



MINUTES OF THE SPECIAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
13 NOVEMBER 2018
AT 4.00 PM

ATTENDANCE - Present were Councillors R Jayo, AJ Lancini, KS Milton, WG Skinner, MG Tack and AP Cripps

Councillor ME Brown attended the meeting via teleconference

- Also present was the Chief Executive Officer (AJ Rayment), Executive Manager Infrastructure Services Delivery (J Stewart), Executive Manager Development, Planning and Environmental Services (R Pennisi), Chief Financial Officer (M Cox), Management Accountant (F Robertson) and Executive Assistant (BK Edwards)

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

BUSINESS

1 HINCHINBROOK SHIRE COUNCIL 2017 / 2018 ANNUAL REPORT

Consideration of Report to Council from Chief Executive Officer dated 8 November 2018 regarding adoption of the 2017 / 2018 Annual Report.

Moved Councillor Lancini

Seconded Councillor Milton

Council Resolution - That Council adopt the 2017 / 2018 Annual Report as tabled.

Carried 7-0
131118-01

2 BUILDING BETTER REGIONS FUNDING PROGRAM ROUND 3

Consideration of Report to Council from Chief Executive Officer dated 6 November 2018 seeking approval of funding application to be submitted under the Building Better Regions Funding Program Round 3 for the extension of the existing Dungeness Carpark.

Moved Councillor Cripps

Seconded Councillor Skinner

Council Resolution - That Council support the application for funding under the Building Better Regions Round 3 for the extension of the Dungeness Carpark.

Carried 7-0
131118-02

Councillor Brown declared that she is participating in the teleconference alone and in an enclosed and confidential space.

Moved Mayor Jayo
Seconded Councillor Lancini

That pursuant to Division 3 Sections 275 (1) (e) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss the Lannercost toilet amenities as a contract is proposed to be made by the resolution. Carried 7-0

Discussions took place in Closed Session on the above referred item.

Moved Mayor Jayo
Seconded Councillor Lancini

That Council move out of Closed Session and return to Open Meeting. Carried 7-0

- 3 **RF002757 - DESIGN and CONSTRUCT - TOILET FACILITY in INGHAM CBD - EVALUATION and RECOMMENDATION**
Consideration of Report to Council from Facilities Coordinator dated 8 November 2018 regarding quotations received for RF002757 - Design and Construction of a Toilet Facility in Ingham CBD being funded through the 2017-2019 Works for Queensland program.

Moved Councillor Tack
Seconded Councillor Skinner

Council Resolution - That Council:

- A. Approve the quotation from Fabranamics Pty Ltd trading as Pureablue for \$245,227.00 (excl. GST) for the design and construction of a toilet amenities facility comprising of one (1) male, one (1) female and one (1) parents room including the following submitted options:
- i. One (1) Automatic Sliding Door System on the parents room at a cost of \$6,912 (excl. GST); and
 - ii. Timber Aluminium Batten finish on the exterior of the three (3) facilities at a cost of \$23,385 (excl. GST).
- The acceptance of the submission by Fabranamics Pty Ltd is on the terms of this submission meeting their design briefing guidelines and having superior details in relation to aesthetic presentation, ventilation and a design that compliments the surrounding environment;
- B. Authorise the reallocation of \$20,000.00 from the 2017-2019 Works for Queensland (W4Q) – Mercer Lane/Johnstone Street project subject of a variation from the Department Infrastructure Local Government and Planning;
- C. Authorise the installation of sewer main extension to service the facility via a connection underneath the central median street, to a sewerage connection point adjacent to 110 Lannercost Street, Ingham;
- D. Approve to allocate \$60,000.00 towards sewerage connection;
- E. Authorise the Chief Executive Officer to progress this matter; and
- F. Investigate replacing the top ventilation section in lieu of the current screen pattern to a spider web panelling design and proceed to implementation, subject to budgetary constraints.

Carried 7-0
131118-03

CONCLUSION – This concluded the business of the meeting which closed at 4.35 pm

APPROVED and adopted on 27 November 2018

MAYOR



ANNUAL REPORT 2017/2018







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**Attached Documents:
Annual Financial Statements**

Council Banker: Commonwealth Bank of Australia

Auditor: Sri Narasimhan as Delegate of the Auditor General of Queensland

Copies of this Annual Report can be obtained by telephoning Council on 4776 4600.

A fee of \$30 applies for printed copies or refer to Council's website www.hinchinbrook.qld.gov.au to download a pdf version.



OUR MISSION

Our Council mission is to shape a positive future for the Hinchinbrook community by understanding community needs and wants, building on our inherent strengths, recognising and maximising opportunities and facing our challenges head on. To do this, Council will wisely prioritise the use of our resources and deliver meaningful services.

We will celebrate small town living and continue to be inspired by our natural environment. We will value our heritage and embrace the future as a can do, inclusive and resilient community.

Our Council will be an active participant in shaping a prosperous future for Hinchinbrook. Council will work together with our community groups, organisations, individuals and other levels of government to deliver a flourishing community that is an exemplar of modern Northern Australian tropical living.



OUR VISION

Hinchinbrook Shire – Small Town Northern Australia – Tropical Living at its Best

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



HINCHINBROOK AT A GLANCE

MEDIAN AGE



50.3

LOCAL GOVERNMENT AREA

2,810km²



POPULATION

10,879



PERSONS PER HOUSEHOLD



2.3

MEDIAN WEEKLY HOUSEHOLD INCOME

\$680

POPULATION DENSITY

4.2 PERSONS/KM²

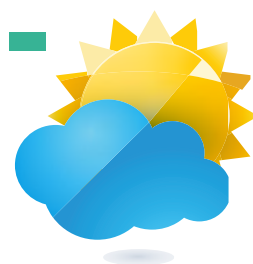
PUBLIC PARKS

49



AVERAGE TEMPERATURE RANGE

18.8°C -
27.8°C



RATEABLE PROPERTIES

6,624



RATES, LEVIES AND CHARGES REVENUE
2017/2018

\$24.8m

*Hinchinbrook Shire Council uses a range of sources to compile this information including the Australian Bureau of Statistics, Data by Region, 2016/2017 and Bureau of Meteorology.



**COUNCILLOR RAMON JAYO****Mayor of Hinchinbrook****Office of the Mayor and CEO Portfolio (Chair)**

0427 875 607

mayor@hinchinbrook.qld.gov.au*SERVICE TO COUNCIL: ELECTED 30 MARCH 2016*

It is with great pleasure that I present this Annual Report reflecting on the activities of the Hinchinbrook Shire Council for the financial year 2017/2018.

The strategies implemented in the previous years have continued to be progressed and in many situations are starting to show results and work to achieve Council's goal of industry diversification is well on track.

Council's commitment to innovation start up through business incentivisation resulted in a number of new business ventures emerging in the digital and tourism fields. These businesses have created jobs and have attracted new residents to our district.

Statistics are indicating that the continued destination marketing through the Hinchinbrook Way brand are positively growing and compare well with previous years.

Significant growth in event hosting also occurred with Council's event team successfully booking and organising 497 events to be held during the year representing an increase from 301 for the previous year. Council throughout the year have also provided in excess of \$94,000 to various community organisations. Based on the Economy ID statistical data, sourced by the National Institute of Economic and Industry Research, this investment has equated to potential output growth sales throughout the Shire in excess of \$3,100,000. This data also equates on average for each \$1 spent there was a return on investment of \$744.

Work has also been undertaken towards facilitating the potential for agricultural diversification with studies into potential commercial harvesting of complimentary crops in rotation with cane.

The study is expected to be finalised in November 2018 in the forthcoming year and is anticipated to provide guidance on viability of alternative crops, together with marketability and other agronomic details for assistance of the rural sector.

Council has an increased focus on service to the community and has enhanced its decision and information sharing capacity through social media and online engagement. A Customer Service Charter was also introduced to provide customer certainty of response and action to everyday requests.



Council employees continue to deliver services to the community with pride and commitment and specific details of ongoing program delivery, achievement and challenges are detailed in separate department reports further on in this report.

