dealing with Hostile and Violent People. Peek Services quoted 4 half day sessions for 15 people \$7,300 plus costs. Staff roles identified to benefit from this training:
 - Customer Service/Front office staff
 - Parks & Gardens
 - Road workers
 - Traffic control officers
 - Authorised Persons
 - Library staff
 - Bus and ferry drivers
 - Any employee who engages with the public on a regular basis.

General

- EBA negotiations continue and are progressing.
- Training:
 - Still not resolved - Cert III in Civil Plant Operations continues to struggle to finalise plant competencies, there have been change of management with the RTO and the trainer is attempting to finalise this training so that Council does not have to pay fee for service to finish qualifications.
 - Still not resolved - Cert III in Driving Operations - HR licencing for employees that are completing Plant Operations to enable them to move plant from site to site – still have not been confirmed due to paperwork going missing
 - Matrix identifying Training and Skills gap linking Policies and PD's continues to be developed, this is being transferred into TechOne
- Updating of Org Structure is nearly completion, due to some minor changes within Infrastructure. Amending TechOne will commence once Org Structure is finalised followed by updating Position Descriptions inline with new changes.
- Performance Appraisals continue to be rolled out across the organisation and are progressing well.
- Continuation of Policy Statements, 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
 - Dogging
 - Risk Management Training
 - 2 x Advanced Resuscitation
 - Senior First Aid

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
 - Nil
- Far North Queensland Regional Organisation of Councils – FNQROC
 - 9 October – Mayor attended FNQROC Meeting

EMERGENCY DISASTER MANAGEMENT

- Activities
 - 12 October - LDMG Meeting
 - 12 October – Planning Meeting for Hinchinbrook Exercise
 - 13 October – QTCCC/BOM Pre-Season Weather Outlook Briefing, Townsville
- Training
 - Nil

PROJECTS

- CSI Project
CRM –
 - Final end user training planned for November and early December, and then go live.
 - Expect that once we go live, we shall uncover additional configurations to be made and further training may be required from TechOne.
- Customer Service Charter
Charter is now in place. Continue to review and focus 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.
- Additional training as detailed above, including three day Supervisors training. Discrimination training to be rolled out November

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.
- Developed IT Security Policy and a Cyber Risk Strategy.
- Developed 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.
- 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 and interview held.

It is fair to say that IT is still providing challenges and employing the Senior IT Co-ordinator is a very high priority.

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.
- Continuing to review.

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 and this remains a focus.

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 have implemented 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, pre start, development of generic daily routine checklist for construction and maintenance for works.

- Performance appraisals currently being rolled out and are well advanced.
- HR Strategy progressing,
- Two teams participated in the Rural Management Challenge.
- EBA negotiations have commenced and are progressing fairly well.

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 and a white board has now been put up in the smoko area.

- Internal Audit – Fuel Management
Summary of progress attached

MANAGEMENT ACTIVITY

- Conference Attendance
 - 16 – 18 October - LGAQ Conference, Gladstone
 - 19 October – Reef Guardian Council Steering Committee Meeting, Gladstone
- Training Attendance
 - Nil
- Meeting Attendance

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

- 3 October - Councillor Connect Session
- 4 October – Internal staff meetings
- 5 October – EBA Negotiations
- 5 October – Executive Management Team Meeting
- 6 October – Internal staff meetings
- 9 October – Internal staff meetings
- 10 October – Briefing Session
- 11 October – Audit Committee Meeting
- 11 October – Internal staff meetings
- 11 October – Discussions with Hinchinbrook Community Support Centre
- 12 October – Mayoral Meeting
- 12 October – Internal staff meeting
- 12 October - Executive Management Team Meeting
- 12 October – Meeting with ratepayer

- 24 October – Councillor Portfolio Sessions
 - 26 October – EBA discussions with staff
 - 26 October – Projects Development Group Meeting
 - 26 October - Executive Management Team Meeting
 - 26 October – Internal staff meeting
 - 27 October – EBA Meeting
 - 27 October – Internal staff meetings
 - 30 October – Internal staff meeting
 - 30 October – Meeting with ratepayer
 - 31 October – General Meeting
- Events
 - 26 October – Ingham State High School Awards Ceremony
 - 30 October – Civic Reception with Italian World Cup Rugby League Team

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
- Permanent Signage at Flood Prone Areas
- Pre-recorded message for Council phones
- Staff Silos
- IT Request Box for Outdoor Staff
- Purchase of Portable Site Office / Lunchroom
- Multi-tyred Roller Attachment for Council Graders

MAYORAL DISCRETIONARY FUND

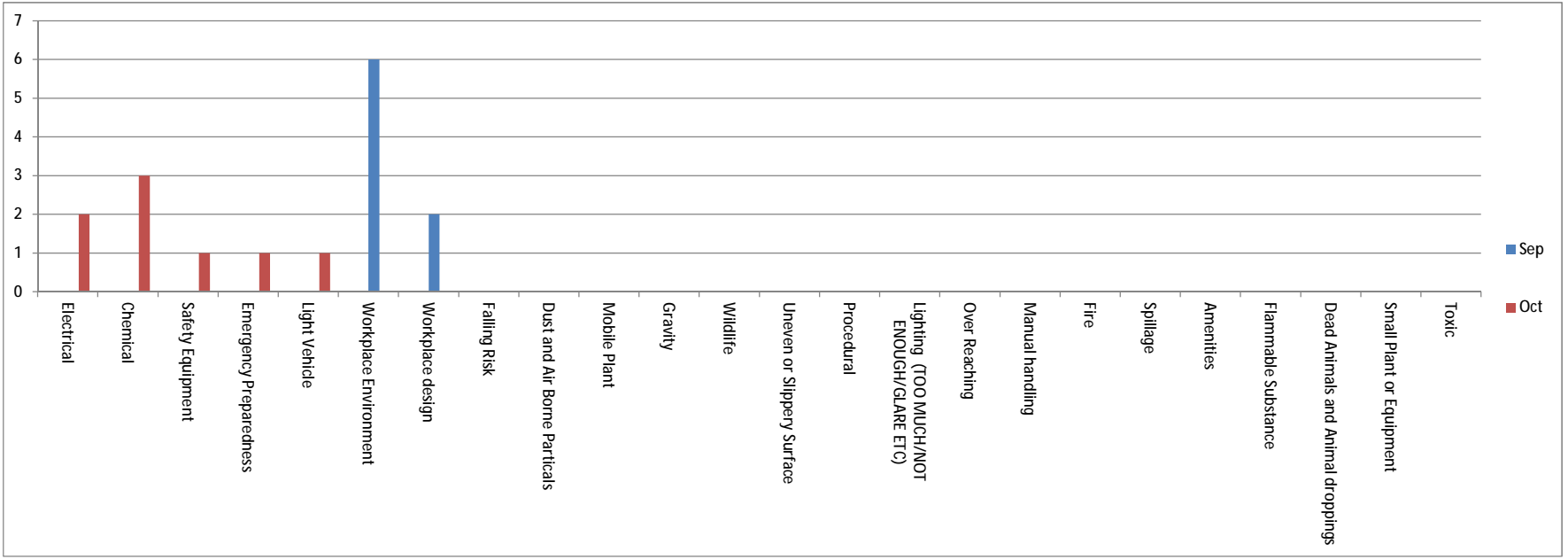
- Nil

Office of the CEO Capital Progress Report:

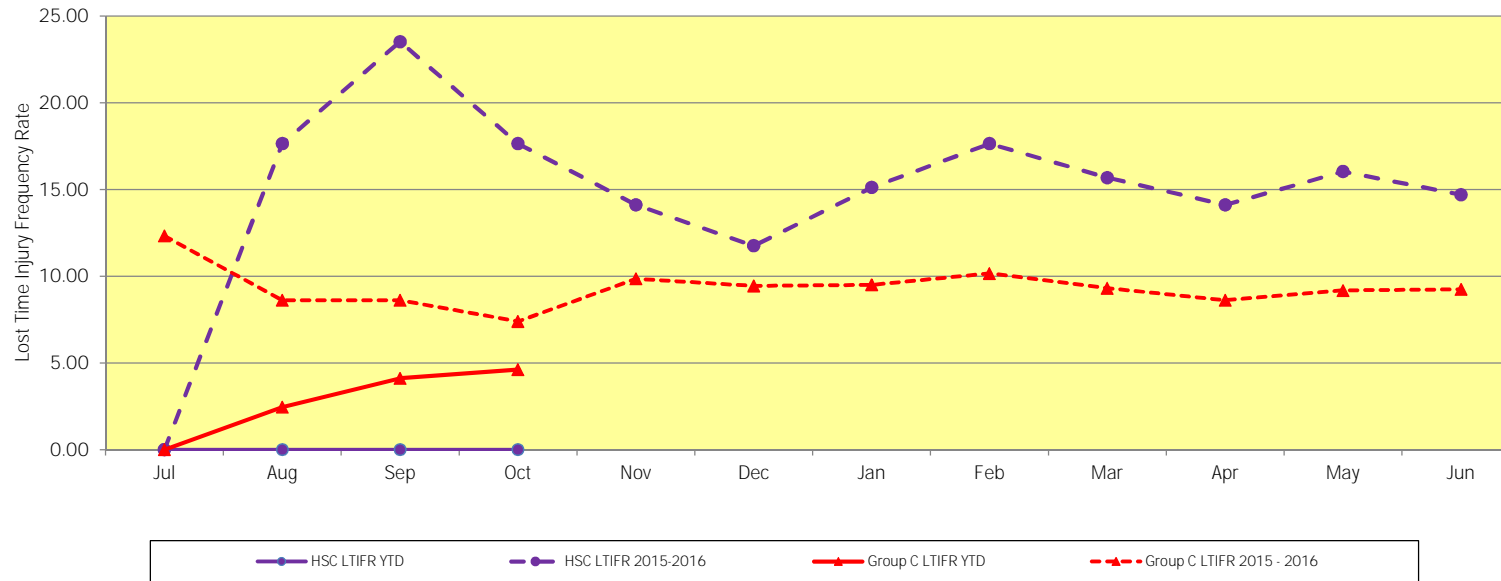
P	Procurement
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Project Description (Project Code)	Programme Estimate 2017/2018			2017/2018 YTD Expenditure	Comments & Project Timeline												
	HSC Budget	Other Source	Total														
CSI Project 2016/2017	\$82,000	\$0	0	Oct 2017 \$40,709	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
New Website 2016/2017	\$17,000	\$0	\$0	Oct 2017 \$14,079	Carryover from 2016/17 project												
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												
Discretionary Fund 2017/2018	\$650,000	\$0	\$650,000	Oct 2017 \$0.00													
						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
					Forecast												
					Actual												

Hazards by Classification

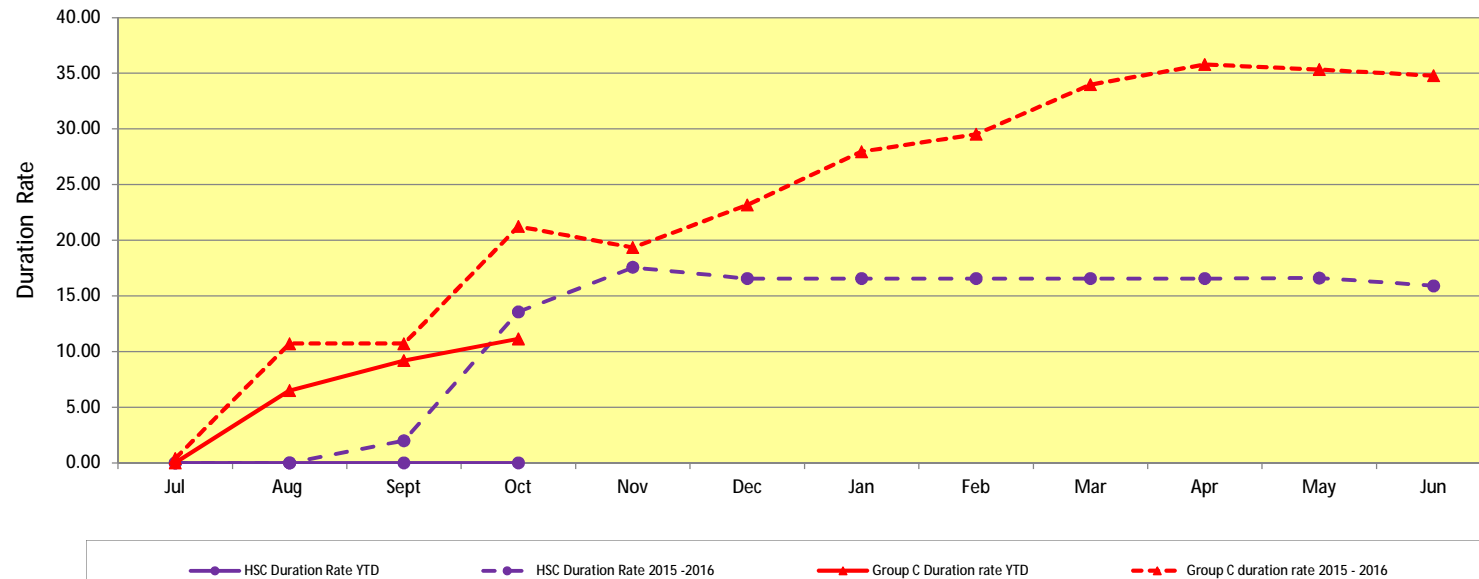


LTIFR Comparison: HSC / Group C Councils in Scheme - 2017/18



LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD		0.00	0.00	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	4.11	4.62								
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

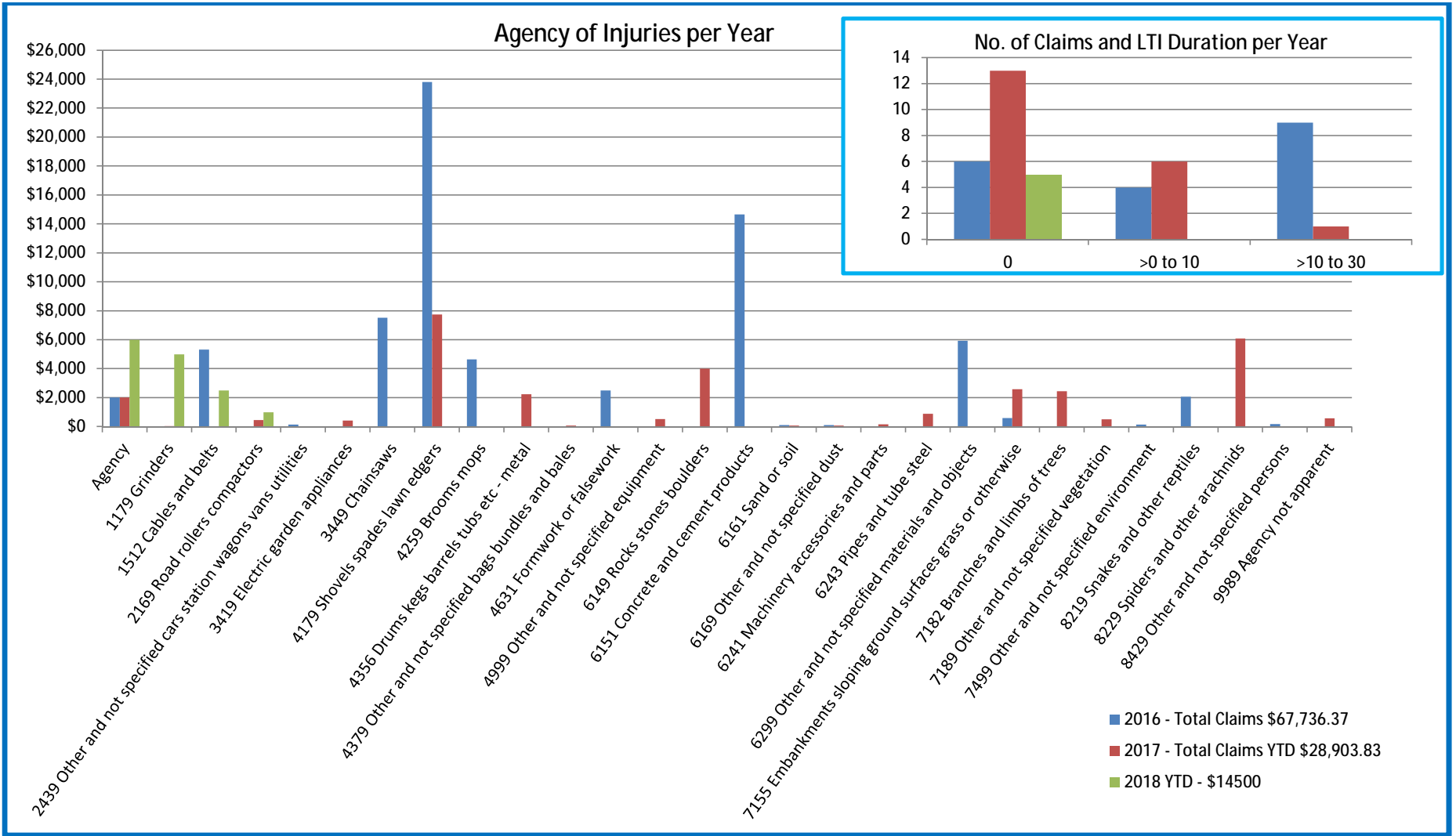
LTI Duration Comparison: HSC/Group C Council's in Scheme 2017/18



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.		0.00	0.00	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	9.20	11.14								
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

Workers Comp and Rehabilitation 2017/2018

[illegible]



Area	Ref	Audit Recommendation	Status/Response	March Update	April Update	May Update	June Update	July Update	August Update	September Update	October 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
	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
		Small Fuel Containers Not identified										
	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.</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.	The Store supervisor has been on leave for 5 weeks (Sept - returning 2nd week of October). Upon his return contact with T1 to advance the conversion file is a priority.	Tech One has been engaged and working with HSC staff to set up data transfer configuration for data fuel and Starcard. Further consultancy is required to progress this and the consultant has been booked for 23rd November.	November
	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	Refer comment 7.1.1	Refer comment 7.1.1	November
	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 key/card) § Weekend and out of hours' purchases (Indicates that personal vehicles may be filled)	<i>To be reviewed and implemented based on outcomes achieved via the automation of Datafuel and Caltex fuel entries and invoices into CSI. This is work in progress but is a high priority</i>	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 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1	Dependent on previous step - see 7.1.1 November

OFFICE OF THE MAYOR AND CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – NOVEMBER 2017

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 311017-20 – Councillor Opportunities – Attendance at Townsville Enterprise Edu Tourism Cluster

That Deputy Mayor Mary Brown travel to Singapore in January / February 2018 to participate in the Townsville Enterprise Edu Tourism Cluster.