Job creation has continued to be a major focus and Council continued to design, fund and deliver a Capital Works Program delivering substantial work opportunities to local businesses through the year in review. I would like to mention the following jobs in particular, all of which were delivered by local contractors in accordance with Council's 'buy local' philosophy.

• Shared Footpath Connectivity Project	\$1,500,000
• Lee Creek Bridge	\$220,000
• Yard Creek Bridge	\$125,000
• Lagoon Creek Bridge	\$460,000
• Palm Creek Flood Improvements	\$620,000
• Long Pocket Road	\$1,090,000
• Forrest Glenn to Leichhardt Street Footpath	\$320,000
• Structural Refurbishment to Sewerage Pump Stations 12 and 15	\$350,000

Council continued to lobby the State Government agencies for a fair share of local content and opportunity on State controlled roadworks within our local jurisdiction and I am pleased to report that the percentage of local employment has risen between 22 and 46 percent through the year under review. Council's resolve in that regard continues with additional roadwork by the State Government in our region anticipated to be announced in the new financial year.

Council remains committed to minimising the impact on ratepayers and once again managed to keep rates minimal in accordance with inflation at 1.7% percent, while finding the balance between the need to foster employment opportunity through contract delivery and required asset management.

Council is focused on promoting community spirit and continues to fund numerous community events and initiatives. Can I please express my appreciation and sincere thanks to all members of the community who successfully contribute their time, energy and expertise to enhancing our district.

The year also saw the retirement of Council's Chief Executive Officer Dan McKinlay. Dan was a dedicated and determined employee of Council and served our community well for the past five years. We wish Dan all the best in retirement.

There is no doubt that certain elements of our community, particularly the retail sector is finding the going very tough at the moment. This situation is not endemic to our district as most rural communities are having increasing pressures across the board from the general state of economy. Unfortunately, Rome was not built in a day and I can say that signs of positiveness are becoming evident and we will continue to vigorously follow our plan towards diversity.

Ramon Jayo
Mayor of Hinchinbrook
Hinchinbrook Shire Council



COUNCILLOR MARY BROWN

Deputy Mayor

Development and Planning Portfolio (Chair)

Office of the Mayor and CEO (Deputy)

0409 356 252

mbrown@hinchinbrook.qld.gov.au

SERVICE TO COUNCIL: ELECTED 30 MARCH 2016

This past year has again been an exceptionally busy and at times a challenging one that has seen our community work their way through the difficulties of declining sugar prices and two floods in quick succession early in March.

As Chair of Disaster Recovery, it was a privilege to work with many local groups and state government agency representatives who came together to provide immediate and longer term assistance to support the community to recover as quickly as possible. Some of the projects undertaken as part of this process included additional marketing to attract visitors to our Shire during the peak tourism periods, workshops to support businesses, and successfully applying for funding to engage a Community Resilience Officer who will work with the community over the next 12 months.

The Economic Development team continue to work on attracting more events and conferences to the Shire. This year the Shire witnessed event and attendee numbers growing. There has been a very strong focus on collection and assessment of data to ensure that investment in marketing and events are converting to increased economic benefit for the Shire.

Staff continue to have a strong focus on working with operators to develop tourism product for the growing market. Moving forward, there continues to be significant activity within the broader region, with several large scale projects nearing final approval status. This has potential for additional economic benefit into the Shire and Council is working to maximise these opportunities for locals.

Economic Development is an integral part of today's local government and Council plays a very important role in collaborating with the community to ensure we are providing the framework for a strong and sustainable future for the next generation.



COUNCILLOR ANDREW LANCINI

Environmental Services Portfolio (Chair)

Development and Planning Portfolio (Deputy)

0409 342 209

alancini@hinchinbrook.qld.gov.au

SERVICE TO COUNCIL: RE-ELECTED 30 MARCH 2016

PREVIOUS TERMS: 6 APRIL 1994 TO 9 MAY 2012

Environmental Services had a number of changes to policies, procedures and reviews such as Guiding Principles and a GIS system for the Cemeteries, review of the area's Biosecurity Plan, an improved rehoming service for impounded animals, a policy for overgrown allotments, the enhancement of the Customer Request Management (CRM) system and reporting, management and coordination for the flood clean up, and progressing our waste facilities for waste levy readiness.



COUNCILLOR KATE MILTON

Environmental Services Portfolio (Deputy)

Infrastructure Services Delivery Portfolio (Deputy)

0428 180 412

kmilton@hinchinbrook.qld.gov.au

SERVICE TO COUNCIL: ELECTED 30 MARCH 2016

We are almost 2/3 of our way through our 4 year term! It's hard to believe how fast the time has flown.

This year has been interesting with the flooding at the beginning of the year. Council played an integral part in the recovery process and it was a busy time for all. The work that was done by staff and particularly our Mayor and Deputy Mayor was first rate and I commend them immensely. It was also wonderful to see how the community pulled together to help, with many neighbours helping each other as well as clubs and others getting in and helping the elderly clean up their yards etc. We have wonderful people in this Shire that shine when needed.

There is still a lot of road infrastructure in the Shire that needs repairing as a direct result of the flooding. I know it is frustrating at times but I ask you to please be patient as Council is working hard to get the funding and the contracts issued to get the work done. There is a process that must be followed and sometimes it can take longer than expected.

There have been many bridges repaired over the last year as well as work done to Mt Fox and Long Pocket Roads to name a few. I believe Council is working well at addressing issues that have been on the books for a long time. Council is also planning on sealing part of Bosworth's Road after the wet next year.

The new shared walkways in town have been well received making access so much easier for our elderly as well as the runners and bike riders.

The water play area at the pool is great and is being enjoyed by our little ones and I'm certain it's going to be a popular spot when the heat hits us soon.

Overall, Council has worked hard to keep operational costs to a minimum whilst maintaining adequate services throughout the community.



COUNCILLOR MARC TACK

Corporate Services Portfolio (Chair)

Community Services Portfolio (Deputy)

0437 015 884

mtack@hinchinbrook.qld.gov.au

SERVICE TO COUNCIL: ELECTED 17 MAY 2012 TO PRESENT

This year's report outlines Council's achievements for the past year. Council has responsibly managed its finances to provide services and facilities that are needed.

Having regard to the economic circumstances of the community, Council has kept the rate increase to a minimum. Funding for the provision of services and facilities has been a challenge but I believe that Council has offered an excellent level of service to the community.

**COUNCILLOR WALLY SKINNER****Engineering Services Portfolio (Chair)****Environmental Health Services Portfolio (Deputy)**

0408 724 324

wskinner@hinchinbrook.qld.gov.au*SERVICE TO COUNCIL: ELECTED 17 MAY 2012 TO PRESENT*

Much of the last year has been spent undertaking a review of a range of Infrastructure Services policies and procedures. The outcome of this work is to ensure equity and certainty for ratepayers with regard to Council's service standards. It also delivers cost effective utilisation of our workforce and resources.

The wet season had less of an impact on Council this year and saw us better able to maintain the roads and public open spaces. However, a major amount of Capital Works, including the expansion of the shared footpath network, design and development of boating infrastructure, expansion of the road network and the replacement and refurbishment of selected bridges meant our staff were kept busy.

We are expecting a busy year ahead with the delivery of numerous large projects already in the pipeline.

I want to commend our staff for their efforts over the last twelve months. Their commitment had a significant bearing on allowing us to adopt a very moderate rate rise as compared to most other Councils.

**COUNCILLOR MARIA BOSWORTH****Community Services Portfolio (Chair)****Corporate Services Portfolio (Deputy)**

0429 771 696

mbosworth@hinchinbrook.qld.gov.au*SERVICE TO COUNCIL: RE-ELECTED 30 MARCH 2016**PREVIOUS TERMS: 6 APRIL 2004 TO 9 MAY 2012*

This year saw many progressions in the area of Community Services, with the initial formation of the Ageing in Place Committee.

Funding has been received for the Aged Seating Project. Seating will be installed in the 2017/2018 financial year. The youth programs at the Library have continued to be very successful with activities such as laser tag proving very popular. The implementation of the Baby Welcoming Ceremony has also been well received by the community.

Council have continued to support many of the community service providers in the district with financial assistance for their activities and operations. The year has been rewarding and productive in terms of community services and Council will continue to build on this into the future.





2017/2018 COUNCIL COMMUNITY EVENTS

JULY

- Exhibition: NAIDOC Exhibition - Our Languages Matter (TRAG)
- Food Art @ Halifax (HSL)
- Storytime Forever with Dragonuke – Inflight Early Learning Centres (HSL)
- Hinchinbrook Market Day (TCEC)
- Sunday Sessions (TCEC)

AUGUST

- Exhibition Opening - 'H2O - De-constructed' Ingham Art Society Annual Exhibition (TRAG)
- Seniors Week - Art Masterclass with Dr Barbara Cheshire (TRAG)
- Aladdin and His Magic iPod - interactive, educational performance for children (HSL)
- Book Week (HSL)
- Travellers Table (REC)

SEPTEMBER

- 39th Hinchinbrook Art Awards Exhibition (TRAG)
- Exhibition Opening and Awards Night: 2nd Hinchinbrook Birdlife Art Awards (TRAG)
- School Holiday Program (HSL)
- Seniors Week Morning Tea and Trivia (REC)
- Laser Tag (TCEC)
- Movie Magic (TCEC)

OCTOBER

- Glass Murano Bead Making Classes with Linda Bates (TRAG)
- Raku Clay Bird Pottery Making Classes with Linda Bates (TRAG)
- Exhibition Opening: Students on Show Part 1: Gilroy Santa Maria College (TRAG)

NOVEMBER

- Everglow Community Care Links Niche Gallery Exhibition (TRAG)
- Everglow Community Care Links Morning Tea (TRAG)
- eSkills (HSL)
- Weekly Tiny Tots @ TYTO (HSL)

DECEMBER

- Summer Reading Club (HSL)
- Weekly Storytime (HSL)
- Christmas in Hinchinbrook (REC)
- Mayor's Light Up the Tree Event (REC)

JANUARY

- FREE Basket Making Workshop with Sally Moroney (TRAG)
- Freestyle Audio (HSL)
- Sugar Tracks – Heritage Display and Tour (TYTO)
- Exhibition: In Memory of our Heroes – 31st Battalion – The Kennedy Regiment Mini (HSL)
- Summer Reading Club Presentation Party (HSL)

FEBRUARY

- Hinchinbrook Bird Count (HVIL)
- Library Lovers Week (HSL)
- STEM Engagement Coding and Robotics Workshops (HSL)
- TYTO Wetland Tours (HVIL)
- Think Business Workshop – Social Media in Business (TCEC)

MARCH

- Exhibition Period: 'Shine - the third edition' (TRAG)
- Just for Kids Activities (HVIL)
- Easter Egg Hunt (HVIL)
- Smart Seeds Workshop (REC)
- Cyber Safety Classes (HSL)

APRIL

- First 5 Forever Country Carnival with Baby Welcoming Ceremony (HSL)
- The White Wizard (HSL)
- Australian Heritage Month Display and Tours (HSL)
- Think Business Workshop – Preparing an Effective Capability Statement (TCEC)
- Tea and Trivia for Seniors (TCEC)

MAY

- National Simultaneous Story Time (HSL)
- Volunteer Week Morning Tea (REC)
- Find Your Future in Hinchinbrook 2018 (TCEC)
- Yoga for over 40's (TCEC)
- Genealogy Workshop (HSL)

JUNE

- Tasman Turtles Picnic Day (TCEC)
- eSkills (HSL)
- Weekly Storytime (HSL)
- Weekly Tiny Tots @ TYTO (HSL)
- Tea and Trivia for Seniors (TCEC)

TRAG - TYTO Regional Art Gallery

HSL - Hinchinbrook Shire Library

HVIL - Hinchinbrook Visitor Information Lounge

REC - Regional Events Coordinator

TYTO - TYTO Parklands

TCEC - TYTO Conference and Events Centre





JAMES STEWART
Acting Chief Executive Officer

I am pleased to present my report for the 2017/2018 financial year. This year saw the retirement of Dan McKinlay from the role of Chief Executive Officer and marks a time of transition to the incoming Chief Executive Officer Alan Rayment.

Council continued to have a significant focus on controlling its operating costs and ended the financial year in a sound financial position. Council has continued to maximise the use of local business where possible, so as to keep as much money spent by Council in the region. This includes encouraging businesses from outside the region to maximise the use of local business in their quotation and tender documentation.

Economic Development has also again been a major focus of Council and combined with the introduction of the new Hinchinbrook Shire Planning Scheme, Council is certainly moving forward with some of its key goals in this area. Improved marine access is a key component of the Hinchinbrook Economic Development Strategy and continues to be pursued by completion of feasibility studies into deep water all-tide marine access.

Yet again the Hinchinbrook region was impacted by natural disasters from not one but two floods in March 2018. The community demonstrated their preparedness and resilience to these challenging times by getting stuck in with the clean up and soon the region was open for business again which was great to see. A lot of effort goes into Disaster Management by Council and whilst we would rather not have to put these plans into action, the efforts by all involved was noticed and appreciated far and wide when the time came.

Council are nearing the end of the footpath connectivity project which has seen a significant amount of shared footpaths being constructed linking between schools, hospitals, nursing homes and commercial precincts. This project aligns with a number of Council strategies to improve the way of life for residents young and old to safely get out and about the Ingham township.

There is a wide range of other significant projects undertaken in the year gone by such as commencement of the construction of the Undercover Multipurpose Sports Arena, finalising the Lucinda and Forrest Beach Foreshore Management Plans, commencing the upgrade to the Ingham Water Treatment Plant, and expansion of Como Road bore field to name but a few.

Local government is the closest form of government to the community and together Councillors, staff and our volunteers, through their dedication and commitment, continue to provide many services and outcomes for the Hinchinbrook community. Our aim is to make the Hinchinbrook region a better place to live.

James Stewart
Acting Chief Executive Officer
Hinchinbrook Shire Council





EXECUTIVE MANAGEMENT TEAM

	CORPORATE SERVICES	DEVELOPMENT, PLANNING AND ENVIRONMENTAL SERVICES
RESPONSIBILITIES	<ul style="list-style-type: none"> • Strategic Financial Management • Information Technology and Communication Services • Customer Services • Records Management • Finance and Accounts • Budget Management • Treasury, Insurance and Governance • Facilities Management • Public Amenities 	<ul style="list-style-type: none"> • Economic Development • Town Planning • Building and Regulatory Services • TYTO Precinct • Land Dealings and Leasing • Environmental Health Services • Business Licensing • Mosquito Control • Animal Management • Local Laws • Cemeteries • Waste Management • Natural Resource Management • Community Services
HIGHLIGHTS	<ul style="list-style-type: none"> • Queensland Audit Office recognition by green traffic light of timeliness and quality of financial statements. • Overseeing Council's operations to be within Budget for 2017/2018 • Successful completion of the year's statutory accounts, including an unqualified audit report and green traffic light presentation of Council's overall financial sustainability • Successful preparation of the 2018_19 budget within financial constraints • Maintaining Council facilities and communication with facility lessees to support the liveability of Hinchinbrook Shire • Recognising value from and implementing improvements based on the internal audit program • Completion of aquatic centre wading pool upgrade 	<ul style="list-style-type: none"> • Development and adoption of a new Planning Scheme • Commencement of a Local Government Infrastructure Plan • Implementation of the Shire Flood Mapping • Securing funding for the Herbert Street Precinct Project • Continuation of the Hard Rubbish Support Program for eligible residents • Review of waste management practices and adoption of new services for next financial year. • Review of the Local Government Area Biosecurity Plan. • Implementation of an improved rehoming service for impounded animals • Enhancement of the Customer Request Management CRM software and reporting • Policy for overgrown allotments • Review process for impoundment procedure
CHALLENGES	<ul style="list-style-type: none"> • Management of ever-changing IT environment. • Ongoing management of budgetary pressures • Maximising value from the records, customer service and financial software systems • Managing budgeting and rating during significant property valuation changes 	<ul style="list-style-type: none"> • Resourcing constraints for economic development initiatives and planning compliance • Development of options for Flying Fox colony management for one of the very few sites in Australia home to four protected species • Reviewing cost of operation and identifying ways to increase financial efficiency • Attracting suitably skilled staff to fill positions