Status:

November 2017 Update – Expression of Interest lodged for Deputy Mayor to attend.

Resolution Number – 260917-32 – Councillor Skinner

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.

Status:

November 2017 Update – Briefing to occur at Council's Briefing Session on Tuesday 5 December 2017.

October 2017 Update – Councillors Skinner and Tack attended Sunshine Coast Regional Council on Thursday 19 October. Briefing to be held regarding outcome of investigations.

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:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

September 2016 Update – Steering Committee meeting was held at the Tablelands Shire Council on 5 September 2016. In attendance 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"
 - o Item 3 – Clarification around pre-feasibility and feasibility – can this be done with the total funds
 - o Item 4 – commencement and term – negotiation to start and be completed before the end of this term of local government
 - o Item 5 – Milestone payments – negotiate
 - \$ 35 % to engage contractors
 - \$ 35 % on receipt of investigation reports
 - \$ 20 % on receipt of draft pre-feasibility study
 - \$ 10 % on receipt of pre-feasibility study
 - o 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 – 31 OCTOBER 2017

- 3.1 COUNCILLOR BOSWORTH – ROAD CLOSURE OF HAWKINS STREET DURING MARAKA

Consideration of public concerns raised regarding closure of Hawkins Street during the Maraka procession.

Action – That Council send a letter to Maraka Committee suggesting that the 2018 Traffic Management Plan be amended so as Hawkins Street is not closed during the Maraka procession on the basis that there is no requirement to close the street. The plan should reflect a closure of Lannercost Street only in front of Saredo's.

November 2017 Update – Letter to be prepared.

- GENERAL MEETING – 29 AUGUST 2017

- 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.

November 2017 Update – Privacy Screen and whirly birds have been installed.

October 2017 Update – It was decided at Councillor Portfolio Meeting 19/09/2017 the child's urinal will no longer be considered. Leak at the cistern repaired and whirly birds have been installed. Seeking quotations for privacy screen options.

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.

- GENERAL MEETING – 25 JULY 2017

- 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.

November 2017 Update – WHS recommendations were received and Policy has been finalised and sent to CEO for approval. The authorised sign has been erected for a few months. The gate key currently is assessed by a number of people and an idea was delivered by Council's Community Services Facilities Officer to the CEO (principally that Council should take away the Council and Italian Radio locks and replace with a Council lock which is a sub-lock of Warren's Hill Transfer Station lock, but it can only be opened by the user or by the Warren's Hill Transfer Station key, the second gate has that type on lock on it and then issue a key to Mario Torrisi which would give Council the security for this site).

October 2017 Update – Procedure is being finalised with HR.

September 2017 Update – Authorised Personnel 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

- 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.

November 2017 Update – No further progress. Still on hold pending further feedback.

October 2017 Update – No further progress. Still on hold pending further feedback.

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

- 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.

November 2017 Update – Carpark works have been completed. The only outstanding item is the installation of a "No Parking" sign in front of the area to discourage vehicles blocking the designated parking area.

October 2017 Update – Works scheduled for early October 2017.

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 – 25 OCTOBER 2016

- 3.3 COUNCILLOR ANDREW LANCINI – LUCINDA SWIMMING ENCLOSURE

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

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

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

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

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

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

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

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

May 2017 Update – Noted on future Briefing Session list.

April 2017 Update – Noted on future Briefing Session list.

March 2017 Update – Noted on future Briefing Session list.

February 2017 Update – Noted on future Briefing Session list.

January 2017 Update – Noted on future Briefing Session list.

December 2016 Update – Noted on future Briefing Session list.

November 2016 Update – Noted on future Briefing Session list.

- GENERAL MEETING - 26 APRIL 2016

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

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

Action - Outcome of investigations to be provided to Council.

November 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

October 2017 Update – Awaiting installation of the Highway Tourist Drive, which is on hold.

September 2017 Update - This matter is still in progress.

August 2017 Update – This matter is still in progress.

July 2017 Update – EDO has sought response from Forrest Beach Progress Association. EDO is now seeking confirmation of text internally which will be sent back to Forrest Beach Progress Association for approval. Once text is approved by both parties, this can be added to design package ready for sign manufacturer.

June 2017 Update – EDO has contacted the Forrest Beach Progress Association regarding wording for signage.

May 2017 Update – Economic Development Officer (EDO) is currently liaising with Progress Associations to discuss "see and do" elements of drive signage.

April 2017 Update – Discussions will be held with EMECS regarding park signage at the April Briefing Session. A Hinchinbrook Way drive sign will be erected in the area. It is anticipated that the sign will be installed early in the 2017 / 2018 financial year.

March 2017 Update – Directional signage continues to be progressed by SEDTO.

February 2017 Update – Faded sign removed and will be replaced with directional signage being progressed by SEDTO.

January 2017 Update – The existing faded sign will be removed before end of January 2017.

December 2016 Update – Applying for Queensland Transport Infrastructure Funding (QTIF) and envisage regardless of funding that the sign will be erected at Forrest Beach no later than 30 June 2017.

November 2016 Update – No further update.

September / October 2016 Update – Senior Economic Development and Tourism Officer (SEDTO) advised update at PCG meeting on 15 September 2016. Council progressing signage through the Hinchinbrook Way Drive.

August 2016 Update - Senior Economic Development and Tourism Officer (SEDTO) is continuing to progress the Hinchinbrook Way Drive Signage and will provide an update to Council at the CBD Project Control Group (PCG) Meeting on 15 September 2016.

July 2016 Update - The Senior Economic Development and Tourism Officer (SEDTO) has had initial discussions with the Forrest Beach Progress Association (FBPA) regarding the signage and the FBPA has advised they support the signage and information to be provided in the Hinchinbrook Way Drive Loop.

June 2016 Update – Forrest Beach Progress Association have been in discussion with Senior Economic Development and Tourism Officer (SEDTO) regarding the possibility of rebranding the sign, including an update of the information (which has already been completed) to follow the Hinchinbrook Way style guide.

Acting Executive Manager Environment and Community Services has discussed this with SEDTO who has assumed responsibility for this project in regards to design.

May 2016 Update – FBPA have advised that they would prefer to wait for the new precinct sign to be installed before considering whether this sign is still needed or wanted.

April Update – The draft design for the new sign has been finalised and is being sent to FBPA and Council for approval.

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.

November 2017 Update – The Canecutter Committee are facilitating the addition of the plaque.

Matter Closed

October 2017 Update – Council awaiting outcome from HR Canecutter Committee.

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.