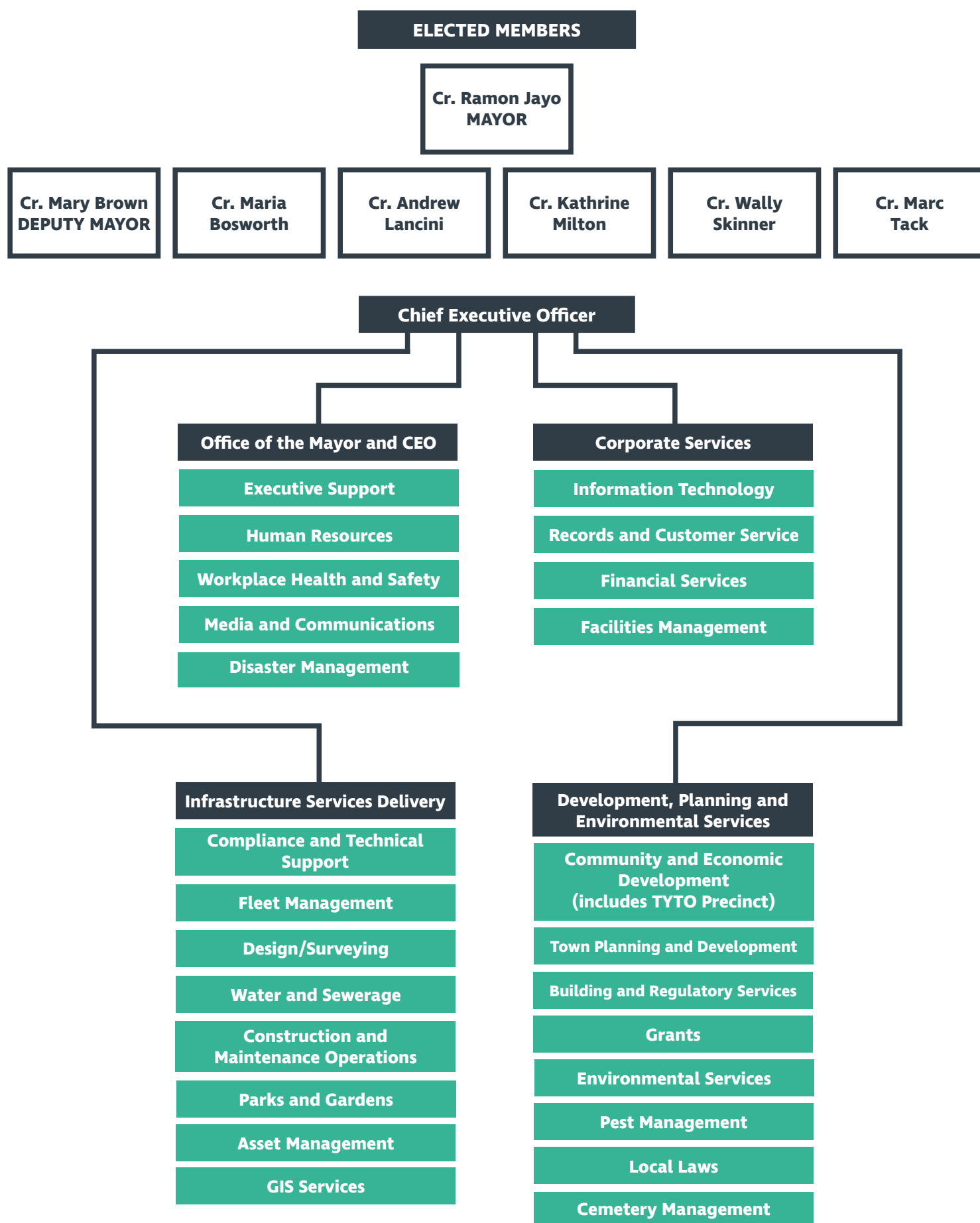


EXECUTIVE MANAGEMENT TEAM

	INFRASTRUCTURE SERVICES DELIVERY	OFFICE OF THE MAYOR AND CEO
RESPONSIBILITIES	<ul style="list-style-type: none"> • Roads • Drainage • Water and Sewerage Services • Technical Support • Assets and Geospatial Information Services • Plant Management • Survey • Parks and Gardens 	<ul style="list-style-type: none"> • Human Resources • Workplace Health and Safety • Executive Support • Media and Communications • Disaster Management • Community Engagement • Public Consultation • Governance • Policy Frameworks • Statutory Compliance • Representation to Government - State and Federal
HIGHLIGHTS	<ul style="list-style-type: none"> • Implementing a daily road asset condition and defect identification for rectification • Policy being developed and adopted for maintenance of gravel roads which covers the maintenance of unmaintained road formations • Development of a transport and parks and gardens annual maintenance program • Progressing the new floating walkway at Dungeness • Progressing the installation of \$1.6M of shared footpaths throughout Ingham via Council and Building Our Regions grant funding 	<ul style="list-style-type: none"> • Hinchinbrook Shire Council and Hinchinbrook Disaster Information Facebook pages have increased enagement significantly • Community meetings throughout the Shire • Reduced general rate for 2017/2018 • Customer Service Strategy implemented • Continuing employment of trainees and apprentices • Performance Appraisal templates finalised for whole of organisation • Business Improvement Team continuing to operate • Enterprise Strategic Risk Register implemented. • Staff survey undertaken • Financial Health Check and Rating Review implemented • New Procurement Policy implemented.
CHALLENGES	<ul style="list-style-type: none"> • Developing a policy and framework aimed at addressing the maintenance of unsealed road network to minimise liability to Council and maximise the effectiveness of the road network to support the local community and industry • Ongoing development of Asset Management Software • Managing and completing annual maintenance and capital works programs on time and on budget • Managing community expectations regarding the unsealed road network and maintenance budget 	<ul style="list-style-type: none"> • Funding constraints, ability of community to pay for services • Devolution of responsibilities • Workplace Health and Safety • Procurement practices



ORGANISATIONAL STRUCTURE





Council's 2017/2018 Annual Report demonstrates our desire to improve our commitment to accountability and transparency. The report provides an overview of our activities, actions and outcomes from the period of 1 July 2017 through to 30 June 2018.

Reported items link back to Council's 12 month Operational Plan and five year Corporate Plan. The Community Financial Report for this year commences on page 64.

As a resident, ratepayer, investor, business or community member you have an interest in understanding what Council is achieving. This report aims to give you that information in a user friendly format while fulfilling our legislative responsibilities to govern and deliver in an open and transparent manner.

Some of the information in this report is what Council is required to present, some is ancillary information that may be of interest and some is clearly provided for the feel good factor, to celebrate what we are and who we are as an organisation and as a community.



View along the Herbert River, Hinchinbrook Shire.

CORPORATE AND OPERATIONAL PLAN OUTCOMES

STRATEGIC DIRECTION ONE

FISCALLY RESPONSIVE AND RESPONSIBLE MANAGEMENT OF PUBLIC INFRASTRUCTURE AND ASSETS

Hinchinbrook Shire Council builds, owns and funds the maintenance of infrastructure that it sees as a benefit to the community. In some areas Council is the only entity that will perform the function of providing public infrastructure. Council provides public infrastructure on the basis that it is an asset to the community, that the community values the provision of this infrastructure and that the infrastructure provides a contribution to the community that is tangible, vital and essential.

Council is committed to supplying infrastructure in an efficient and coordinated manner that provides consistent delivery of services and is seen as value for money by the users of such infrastructure. Further, Council considers infrastructure provision with regard to the impacts on the natural environment, the value add of the amenity to existing infrastructure, and health and safety of the community.