HINCHINBROOK
SHIRE COUNCIL

SEPTEMBER 2017 QUARTERLY REPORT

- OPERATIONAL PLAN

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
1.1	Continued refinement of long term asset management plans.	EMISD	1.1.1	Improve asset data and condition rating information as identified in the adopted Asset Management Plans by June 2018.	Progressing - Road Imaging, Bridge Inspections, etc.
	Development of a roads hierarchy and associated service levels.	EMISD	1.1.2	Review and update standard drawings of roads, develop standard drawings for the lowest order roads (class 6) by June 2018.	Progressing - IPWEAQ Lower Order Roads to be implemented.
	Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.	EMISD	1.1.3	Review and develop a <i>Transport Asset Maintenance Annual Schedule</i> by 31 December 2017.	Progressing - Workshopping with relevant staff in October 2017.
1.2	Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs.	CFO	1.2.1	Preventative maintenance plan documented and included in ten year budgets for Council owned buildings.	Plan has been developed and continues to be monitored and updated.
1.3	Investigate water security options for the Hinchinbrook Shire reticulated water system.	W&SM	1.3.1	Progress the Como Road bores duplication and Ingham water treatment plant upgrade project to shovel ready status by April 2018.	Consultancy Tender for the design and Project Management of Construction has been called. Agreements with the state have been signed.
	Investigation of access to identified cane expansion areas in collaboration with industry stakeholders.	EMDPES	1.3.2	Business case and funding models explored on a case by case basis. Study to investigate soil, climate and agricultural viability for the diversification of primary production as well as expansion of cane production. (undertaken the study over three financial years due to cost and resource implications)	Council is looking to seek information regarding the viability of various crop types suitable for growing in the Shire.
1.4	Prior to the end of useful life of current assets review innovative and alternate solutions.	PDM	1.4.1	Review and update <i>Local Government Infrastructure Plan</i> by June 2018.	The LGIP first stage report was endorsed by Council in September 2017. The LGIP process is on track for approval by the Minister before June 2018.
1.5	Maintain access to and improve recreational boating and fishing facilities.	EMISD	1.5.1	Investigate feasibility of dredging Dungeness Channel.	Prelodgement advice received. Ongoing.
		EMISD	1.5.2	Advocate for improvement of recreational boating facilities.	Dungeness Pontoon Project has been funded and will be seeking pricing from the market December 2017.
	Development of a parks and reserves hierarchy and associated service levels.	EMISD	1.5.3	Complete community engagement on parks and reserves service level expectations and private land maintenance by 31 December 2017.	No progress to date.
2.1	Consultation for and development of a new Town Planning Scheme that acts as an enabler for lifestyle aspirations, supports population growth and the realisation of opportunities.	PDM	2.1.1	Commence public consultation for the <i>Draft Hinchinbrook Shire Planning Scheme</i> in 2017.	Consultation completed on 5 September 2017.
		PDM	2.1.2	Adoption of final <i>Hinchinbrook Shire Planning Scheme</i> in 2017.	The Planning Scheme has been submitted to the Minister for approval.
	Regularisation of levies.	PDM	2.1.3	Include <i>Levee Regulations</i> on the new Hinchinbrook Shire Council Website in 2017.	The Levee Regulations were published on the Council website in early 2017.
2.2	Revision of the existing flood study.	EMISD	2.2.1	Public consultation of the <i>Herbert River Flood and Inundation Study 2015</i> , during 2017. Undertake affordable flood reduction.	Paris Land Project due to be completed by November 2017.
		EMISD	2.2.2	Measures to alleviate CBD flood levels.	Paris Land Project due to be completed by November 2017.
2.3	Funding of the Herbert River Improvement Trust.	CFO	2.3.1	Funds allocated and payment will be made in accordance with arrangements by <i>Herbert River Improvement Trust</i> .	2017/2018 precept payment to HRIT has been made.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
2.4	Pest and weed management activities.	PMO	2.4.1	Continuous monitoring and improvement of vector control practices and public education delivery by June 2018.	Environmental Services is continuing to implement a program of vector control. A public education program is being developed.
		PMO	2.4.2	Implement the <i>Hinchinbrook Biosecurity Plan</i> in cooperation with primary producers and other key stakeholders by June 2018.	Implementation of the plan continuing with the review of the plan to be undertaken during May 2018.
		PMO	2.4.3	Continue the <i>Hinchinbrook Community Feral Pig Management Program</i> - implement all activities by June 2018.	Program continuing with 195 feral pig controlled during this period.
		EHO	2.4.4	Review <i>Flying Fox Roost Management Program</i> by 30 June 2018.	No actions required at this time.
	Involvement in catchment management activities.	PMO	2.4.5	Develop, assist with and carry out revegetation projects including promotion of <i>National Tree Day</i> by June 2018.	National Tree planting day activities took place in TYTO in July 2017. Council is undertaking catchment management activities with a number of stakeholders within the Palm Creek and other minor system.
	Stewardship of the Great Barrier Reef.	PMO	2.4.6	Implement agreed activities from the <i>Reef Guardian Action Plan</i> by June 2018.	Council is continuing to work closely with GBRMPA to achieve the actions outlined in the plan.
	Biosecurity.	PMO	2.4.7	Meet Council's obligations under the new <i>Biosecurity Act 2014</i> preventing, responding to and assisting recovery from pests and diseases, thereby keeping Hinchinbrook's land and environment healthy and resilient.	Council is meeting its obligation under the new Biosecurity Act. It has a biosecurity plan in place and is also working under a surveillance program to ensure that the community is managing any incursions of the shires priority restricted matter.
3.1	Community Shed Meetings.	EA	3.1.1	Hold annual <i>Community Shed Meetings</i> as per identified schedule.	The following Community Shed Meetings were held for 2017: 4 July 2017 - Bambaroo 8 August 2017 - Lower Herbert 4 September 2017 - Mt Fox.
	Provide Councillor representation at recognised community group meetings.	EA	3.1.2	Facilitate an annual review of Councillor nominations for representational roles.	Review carried out in July 2017 and new Councillor Organisation / Committee Responsibilities List adopted by Council on 25 July 2017.
3.2	Communications Plan developed and executed.	MCO	3.2.1	<i>Annual Communication Plan</i> developed and presented to Council by March 2018.	Annual Communication Plan will be developed and presented to Council by March 2018.
		MCO	3.2.2	Activity and outcome report presented twice a year to Councillors.	Report to be presented to Council in February 2018.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
	Further development of online content.	MCO	3.2.3	Develop online functionality including the ability to apply / lodge applications through the Hinchinbrook Shire Council website by 30 September 2017.	Ability to apply / lodge applications online through Hinchinbrook Shire Council has been built for a number of areas including Make a Request pages. Continuing to be enhanced.
		MCO	3.2.4	Implement strategies to ensure website content is accurate and up-to-date by 30 September 2017.	Policy and Procedure for website editing and content for staff being developed.
		MCO	3.2.5	Ensure policies and services factsheets are available online by 30 September 2017.	Council Compliance Policies available online on Council's website. Operational Policies and Procedures available on Council's Intranet. Continue to be reviewed.
		MCO	3.2.6	Increase community engagement through social media platforms including <i>Hinchinbrook Shire Council</i> , <i>Visit TYTO</i> , <i>Hinchinbrook Disaster Management</i> and the <i>Hinchinbrook Way</i> pages.	Community engagement across social media and web platforms continues to increase steadily across all social media pages.
	Continued publication of a ratepayers newsletter.	MCO	3.2.7	Three ratepayer newsletters published by June 2018.	One ratepayer newsletter, Budget Summary, has been published this financial year. The next newsletter scheduled to be published is the Disaster Information newsletter.
3.3	Advocate for the provision of youth social services delivered locally.	EMDPES	3.3.1	On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of at risk community members and youth.	Invitation to be made to the HCSC and local Youth Worker to a briefing session with Council to identify issues.
	Support for community health service providers to address the needs of at risk community members.	EMDPES	3.3.2	Review the grant funding service as provided by the <i>Hinchinbrook Community Support Centre</i> by June 2018.	To be undertaken later in the financial year.
		EMDPES	3.3.3	Continue community activities focused on seniors. Constitute an <i>Ageing in Place Committee</i> during 2017.	Council has co-ordinated a number of events and training activities aimed at seniors. The Ageing in Place Committee has been formed and has held its first meeting.
		EMDPES	3.3.4	Build capacity and influence early childhood health and learning via community programming and partnerships with community organisations.	The First 5 Forever program was run by the Hinchinbrook Shire Library. Currently facilitating a Mums and Bubs program.
		EMDPES	3.3.5	Host community events with inclusive additions for elderly persons and those living with a disability. Minimum two per year to be included in programming.	A number of events are run for elderly residents including tea and trivia and computer classes. These are not specifically targeted to people with a disability.
	Advocate for the delivery of the State's regionalisation agenda specifically as it relates to population growth and regional investment.	EMDPES	3.3.6	Participate in State government forums to influence the regional agenda.	Continue to attend the REDROC group and participate in various workshops as they arise.
	Membership of LGAQ and participation in relevant discussions and agendas.	CEO	3.3.7	State and Regional LGAQ conferences and meetings attendance.	Mayor, Cr Skinner, Councillor Tack and CEO to attend LGAQ Conference in October. Mayor and Councillors attended other conferences and meeting as appropriate.
3.4	Buy local first preference policy development.	CFO	3.4.1	Procurement Policy, which provides for buy local preference, to continue to be applied, to be reviewed by 30 September 2017.	Policy being reviewed by Executive Management Team and Council.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
3.5	Review of the organisational structure and resourcing in response to our strategic direction.	CEO	3.5.1	Implementation of new organisational structure adopted 27 June 2017 and continue to review structure.	New structure was implemented and reviewed as appropriate.
		CEO	3.5.2	Continue implementation of a program to introduce apprentices and trainees into Council for 2017/2018.	Council continues to support employment of Apprentices and Trainees. As current Trainees terms are finalised, new Trainees are appointed. New Trainee added for Stores operations. Subsidy of \$48,000 received for new round of Trainees from State Government.
		CEO	3.5.3	Implement a <i>Corporate Culture Program</i> into Council by 30 June 2018 through implementation of a <i>Human Resources Strategy</i> .	Strategy is being developed incorporating initiatives from Staff Survey.
		CEO	3.5.4	Continued program of business improvement initiatives, innovations leading to enhanced service delivery and operational efficiencies and sustainable work practices. This will occur through the <i>Business Improvement Team</i> .	Business Improvement Team is actively implementing a range of initiatives. Staff are strongly encouraged to put suggestions into Business Improvement Team.
	Development of our human resources.	HRSC	3.5.5	Annual delivery of employee training on an as needs basis <ul style="list-style-type: none"> • Code of Conduct • Customer Service • Workplace Health and Safety 	Developing online Moodle Training packages for all policies and procedures for annual reviews, as well as updating Intranet to ensure personnel are obtaining updated information.
		HRSC	3.5.6	Continued implementation of performance appraisals for all staff.	Ongoing with Registers. Tracking Performance Appraisals for all staff and training needs as part of this process.
		CEO	3.5.7	Customer Service - determination of sustainable levels of service, responsible time frames for process to enable community transparency.	Work in progress. CRM review now in final stages. Aiming to go live late November 2017.
4.1	Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs.	MECD	4.1.1	Expand annual <i>Tasman Turtle Picnic Day</i> signature event to attract families from across the region in 2018.	Work has not commenced on this. A review/presentation to Council will occur in November 2017.
		MECD	4.1.2	Present two state cultural touring programs to increase patronage from all regional areas with a focus on Townsville. Continue to present art and cultural programming in the annual event program. Continue to present two printed community event programs per year to increase awareness of art and cultural programming. Distribution to include Townsville and other regional areas.	Year to date Opera Q performance occurred with 183 pax attendance. Camerata is being scoped for 2018 but has not been confirmed as their touring is tied heavily to funding. Programming will be presented to Council for review in November for the 2018 calendar year. September - December event programme printed and distributed. Planning for January - December is currently underway. Distribution matrix is available if required.
		MECD	4.1.3	Development of sports and recreation facility program.	Draft activities are within the 2018 programming for presentation/review to Council November 2017.
	Continued funding of the Regional Arts Development Fund program.	MECD	4.1.4	Apply for RADF funding under new modelling. Implement RADF program in accordance with adopted guidelines with or without state government funding. Increase the accessibility of programs to all Hinchinbrook residents by holding RADF workshops throughout a range of areas within the Shire, through <i>Inflight</i> programming.	RADF funding of \$30,000 was successful. Programming as per submission has commenced. Others are included in 2018 draft 2018 Calendar of Events.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
4.2	Exploration of a fresh water recreational facility.	EMISD	4.2.1	Continue to explore opportunities for a fresh water recreation facility.	No Progress to date for 2017/2018.
	Continued community partnerships for the delivery of services at the Kelly Theatre and Hinchinbrook Aquatic Centre.	CFO	4.2.2	Continue engagement with the Lessees of the <i>Kelly Theatre</i> . Council through Economic Development will continue to support the <i>Kelly Theatre</i> through advertising which promotes the region.	Relationship with Kelly Theatre continues. Council purchased new projector for Kelly Theatre.
		CFO	4.2.3	Continue engagement with the Lessees of the <i>Hinchinbrook Aquatic Centre</i> .	Relationship with Lessees of HAC continues. W4Q funding of \$800,000 received for new waterpark facility.
	School holidays program featuring children / youth activities.	MECD	4.2.4	Build capacity via the delivery of community programming during the September, January and April school holiday period.	Draft activities are within the 2018 programming for presentation/review to Council November 2017.
	Continued support for Hinchinbrook based events that provide both economic returns by way of visitation and opportunities for participation by the community.	MECD	4.2.5	Budget provision made to support a mix of Hinchinbrook based events.	Complete. Maximisation of return will be the focus inclusive of increased accountability of outcomes.
4.3	Continue to provide funding for community groups to deliver on the wider social welfare agenda.	MECD	4.3.1	Develop <i>Community Partner Programs</i> with one new partnership per pillar of art, culture, nature and knowledge. <i>Review of Festivals and Events Policy and Community Grants Policy and Procedure</i> in 2017 to ensure economic returns are enhanced, which assist community groups.	NIL to date. Ongoing. First round of grant approved and processed.
4.4	Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes.	EMDPES	4.4.1	Progress the handover of ownership of Forrest Glen Retirement Village to the <i>Hinchinbrook Community Support Centre</i> .	This matter is awaiting the resolution of the acquisition of additional land for waste water disposal from the biocycle unit before the facility can be handed over.
		CEO	4.4.2	On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of older residents.	The Ageing in Place Committee has been formed and has held its first meeting.
	Self assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities.	EMDPES	4.4.3	To review report with Council and prepare a long term strategy to work towards ensuring that the needs of the aged community are met. Constitute an <i>Ageing in Place Committee</i> during 2017 to assist Council in the development of a long term <i>Ageing in Place Strategy</i> .	The Ageing in Place Committee has been formed and has held its first meeting.
	Plan to address shortcomings.	EMDPES	4.4.4	Report prepared for Council with budget items for consideration in 2016 / 2017.	This will be undertaken in liaison with the Ageing in Place Committee and the identified priorities.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
4.5	Provide meaningful Animal Control Services.	EHTO	4.5.1	Respond to complaints in a timely manner and execute appropriate actions.	All the complaints will be investigated in three working days. Local Laws team will take action accordingly, i.e. issue compliance notice, PIN and impoundment notice.
		EHTO	4.5.2	Continue to partner with animal welfare organisations to re-home unwanted animals.	Local Laws team will contact registered animal rehoming agencies on day 2 for unregistered animals and day 4 for registered animals.
	Provide meaningful business licensing activities.	EHO	4.5.3	Respond to complaints in a timely manner and execute appropriate actions.	Food related complaints are given high priority.
		EHO	4.5.4	Continue to provide opportunities for business owners to meet their compliance responsibilities.	Regular newsletter is emailed to food business owners.
	Provide timely building regulatory functions and enforcement action as necessary.	PDM	4.5.5	Respond to complaints in a timely manner and execute appropriate actions that safe guard the public interest. Undertake appropriate legal actions against non-compliant activities.	Relevant compliance actions have been undertaken. Successful Court Actions and Court Decisions has been obtained where appropriate.
4.6	Foster partnership opportunities with vocational and tertiary educational service providers.	SEDTO	4.6.1	Continue to collaborate with <i>James Cook University</i> and <i>CQ University</i> to establish course components within the Shire.	Delivering a course in March 2018 on Orpheus Island for 46 JCU students. Course title: EV3001 Environmental and Regional Planning.
		MECD	4.6.2	Introduce one new collaborative partnership program to marry with curriculum in technology based learning.	Hinchinbrook Shire Library aims to partner with local schools in order to provide Coding and Robotics Workshops to children and young adults in the region. The robotics kits have been ordered through State Library, however there is currently a delay with the Ozobot kits involving procurement of certain components required to complete them. Once this issue has been resolved, three kits will be delivered – EZ-Robot, Ozobots, and Sphero SPRK+ kits. HSL will be delivering these workshops in the first quarter of 2018 based on arrival of materials.
		MECD	4.6.3	Continue to participate in the regional tourism programs.	Nil to date.
5.1	CBD refresh and associated actions.	SEDTO	5.1.1	Undertake master planning of Rotary Park to develop an integrated approach to the future development of the park.	No further update.
		MECD	5.1.2	Continuation and expansion of the <i>Christmas in Hinchinbrook Project</i> by December 2017.	Planning current. Sponsorship letter has been sent. Programming to role out from 18 November to 3 December.
5.2	Local buy first preference policy development.	CFO	5.2.1	Policy to be reviewed with new Council.	Policy being reviewed by Executive Management Team and Council.
		CEO	5.2.2	Creation of business friendly environment by reduction of red tape and simplification of licensing processes.	Active Business Improvement Team in place and continue to review processes.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
	Implement Economic Development Strategy and focus on short term actions.	EMDPES	5.2.3	Encourage and promote diversification in agriculture complimentary to sugar cane.	Participate in the regional Pathfinders program and lead the action group for the Value-Add to Agriculture action item.
		EMDPES	5.2.4	Promote diversification in agricultural practices and enhance focus and delivery of tourism product including economic and agricultural tourism.	Currently investigating the viability of creating a food trail in the Shire.
		MECD	5.2.5	Work with <i>Townsville Enterprise Ltd</i> to partner on projects of benefit to the Hinchinbrook Shire.	TEL Service Level Agreement signed off in October. Full Page booked in 2018 Townsville North Queensland Events and Insider's Guide.
		EMDPES	5.2.6	Coordination of at least two focus group meetings to progress into economic development actions.	No focus meeting has been held in this financial year as yet.
		EMDPES	5.2.7	Investigate opportunities for renewable energies, such as solar, for cost reduction purposes.	Field trip initiated for Councillor and Officer representative to visit the Genex site to see the extent of the renewable energy project.
		MECD	5.2.8	Design and promote an investment prospectus to entice new businesses, development and jobs within the region.	Currently in research and collation phase.
		MECD	5.2.9	Facilitate business workshops that promote development of existing and new businesses.	Research complete, currently drafting programming for approval.
		MECD	5.2.10	Identify and support potential business opportunities for locals and newcomers to the Shire.	Distribution of Hinchinbrook Way series content orientated towards the make the move market. Example: The Lifestyle Farmers. Worked with Department of State Development, external investors and local stakeholders to scope opportunities for collaborative approach to locate a major development within the shire within the realm of the recreational fishing market. Liaised with several prospective tenderers for the upcoming Thorsborne Trail Commercial EOI to promote the merit of locating operations within the Hinchinbrook Shire.
		MECD	5.2.11	Facilitate planning for infrastructure in key economic development nodes.	Telstra Air Free Wi Fi network – facilitated planning and design of network designed to extend visitation duration and increase visitation expenditure. Facilitated major amendments to the Hinchinbrook Island Management Plan and Visitor Strategy to create new opportunities for commercial product within the Shire. Submission on Council's LGIP regarding the proposed creation of LGIP priority development zones and associated waiving of LGIP infrastructure charges for new compliant development.
	Funding of the Hinchinbrook Chamber of Commerce, Industry and Tourism.	MECD	5.2.12	Budget allocation made and funds transferred by December 2016.	Service Level Agreement (SLA) complete and awaiting new funding.

Corporate Plan Strategies	Proposed Actions over 2014 - 2019	RO		2017 - 2018 Action and Measure	September 2017 Comment
5.3	Event activity at the TYTO Precinct.	MECD	5.3.1	Yearly event program presented with a mix of activities, workshops and events that have appeal to visitors. Include one exclusive niche cultural ticketed event to the external market. Maintain Townsville marketing to build awareness of community precinct and to increase capacity. Expand <i>Hinchinbrook Market Day</i> to attract day visitation from regional areas as day trip market and a must do activity for visitors to the region. Increase exposure of events, services and programming at regional road shows and expos. To be done in partnership with local operators and <i>The Hinchinbrook Way</i> .	Draft 2018 Calendar of Events with all programs completed. Aim for Council review in November 2017.
	Event funding support program.	MECD	5.3.2	Activity and outcomes report presented twice a year to Councillors.	Not currently due but on track to deliver an update twice yearly.
		MECD	5.3.3	Budget provision made to support a mix of Hinchinbrook based events.	Complete. Council has made budget provision again this year for financial support to local organisations to run events.
	Ongoing membership of Townsville Enterprise Limited.	MECD	5.3.4	Continued membership of <i>Townsville Enterprise Limited</i> and annual review of service level agreement.	Complete. The Service Level Agreement has been reviewed and is in the process of being signed.
5.4	Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.	CEO	5.4.1	<i>Local Disaster Management Plan</i> in place, reviewed annually and adopted by Council prior to December 2017. Increase public awareness of natural disaster management.	Currently being worked on and will be adopted at December 2017 General Meeting.
5.5	Develop and finalise shire wide branding project.	SEDTO	5.5.1	Continue to implement branding and work with local businesses to become a part of the brand story.	Ingham Hospital has come on board with the Welcomer program. 70 businesses have been updated within the website for the period. Total of 120 businesses pages are on the website.
5.6	Develop a comprehensive marketing campaign including the following media avenues:	SEDTO	5.6.1	Produce high quality print material.	We advanced on the 2018/2019 brochure reprint.
		SEDTO	5.6.2	Develop a network of Billboards.	Complete.
		SEDTO	5.6.3	Further development of social media opportunities.	Facebook posts have comprised of local event advertising, attraction advertising, International Fishing Series and release of Hinchinbrook Way short films.
		SEDTO	5.6.4	Production of media advertisements.	Advertisements have gone into the following publications: Northern Register Newspaper, Drive Map through Adlink Media and In Townsville and Magnetic Island September to February edition.
	Finalise the Hinchinbrook Way Walk.	SEDTO	5.6.5	To be operational by 30 September 2017.	All aluminium signage has been installed. RFQ for brass plaque production has been completed and Brass Plaques should be delivered prior to Christmas.
	Complete Stage 1 of the Hinchinbrook Way Drive Loop in the Lower Herbert, Forrest Beach area.	SEDTO	5.6.6	Stage 1 being design package complete. Stage 2 implementation to be completed by 30 June 2018 subject to Road Corridor Permit and QTDDIF funding application.	No further progress to date. QTDDIF funding was not successful.
5.7	Refurbishment of the internal layout to the Visitor Information Centre.	SEDTO	5.7.1	Development and implementation of the refurbishment of the <i>Hinchinbrook Visitor Information Lounge</i> .	No further progress to date. QTDDIF funding was not successful.

PROJECT DEVELOPMENT GROUP MEETING MINUTES

Executive Summary

Council have agreed that the Project Development Group Minutes are to be considered by Council for adoption.

For Council Decision – Recommendation

That Council receive and note the Project Development Group Meeting Minutes held on 21 September 2017.

Background

The Project Development Group meet monthly to discuss a range of issues pertaining to CBD and other projects.

Attachments

21 September 2017 Project Development Group Meeting Minutes

Statutory Environment

2014 – 2019 Corporate Plan – 5.1 – Our Ingham CBD is attractive, alive and diverse
2017 / 2018 Operational Plan – 5.1 – CBD refresh and associated actions

Policy Implications

Not applicable

Consulted With

Not applicable

Financial and Resource Implications

Not applicable

Risk Management Implications

It is important that these projects are progressed through a Project Development Group to ensure timely and cost effective implementation. Group meeting minutes progressing through to Council's General Meeting ensures transparency of projects.

Strategic Considerations

Not applicable

Officers Comment

Not applicable

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 13 November 2017



PROJECTS DEVELOPMENT GROUP MINUTES

Thursday 21 September 2017 at 9.00am

Council Chambers

Attendance: Mayor Ramon Jayo, Deputy Mayor Mary Brown and Councillors Andrew Lancini, Kate Milton, Wally Skinner and Marc Tack, CEO Dan McKinlay, EMISD James Stewart, EMDPES Rosemary Pennisi, MCED Donna Prentice and SEDTO Ben Christie-Johnston

Apologies: Councillor Maria Bosworth, MCCO Dianne Purnell and GO Kerry Grant-Mackay

AGENDA ITEMS	MINUTES
1. Minutes of Previous Meeting – 17 August 2017	That the Minutes of the previous meeting held on 17 August 2017 be approved and sent to a General Meeting for Council's information.