Council will ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal. Public infrastructure and assets provided by Council can include:

- Road and drainage network
- Water and sewerage network
- Waste management and transfer station facilities
- Hinchinbrook Aquatic Centre
- TYTO Precinct
- Parks, gardens and reserves with pathways, structures, playgrounds, fitness equipment and picnic facilities
- Marine recreational infrastructure - boat ramps, jetties and fishing platforms
- Buildings, like the Shire Hall, smaller community halls and the Kelly Theatre



STRATEGIC DIRECTION ONE

1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner

1.2 Plan and execute timely preventative maintenance regimes for building assets that extend the useful life in a cost effective manner

1.3 Ensure that proposed extensions to road, water or sewerage networks have a demonstrated social and economic imperative

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

1.1 PLAN AND EXECUTE TIMELY PREVENTATIVE MAINTENANCE REGIMES THAT EXTEND THE USEFUL LIFE OF ROADS, WATER AND SEWERAGE NETWORK INFRASTRUCTURE IN A COST EFFECTIVE MANNER

ASSET MANAGEMENT ACTIVITIES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continued refinement of long term asset management plans	1.1.1	Improve asset data and condition rating information as identified in the adopted Asset Management Plans by June 2018	Infrastructure Services Delivery	Corporate Services

Throughout 2017/2018 Infrastructure Services Delivery has continued to assess on the basis of request for which roads should be added to the Road Register.

Infrastructure Services Delivery has implemented a daily road asset condition and defect identification for rectification via maintenance activities.

An external auditor has been programmed to complete the data collection for the condition rating assessment of the full sealed local road network and kerb and channel. Information will be used to revalue assets and to assist with developing future maintenance requirements.

A policy has been developed and adopted by Council for maintenance of gravel road which covers the maintenance of unmaintained road formations in Council's road reserve.

ROADS HIERARCHY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Development of a roads hierarchy and associated service levels	1.1.2	Review and update standard drawings of roads, develop standard drawings for the lowest order roads (class 6) by June 2018	Infrastructure Services Delivery	Corporate Services

All roads (sealed and unsealed) continue to be assessed using the assets rough-o-meter and also captured using the high definition video camera and GPS.

A policy has been developed and adopted by Council for maintenance of gravel road which covers the maintenance of unmaintained road formations in Council's road reserve.

The development of standard drawings for unmaintained road formations in Council's road reserve (including associated cross drainage) is in progress.

MAINTENANCE REGIMES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets	1.1.3	Review and develop a Transport Asset Maintenance Annual Schedule by 31 December 2017	Infrastructure Services Delivery	Corporate Services

The transport and parks and gardens maintenance department have developed an annual maintenance program for these activities. Continuing the implementation and refinement of the bridges forward works program via capital works.

1.2 PLAN AND EXECUTE TIMELY PREVENTATIVE MAINTENANCE REGIMES FOR BUILDING ASSETS THAT EXTEND THE USEFUL LIFE IN A COST EFFECTIVE MANNER

PREVENTATIVE MAINTENANCE PLANS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs	1.2.1	Preventative maintenance plan documented and included in ten year budgets for Council owned buildings	Development, Planning and Environmental Services	Corporate Services

All building assets are inspected on an annual basis to inform current and future year budgets that will allow the assets to reach their potential useful life. Further scrutiny of unplanned maintenance works into categories is being developed to identify any areas that may have been overlooked in budgeting for scheduled maintenance.



1.3 ENSURE THAT PROPOSED EXTENSIONS TO ROAD, WATER OR SEWERAGE NETWORKS HAVE A DEMONSTRATED SOCIAL AND ECONOMIC IMPERATIVE

WATER SECURITY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Investigate Water Security options for the Hinchinbrook Shire Water Scheme	1.3.1	Progress the Como Road bores duplication and Ingham Water Treatment Plan upgrade project to shovel ready status by April 2018	Infrastructure Services Delivery	Corporate Services

Design and tender documentation in progress with expected Capital Works Program budgeting for 2018/2019 financial year.

CANE EXPANSION AREAS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Investigation of access to identified cane expansion areas in collaboration with industry stakeholders	1.3.2	Business case and funding models explored on a case by case basis. Study to investigate 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)	Development, Planning and Environmental Services	Corporate Services

A review of the road access to cane production areas was achieved in 2017/2018.

1.4 BE OPEN TO INNOVATIVE AND ALTERNATE SOLUTIONS FOR THE PROVISION OF ONGOING PUBLIC INFRASTRUCTURE NEEDS

PRIORITY INFRASTRUCTURE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Prior to the end of useful life of current assets review innovative and alternate solutions	1.4.1	Review and update Local Government Infrastructure Plan by June 2018	Development, Planning and Environmental Services	Corporate Services

The Local Government Infrastructure Plan has been completed and adopted.

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

DREDGING DUNGENESS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Maintain access to and improve recreational boating and fishing facilities	1.5.1	Investigate feasibility of dredging the Dungeness Channel	Infrastructure Services Delivery	Development, Planning and Environmental Services

Pre-lodgement meeting held with advice provided to Council regarding development application requirements. Geotechnical investigation undertaken by Jacobs Group to support potential application for dredging. ARUP is currently developing feasibility report under the Maturing the Infrastructure Pipeline Project.



RECREATIONAL BOATING FACILITIES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Maintain access to and improve recreational boating and fishing facilities	1.5.2	Advocate for improvement of recreational boating facilities	Infrastructure Services Delivery	Development, Planning and Environmental Services

Dungeness Dredging - Pre-lodgement meeting held with advice provided to Council regarding development application requirements. Geotechnical investigation undertaken by Jacobs Group to support potential application for dredging.

Design and construction project underway for new floating walkway however construction delayed due to environmental approvals.

Council is assisting the Forrest Beach Recreational Boating and Tourism Committee to develop an understanding of the feasibility of proposed improvements to the Forrest Beach boat ramp and the new breakwater.

Taylors Beach - Preparations have been carried out to ensure maintenance dredging is undertaken in 2018/2019 financial year.

PARKS AND RESERVES HIERARCHY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Development of a parks and reserves hierarchy and associated service levels	1.5.3	Complete community engagement on parks and reserves service level expectations and private land maintenance by 31 December 2017	Development, Planning and Environmental Services	Corporate Services

A draft Parks and Open Spaces Management Plan has been developed. The plan is expected to be finalised in 2018/2019.



Rotary Park, Ingham.



STRATEGIC DIRECTION TWO

RESPONSIVE AND RESPONSIBLE MANAGEMENT OF LAND

Hinchinbrook Shire Council seeks to achieve a sustainable, well managed and enviable natural and built environment. That is a Shire that provides a balance between the development of built infrastructure, demonstrating sound land use principles, while valuing the conservation of our diverse natural resources for the enjoyment of all. This will be achieved by delivering an enabling Town Planning Scheme, by the development of natural resource management plans, and increasing community awareness of associated issues.

STRATEGIC DIRECTION TWO

2.1 Delivery of a robust and meaningful Town Planning Scheme

2.2 Provision of reliable flood data and intelligence

2.3 Riverine and riparian environment and management

2.4 Natural resource management



2.1 DELIVERY OF A ROBUST AND MEANINGFUL TOWN PLANNING SCHEME

STRATEGIC FRAMEWORK – TOWN PLANNING SCHEME

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
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	2.1.1	Commence public consultation for the Draft Hinchinbrook Shire Planning Scheme in 2017	Development, Planning and Environmental Services	Infrastructure Services Delivery

The Draft Hinchinbrook Shire Planning Scheme 2017 and the Herbert River Flood Mapping Update 2015 was successfully consulted with the community in August 2017. The flood mapping was adopted on 1 October 2017. The draft planning scheme and Local Government Infrastructure Plan was adopted on 29 March 2018.

CODES – TOWN PLANNING SCHEME

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
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	2.1.2	Adoption of final Hinchinbrook Shire Planning Scheme in 2017	Development, Planning and Environmental Services	Infrastructure Services Delivery

The Draft Hinchinbrook Shire Planning Scheme 2017 was adopted on 29 May 2018 and approved by the Minister for commencement on 2 July 2018.

REGULARISATION OF LEVEES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Regularisation of levies	2.1.3	Include Levee Regulations on the new Hinchinbrook Shire Council Website in 2017	Development, Planning and Environmental Services	Infrastructure Services Delivery

The regulations and guidelines in relation to Levee Banks were placed on the Council Website in 2016.

2.2 PROVISION OF RELIABLE FLOOD DATA AND INTELLIGENCE

REVISED FLOOD STUDY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Revision of the existing flood study	2.2.1	Public consultation of the Herbert River Flood and Inundation Study 2015, during 2017 Undertake affordable flood reduction	Infrastructure Services Delivery	Development, Planning and Environmental Services

The Draft Hinchinbrook Shire Planning Scheme 2017 and the Herbert River Flood Mapping Update 2015 was successfully consulted with the community in August 2017 and adopted by Council for implementation of the new flood levels as from 1 October 2017.

REVISED FLOOD STUDY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Revision of the existing flood study	2.2.2	Measures to alleviate CBD flood levels	Infrastructure Services Delivery	Development, Planning and Environmental Services

Land was secured for flood mitigation works. Operational works were undertaken in Palm Creek adjacent to the north coast railway and Eleanor Street.

2.3 RIVERINE AND RIPARIAN ENVIRONMENT AND MANAGEMENT

FUNDING OF THE HERBERT RIVER IMPROVEMENT TRUST

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Funding of the Herbert River Improvement Trust	2.3.1	Funds allocated and payment will be made in accordance with arrangements by Herbert River Improvement Trust	Office of the Mayor and CEO	Corporate Services

Council contribution for 2017/2018 was paid.

2.4 NATURAL RESOURCE MANAGEMENT

PEST AND WEED MANAGEMENT – VECTOR CONTROL AND PUBLIC EDUCATION

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Pest and weed management activities	2.4.1	Continuous monitoring and improvement of vector control practices and public education delivered by June 2018	Development, Planning and Environmental Services	Nil

Council reviewed the Pest Management Plan and the Hinchinbrook Local Government Area Biosecurity Plan (HLGABP) in 2017/2018.

HINCHINBROOK PEST MANAGEMENT PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Pest and weed management activities	2.4.2	Implement the Hinchinbrook Local Government Area Biosecurity Plan in cooperation with primary producers and other key stakeholders by June 2018	Development, Planning and Environmental Services	Infrastructure Services Delivery

Council reviewed the Pest Management Plan and adopted the Hinchinbrook Local Government Area Biosecurity Plan (HLGABP) in 2017/2018.

HINCHINBROOK COMMUNITY FERAL PIG MANAGEMENT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Pest and weed management activities	2.4.3	Continue the Hinchinbrook Community Feral Pig Management Program – implement all activities by June 2018	Development, Planning and Environmental Services	Infrastructure Services Delivery

This program has continued to provide excellent results with 564 feral pigs caught and keeping the level of lost sugar cane down from \$1.2 million in 2009 to around \$200,000 during 2017/2018.

REVEGETATION PROJECTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Involvement in catchment management activities	2.4.4	Review Flying Fox Roost Management Program by 30 June 2018	Development, Planning and Environmental Services	Infrastructure Services Delivery

Council continues to lobby the State Government for realistic management options for the Ingham Flying Fox Roost.



REEF GUARDIAN ACTION PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Involvement in catchment management activities	2.4.5	Develop, assist with and carry out revegetation projects including promotion of National Tree Day by June 2018.	Development, Planning and Environmental Services	External Agencies

Council worked closely with a number of the Shire's key stakeholders during 2017/2018. These organisations included the Herbert River Catchment and Landcare Group, Terrain NRM and Greening Australia.

Together a number of catchment management projects to improve and strengthen the resilience of some of the Shire's river, creek and wetland ecosystems were implemented. These included the Waterview Creek Vine and Aquatic Weed Restoration Project, the Palm Creek Aquatic Weed and Revegetation Project and the TYTO Wetlands Aquatic, Terrestrial Weed Control and Tree Planting Project.

Council also hosted a National Tree Planting Day along Sandy's Waterhole, where members of the public took part in planting around 300 trees.

REEF GUARDIAN ACTION PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Stewardship of the Great Barrier Reef	2.4.6	Implement agreed activities from the Reef Guardian Action Plan by June 2018	Development, Planning and Environmental Services	External Agencies

All actions identified in the 2017/2018 Reef Guardian Action Plan have been carried out as planned. Council continues its commitment to the protection of the Great Barrier Reef, Reef Guardian Action Plan.

BIOSECURITY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Biosecurity	2.4.7	Meet Council's obligations under the new Biosecurity Act 2014 preventing, responding to and assisting recovery from pests and diseases, thereby keeping Hinchinbrook's land and environment healthy and resilient	Development, Planning and Environmental Services	External Agencies

Council had a very productive year meeting all obligations under the Biosecurity Act 2014 by managing numerous pest species across the Shire.

These species included Acacia, Mikania vine, Pond apple, Thunbergia, Hygrophila and Singapore Daisy eradication programs.

Council also continued with the Wild Dog and Feral Pig Management Programs and promoted to the community the control of many other species through various media outlets during 2017/2018.



STRATEGIC DIRECTION THREE

RESPONSIVE AND RESPONSIBLE LOCAL REPRESENTATION

Councillors will provide strong local leadership, underpinned by responsible governance processes, demonstrating respect for the democratic process. Councillors will communicate openly, be accountable for decisions made and be willing to engage with the community.

Council will advocate to State and Federal Governments and agencies to deliver outcomes that address the needs of our community.

Council will create an organisation that is empowered to act and develops an internal capacity to respond and to change. Council will seek to be aware of external factors that impact on Local Government as a whole and on Hinchinbrook specifically.

STRATEGIC DIRECTION THREE

3.1 Councillor two way engagement with our community

3.2 Communication with the community

3.3 Influencing other levels of Government

3.4 Policy and Procedure

3.5 Organisational Capacity



3.1 COUNCILLOR TWO WAY ENGAGEMENT WITH OUR COMMUNITY

COMMUNITY SHED MEETINGS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Community Shed Meetings	3.1.1	Hold annual Community Shed Meetings as per identified schedule	Office of the Mayor and CEO	All

Community shed meetings were held for Bambaroo, Lower Herbert and Mt Fox from July to November 2017.

COUNCILLOR REPRESENTATION

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Provide Councillor representation at recognised community group meetings	3.1.2	Facilitate an annual review of Councillor nominations for representational roles	Office of the Mayor and CEO	All

Annual review of Councillor nominations for representational roles occurred in January 2018.

3.2 COMMUNICATION WITH THE COMMUNITY

ANNUAL COMMUNICATION PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Communications Plan developed and executed	3.2.1	Annual Communication Plan developed and presented to Council by March 2018	Office of the Mayor and CEO	All

Annual communication plan developed and presented to Council in April 2018.

COMMUNICATION PLAN ACTIVITY REPORT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Communications Plan developed and executed	3.2.2	Activity and outcome report presented twice a year to Councillors	Office of the Mayor and CEO	All

Activity and outcome report presented twice during the year to Councillors.

MEDIA POLICY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Communications Plan developed and executed	3.2.3	Develop online functionality including the ability to apply/lodge applications through the Hinchinbrook Shire Council website by 30 September 2017	Office of the Mayor and CEO	All

Online functionality continues to be built into the Hinchinbrook Shire Council website on an as needed basis.

COUNCIL WEBSITE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Communications Plan developed and executed	3.2.4	Implement strategies to ensure website content is accurate and up-to-date by 30 September 2017	Office of the Mayor and CEO	All

Review of website content is ongoing with a website working group formed to facilitate ongoing improvements.

ONLINE CONTENT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Communications Plan developed and executed	3.2.5	Ensure policies and services factsheets are available online by 30 September 2017	Office of the Mayor and CEO	All

Fact sheets continue to be implemented across Council and are then made available online within their corresponding areas.



COMMUNITY ENGAGEMENT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Further development of online content	3.2.6	Increase community engagement through social media platforms including Hinchinbrook Shire Council, VisitTYTO, Hinchinbrook Disaster Management and The Hinchinbrook Way pages.	Office of the Mayor and CEO	All

Engagement across social media platforms is steadily increasing relative to the purpose and targeted demographic for each page.