<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ol style="list-style-type: none"> Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park Design and install tourist information signage in Rotary Park Design and install signage for Rotary Park to Lannercost Street walk Install Free Wi Fi network in Rotary Park Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>16/06/2016 - The Committee agreed that the rental fee for the Rotary Park Activation Tourism Development Opportunity will be \$100 per week (excl GST).</p> <p>15/09/2016 – All Towers (\$81,770) cost including installation.</p> <p>17/11/2016 –</p> <p>2.1.(a) Mayor concerned about Driver Reviver at Frances Creek and would prefer it closer to town. Discuss this with Main Roads (Peter Sakkas) for Rotary Park (check blackspot issues).</p> <p>EOI now withdrawn.</p> <p>16/02/2017 –</p> <p>2.1 (a) A local entrepreneur has approached Council with a proposal to establish a Thai Style food van in Rotary Park, under the shade of the existing raintrees. The proposed business would serve Thai cuisine, including lunches, dinners and desserts. The proposal is to site the food van in Rotary Park with associated chair and tables and create an enticing environment for customers. Consideration may be given to creating a unique night atmosphere through the use of lanterns and other atmospheric lighting at the locality.</p> <p>The proponent has bought the food van (caravan) and is now working to deliver a business plan for the proposal. After discussions with the Mayor and Deputy Mayor, Council Officers have informed the proponent of preliminary support for the proposal subject to:</p> <ul style="list-style-type: none"> DTMR approval; DNRM approval; Agreement from key stakeholders including HCCIT and Rotary Clubs. <p>23/03/2017 –</p> <p>2.1. (a) Steven Slade contacted Council's Economic and Development Services on 20 March 2017 to enquire about interim process to facilitate his proposed development. His enquiry has been referred to Council's Environmental Health Officer to assist with information and application process associated with applying for a food licence for a food van.</p> <p>Council's Acting Senior Economic Development and Tourism Officer and the Planning and Development Manager will be briefed on Mr Slade's proposal and will facilitate all discussions and approval processes into the future.</p> <p>Action - That Council discuss this matter with Steven Slade at a future Connect Session.</p> <p>20/04/2017 –</p> <p>2.1. (a) EDO advised that the Health Services have emailed Steven Slade regarding the appropriate permits and health regulations. EDO contacted Mr Slade regarding businesses proposed name. Mr Slade is yet to complete Health Services requirements but when completed will talk with EDO and Planning Development Manager (PDM).</p> <p>Action - That Council discuss this matter with Steven Slade at a future Connect Session.</p>
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	<p>24/05/2017 – 2.1. (a) No further action. Steven Slade has not responded to Council as requested.</p> <p>15/06/2017 - 2.1(a) EDO advised that Steven Slade was contacted via email on 8 June 2017 and received phone call in return. Steven advised that he has spent about \$50K on fitting out the van and is about to get the van wrapped by Significant Signs. He advised that he is doing a business course and his wife is getting her food handlers certificate. EDO stressed the need for Steven to contact Health before investing anymore. Health have sent through all relevant information on 19 April and are trying to contact him to discuss the fitout.</p> <p>22/07/2017 – The meeting noted that EDO has not heard from Steven Slade. Health Department have spoken to Steven who will be bringing the van in for an inspection.</p> <p>17/08/2017 – No further action at this stage.</p> <p>21/09/2017 - No further action at this stage.</p>
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ul style="list-style-type: none"> a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park b) Design and install tourist information signage in Rotary Park c) Design and install signage for Rotary Park to Lannercost Street walk d) Install Free Wi Fi network in Rotary Park e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>17/11/2016 – 2.1. (b) Cost per tower: Approx \$20,650. Agreement sought for installation of tower at Rotary Park and TYTO. Hinchinbrook Way Towers over \$20,000 (1 at Rotary Park and one at TYTO) each- called for tenders in July – local (The Sign Co and Rinaudo Engineering). RFQ sent out recently. Rotary Park – at water fountain - investigate footings. TYTO – frontage of Visitor Information Centre – standard wording – change brown signs – also investigate “I” information sign on to this sign. Looking at late February 2017 for installation.</p> <p>16/02/2017 – 2.1 (b) A site inspection with relevant Council Officers and Economic Development and Tourism portfolio Councillors, Deputy Mayor Mary Brown and Councillor Andrew Lancini concluded any development of new infrastructure or signage within Rotary Park should not proceed until Council have workshopped a masterplan for Rotary Park.</p> <p>The basis for this conclusion was that any new works may significantly compound existing design issues, including the diversity, suitability and placement of street furniture and signage.</p> <p>It is noted the majority of street furniture and signage within the park is poorly located, unsuitable for purpose and collectively presents a low quality experience for locals and visitors.</p>

	<p>It is recommended that Item 2.1 (b) be closed and addressed under the new proposed agenda item 10.</p> <p>MATTER CLOSED - Action – Invite all Rotary Park stakeholders and others to a future meeting.</p> <p>22/07/2017 – Invite Rotary Park stakeholders and Chamber of Commerce to a future meeting.</p> <p>17/08/2017 - Meeting held of stakeholders with Chamber of Commerce. Chamber of Commerce will bring consultation process to Council at Connect Session on 5 September 2017 regarding views of related parties and stakeholders.</p> <p>21/09/2017 – Refer to Item 4.</p>
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <ol style="list-style-type: none"> Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park Design and install tourist information signage in Rotary Park Design and install signage for Rotary Park to Lannercost Street walk Install Free Wi Fi network in Rotary Park Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders. 	<p>16/02/2017 –</p> <p>2.1 (c) A wayfinding street signage package suitable for RCP application purposes has been received by Council and forwarded to a local contractor (Hinchinbrook Traffic Control) to prepare the Traffic Management Plan.</p> <p>In the interim (during the RCP process) final design work is continuing on graphic components of the package that don't impact on the RCP application. A RFQ will be issued for supply and installation once the final package is received by Council.</p> <p>Action – SEDTO to check for confirmation that solid blue being used in signage will not fade in future.</p> <p>SEDTO to investigate coating. SEDTO to advise outcome of response / investigation to Councillor in In the Know.</p> <p>23/03/2017 –</p> <p>2.1 (c) Dot Dash advised the proposed colour and applied protectant treatment for signage sufficiently stabilises UV deterioration to achieve a performance outcome that is consistent with the use of any other colour. DotDash have further advised that all signage regardless of protectant treatments and colour use is subject to deterioration over time, such that replacement schedules and associated budgeting should be factored into long-term maintenance schedules.</p> <p>20/04/2017 –</p> <p>2.1 (c) EDO advised that Dot Dash will be completing final design section (individual locality map) this week. EDO and team met with Engineering to discuss any infrastructure underground and potential installation issues. Quotes will also be sought for precision concrete cutting for the base and installation of brass plates.</p> <p>Action – Quotes to be sought (verbal) for the installation and the concrete cutting and printing of the signs.</p> <p>24/05/2017 –</p> <p>2.1 (c) This is being referred to as the Wayfinding design package from DotDash.</p> <ul style="list-style-type: none"> Ingham CBD Wayfinding Draft Design Package emailed to PCG members on 27 April. EDO is seeking amendments/approval to commence with construction and installation preparation based on the design package.

	<p><u>Resolved</u> –That the Wayfinding Signage Design Package be approved.</p> <p>Action – EDO to proceed to seeking quotations for preparation of signage and installation / construction costs.</p> <p>15/06/2017 -</p> <p>2.1(c) EDO advised that a few steps need to be carried out before seeking quotations. Work has commenced in confirming the time and distances on all signage as well as allocating GPS coordinates for the engineering certification drawings. The engineering certification will be completed by the end of the financial year and this is preparation work for the Road Corridor Permit. Once the GPS and time/distances work has been completed, Dot Dash can provide Council with an updated design package and high resolution versions of maps and symbols. A complete package will be available to hand to the appointed contractors to commence work. After that, the next step is to seek quotations for signage and installation.</p> <p>22/07/2017 -</p> <p>2.1(c) The meeting noted that coordinates, timing and distances have been confirmed and awaiting internal approval within Department. Internal approval also needs to be sought from Engineering in regards to underground assets for proposed signage locations. RFQ and RCP is being prepared.</p> <p>The meeting also noted that SEDTO is awaiting final design package from DotDash prior to proceeding with installation.</p> <p>17/08/2017 – Amendments to design package have been referred to Dotdash, awaiting response.</p> <p>Officers require confirmation of locality of new toilet facilities in Lannercost Street to ensure further retro fitting of signage is not required in the future.</p> <p>It was noted that Council during W4Q deliberations resolved that the toilets be located on the western side of the Coles Lannercost Street walkway with separate toilets (male and female and mothers room) pending engineering determination for suitability of sewerage main access.</p> <p>Action - CFO AND EMISD to liaise regarding sewerage connection and provide information back to the next meeting.</p> <p>21/09/2017 - SEDTO notes that final location of new toilet facilities has yet to be defined.</p> <p>No further action has occurred on completing the design package for the Ingham CBD Wayfinding signage.</p>
<p>2. Council resolutions arising from Ordinary Meeting dated 29 September 2015.</p> <p>2.1That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:</p> <p>a) Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park</p>	<p>16/02/2017 –</p> <p>2.1 (d) Telstra have been notified in writing that Council seeks to engage their services for the survey, design, supply, installation, operation and maintenance of a Free Wi Fi network.</p> <p>Telstra are currently preparing a contract for Council's consideration and approval. Telstra have also advised that they are strongly agreeable to the joint promotion of the new network installation and have advised their media team are willing to collaborate with Council to draft and coordinate press releases closer to the official launch date.</p>

<p>b) Design and install tourist information signage in Rotary Park</p> <p>c) Design and install signage for Rotary Park to Lannercost Street walk</p> <p>d) Install Free Wi Fi network in Rotary Park</p> <p>e) Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.</p>	<p>23/03/2017 –</p> <p>2.1(d) Telstra nominated contact for the Wi-Fi project has recently taken extended leave and Council has followed up and confirmed the new contact. A contract should be supplied to Council within the next week. It is noted that Council's Acting Senior Economic Development and Tourism Officer and the Planning and Development Manager will be briefed on the project to facilitate the completion of the project prior to the end of the 2016/2017 financial year.</p> <p>Action - That the timeframes be laid out in contract.</p> <p>20/04/2017 –</p> <p>2.1 (d) EDO advised that Telstra needed to survey the sites to determine locations of Wi-Fi boxes. Telstra commenced survey work on Wednesday 12 April. Telstra contact is currently compiling a report on the findings of survey which potentially could be this week.</p> <p>Action – EDO to follow up report from Telstra regarding survey.</p> <p>24/05/2017 –</p> <p>2.1 (d) EDO and Dave Halberg (Acting IS Manager) received Telstra report and copy provided at meeting.</p> <ul style="list-style-type: none"> • Report notes that 4 hotspots will be located at Rotary Park Maraka Stage, Rotary Park Toilet block and 2 around TYTO. • Acting ISM advised that cost came in to be cheaper than originally specified. <p><u>Resolved</u> - Committee noted that Telstra's infrastructure will go on Council's existing infrastructure. The infrastructure will not be installed before 30 June 2017 as previously advised. Awaiting presentation of contract between Council and Telstra and also awaiting date to be clarified.</p> <p>15/06/2017 -</p> <p>EDO advised Telstra has been emailed multiple times. The Telstra legal team were looking at the Contract on 13 June and have informed Council the contract should be received this week.</p> <p>22/07/2017 -</p> <p>The meeting noted that Council have received a contract from Telstra and minor amendments have been made that have been approved by Telstra.</p> <p>Final contract being prepared for CEO's review and approval.</p> <p>17/08/2017 – Contract has been signed by both parties. SEDTO is working with Telstra (David White) to set up network configuration and Purple WiFi analytics and Insights platform. Installation dates will be confirmed once network configuration has been finalised.</p>
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	<p>21/09/2017 - Progress Report from Telstra:</p> <p>Activities that are currently underway for Hinchinbrook are as follows;</p> <ol style="list-style-type: none"> 1. Material ordered, expected to be all delivered and ready by the end of September. 2. ADSL orders raised for all 4 sites which will require involvement of NBN for provisioning of the copper as we are working in an NBN controlled area. This is taking time and probably likely to be done by the first week in October. No point in attending site to commence construction activities until this is completed. 3. Engaged the Land Access Group who will complete the notification process for the on-site civil works associated with the trenching of the copper service by RT Communications. 4. All orders have been raised engaging RT Communications to complete construction once the NBN portion of the copper service has been installed. <p>The meeting noted that at this stage Telstra's estimate for the construction start date will be 09/10/17, construction completion of 23/10/17, with an anticipated in service date of 27/10/17.</p> <p>Biggest risk is working with NBN to deliver the transmission; Telstra team is doing its best to push this activity along within a reasonable timeframe.</p>
<p>2.2 That Council proceed with the 2015 / 2016 Ingham</p> <ol style="list-style-type: none"> i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street. 	<p>23/03/2017 –</p> <ol style="list-style-type: none"> i. DotDash have supplied the final design package ii. Hinchinbrook Traffic Control have supplied the requested traffic control plans iii. RCP has been lodged with DTMR, likely to have a response by 31 March 2017 iv. Suppliers to be engaged this week and provided final design package v. Council will be issuing an RFQ for the supply of specialised precision concrete cutting services associated with the installation of brass floor plates throughout the walk. <p>It is noted that Council's Acting SEDTO and the PDM will be briefed on the project to facilitate the completion of the project.</p> <p>20/04/2017 –</p> <p>EDO advised that the Road Corridor Permit has been granted. Dot Dash will supply map then design package will be complete. EDO has met with Engineering regarding installation information, spoke with sign designer Ron Milan and will carry out a site visit with Mr Milan and traffic control next week as well as seek quotes for precision concrete.</p> <p>Action – Refer to Item 2.1 (c)</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • EDO can confirm that the design package is completed as map was provided. • Suppliers engaged (The Sign Company, Firmi Engineering and Hinchinbrook Traffic Control).

- RCP approved to be extended to end of financial year.
- Hugh Markwell appointed to manage this project.
- The signs will be ready by mid-June with the installation to commence directly after that.
- This project will be completed or close to completion by end of financial year. An initial estimated cost of the concreting and precision cutting will be \$9,350.

Resolved – The Committee noted the update provided.

- EDO sought direction regarding the installation of Hinchinbrook Way Walk signage.

In December 2016, an application through Queensland Tourism Demand Driver Infrastructure Fund 2017/2018 (QTDDIF) was submitted for a number of projects (Wayfinding, Installation of Public Art, Tully Street Shade Awning, Lannercost Street pedestrian crossover enhancement). Due to the impacts of Cyclone Debbie, submission assessments have been delayed and Council have been advised that notification is not expected to be received until late June 2017 at the earliest.

As per funding procedures, any works commencing prior to execution of Deed will be deemed ineligible towards the funding agreement.

In the QTDDIF funding application, this project was per funding application as \$13,000. \$6,500 provided by Council and \$6,500 provided by QTDDIF funding.

EDO and team have estimated the project will now cost \$25,300. The expected cost of implementing the Hinchinbrook Way Walk signage has been estimated as follows:

- Signage production and signage mounting \$13,000;
- Hinchinbrook Traffic Control \$1,000 - Approx TBC;
- Concreting and precision cutting: \$9,350 - TBC - initial quotes being sought;
- Project management consultant \$1,950.

Resolved - Defer another month until June when Grant funding will be confirmed.

15/06/2017 -

EDO advised that the Department of Tourism, Major Events, Small Business and the Commonwealth Games have advised that Council should hear about the funding this month. Potential cost reduction in installation of signs. New quotes sought by Project Manager and EDO have shown a cost reduction:

- Amend footings on 3 signs (baseplates/chemset): \$650 + GST (based on a level site)
- Concrete and hire of vac machine on 2 signs: \$1,747.32 + GST
- Installing bronze plaques and hire of concrete saw: \$1,185 + GST.

The total cost for installation is now \$3,582.32 + GST. EDO to proceed with the costings listed above but will not

	<p>proceed until response from QTDDIF funding is received.</p> <p>22/07/2017 - The meeting noted that:</p> <ul style="list-style-type: none"> • Council has been advised that the QTDDIF application was not successful. • Due to procurement issues with the brass plaque component of the project (previous supplier has ceased trading); the project has now been modified into two stages. <p><u>Stage One: Supply and Installation of ten (10) interpretative panels</u> The Sign Company was directed on 13 July 2017 to commence works. Estimated completion date mid- August 2017.</p> <p><u>Stage Two: Supply and Installation of five (5) Brass Plaques (floor plates)</u> Quotations are being sourced, with one supply quotation pending (House of Harvey). At present the estimated cost of supply and installation (based on the lowest cost quotations received to date) is:</p> <p>Supply: \$3,085 + GST (Worrrell & Co Pty Ltd) Installation: \$1185 + GST (Auditor Builders)</p> <ul style="list-style-type: none"> • Officers will proceed in accordance with previous resolution. <p>17/08/2017 – Installation scheduled for late August of all interpretive signage. As at 11/08/2017 all signs have been finalised and Council now waiting for supply of fabricated elements (stands and poles) from Firmi Engineering.</p> <p>RFQ procurement documents are being finalised with Worrrell and Auditor Builders regarding brass floor plates.</p> <p>21/09/2017 – SEDTO advised the following update:</p> <ul style="list-style-type: none"> • Majority of interpretative signage for the Hinchinbrook Way Walk will be installed by The Sign Company and Firmi Engineering on Tuesday 19 September 2017. • Two free standing signs within the TYTO parkland requiring additional installation works will be installed by Auditor Builders in late September, early October 2017 • Procurement process proceeding for brass floor plaques with RFQ closing on Friday 15 September 2017. RFQ assessment to be finalised on or around Wednesday 20 September and final recommendation sent to CEO for final approval to engage the preferred supplier • Attached is the web brochure for the new walk. <p>The meeting also noted late report provided from SEDTO regarding installation of seven interpretative signs within the TYTO Precinct on 20/09/2017.</p>
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<p>2.4 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:</p> <p>i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.</p>	<p>16/02/2017 – Preliminary engineering designs of the entry statement have been received from Fortisem.</p> <p>DTMR have provided written confirmation that they now strongly support the concept.</p> <p>The design presented has proceeded directly from a recommendation from the Public Art Committee to the engineering stage. It is noted that the outcome of this approach has facilitated the necessary support from DTMR; however the final design lacks the necessary architectural input to ensure the entry statement achieves its intended outcome (refer to the below extract from the original entry statement EOI). It is highly recommended that Council seek professional input into an architectural design that can inform the final engineering drawings before proceeding to installation.</p> <p>For public information purposes the original drawings supplied by NDS should be released to the local press as a concept drawing.</p> <p>Following this process a professional architectural or design firm should be engaged to ensure the installation meets its initial objectives as per the original EOI:</p> <ol style="list-style-type: none"> 1. Summary: The selected public art work will strengthen the CBD's public realm identity and generate a memorable experience for residents and visitors to Ingham. 2. Tone <ol style="list-style-type: none"> i. The public artwork should deliver a dynamic, bold and succinct message that is suitable for a main road corridor. The work should be intriguing, unexpected or surprising, imaginative, innovative, site responsive and appeal to a broad audience in this high profile location. 3. Objective for the project <ol style="list-style-type: none"> i. The successful proposal will ensure north and southbound travellers on the Bruce Highway associate Ingham's CBD as a quality public realm; ii. Create an attractive design that compels visitor traffic to pull over within the Ingham CBD; iii. Create a dynamic entry statement that is highly memorable for Bruce Highway travellers; iv. Highlight the CBD's quality public realm and unique boutique retail experiences; v. Deliver a dynamic, bold and succinct message that is suitable for a main road corridor both day and night; vi. Provide a strong reference point for way finding; vii. Respect local heritage and place whilst simultaneously moving into a contemporary discourse; viii. Generate publicity outside the Shire; ix. Require low maintenance and be capable of being locally manufactured. <p>Recommended Actions:</p>
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- i. Release concept drawing to coincide with launch of 2017 Hinchinbrook Way tourism campaign during the last week of March.
- ii. Engage a professional architectural or design firm to develop the concept proposal and inform the final engineering plans.
- iii. Seek formal RCP once final engineering plans are completed – estimated to be around late May 2017.