RATEPAYERS NEWSLETTER

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continued publication of a ratepayers newsletter	3.2.7	Three ratepayer newsletters published by June 2018	Office of the Mayor and CEO	All

Three ratepayer newsletters were published in the 2017/2018 period, these included a budget summary, disaster information newsletter and general Council news update.

3.3 INFLUENCING OTHER LEVELS OF GOVERNMENT

AT RISK COMMUNITY MEMBERS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Advocate for the provision of youth social services delivered locally	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	Office of the Mayor and CEO	Corporate Services

Rates Relief Policy adopted as part of 2017/2018 Budget.

GRANT FUNDING

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Advocate for the provision of youth social services delivered locally	3.3.2	Review the grant funding service as provided by the Hinchinbrook Community Support Centre by June 2018	Development, Planning and Environmental Services	Nil

This was commenced in 2017/2018 but had not been finalised prior to June 2018

ADVOCACY ROLE – YOUTH SOCIAL SERVICES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Advocate for the provision of youth social services delivered locally	3.3.3	Continue community activities focused on seniors. Constitute an Ageing in Place Committee during 2017	Office of the Mayor and CEO	Development, Planning and Environmental Services

Not progressed during the 2017/2018 financial year.

ADVOCACY ROLE – AT RISK COMMUNITY MEMBERS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Communications Plan developed Support for community health service providers to address the needs of at risk community members	3.3.4	Build capacity and influence early childhood health and learning via community programming and partnerships with community organisations	Office of the Mayor and CEO	Development, Planning and Environmental Services

Advocacy delivered as required.



REGIONAL AGENDA

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Support for community health service providers to address the needs of at risk community members	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	Development, Planning and Environmental Services	Nil

A number of inclusive events were held throughout 2017/2018 including Tea and Trivia events from April to September, eSkills computer classes, yoga for over 40's, Seniors Week activities, and Seniors Morning Tea and Christmas events.

LGAQ CONFERENCES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Advocate for the delivery of the State's regionalisation agenda specifically as it relates to population growth and regional investment	3.3.6	Participate in State government forums to influence the regional agenda	Office of the Mayor and CEO	All

Ongoing collaboration as required.

LGAQ CONFERENCES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Membership of LGAQ and participation in relevant discussions and agendas	3.3.7	State and Regional LGAQ conferences and meetings attendance	Office of the Mayor and CEO	Nil

Attended by Councillors and Chief Executive Officer as required.

3.4 POLICY AND PROCEDURE

PROCUREMENT POLICY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Local Buy first preference policy development	3.4.1	Procurement Policy, which provides for buy local preference, to continue to be applied, to be reviewed by 30 September 2017	Corporate Services	All

Policy refined and adopted June 2018 with guiding procedures in development.

3.5 ORGANISATIONAL CAPACITY

ORGANISATIONAL STRUCTURE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Review of the organisational structure and resourcing in response to our strategic direction	3.5.1	Implementation of new organisational structure adopted 27 June 2017 and continue to review structure	Office of the Mayor and CEO	All

Report presented to Council at briefing 28 February 2018.

EMPLOYEE INDUCTION PROGRAM

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Review of the organisational structure and resourcing in response to our strategic direction	3.5.2	Continue implementation of a program to introduce apprentices and trainees into Council for 2017/2018	Office of the Mayor and CEO	All

Ongoing implementation of Apprentices and Trainees including five Apprentices currently in their third year, a Local Laws Trainee, Records Management Trainee, Finance Trainees, Stores Trainee, Human Resources Trainee, and Development and Planning Trainee.



STRATEGIC DIRECTION THREE

HUMAN RESOURCES – STAFF ATTENDANCE ORDINARY MEETING

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Review of the organisational structure and resourcing in response to our strategic direction	3.5.3	Implement a Corporate Culture Program into Council by 30 June 2018 through implementation of a Human Resources Strategy	Office of the Mayor and CEO	All

Human Resources is currently creating a Human Resources Strategy which identifies a positive organisational culture with the importance of leadership and team dynamics across Council.

Focusing on building and maintaining positive dynamics generated by high performance through the entire Council with the aim to eliminate poor employee engagement and performance.

ORGANISATIONAL STRUCTURE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Review of the organisational structure and resourcing in response to our strategic direction	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 Business Improvement Team	Office of the Mayor and CEO	All

Business Improvement Team applications continue to be assessed actioned where appropriate.

STAFF TRAINING

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Development of our human resources	3.5.5	Annual delivery of employee training on an as needs basis <ul style="list-style-type: none"> • Code of Conduct • Customer Service • Workplace Health and Safety 	Office of the Mayor and CEO	Nil

Online training has commenced for inductions which include Workplace Health and Safety, Code of Conduct and a number of Human Resources Policies. Refresher training has commenced for all existing employees.

PERFORMANCE APPRAISALS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Development of our human resources	3.5.6	Continued implementation of performance appraisals for all staff	Office of the Mayor and CEO	All

2018 Appraisals updated to reflect Human Resources input with identifying training and Workplace Health and Safety Key Performance Indicators. Appraisals are currently underway.

STAFF TRAINING

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Development of our human resources	3.5.7	Customer Service – determination of sustainable levels of service, responsible time frames for process to enable community transparency	Office of the Mayor and CEO	All

Customer Service Charter implemented on 30 May 2017 and processes implemented to ensure Charter followed.



Hinchinbrook Shire Council, Customer Service Staff.



STRATEGIC DIRECTION FOUR

COUNCIL'S ROLE IN CREATING AN ENVIABLE LIFESTYLE AND CONTRIBUTION TO THE WHOLE OF LIFE LIVEABILITY OF OUR SHIRE

Notwithstanding the delivery of roads, water and sewerage networks, Council makes many other contributions to our community to endeavour to create a highly desirable environment, where lifestyle, liveability and prosperity are key outcomes. Our community values our relaxed lifestyle and seeks to preserve this in tandem with creating a healthy, vibrant and inclusive place to live.

Arts and culture are an integral part of life for our communities. Council recognise the importance arts and culture plays in our region and is committed to developing and expanding arts and cultural activities that have the capacity to enrich the lives of our residents. Council actively supports arts and cultural groups through its ongoing support for the Regional Arts Development Fund, together with its community assistance program.

Community partnerships are about Council working with residents, community groups and other government agencies to improve the social well-being of the community, making our community a more desirable place to live. It is about partnerships, building capacity, listening to and learning from the community and building the future together.

Council acknowledges the issues of our ageing population and will work to identify strategies to support the needs of older people. We want to recognise the skills and experience of older people to ensure they feel valued and supported in our community. Council sees direct employment opportunities and support service provision for older people as a way to diversify our employment base and assist in the attraction of new residents to Hinchinbrook.



STRATEGIC DIRECTION FOUR

4.1 Arts and Cultural Investment

4.2 Provision of Recreation Opportunities

4.3 Community Partnership Support

4.4 Living well over 60 with a highly desirable lifestyle

4.5 Regulatory Functions that underpin liveability

4.6 Educational Opportunities that support population attraction



STRATEGIC DIRECTION FOUR

4.1 ARTS AND CULTURAL INVESTMENT

TYTO SIGNATURE EVENT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs	4.1.1	Expand annual Tasman Turtle Picnic Day signature event to attract families from across the region in 2018	Development, Planning and Environmental Services	Office of the Mayor and CEO

Tasman Turtle Picnic Day continues to grow as a favourite event for families. This year 1800 attendees enjoyed the day.

CULTURAL TOURING PROGRAMS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs	4.1.2 (a)	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	Development, Planning and Environmental Services	Nil

TYTO presents an annual event program from April – September which is distributed as a booklet throughout the region at Visitor Information Centres and small businesses. It is also marketed in both Duo (lifestyle), theme specific events are marketed in Huxley (creative arts and music) and PAK Mag (Children/Family market).