23/03/2017 –

It is noted that an action from the last PCG meeting was to engage a professional architectural or design firm to develop the concept entry statement proposal and inform the final engineering plans. To facilitate this outcome the SEDTO sought comment from professional designers and tourism practitioners within industry and James Cook University. The consensus response was that Council should seek to reflect the existing design language utilised in the wayfinding light pillars installed in Lannercost Street and Tully Street.

On this basis, Council will seek to redefine the final design criteria for the entry statement to incorporate the Hinchinbrook Way logo as per the PCG Public Art Sub-Committee recommendation and include a requirement to incorporate the existing design language of the wayfinding light pillars on the following grounds:

The proposed stone wall design was abandoned during the construction phase of the recent Lannercost Street works due to the inability to source a suitable contractor. It is noted that this situation is likely to persist into the future. Furthermore the use of a stone finish on the entry statement would be inconsistent with the slate style finish to the walls installed in Lannercost Street and Townsville Road and is likely to generate the continuation of conflicting design language within the Ingham CBD precinct.

Action - SEDTO to obtain further sketches for Council's consideration with the same structure and style but different finishes (slate, concrete, steel etc.)

20/04/2017 – Acting EMDP advised that he will obtain costs from Dot Dash for design of facade.

Action – Costs to be obtained.

24/05/2017 –

- Concept designs and costings being sought in accordance with original design.
- Looking at potential materials to be used such as the rock wall sample as presented at meeting.

Resolved – The Committee approves the smaller rock (river stone) concept example provided and Acting EMDP to pursue DTMR for RCP to concept with Committee to be updated on events prior to next meeting.

15/06/2017 -

EDO advised the Project Manager designed a 3D mock up of the site location and breakdown of costings which was shown to Council. Preliminary costings have been sought for this sign. It is noted that the Project Manager mentioned that the prices are high and may be premature indicating that there might be an option of cost savings.

Project Manager has submitted a quote to provide detailed documentation and structural certification of the proposed sign at a cost of \$4,000.

Previous discussions outside of PCG made mention of an alternative location for this sign to be at TYTO.

Resolved – That Council does not progress with the Entry Statement activity in Lannercost Street but that Council reviews the existing Entry Statements located on the northern and southern sides of Ingham with a view to modernising such sites and incorporating reference to arrival at “Hinchinbrook Way”.

That further, Council resolves to engage “armsign” for the purpose of delivering concepts at a fee of \$1,200 plus GST.

That the master planning of Lannercost Street include the tidying up of the current identified Entry Statement area in the CBD.

That Council write to the Public Art Committee updating them on the current status with the Entry Statement.

22/07/2017 – The meeting noted that Council wrote to the Public Art Committee on 3 July 2017 updating them on the current status of the Entry Statement.

Armsign:

- Site visit conducted on 21 June 2017.
- Discussions with designers on 12 July 2017 regarding queries of integration of entrance statement.
- Timelines advised – 26 July 2017.

Action - Samples to be forwarded to Councillors for information when received.

17/08/2017 - Armsign have produced a design concept with associated costs for the revised arrival at 'Hinchinbrook Way' sign at the Hinchinbrook Visitors Lounge. Engineering quote is yet to be supplied. Manager Community and Economic Development to discuss at meeting.

Maria left the meeting at 9.30 am

The meeting resolved to purchase the engineering certificate and technical drawings from Armsign.

MECD to speak to suppliers for individual elements of the sign to enable quotations to be sourced.

21/09/2017 – Nil movement on this from MECD to date.

Full images provided as per request from last meeting for main concept The Hinchinbrook Way and for Entry Statement.

	Members agreed for MECD to source quotes for construction of The Hinchinbrook Way Entry Statement (with Pelorus Island) as attached.
<p>2.5 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:</p> <p>i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.</p>	<p>16/02/2017 –</p> <ul style="list-style-type: none"> i. Rubbish bins have been installed; ii. Recommendation to engage local contractor to update existing billboard on Hinchinbrook Shire Council building. <p>Action – SEDTO to send out a RFQ for supply and installation of skin for billboard on the Council building on the corner of Townsville Road and Lannercost Street.</p> <p>23/03/2017 - SEDTO is focused on delivery of the signage suite for the new billboards. Actions relating to the Hinchinbrook Shire Council building billboard will be handed over to the Acting SEDTO.</p> <p>Action - SEDTO to also investigate a concept design for Council's name to be installed on the front of the office building.</p> <p>23/03/2017 – Action - That the Hinchinbrook Shire Council logo be incorporated onto a backing board to be affixed to the front blank wall of the building.</p> <p>20/04/2017 – <u>Awning Billboard Skin on Council Building:</u> Action – Acting EMDP to check that the RFQ for supply and installation of awning billboard skin on the Council building on the corner of Townsville Road and Lannercost Street has been attended to and if so, put on hold.</p> <p>That Council retain the existing structure and size and seek quotations for a new skin to be prepared and installed depicting the authorised visitor information logo together with a directional arrow pointing south.</p> <p><u>Hinchinbrook Shire Council Name on Building:</u> EDO advised she has sited the Council sign from Ron Milan on the building which is required to be enlarged.</p> <p>Action – Prepare design internally in accordance with the 3 options (below) discussed and circulate to Council for determination of preference with quotations for each option.</p> <ul style="list-style-type: none"> • Option 1 – Loose lettering attached to wall (offset) • Option 2 – Aluminium with embossed logo and name • Option 3 – Aluminium with cutout of words and logo and backlit with soft lighting. <p>24/05/2017 – <u>Awning Billboard Skin on Council Building:</u></p> <ul style="list-style-type: none"> • EDO has sought initial costings from Significant Signs which are \$770 ex GST.

	<p>Due to the nature of the sign promoting a Visitor Information Centre, a style guide has to be abided by. Through negotiation with Tourism and Events Queensland, a design similar to what PCG requested was accepted.</p> <p>Direction sought for EDO to commence with process.</p> <p>Subject to this design being agreed upon, skin can be replaced by end of financial year. Engineering to undertake road safety for this project.</p> <p>Resolved – Committee approves “i” sign as presented and accept quote provided by Neale Brown.</p> <p><u>Hinchinbrook Shire Council Name on Building:</u></p> <ul style="list-style-type: none"> • Concept designs and costings for the three options have been sought. <p>Resolved – Committee approves Option 1 as presented (aluminium concept with back lighting). That RFQ’s be sought.</p> <p>Action - Apply for RADF funding for a local artist to create concept.</p> <p>15/06/2017 –</p> <p><u>Awning Billboard Skin on Council Building:</u></p> <p>EDO advised that the appointment letter has been sent to Significant Signs and Council’s Safety Officer has spoken with Significant Signs to advise safety precautions. Engineering have also been liaised with. Signage is set to be installed by the end of the financial year.</p> <p><u>Hinchinbrook Shire Council Name on Building:</u></p> <p>EDO advised that an initial quote has been sought for signage. Costings for option 1 (aluminium concept with back lighting) are less than originally anticipated and the meeting considered the costings. Project Manager mentioned that the sign may need a brush finish which is potentially another \$1,000.</p> <p>Initial investigations have identified that this project would not meet RADF funding requirements.</p> <p>Resolved – That Council proceed with the aluminium concept with back lighting as per quotation provided with additional contingency for lighting.</p> <p>22/07/2017 -</p> <p><u>Awning Billboard Skin on Council Building:</u></p> <p>The meeting noted that the sign was installed on 30 June 2017. EDO advised that the design was approved by Tourism and Events Queensland. MATTER CLOSED</p>
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Hinchinbrook Shire Council Name on Building:

The meeting noted that the Project Manager has provided a sample of mill finish aluminium and paint samples. The mill finish aluminium is easily scratched. Project Manager advised EDO that if painted it will provide a scratch buffer. The paint option is to paint the aluminium like a car i.e. silver with a metallic fleck which has been priced at \$1,381.60.

Hugh Markwell presented paint finished and aluminium sample. Discussed at Portfolio Meeting and a request for sample and quote of aluminium brushed finish was sent. EDO has requested this via Hugh Markwell.

Action - EDO to investigate:

- source of product to determine whether coming out of Brisbane or locally given finish constraints locally
- freight costs from Brisbane in the event that the material is not sourced out of Brisbane.

17/08/2017 - Hugh Markwell has sought quotes in Brisbane for a company to cut/fold the aluminium and then for another to apply the brush finish. Quotes have also been sought to freight between the two companies and then onto Ingham. Costs are summarised below and can be made available if needed:

- Shapecut (cut/fold aluminium): \$1,201.80 ex GST. Please note this is the 4mm which is limited to only 1200 wide sheets however narrower sheet will be higher off the ground and will reduce damage. Original quote in Townsville was for 3mm and 3420x2890mm.
- Brisbane Custom Metal Polishing (brush finish): \$ 1,300 ex GST
- Freight between Shapecut and BCMP: \$ 55.68 ex GST
- Freight between Brisbane and Ingham: \$173.44 ex GST

Total cost for brush finish Aluminium sign is \$4,625.92 ex GST (\$2,730.92 as above and \$1,895.00 for Significant Signs re installation, lighting and backing).

Total cost for the mill finish Aluminium sign is \$4,020.53 ex GST (\$2,026.93 from Townsville Laser Cutting, \$98.60 for transport Townsville to Ingham and \$1,895 for Significant Signs).

Please note, as per Hugh Markwell's contract, he has now expended his services to Council for this project. Any additional work in relation to this (apart from the installation which he has been appointed to project manage), will require additional funds.

EDO has proceeded to obtain a quote to use Corten instead of aluminium. Corten is a weathering steel. It is a group of steel alloys which were developed to eliminate the need for painting, and form a stable rust-like appearance if exposed to the weather for several years.

Townsville Laser Cutting (Corten): \$1,068.70 ex GST

	<p>Please note, as this material is only available in 2400x1200mm sheet sizes the sign would need to be done in multiple pieces. Company has indicated where the sheets will join.</p> <p>The meeting offered no objection for CEO to purchase the corten from Townsville Laser Cutting for the estimated price of \$1,068.70 ex GST plus estimated installation costs of \$1,895.00 from Significant Signs for installation, lighting and backing.</p> <p>21/09/2017 – The meeting noted that EDO has sought quotes on revised size of sign in Corten to ensure the sign is in one piece/sheet from Townsville Laser Cut and Significant Signs. EDO has also met with Hemmett Electrical and will liaise with Facilities Maintenance to see if the work is within the scope of the Council contract. The meeting noted quotes and Corten samples provided.</p> <p>The meeting resolved to proceed with the Corten sign with the depot staff to install the sign.</p> <p>The meeting noted that the other associated costs for this project are transportation from Townsville to Ingham which is \$98.60.</p>
<p>3. Hinchinbrook Way Drive - Towers</p> <p>Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.</p>	<p>16/02/2017 –</p> <ul style="list-style-type: none"> i. Local businesses Rinaudo Engineering and The Sign Company have fabricated and supplied the new standard of rubbish bin. The bins were installed by Council's work crew on Monday 13 February 2017. It is noted that Rinaudo Engineering and The Sign Company should be commended on the exceptional quality of the final product. ii. Local businesses the Sign Company and Firmi Engineering will be recommended to print, supply and install the interpretative signage associated with the Hinchinbrook Way Walk iii. Local businesses Rinaudo Engineering and the Sign Company will be recommended to fabricate supply and install the Hinchinbrook Way drive towers at Halifax, Lucinda, Dungeness, Taylors Beach and Forrest Beach. <p>Action – That the Sign Company and Rinaudo Engineering be commended on the exceptional quality of the final product presented.</p> <p>23/03/2017 – Correspondence issued to suppliers of rubbish bins to complete previous action.</p> <p>20/04/2017 –</p> <ul style="list-style-type: none"> i. Local businesses Rinaudo Engineering and The Sign Company have fabricated and supplied the new standard of rubbish bin. The bins were installed by Council's work crew on Monday 13 February 2017. It is noted that Rinaudo Engineering and The Sign Company should be commended on the exceptional quality of the final product. Closed

	<p>ii. Local businesses the Sign Company and Firmi Engineering will be recommended to print, supply and install the interpretative signage associated with the Hinchinbrook Way Walk – Acting SEDTO investigating – discussions as per item 2.1 (c)</p> <p>iii. Local businesses Rinaudo Engineering and the Sign Company will be recommended to fabricate supply and install the Hinchinbrook Way drive towers at Halifax, Lucinda, Dungeness, Taylors Beach and Forrest Beach – Progressing</p> <p>Action - That in relation to Richard Cross' concerns raised about a bush at Halifax being replaced for a tower, that Mr Cross be advised that he should liaise with the current Progress Association to see where they can relocate the tree to.</p> <p>Action – EDO to review current position regarding preparation and construction of drive towers and provide a report to the Committee at the next meeting.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • EDO is currently liaising with the Progress Associations (Halifax, Lucinda, Taylors Beach and Forrest Beach). EDO has called and emailed requesting a list of top 5 activities tourists would be interested in within their area. This information will be put on the drive panels. Currently only heard from Halifax and Forrest Beach. • List of outstanding tasks for this project: <ul style="list-style-type: none"> - Dot Dash to provide final artwork on location map and overall map; - Liaise with Progress Associations for wording on see and do panels – in process; - Seek Council approval/input; - Engage HTC to prepare Traffic Management Plans for installation of towers within TMR zones; - Lodge RCP; - Finalise all content and layout for interpretative content - Info panels; - Request variation cost estimate as quotes are nearly 12 months old; - Revise Langtree Consulting on work done regarding construction details and safety audits - Prepare and submit authorisation form to engage the Sign Company, Rinaudo Engineering and Fichera Electrical; - Prepare RFQ for specialised signage elements (scope suitable contractors); - Prepare RFQ for footing installations; - Prepare and submit authorisation form to engage footing contractor and specialised signage element contractor; - Engage successful contractors and forward all relevant design files. <p>Resolved - Committee noted update provided.</p>
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	<p>Committee also noted that the tree that Richard Cross raised concerns about at Halifax has been destroyed by vandals and the tree is going to be replaced at another suitable location.</p> <p>15/06/2017 - EDO advised that all Progress Associations have responded. EDO is in process of adding text to top 5 'see & do' and sending back to Progress Associations for approval. This project is also on hold with QTDDIF funding application.</p> <p>22/07/2017 - The meeting noted that Internal approval of see and do panels is currently underway. Progress Associations will then approve.</p> <p>SEDTO also advised that the information has been provided by Progress Associations and text is being refined subsequent to which quotes will be finalised and installation commenced.</p> <p>17/08/2017 – Work on the Hinchinbrook Way Drive has been paused whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p> <p>21/09/2017 - Work on the Hinchinbrook Way Drive is on hold whilst the Department concentrates efforts on the implementation of the Walk, new WiFi network and Wayfinding Signage.</p>
4. Ingham CBD Master Plan – Lannercost Street Precinct	<p>16/02/2017 – Recommendation to hold a 2.5 hour workshop on the Ingham CBD Master Plan to develop a revised Master Plan that provides strategic direction informing:</p> <ul style="list-style-type: none"> a) The development of the Rotary Park Master Plan; b) Identification of priority works and phasing of future capital works associated with future CBD revitalisation works; c) Preparation of detailed design and engineering planning on priority works to ensure Council has rolling shovel ready projects to respond to grant applications. <p>That a workshop be scheduled for early March 2017 and be facilitated by the EMES, James Stewart and SEDTO, Ben Christie-Johnston.</p> <p>23/03/2017 –</p> <ul style="list-style-type: none"> i. Pavement and landscaping design as per the Ingham CBD Master Plan be ratified as the standard for all future CBD works ii. Need to determine the exact area of the CBD area in which we will apply to the Style Guide. SEDTO to comment. iii. Rubbish bins as per recent installations be confirmed as the standard for all future CBD works iv. Drinking water fountains as per recent installations be confirmed as the standard for all future CBD works. <p>Action - Defer this matter to the next PCG Meeting subject to the Entry Statement design being finalised.</p>

	<p>20/04/2017 - Action –Deferred due to entry statement design.</p> <p>24/05/2017 – Deferred due to entry statement design.</p> <p>15/06/2017 -</p> <p>Action - That a meeting be held to develop the Master Plan sooner rather than later and prior to the next PCG Meeting. Completed.</p> <p>That a copy of the QTIF application for funding to be emailed to all PCG Members for their information. Completed.</p> <p>22/07/2017 – The meeting noted that an email has been sent with previous meeting minutes and QTDDIF application attached. Master Plan meeting was held on 29 June 2017.</p> <p>Discussed at Portfolio Meeting and Department will collate a proposal to Council for consideration on 22 August 2017.</p> <p>NOTE: That this matter be referred to as the Lannercost Street Precinct.</p> <p>17/08/2017 – No update, continuing to be progressed.</p> <p>MCED and SEDTO to develop aspirational drawings for seating, pot plants and shelters together with suggested location / placement areas in the CBD (Lannercost and Herbert Streets) suitable for progression to public consultation.</p> <p>Consider including an electric exercise machine with electric charging capacity to charge ipads, phones etc. in overall designs for younger people.</p> <p>21/09/2017 – The meeting noted the count and register of all pot plants have been complete.</p> <p>SEDTO advised that the following update:</p> <p>Recommendation to seek to engage professional services to assist with the preparation and delivery of stakeholder engagement and master plan documents.</p> <p>SEDTO will procure services in accordance with Council's procurement policies and procedures.</p> <p>Professional services to provide stakeholder engagement drawings and documentation for community consultation purposes and final masterplanning. It is noted that this process would focus on Lannercost Street, Rotary Park and Herbert Street and the final outcome would inform the revision to the current masterplan and style guide.</p> <p><i>EMDPES to circulate original unspent 2016/2017 CBD budget to PDG.</i></p> <p><i>SEDTO to prepare an RFQ and circulate to PDG.</i></p>
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<p>5. JCU Concept Plans for the Herbert Street Park Precinct</p>	<p>16/02/2017 – Action – SEDTO to circulate previous concept plans from JCU to PCG Members.</p> <p>23/03/2017 – Concept plan link emailed to Councillors.</p> <p>20/04/2017 – Action – Mayor to email concept plans to Councillors as the previous email link did not work.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • Concept plans emailed to PCG members on 17 May 2017. • Concept plans to be printed for Councillors. <p>15/06/2017 – Action - To be discussed at Master Planning Meeting.</p> <p>22/07/2017 – The meeting noted that this matter was discussed at the Portfolio Meeting and the Department will collate a proposal to Council for consideration on 22 August 2017.</p> <p>17/08/2017 – Meeting scheduled for Monday 14 August. Outcomes will be presented to PCG.</p> <p>Work in progress. Awaiting discussions with Wilmar and other stakeholders to finalise submission to Council.</p> <p>Regarding the Herbert Street Precinct, the meeting noted the seating and potplants etc. aspirations as referenced in Item 4.</p> <p>21/09/2017 - SEDTO – as per recommendation for Item 4.</p>
<p>6. Frances Creek Rest Area</p>	<p>16/02/2017 – Frances Creek Rest Area / Coffee Stop be brought into town closer.</p> <p>EMES investigated and DTMR's concept is tied in with the rest stop for trucks. DTMR require a further meeting with the Mayor to perhaps move it to TYTO.</p> <p>SEDTO advised that he has a report to amend the name of the TYTO Information Visitor Centre to Hinchinbrook Visitor Lounge to present to Council.</p> <p>The large 'i' sign has been installed out the front of the Information Centre.</p> <p>23/03/2017 – Action - EMDP to investigate the concept of an un-manned tourism information outlet / board for submission to DTMR within the next three months.</p> <p>20/04/2017 – Action – Acting EMDP to provide report to next meeting.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> • Received design plans from BMD Consultants and have been in contact with the DTMR responsible officer for the development.

- Trainee is investigating designs and options of standard information nodes at these types of facilities.

Resolved - Committee noted update provided.

Committee noted that the Driver Reviver at Frances Creek is still being investigated. Looking for a mobile vehicle to serve out of.

Action – Investigate whether or not Schiappadori, Catalano or Rotary Club (Service Clubs) vehicles are suitable.

15/06/2017 -

EDO advised that a few options for the revised Frances Creek Rest Area are being looked at:

- QR Codes can be printed on a sticker and placed anywhere. They are linked to website, videos, social media, Wifi login details, text, etc. There is a company working out of Cairns that has been bought out by a US company, based on the exchange rate, a 12 month subscription would be \$133. The use of this would be tracked by the analytics this company has which looks at date, time, location and device of the user. This can be linked to our existing google analytics. Please advise if this is a viable option.
- A ECN screen which will cost roughly \$14,000 (excludes installation of unit, power or data).
- EDO is currently sourcing costs for information shelters.

EDO spoke with TYTO Precinct Manager (TPM) who indicated mobile van is not needed as service clubs will be operating under awning at TYTO and will be provided with an urn. Everything else in regards to tea and coffee will proceed as normal.

Await outcome of discussion between TPM and Service Club.

Action - Investigate an app to appear on mobile technology rather than QR Codes. Follow up with GP One and investigate with Charters Towers VIC (WWII Bunker Shelter Shed) which activates on a sensor / timer.

22/07/2017 – The meeting noted the following:

In regards to the revised Frances Creek Rest Area, EDO sought quote for an App from GP One Consulting who are located in TYTO. For a single app to house all tours, inclusive of photos and videos, and also provide points and tracking information to guide the user. This will include some options to assist with the preparation of the content needed, as well as the training to future administer the app. The cost will be in the ballpark of \$20k, inclusive of 1-2 weeks on site training & assistance to get started with the preparation of content and also assistance with mobile collection tools to collect the GPS points in the field. This cost might also need to include an ESRI ArcGIS Online account if this is not already available through your GIS section.

EDO has sought information from Charters Towers. Charters Towers advised - The Bunker presentations don't work via an App – just sensitised to trigger commencement. However, they do operate many of our interpretive signage and WWI digital trail through a system that is not an app and yet not a website. It's better than an app as it can be changed at any stage without the need for the consumer to update and it can also be read in a variety of languages

	<p>– conversion is part of the system. You can configure it however you like, link to it from anywhere. SEDTO will be looking into the costs and further details of this system.</p> <p>Action - SEDTO to investigate space available at rest area from DTMR.</p> <p>17/08/2017 – Awaiting quotations on multimedia screens. Options to be presented to PCG.</p> <p>SEDTO and Councillors Brown and Lancini meeting this afternoon with DTMR concerning main roads plans for new facility and methods by which Council can capitalise on such plans for tourism promotion purposes. Update to be provided at next meeting.</p> <p>21/09/2017 - Resolved regarding Driver Reviver. Hinchinbrook Visitor Lounge to be Driver Reviver site until Francis Creek reopens. Only open during Hinchinbrook Visitor Lounge business hours. Tea/coffee and biscuits available free of charge. Sign on station to advise to head into Ingham with listing of businesses who serve 'real' coffee to ensure we are promoting. Signage has been supplied by DTMR free of charge.</p> <p>MECD has advertised on Facebook. Media Release to be formulated advising public regarding Driver Reviver site and include background of project to keep travelling public in town.</p> <p>The meeting noted that SEDTO has participated in discussions with DTMR regarding Francis Creek Rest Area.</p>
7. Flooding History Pictorials	<p>16/02/2017 – SEDTO to investigate flooding history pictorials in Lannercost or Herbert Street.</p> <p>Also to consider community infrastructure funding under the Building Better Regions Fund.</p> <p>23/03/2017 – SEDTO advised that this will be incorporated into the Visitor Lounge.</p> <p>Action - SEDTO will write a strategic long term plan for the Visitor Lounge incorporating matters such as flood history pictorials.</p> <p>20/04/2017 – EDO advised that she met with Grants Officer and Records Department to discuss and was advised that there are photos available that can be sought. Grants might be available such as RACQ Get Ready Queensland Initiative that is more so aimed at residents to prepare them for natural disasters. In regards to a grant aimed at a tourism tour, in the initial search EDO has not yet found any grants. EDO suggested that if PCG would like to go ahead with this project that it be incorporated into long term plan in March 2018.</p> <p>Action – Acting EMDP to progress project.</p> <p>NOTE: Council's philosophy is to develop nodes in various suitable areas portraying historical photos of flooding and other historical aspects of Lannercost and Herbert Streets with an overall view to enhancing the visitor walking experience along the Hinchinbrook Way Loop Walk.</p> <p>24/05/2017 –</p> <ul style="list-style-type: none"> No action has been taken to date.

	<ul style="list-style-type: none"> Please note that Mario Torrisi is currently on another fundraising campaign and has positioned a sign near the canecutter monument. The fundraising is to produce a plaque in memory of the people who lost their lives in the 1927 floods. <p>Action - Mayor to circulate photos from Redcliffe regarding alleyway example.</p> <p>15/06/2017 - Mayor displayed and talked through his alleyway photographs taken in Redcliffe.</p> <p>The meeting noted that due to workload, EDO has not progressed with this item. However it is noted that if Council proceed with QR Codes, this could be utilised in this space. EDO is currently seeking what grants might be available.</p> <p>22/07/2017 – The meeting noted EDO's advice that if Council proceed with the Charters Towers example, this could also be used in this space. Grants Officer has not found any available funding. There are existing items of flood history in the town such as flood height chart on Seymour Hotel and the Sacred Heart Monument in the Ingham Cemetery which could be used in a flood tour.</p> <p>NOTE: Council's philosophy is to develop a pictorial historical flood display in a suitable area to be determined.</p> <p>Action - SEDTO to investigate suitable areas and ideas for the display.</p> <p>17/08/2017 – Recommendation to install pictorial historical flood display on Palm Creek footpath (between white bridge and Botanical Gardens). Indicative design and quotations being sought for presentation to PCG.</p> <p>MCED and SEDTO to investigate appropriate structures and fixtures suitable to affix flood display as suggested including suggested sites at which the fixtures may be installed for purposes of enhancing visitor attraction throughout the precincts for the Committee's further consideration.</p> <p>21/09/2017 – Nil movement.</p>
8. South Sea Island History Sign	<p>23/03/2017 - Consideration of request from Michael Barrett on behalf of the South Sea Island descendants dated 16 January 2017 for Council to consider erecting a new 1m x 500mm history sign near the western covered walkway shelter within the Ingham CBD in recognition of the South Sea Island people.</p> <p>Action – EDO to discuss the location of the proposed sign and concept with Michael Barrett and report back.</p> <p>20/04/2017 - Mayor advised that Michael Barrett had mentioned to him that he has had a discussion with SEDTO.</p> <p>Action - Acting EMDP to ascertain from Michael Barrett his conversation previously held with SEDTO about the matter and the suggested location.</p> <p>24/05/2017 –</p>

	<ul style="list-style-type: none"> • Acting EMDP met with Michael Barrett. A concept was proposed that an informative sign accompanied with a totem pole that encompasses history of all the islands and a canoe with crossed cane knives etched into it was raised by Mr Barrett on behalf of the South Sea Islander descendants. • Concept drawings have been submitted. <p>Resolved - Committee noted update provided and request that it be suggested for Michael Barrett to proceed with a RADF application for funding.</p> <p>Action - Advise Michael Barrett that the Committee supports their request in principle and will investigate a suitable area to implement a Cultural Heritage Precinct.</p> <p>15/06/2017 - EDO advised that letter sent to Michael Barrett advising that Council agree in principle however are looking for appropriate location as part of the masterplan and advise the group to seek RADF funding. EDO further advised that Council will also be meeting with Michael Barrett in due course to discuss.</p> <p>22/07/2017 – The meeting noted that a letter was presented to Michael Barrett on 16 June 2017. Met with Michael on 29 June 2017 to explain letter and advise that they should be in contact with Hinchinbrook Community Support Centre for assistance in researching and completing funding applications. Michael has provided a number of historical documents that have been scanned and will be catalogued in the Hinchinbrook Shire Library Special Collections section. Advised Council will come back to him with future opportunities based around his concept.</p> <p>Note: All nationalities could possibly be incorporated into the Park Precinct.</p> <p>17/08/2017 – This item will be discussed in conjunction with the Herbert Street Precinct development proposal as referenced at Item 5.</p> <p>21/09/2017 : Nil movement. This action is now deemed a discussion around Item 5 (JCU Concept Plans for the Herbert Street Park Precinct). If this is not suitable for the development then an alternate discussion and plan will be addressed in relation to Walking Tracks and/or attractions in Halifax. Michael Barrett is aware of action.</p>
9. Google Analytics	<p>24/05/2017 –</p> <ul style="list-style-type: none"> • Development and Planning Trainee has generated a presentation that captures the usage of the Hinchinbrook Way website and what information is being sought. • Development and Planning Trainee will explain more in a short presentation. <p>Resolved - Committee noted update provided.</p> <p>Action - Follow up with Chamber of Commerce - need to translate to potential businesses re: analysing the analytics.</p>

	<p>15/06/2017 - EDO advised that discussions with Chamber have occurred in relation to some sort of conversion rate from the hits/likes/use of website to dollars spent in the region. Chamber mentioned that they are not going down that path and it was agreed that we are not sure if this is even possible.</p> <p>It was mentioned that Chamber monitor the website/facebook to track spikes when there are promotions on etc. In addition, the Chamber are seeking feedback from businesses after various activities such as Cash Mob to measure the effectiveness of activities.</p> <p>Trainee is in process of placing Chamber logo on Hinchinbrook Way website.</p> <p>Council is purchasing "Economy ID" for statistical data information. Further information will be presented at the next meeting.</p> <p>22/07/2017 – The meeting noted that the Development and Planning Trainee has pulled basic data for website usage from January to July 2017.</p> <p>Council has purchased Economy ID. Council will receive an economic package and a profile. The contract through FNQROC states, 12 weeks to deliver but Economy ID may be able to deliver in 6-8 weeks from contract sign date (29 June 2017). EDO is waiting for confirmation of delivery date.</p> <p>Action - SEDTO to provide a monthly status update on marketing statistical data in the Development, Planning and Environmental Services Activity Report at Council's monthly General Meeting.</p> <p>17/08/2017 – The meeting noted the Google Analytics Report for the Hinchinbrook Way Website and Social Media Report as at 16 August 2017.</p> <p>21/09/2017 – No report provided. <i>SEDTO to send out monthly Google Analytics Report in next In the Know.</i></p> <p><i>SEDTO to arrange a Media Release once proposed Hinchinbrook Island Management Plan amendments are announced.</i></p>
10. Straloch Building	<p>24/05/2017 –</p> <ul style="list-style-type: none"> • A rough quote was obtained to clean the structures facade and provide it with one coat of paint. • The project will require traffic management. • Clean and paint \$2,100 - \$3,100.

	<ul style="list-style-type: none"> • Traffic Management approx \$700. <p>Resolved - Committee noted advice provided. TPM investigating person to conduct Mural workshop.</p> <p>Action - Cr Brown to speak with TPM to progress.</p> <p>15/06/2017 – EMDP advised that they will apply for RADF funding for Madeline D'Urso.</p> <p>22/07/2017 – The meeting noted that the RADF Funding will not be known until the end of July 2017. A full scope of the application will be required to see if it would meet funding guidelines and/or be assessed through the RADF Committee.</p> <p>17/08/2017 – RADF decision delayed until 31/08/17.</p> <p>Committee requests that a concept / project specific to this building be designed / sourced to expedite original intent for possible beautification work.</p> <p>21/09/2017 - RADF has been successful and henceforth Project Champion Madeleine D'Urso has been sent application forms to apply for funding. Await round and Committee to address application.</p>
11. Footpath Seating	<p>24/05/2017 –</p> <p>Consideration of request from Cr Bosworth regarding request from CBD shop keeper for Council to consider more seating in the CBD so as public (elderly) do not have to sit on street pot plant edges killing the plants.</p> <p>Resolved - Committee noted update provided and notes that money has been budgeted for footpath seating in Council's 2017/2018 Budget.</p> <p>15/06/2017 – The meeting noted that the Grants Officer is working on application for funding for 30 benchseats.</p> <p>22/07/2017 – The meeting noted that a full seat with back and planters was discussed in recent Master Planning Meeting and Portfolio Meeting to be scoped for inclusion into the style guide. Model is based on a combination of approved seating. This is to incorporate planter boxes for streetscaping in one module. MCED to address agreed sample and supply price estimate.</p> <p>Refer also to Items 6 and 7 for reporting.</p> <p>17/08/2017 – Grant funding of \$100,000 confirmed. Will bring total project to \$120,000. MCED working on street furniture project as part of Items 4 and 5.</p> <p>21/09/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p>
12. Hanging Pot Plants in Lannercost Street	<p>24/05/2017 –</p> <p>Consideration of hanging pots for beautification of Lannercost Street.</p>

	<p>Resolved - Committee noted update provided and this request to be considered as part of the CBD Master Plan and the 2017 / 2018 Budget.</p> <p>15/06/2017 – Action - To be discussed at Master Planning Meeting.</p> <p>22/07/2017 - Refer to Item 14 and assessment of number of each style of pot plant currently in circulation to be addressed firstly.</p> <p>Refer to Items 6 and 7 for reporting.</p> <p>17/08/2017 – Part of street furniture project (as above).</p> <p>Refer to Items 4 and 5.</p> <p>21/09/2017 - This is a segment of the overall Master Planning. Refer to recommendation in Item 4.</p>																																													
13. Update Key Projects - Funding applied <i>Grants Officer and respective Executive Managers to give update</i>	<p>15/06/2017 –</p> <p><u>Works for Queensland Projects</u> (INITIAL ROUND)</p> <p>Environment and Community Services:</p> <table><tr><td>Netball Court – Amenities Upgrade</td><td>\$</td><td>80,000</td></tr><tr><td>Hinchinbrook Aquatic Centre</td><td>\$</td><td>500,000</td></tr><tr><td>Halifax Transfer Station</td><td>\$</td><td>120,000</td></tr><tr><td>Kelly Theatre</td><td>\$</td><td>50,000</td></tr></table> <p>Engineering Services:</p> <table><tr><td>Gort Street and Fanning Street</td><td>\$</td><td>255,000</td></tr><tr><td>John Dory Street</td><td>\$</td><td>220,000</td></tr><tr><td>Acacia Street</td><td>\$</td><td>140,000</td></tr><tr><td>Long Pocket Road</td><td>\$</td><td>555,000</td></tr><tr><td>Forest Glen to Leichhardt Street</td><td>\$</td><td><u>300,000</u></td></tr><tr><td>TOTAL</td><td></td><td>\$2,220,000</td></tr></table> <p><u>Other Key Projects – Funding Updates</u></p> <table><tr><td>• State – Black Spot Funding – Abergowrie Road Dips</td><td>\$436,500</td><td>rejected</td></tr><tr><td>• Queensland Tourism Demand Driver – Infrastructure – Main Street Signage</td><td>\$451,000</td><td>Funding \$225,500 rejected</td></tr><tr><td>• Building Better Regions (Federal Infrastructure Fund) – Catalyst</td><td>\$3,000,000</td><td>Funding \$2,250,000 rejected</td></tr><tr><td>• Building Better Regions (Federal Community Fund) – Broadwater</td><td>\$130,000</td><td>Funding \$97,500</td></tr><tr><td>• Building Our Regions (State) – Hinchinbrook Water Security</td><td>\$4,400,000</td><td>Funding \$2,000,000 approved</td></tr></table>	Netball Court – Amenities Upgrade	\$	80,000	Hinchinbrook Aquatic Centre	\$	500,000	Halifax Transfer Station	\$	120,000	Kelly Theatre	\$	50,000	Gort Street and Fanning Street	\$	255,000	John Dory Street	\$	220,000	Acacia Street	\$	140,000	Long Pocket Road	\$	555,000	Forest Glen to Leichhardt Street	\$	<u>300,000</u>	TOTAL		\$2,220,000	• State – Black Spot Funding – Abergowrie Road Dips	\$436,500	rejected	• Queensland Tourism Demand Driver – Infrastructure – Main Street Signage	\$451,000	Funding \$225,500 rejected	• Building Better Regions (Federal Infrastructure Fund) – Catalyst	\$3,000,000	Funding \$2,250,000 rejected	• Building Better Regions (Federal Community Fund) – Broadwater	\$130,000	Funding \$97,500	• Building Our Regions (State) – Hinchinbrook Water Security	\$4,400,000	Funding \$2,000,000 approved
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Funding – Strategic Plan

- Identify projects
- Grants Officer investigate
- Assign essential officers for Grants Officer
- Shovel ready
- Provide briefing each month as to what they need at that time to enable projects to be progressing – shelf / shovel ready

Hinchinbrook Top 10 Projects are as follows:

1. Creating Deep Water Access
2. Development of Vital Places
3. Bridge Development
4. Pelorus Island Tourism
5. Agriculture Diversion
6. Mountain Bike / Hiking Recreational Complex
7. Aerodrome
8. Herbert River Weir
9. Tertiary Education Opportunities
10. Ageing Population.

Action - Circulate Top 10 Projects to Councillors once again for populating. – Completed.

22/07/2017 – No further action at this stage.

17/08/2017 – July report to Department of Local Government and Planning (DILGP) was tabled for Works for Queensland Projects.

Safer Qld Community Grants – Develop community projects; improve road safety / reducing preventing crime

Promote participation, partnerships and shared responsibility road safety / crime prevention

Strengthen capacity; create solutions; improve road safety / prevent and reduce crime

Close Date: 31 August 2017 – Funding Amount: \$10,000 in GST (no contribution).

LGGSP – (DILGP) 2017 / 2019

Aims: meet community needs; align local priorities; support economic growth; enhance access; job creation

Opens 28 August 2017 and Closes 6 October 2017

60% funding; 40% HSC contribution

Completed: 30 June 2019 (claims 30%, 60%, 10%)

Submit numerous projects – need to prioritise.

Action - Proposed projects to be considered and forwarded to CEO for submission to Council for determination of projects to be submitted.

21/09/2017 – The meeting noted the following:

One suggestion for possible funding could be to look into information for agriculture diversification via hosting a Conference for Region. This would entail looking into a number of others based around our Economic Development initiatives.

Overs and unders still to be considered.

Approval received from Department of Infrastructure, Local Government and Planning dated 13 September 2017 regarding 2017-19 Works for Queensland Projects – Round 2 in the sum of \$2,300,000 as follows:

• Lucinda Swimming Enclosure	\$ 50,000
• Improvement to Horse Arena	\$ 400,000
• Toilet Block Lannercost Street	\$ 300,000
• Bosworth Road (Forest Beach Road turnoff to Forrest Beach side of causeway)	\$ 350,000
• Shade Structure Mercer Lane and Johnstone Street	\$ 200,000
• Wallis Street Trebonne – Bitumen Widen	\$ 100,000
• North End Taylors Beach near ramp – Bitumen	\$ 120,000
• Stone Street	\$ 200,000
• Herbert Street – Activate Space	\$ 320,000
• Wattle Street Footpath – Stage 2	\$ 60,000
• Forrest Beach Picaninny Park – pathway, boardwalk, bench seats	\$ 200,000
TOTAL	\$2,300,000

Updates from Council's top 10 projects are as follows:

1. Creating Deep Water Access

The Mayor advised that on 20/09/17 he met with Member for Hinchinbrook Andrew Cripps MP and Andrew Powell MP **Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government and they visited Dungeness** regarding deep water access.

2. Development of Vital Places – Awaiting contact from Maturing Pipeline Project and AECOM design for sewerage nodes for purposes of progressing.

3. Bridge Development

EMISD advised that the Maturing Infrastructure Pipeline Project – 1 and 2 State Govt picked up with bi-partisan support.

4. Pelorus Island – Tenure under Local Law is 3 years – Council call for Expressions of Interest after finalisation of the management plan.

5. Agriculture Diversion

Mayor advised that he recently met with Director General of Department of Agriculture and Fisheries who indicated they will work with Council for a study of suitable crops for Ingham and will provide funding as we are the only shire that does not have a study for growing crops. Wilmar has agreed to release soil mapping to Council and will send us a licence agreement. Mayor will prepare a scope for submission to DAF for funding for alternate crops to cane.

6. Mountain Bike / Hiking Recreational Complex – no update.

7. Aerodrome

Mayor advised that Council should consider lifting the hangar area out of flood to use for recreational plane hangar space and for recovery / relief activities in flood times and develop a concept plan for the Aerodrome to enable funding applications. It was noted that the previous expenditure included (\$20,000) for previous master plan – overall project was \$70,000 – resilience funding coming out.

8. Herbert River Weir – no update

9. Tertiary Education Opportunities

Close this item out as the universities have indicated they are not interested in coming here due to availability of online courses and the vicinity of Ingham to Townsville and due to the CQU trial carried out in Charters Towers which was not successful because of these factors.

Report for Edu-Tourism - **follow up draft agreement with TEL for edu-tourism** = next meeting on 09/10/17

Economic Development Workshop to be followed up - One thing that changed in the Economic Development Strategy is the word "edu-tourism" which has been changed to "Knowledge Economy".

	<p>10. Ageing Population – no update.</p> <p>LGGSP – (DILGP) 2017 / 2019 Update:</p> <p><u>Disaster Management Funding</u></p> <p>Flood monitors and two cameras on Gairloch Bridge and Ingham Pumping Station which monitor the height of the river and attach to the river height gauges. These cameras would be like the cameras used by DTMR at Cattle and Francis Creeks etc. which act as a back up if the gauges fails. As this State government funding is for 60/40, the Mayor advised that this is a matter which needs to be considered by Council.</p> <p><u>Innovation Fund</u></p> <p>Lidar flood signs together with IT platform for system (100% funding) - Opens end of October.</p> <p><u>Get Ready Funding (ORA)</u></p> <p>Brochures etc - Disaster management budget needs to be topped up at budget review for be ready and prepared videos.</p>
<p>14. Toilets in CBD</p>	<p>15/06/2017 – Discussion was held regarding the fact that there are no public toilets in the CBD.</p> <p>Action – That an investigation be carried out into a concept plan for public toilets in the CBD.</p> <p>22/07/2017 – The meeting noted that information has been requested regarding what was addressed in previous discussions on the project.</p> <p>17/08/2017 – \$300,000 included in new Works for Queensland projects (to be confirmed). SEDTO requires confirmation of locality of new toilet facilities prior to finalising wayfinding package.</p> <p>It was noted that the toilets be located on the western side of the Coles Lannercost Street walkway with separate toilets (male and female and mothers room) pending engineering determination for suitability of sewerage main access.</p> <p>Action - CFO AND EMISD to liaise regarding sewerage connection and provide information back to the next meeting.</p> <p>21/09/2017 – Initial cost estimates are that sewerage connection costs to this site in the main street would be around \$90,000 compared to \$5,000 at Johnstone Street carpark as it only needs to be gravity fed (for sewerage infrastructure only) plus electricity costs for lights etc. in toilets.</p> <p>Action - CFO still looking at building costs.</p>

<p>15. Cigarette "Butt Bin" at 25 Lannercost Street Council Building</p>	<p>22/07/2017 – Consideration of Report regarding installation of "butt bin" at front of Council building.</p> <p>Action – Butt bin to be installed on the Council building in the alleyway.</p> <p>17/08/2017 – Butt bin has not been installed as yet.</p> <p>21/09/2017 - The butt bin is now installed on the side of the Council building (alleyway) and the responsible officer for emptying the bin has been notified of its installation. MATTER CLOSED</p>
<p>16. Refurbishment of Community Room with One Way Vision Signs and Images</p>	<p>22/07/2017 – EMDPES raised matter from a BIT meeting suggestion regarding refurbishing the Community Room and replacing the current curtains from the windows and door that have direct access to the main street with something like One Way Vision Signs that have images of our beautiful district or very dark tint.</p> <p>Action – EMDPES to investigate the signs and suggested images for the windows.</p> <p>17/08/2017 –</p> <p>It is recommended that Council engage a contractor to install a dark tint on the basis that:</p> <ul style="list-style-type: none"> the size and variance of window frames is not suitable for a consistent application of one image that multiple images will present poorly on the relevant surface, due to lack of consistencies in colours across images. <p>The meeting resolved to install a dark tint on the windows.</p> <p>21/09/2017 – The meeting noted that at the BIT meeting on 14/09/17 BIT members discussed past suggestion regarding Community Room refurbishment and soundproofing as the Committee wish to ensure this is all grouped in the one project for cost efficiencies.</p> <p>EMT endorsed the installation of the dark tint on the windows and Facilities Officer obtaining costings.</p>
<p>17. General Business</p>	<ol style="list-style-type: none"> Expressions of Interest for Hinchinbrook Island Action - SEDTO to provide details on the "opportunities" he believes will flow from and action items needed to capitalise for next meeting. Action – SEDTO to do up an information package specifically for potential businesses for this Shire as if we don't move quickly, there is potential for Cassowary to get the work. Cricket Pitch Area at Lucinda Action – EMDPES to follow up Native Title constraints for the cricket pitch area at Lucinda.

	<p>3. Marketing Strategy What is happening with Strategy? Council did have a consultant to do the Marketing Strategy. Earth Check didn't do what we thought they were going to do.</p> <p>It was noted that EDO is now pulling this together as one of her key projects and there is no need to appoint a consultant.</p> <p>4. Liveability Action - Brochure urgently required for promotion to Adani and other mining companies (FIFO) and major industries (Genex).</p> <p>5. Heritage Village Action - Discussions to occur with DNRM to conversion of purpose of land.</p> <p>6. WTF Recreational Group WTF are attracting people to the Shire and are holding rallies on weekends. Their marketing fell over for their recent cancelled event.</p> <p>Action - The Mayor is going to their next meeting and will provide a report back to PDG. Perhaps the MECD could attend the meeting also?</p> <p>7. Referdex for Great Walks / Riding Tracks EMDPES has GPS locations for these (catalogue of walks there). SEDTO advised that these are available on the Hinchinbrook Way website.</p> <p>Action – SEDTO to advertise this fact to the public.</p> <p>Action - MECD to speak to Mark Hutchinson to run an event at TYTO.</p> <p>8. RV Rally RV approached Council and want to run an event similar to the Mareeba event and the Dam Fine Rally next year following the Australia Italian Festival. To be held at showgrounds, CMCA site and TYTO site. Council has expressed its interest and are in talks with Cr Brown.</p> <p>9. Paris land project on Eleanor Street EMISD advised this project has commenced which will be acquitted in 4 weeks from now and will probably come in under the total budget by using local machinery and labour. The project was worthwhile doing and a concrete invert was added to the drain (across the street behind Ingham State School where footbridge is) to get rid of the standing water. The school and other proponents were approached who were happy for this to occur as it ensures water doesn't pond and stagnate and will make it easier to maintain.</p>
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	<p>10. Dutton Street Bridge It was mentioned that the proposed bridge could have possibly been estimated in the past as \$4M or \$10M.</p> <p>Action – EMISD to investigate whether there are any bridge plans for previously proposed Dutton Street bridge.</p> <p>11. Drainage works at Menzies Street Dip EMISD advised that locals Maranco (excavator) and Timrith (trucks) are being used for this work using the preferred supplier list.</p>
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Next Meeting: Thursday 26 October 2017

Meeting Closed: 11.00 am

Minutes Recorded By: Belinda Edwards

2018 COUNCIL GENERAL MEETING SCHEDULE

Executive Summary

Council is required to consider the 2018 Meeting Schedule during this meeting to allow time to advertise prior to the 2017 Christmas closure.

For Council Decision – Recommendation

That the General Meeting dates for Hinchinbrook Shire Council for 2018 be set as follows:

- Tuesday 30 January
 - Tuesday 27 February
 - Tuesday 27 March
 - Tuesday 24 April
 - Tuesday 29 May
 - Tuesday 26 June
 - Tuesday 31 July
 - Tuesday 28 August
 - Tuesday 25 September
 - Tuesday 30 October
 - Tuesday 27 November
 - Tuesday 11 December
-

Background

Council General Meetings are usually scheduled for the last Tuesday of each month to allow Councillor Briefing Sessions to be held on the second Tuesday of the month where possible.

This process has proven to be productive in achieving Council's aim to create a regulated flow of information that is useful, timely and planned. Report closing dates now fall due in the second week of the month, rather than closing before the end of the reporting month which has also proven practical and efficient.

Attachments

Draft 2018 Calendar of Councillor Meeting Schedule

Statutory Environment

Local Government Act 2009

- Local Government Regulation 2012
S.257 Frequency and place of meetings
-

- (1) A local government must meet at least once in each month.

S.277 Public notice of meetings

- (1) A local government must, at least once in each year, publish a notice of the days and times when
- a. Its ordinary meetings will be held.
-

Policy Implications

Council has no policy position that is applicable on this matter.

Consulted With

Executive Managers and Councillors

Financial and Resource Implications

2017 / 2018 budget provision has been made for costs associated with General Meetings and Councillor Sessions.

Risk Management Implications

Nil

Strategic Considerations

The system in place ensures a predictable flow of information that assists decision making and allows for the timely and considered discussion of matters by Councillors.

Officers Comment

Benefits include:

- Certainty for the public that the last Tuesday of the month is the General Meeting day for Council. The exception to the rule is the December meeting where the date is brought forward two weeks to allow for actions to occur prior to the Christmas closure.
- Finance reports, activity reports and the like will continue to be reviewed to ensure further transparency.
- The time between the Briefing Session and the decision making General Meeting is useful as Councillors are able to seek more information, have conversations with affected persons, and further consider the matter at hand.

Council will note that the Australian Local Government Women's Conference which will be hosted in Ingham has been noted on the calendar for possibly July. At this stage it is not known whether the dates will occur across a Tuesday which could affect the Connect Session

Council will also note that a date has not been confirmed as yet for the Northern Alliance of Councils 2018 Conference and the Portfolio Session for August will be held on the week alternate to the Northern Alliance of Councils.

Council will also need to have a discussion in the New Year as to whether it would like to continue the Shed Meetings for Bambaroo, Lower Herbert and Mt Fox, considering that attendance has been poor at all meetings for the last two years and communication and avenues for residents to contact Council has improved.

COUNCIL MEETING DATES 2018

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
Sat													Sat
Sun													Sun
Mon	1			2 Easter Mon			2 FREE		3	1 P/Holiday		3	Mon
Tue	2			3 CONNECT	1 FREE/BUDGET		3		4 CONNECT	2 CONNECT		4 BRIEF	Tue
Wed	3			4	2		4	1 CONNECT (Wed)	5	3		5	Wed
Thu	4	1	1	5	3		5	2	6	4	1	6	Thu
Fri	5	2	2	6	4	1	6 Show P/H	3	7	5	2	7	Fri
Mon	8	5	5	9	7 P/Holiday	4	9	6	10	8	5	10	Mon
Tue	9	6 CONNECT	6 CONNECT	10 BRIEF	8 CONNECT	5 CONNECT	10 CONNECT	7 BRIEF	11 BRIEF	9 BRIEF	6 CONNECT	11 GEN MTG	Tue
Wed	10	7	7	11	9	6	11	8	12	10	7	12	Wed
Thu	11	8	8	12	10	7	12 ALGWA ??	9	13	11	8	13	Thu
Fri	12	9	9	13	11	8	13 ALGWA ??	10	14	12	9	14	Fri
Mon	15	12	12	16	14	11	16	13	17	15	12	17	Mon
Tue	16	13 BRIEF	13 BRIEF	17 PORTFOLIO	15 BRIEF	12 BRIEF	17 BRIEF	14 PORTFOLIO?	18 PORTFOLIO	16 LGAQ Conf	13 BRIEF	18	Tue
Wed	17	14	14	18	16	13	18	15	19	17	14	19	Wed
Thu	18	15	15	19	17	14	19	16	20	18	15	20	Thu
Fri	19	16	16	20	18	15	20	17	21	19	16	21	Fri
Mon	22	19	19	23	21	18	23	20	24	22	19	24	Mon
Tue	23	20 PORTFOLIO	20 PORTFOLIO	24 GEN MTG	22 PORTFOLIO	19 PORTFOLIO	24 PORTFOLIO	21 PORTFOLIO?	25 GEN MTG	23 PORTFOLIO	20 PORTFOLIO	25	Tue
Wed	24	21	21	25 Anzac P/H	23	20	25	22	26	24	21	26	Wed
Thu	25	22	22	26	24	21	26	23	27	25	22	27	Thu
Fri	26 Australia Day P/H	23	23	27	25	22	27	24	28	26	23	28	Fri
Mon	29	26	26	30	28	25	30	27		29	26	31	Mon
Tue	30 GEN MTG	27 GEN MTG	27 GEN MTG		29 GEN MTG	26 GEN MTG	31 GEN MTG	28 GEN MTG		30 GEN MTG	27 GEN MTG		Tue
Wed	31	28	28		30	27		29		31	28		Wed
Thu			29		31	28		30			29		Thu
Fri			30 Good Friday			29		31			30		Fri
							10 Jul Bambaroo Shed Mtg?	7 Aug L/Herbert Shed Mtg?	4 Sept Mt Fox Shed Mtg?				

Legend: Councillor Connect Session
Councillor Briefing Session
Portfolio Session
General Meeting

Conferences: Australian Local Government Association (ALGA) Canberra – 17 to 20 June 2018
Northern Alliance – Proposed dates 14-16 August 2017 OR 21-23 August 2018 – Ingham - TBC
Local Government Association of Queensland (LGAQ) – 15 to 17 October 2018 – TBC
Australian Local Government Women's Association (ALGWA) Conference – Ingham - TBC

AGRICULTURAL DIVERSIFICATION STUDY

Executive Summary

A number of economic development strategies have been conducted in past years, all of which highlighted a growth vision for our Shire with agricultural diversification mentioned as priority.

My investigations reveal that the Hinchinbrook district is the only district located on the North Queensland coast which does not have an agricultural viability report. For the purpose of progressing this particular economic activity, I consider it necessary to proceed with a study to identify crop suitability / diversification options complimentary to our sugar cane industry for our district.

For Council Decision – Recommendation

That Council consider calling expressions of interest for an appropriately qualified consultant to prepare a viability / suitability report.

Background

In May of 2007, Council adopted the “Our Town Our Future Strategy” which purported to be a revitalisation strategy for Ingham.

The then Mayor’s comments at the time concluded that the hard work of establishing a productive sugar industry was no longer enough to secure the future of the Ingham district.

One of the aspirations proposed pursuant to the Ingham enterprise initiative was the value adding to the agricultural and manufacturing sectors located in Ingham.

In June 2010, Council adopted the Economic Growth Strategy which purported to embrace the aspirations of the “Our Town Our Future” program with a growth vision for Ingham to consolidate its position in the North Queensland region as a major regional activity centre and an ambitious goal of doubling the Shire’s population of 12,208 to 25,000 over the next forty years.

In 2013 the then Council adopted a further Economic Development Strategy (Hinchinbrook 2020) which essentially re-stated the earlier aspirations modelling same into five main themes by which to expand and enhance the economic aspirations of the district.

The 2020 vision and strategy continued to support the requirement for on farm value adding as well as:

1. identify and market a range of boutique farm lots;
 2. grow and support innovative and entrepreneurial rural industries;
 3. celebrate and value add to the sugar industry;
 4. generate and support a new farming lifestyle in the shire;
 5. facilitate diversification of food stocks; and
 6. expand farm edu-tourism opportunities.
-

Attachments

Nil

Statutory Environment

Local Government Act 2009

Policy Implications

Nil

Consulted With

Herbert Cane Productivity Services Ltd and Department of Agriculture and Water Resources

Financial and Resource Implications

Estimated cost to fund an appropriately qualified consultant to prepare scope for study is \$50,000.

Further consideration to funding a study to be given on ascertainment of indicative quotes.

Risk Management Implications

Nil

Strategic Considerations

This district could potentially play a significant part in meeting the aspirations of the Queensland Government's Agricultural Report, which anticipates the doubling of agricultural output for export by 2030.

Officers Comment

Notwithstanding the aspirations determined over a decade of successive Councils, limited activity has occurred in that space and our district remains very much reliant upon sugar cane as a dominant agricultural driver in the area. This situation continues despite the known factors that reliance on one single major crop poses a number of serious issues and inherent risk to the long term economic viability of the region, including the following:

1. reliance on a single crop to generate jobs, generate revenue and underpin the economy of the region;
2. agronomic issues associated with sugar cane cropping as a monoculture;
3. responsive to volatility of sugar cane pricing; and
4. inability to build system reliance and diversified income streams and value adding opportunities.

If we are to look at the ability to diversify our agricultural base and also looking at value adding to what is already grown, then we need to first determine what the opportunities and options are.

For the purpose of progressing this matter I therefore consider it necessary to proceed with a study to identify crop suitability / diversification options, complimentary to our sugar cane industry for our district. This study will need to investigate issues such as:

1. soil and climatic suitability (discussions with Wilmar indicate that they have no in principal concern in releasing soil studies undertaken by Wilmar a number of years ago for such study purposes, given the intention of the study towards product complementary to cane);
2. agronomic issues (extreme climatic conditions which may render various crops unsuitable);
3. crop options / suitability for rotation within sugar cane fallow practices;
4. supply chain logistics (limitations / options);
5. market analysis (domestic and export);
6. basic desktop financial / economic analysis to determine costs / returns associated with crop diversification options and associated supply chains; and

7. value adding opportunities.

The outcomes that such study would produce include:

1. listing of economically viable and sustainable crop diversification options for the region;
2. preferred options that can be run in rotation with sugar cane and what alternate / stand-alone cropping options exist;
3. supply and value chain limitations options and opportunities; and
4. indicative costings associated with identified options.

The objectives of the study is quite simple:

1. diversify the agricultural production base of the Hinchinbrook Shire and address the total current reliance on sugar cane;
2. improve the regional economy and employment opportunities;
3. improvement of soil health, due to breaking of the cane monoculture through the use of rotational crop and diversified cropping options; and
4. improved regional economy and employment opportunities.

A number of case studies from other regional areas both to the north and south of our district in respect to diversification are already available and will add to the value of the report.

I consider that despite the constraints that are posed in our district to crop versatility, due to lack of underground water supply and the volatility and extremeness of weather concerns, this district could potentially play a significant part in meeting the aspirations of the Queensland Government's Agricultural Report, which anticipates the doubling of agricultural output for export by 2030. The existing resources that we have which could assist in that regard include approximately 50,000 acres of fallow land each year, due to current cane farming practices requiring fallowing of crops at approximately four (4) to five (5) year cycles. This land could be suitable for the growing of crops complimentary to sugar cane within the windows provided, which will not only potentially assist with providing an alternate source of income to growers, but which would also have the beneficial aspects of improving soil health due to breaking of monoculture practices.

The other matters to be considered include the fact that the potential to clear and expand land capable of producing agriculture is significantly diminished, given the current tree clearing legislation and also lack of suitable infrastructure for irrigation farming purposes.

Further consideration to funding a study will be given on ascertainment of indicative quotations once quotations are finalised.

DETAILS OF SERVICE

Project Title

Feasibility Study to assess the potential to grow and market dry land rice and pulse crops in the Herbert River District

Description of Services Feasibility study

Milestones

- 1 Undertake a feasibility study to investigate cropping and marketing of dry land rice and pulse crops
- 2 Final report submitted and communicated to Hinchinbrook Shire Council and various stakeholders nominated by Hinchinbrook Shire Council the outcomes of the report.

Start Date_____ End Date_____

Special Conditions As per project scoping document

PROJECT PROPOSAL

Background

The Hinchinbrook Shire region currently relies upon sugarcane as its principle crop grown in the area. A single reliance on one major crop poses issues in the following areas:

- Reliance on a single crop to generate jobs and income to the region.
- Issues associated with continuous cane cropping in a monoculture system. The issues being experienced are decline in soil health resulting in a decrease in income and crop yields associated with sugarcane production.
- Volatility of sugarcane pricing and lack of additional income streams.

This study will form part of a larger project to be undertaken concerning investigation into the wider ambit of alternate commercial cropping opportunities that may be suitable for growing and establishment in the Herbert River District and which council proposes to undertake in the future.

Project Description and Objectives

The project will undertake a feasibility study to assess the potential of dry land rice and pulse crops in rotation with sugarcane in the Hinchinbrook Shire area. The study will investigate the following issues:

- Soil and climatic suitability
- Agronomy issues
- Harvest and storage
- Market access

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- Crop suitability
- Case study other regional areas that have adopted rotational farming systems with sugarcane with limited water resources.

Outcomes

- To determine whether dry land rice and pulse crops are a viable rotational cropping option for the region
- Harvest and storage issues and alternate methods to address potential job creation and employment opportunities
- Potential market opportunities and access for the various crops being assessed.

Outputs

Report detailing results of feasibility study

Procedure and Method

To undertake a study that meets the objectives of the project.

Location of work Herbert River District

To accept, please sign and return to the nominated Council Officer.

ACCEPTANCE OF QUOTE

HINCHINBROOK SHIRE COUNCIL

.....
Name	Signature	Date

CLIENT

.....
Name	Signature	Date

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

Document Number: [Insert Document Number]

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HINCHINBROOK
SHIRE COUNCIL

COUNCILLOR ACTIVITY REPORT

AS AT 31 OCTOBER 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
04/10/2017		HRSAC Meeting				10.30am - 12.00pm
04/10/2017					Meeting with QFES Representative	2.00pm - 3.00pm
04/10/2017					Site visit with EMISD and RSL Representative	3.15pm - 4.00pm
05/10/2017					Discussions with EMISD and IE	8.00am - 9.00am
05/10/2017					On site inspection - Abergowrie	10.00am - 10.30am
05/10/2017					Discussions with HRIT Members	11.00am - 11.30am
05/10/2017				Canegrowers Forum		12.00pm - 1.00pm
06/10/2017				State Funeral - Dr Evelyn Scott AO - TSV		1.00pm - 2.00pm
06/10/2017				Allied Boxing event		4.30pm - 5.30pm
07/10/2017				Mt Fox Rural Fire Station Opening		4.00pm - 8.00pm
09/10/2017		FNQROC Meeting				10.00am - 1.00pm
10/10/2017	Councillor Briefing Session					9.00am - 5.00pm
11/10/2017		Audit Committee Meeting				9.00am - 11.30am
11/10/2017				Photo - Spirit of Service (Digital Honour Board) team		1.30pm - 2.00pm
11/10/2017					On site inspection - Toobanna	2.00pm - 3.00pm
11/10/2017					Meeting with resident	4.00pm - 4.30pm
12/10/2017		LDMG Meeting				9.00am - 10.00am
12/10/2017		LDMG Planning Meeting for Hinchinbrook Exercise				10.00am - 10.30am
12/10/2017		Mayoral Meeting				11.00am - 12.00pm
12/10/2017					Discussions with resident	1.00pm - 1.30pm
12/10/2017					Meeting with resident	3.30pm - 4.00pm
12/10/2017					Meeting with resident	4.00pm - 4.30pm
13/10/2017		QTCOC/Bom Pre Season Weather Outlook Briefing				10.00am - 4.00pm
14/10/2017				Forrest Beach Surf Life Saving Carnival		4.00pm - 4.30pm
17/10/2017			LGAQ Conference, Gladstone			all day
18/10/2017			LGAQ Conference, Gladstone			all day
19/10/2017			Queensland Biofutures Forum			10.00am - 12.00pm
21/10/2017				Ingham Kindergarten - Opening of new playground		9.30am - 10.30am
21/10/2017				Maraka Gala Night		6.30pm - 10.00pm
23/10/2017					Discussions with resident	10.30am - 11.00am
24/10/2017	Portfolio and Councillor Only Sessions					8.30am - 5.00pm
25/10/2017		Townsville DDMG Meeting				9.00am - 11.00am
25/10/2017			NQ Agriculture Roundtable			12.00pm - 2.30pm
26/10/2017		Monthly Projects Development Group Meeting				9.00am - 12.00pm
26/10/2017					Aerodrome Development/Masterplan Discussions	12.00pm - 1.00pm
26/10/2017				Ingham State High School Awards Ceremony		6.15pm - 9.30pm
27/10/2017					On site inspection - Maynards Road	8.00am - 9.00am
27/10/2017					Discussions with WE	1.00pm - 1.30pm
28/10/2017				Maraka Fence Painting - Media with 4TO		11.00am - 11.30am
28/10/2017				Maraka Parade and Mardi Gras		4.30pm - 10.00pm
30/10/2017					Meeting with resident	10.00am - 11.00am
30/10/2017				Civic Reception - Italian World Cup Rugby Team		2.00pm - 4.00pm
31/10/2017		General Meeting				9.00am - 4.00pm

COUNCILLOR MARY BROWN
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03/10/2017	Councillor Connect					09.00am-05.00pm
05/10/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
06/10/2017		Tourism Action Group - TEL				03.00pm-04.00pm
09/10/2017		TCT Monthly meeting - Innisfail				08.00am-11.30am
09/10/2017		Edutourism meeting - TEL- Townsville				02.30pm-04.30pm
10/10/2017	Councillor Breifing					09.00am-04.30pm
12/10/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
12/10/2017		LDMG Meeting				09.00am-10.30am
17/10/2017		EDP Fortnightly Update				10.30am-12.00pm
19/10/2017					4KZ - Hinchinbrook Segment	07.00am-07.15am
23/10/2017		Tysone Swarbrick & Russel Andrews - CCTV				09.00am-09.30am
23/10/2017		EDPM Economic Review Meeting				10.30am-12.30pm
24/10/2017	Portfolio Update	DET Skilling Qld 4 Work - Workshops				08.30am-05.00pm
25/10/2017				Gallery Exhibition - Everglow		10.00am-10.30am
25/10/2017		Qld Tourism Workforce Plan - Tsv				02.30pm-04.30pm
26/10/2017					4KZ - Hinchinbrook Segment	07.00-07.15am
26/10/2017		Project Development Meeting				09.00am-12.00pm
26/10/2017		Aerodrome Masterplanning Meeting				12.00pm-01.00pm
30/10/2017				Civic Reception - Italian Rugby World Cup Team		02.00pm-04.00pm
31/10/2017	Council General Meeting					09.00am-04.00pm

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
03/10/2017	Councillor Connect Session					9.00am - 4.45pm
04/10/2017		Fortnightly Update EMDPES and ES Supervisors				10.30am - 11.30am
05/11/2017		HRIT Meeting				9.00am - 12.00pm
09/10/2017		Meeting with EMDPES				10.30am - 11.00am
10/10/2017	Councillor Briefing Session					9.00am - 1.30pm
10/10/2017			LAWMAC Conference			2.00pm - 8.00pm
11/10/2017			LAWMAC Conference			all day
12/10/2017			LAWMAC Conference			all day
13/10/2017			LAWMAC Conference			all day
17/10/2017		Fortnightly Update EMDPES and MCED				10.30am - 11.30am
23/10/2017		Meeting - Economic Development Strategy Hinchinbrook 2027				10.30am - 12.00pm
24/10/2017	Portfolio and Councillor Only Session					8.30am - 5.00pm
25/10/2017		HR Catchment and Landcare Group AGM				9.00am - 12.00pm
26/10/2017		Project Development Group Meeting				9.00am - 12.00pm
26/10/2017		Aerodrome Development / Master Plan Meeting				12.00pm - 1.00pm
30/10/2017		Australian- Italian Festival Committee Meeting				5.30pm - 7.30pm
31/10/2017	General Meeting					9.00am - 4.00pm

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
October						
3.10.17	HSC - Connect					9am-5pm
3.10.17		FB Progress Meeting				7-9.30pm
6.10.17		LHWMA Meeting				9-12md
10.10.17	HSC - Briefing					9am-5pm
14.10.17		NQSF Dinner - Bowen				
15.10.17		NQSF Breakfast - Bowen				
20.10.17		NQSF AGM -Townsville				9am-1.30pm
22.10.17					Maraka Afternoon tea	2-5pm
24.10.17	HSC - Councillor Only					8.30am-4.30pm
25.10.17		Corporate Services Long Service Recognition Smoko				9.30-11am
31.10.17	HSC - General Meeting					9am - 5pm

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03-Oct	Councillor Connect					7
05-Oct		HRIT Meeting				5
10-Oct	Councillor Briefing					7
16-Oct			LGAQ State Conference			8
17-Oct			LGAQ State Conference			8
18-Oct			LGAQ State Conference			8
19-Oct					Sunshine Coast Regional Council solar farm visit	15
24-Oct	Councillor Portfolio Briefings					7
26-Oct		Monthly PDG Meeting				3
26-Oct				Gallery Exhibition Opening The ProcrastinARTors		3
31-Oct	Council General Meeting					8

CR. MARC TACK
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
03 10 2017	Councillor Connect Session					9.00am - 5.00pm
06 10 2017				Alliance Boxing		4.30pm - 5.30pm
09 10 2017		Ingham Hospital Board meeting				12.30pm - 3.00pm
10 10 2017	Councillor Breifing Session					9.00am - 5.00pm
11 10 2017		Audit Committee meeting				9.00am - 2.30pm
13 10 2017		HCSC Finance Meeting				11.00am - 1.00pm
16 10 2017			LGAQ Conference			8.00am - 10.00 pm
17 10 2017			LGAQ Conference			8.00am - 10.00pm
18 10 2017			LGAQ Conference			8.00am 9.00pm
19 10 2017		Sunshine Coast Solar Farm				8.00am - 11.00pm
24 10 2017	Portfolio Meetings					8.30am - 5.00pm
25 10 2017		Portfolio Meetings				10.00am - 12.00pm
26 10 2017		Project Development Group meeting				9.00am - 12.00pm
26 10 2017				ISHS Gruadation		6.00pm - 10.0pm
30 10 2017				Civic Reception - Italian World Cup Rugby Team		2.00pm - 4.00pm
31 10 2017	General Meeting					9.00am - 4.00pm