EVENTS TO ATTRACT TOURISTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs	4.1.2 (b)	Development of sports and recreation facility program	Development, Planning and Environmental Services	Nil

In alignment with senior activities and assisting with facilitating a more active lifestyle yoga was presented for meditation and relaxation for the over 40's. Every Wednesday in May, complimentary classes were presented as an extension of the popular 2016 Functional Fitness programming.

Laser Tag was presented within the September 2017 school holiday activities as an active participatory program for youth aged 7-17 years of age with 110 pre bookings.

REGIONAL ARTS DEVELOPMENT FUND

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continued funding of the Regional Arts Development Fund program	4.1.3	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 Inflight programming	Development, Planning and Environmental Services	Nil

TYTO Regional Art Gallery was successful in securing funding through Arts Queensland to the value of \$30,000 contributing to several projects throughout the community.



4.2 PROVISION OF RECREATION OPPORTUNITIES

EXTERNAL FUNDING FOR FRESH WATER RECREATIONAL FACILITY FEASIBILITY STUDY

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Exploration of a fresh water recreational facility	4.2.1	Continue to explore opportunities for a fresh water recreation facility	Infrastructure Services Delivery	Development, Planning and Environmental Services

Not actively progressing.

KELLY THEATRE LEASE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continued community partnerships for the delivery of services at the Kelly Theatre	4.2.2	Council continues to engage with the lessees of the Kelly Theatre, furthermore through Economic Development will continue to support the Kelly Theatre through advertising which promotes the region	Development, Planning and Environmental Services	Nil

Council continued support of the Kelly Theatre during 2017/2018 including advertising opportunities and maintenance support as required.

HINCHINBROOK AQUATIC CENTRE LEASE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continued community partnerships for the delivery of services at the Hinchinbrook Aquatic Centre	4.2.3	Continue engagement with the lessees of the Hinchinbrook Aquatic Centre	Development, Planning and Environmental Services	Nil

Council entered into a lease with new lessees of the Hinchinbrook Aquatic Centre with effect from 1 July 2018. Council thanks the previous lessees for their co-operation and services provided.

SCHOOL HOLIDAYS PROGRAM

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
School holidays program featuring children/youth activities	4.2.4	Build capacity via the delivery of community programming during the September, July and April school holiday period	Development, Planning and Environmental Services	Nil

TYTO, through all outlets, continues to deliver School Holiday programming with a number of Inflight Activities that travel to the townships. The most noted and popular this financial year was the Skirmish at the TYTO Parklands with 110 participants.

SCHOOL HOLIDAYS PROGRAM

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continued support for Hinchinbrook based events that provide both economic returns by way of visitation and opportunities for participation by the community	4.2.5	Budget provision made to support a mix of Hinchinbrook based events	Development, Planning and Environmental Services	Nil

School Holidays programming is integrated in all TYTO outlets, inclusive of Inflight items servicing select townships, and provide a mix over both age and disciplines. Programs are both free and at nominal costs to ensure all sectors of the community can participate.



STRATEGIC DIRECTION FOUR

4.3 COMMUNITY PARTNERSHIP SUPPORT

COMMUNITY PARTNERSHIP SUPPORT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Continue to provide funding for community groups to deliver on the wider social welfare agenda	4.3.1	Develop Community Partner Programs with one new partnership per pillar of art, culture, nature and knowledge Review of Festivals and Events Policy and Community Grants Policy and Procedure in 2017 to ensure economic returns are enhanced, which assist community groups	Development, Planning and Environmental Services	Corporate Services

Council reviewed the Community Grant Policy and the Support for Festivals and Events Policy to combine them into one policy.

4.4 LIVING WELL OVER 60 WITH A HIGHLY DESIRABLE LIFESTYLE

FORREST GLEN RETIREMENT VILLAGE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes	4.4.1	Progress the handover of ownership of Forrest Glen Retirement Village to the Hinchinbrook Community Support Centre	Development, Planning and Environmental Services	Nil

Council has been progressing the improvements to the biocycle unit and addressing Native Title matters with acquiring additional land prior to the site being handed over.

ADVOCACY ROLE – OLDER RESIDENTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes	4.4.2	On an as identified basis undertake an advocacy role with other levels of government and service providers of programs to address the needs of older residents	Development, Planning and Environmental Services	Nil

Ageing In Place Committee has been formed with progress continuing.

CHECKLIST OF ESSENTIAL FEATURES OF AGE FRIENDLY CITIES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Self-assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities	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 Ageing in Place Committee during 2017 to assist Council in the development of a long term Ageing in Place Strategy	Development, Planning and Environmental Services	Nil

The Ageing in Place Committee has been formed to address this action.

PLAN TO ADDRESS SHORTCOMINGS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Plan to address shortcomings	4.4.4	Report prepared for Council with budget items for consideration in 2017/2018	Development, Planning and Environmental Services	Nil

Council provided a capital budget of \$10,000 in 2017/2018 for use on projects.



4.5 REGULATORY FUNCTIONS THAT UNDERPIN LIVEABILITY

RESPONSE TO ANIMAL COMPLAINTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Provide meaningful Animal Control Services	4.5.1	Respond to complaints in a timely manner and execute appropriate actions	Development, Planning and Environmental Services	Nil

Council continued to respond to animal complaints within a timely manner.

RE-HOME UNWANTED ANIMALS – WELFARE ORGANISATION PARTNERSHIP

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Provide meaningful Animal Control Services	4.5.2	Continue to partner with animal welfare organisations to attempt to rehome unwanted animals	Development, Planning and Environmental Services	Nil

Council continued to partner with various welfare organisations to rehouse unwanted animals.

RESPONSE TO BUSINESS LICENSING COMPLAINTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Provide meaningful business licensing activities	4.5.3	Respond to complaints in a timely manner and execute appropriate actions	Development, Planning and Environmental Services	External Agencies

Very few food related complaints were received in 2017/2018 and no major food safety issues were identified.

BUSINESS LICENSING

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Provide meaningful business licensing activities	4.5.4	Continue to provide opportunities for business owners to meet their compliance responsibilities	Development, Planning and Environmental Services	External Agencies

Three new food businesses were established and eight food businesses were sold to new owners. Businesses are utilising Council's subscription to the comprehensive and interactive I'm Alert Food Handling course which is available free of charge on Council's website.

REGULATORY AND ENFORCEMENT ACTION

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Provide timely building regulatory functions and enforcement action as necessary	4.5.5	Respond to complaints in a timely manner and execute appropriate actions that safe guard the public interest Undertake appropriate legal actions against non-compliant activities	Development, Planning and Environmental Services	Infrastructure Services Delivery

Various complaints lodged in regards to Planning and Development have been processed with successes in persons lodging applications prior to development or stopping the illegal activity. Successful court action has been undertaken prosecuting illegal building works.



4.6 EDUCATIONAL OPPORTUNITIES THAT SUPPORT POPULATION ATTRACTION

INGHAM CBD REVITALISATION PROJECT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Foster partnership opportunities with vocational and tertiary educational service providers	4.6.1	Continue to collaborate with James Cook University and CQUniversity to establish course components within the Shire	Development, Planning and Environmental Services	Office of the Mayor and CEO

In March 2018 James Cook University continued the course delivery of the under graduate and post graduate subject Environmental and Regional Planning on Orpheus Island.

INGHAM CBD REVITALISATION PROJECT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Foster partnership opportunities with vocational and tertiary educational service providers	4.6.2	Introduce one new collaborative partnership program to marry with curriculum in technology based learning	Development, Planning and Environmental Services	Nil

(Science, technology, engineering, and mathematics) STEM Engagement Grant Coding and Robotics Workshops were conducted with 300 students participating across the Shire. Hinchinbrook Shire Library has presented a grant application to purchase robots and required accessories to continue to offer these workshops. Double Daw Creative Studio coordinated by the library, continues to provide freelance sound recording/mixing opportunities via one on one mentor training and workshops.

INGHAM CBD REVITALISATION PROJECT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Foster partnership opportunities with vocational and tertiary educational service providers	4.6.3	Continue to participate in the regional tourism programs	Development, Planning and Environmental Services	Nil

TYTO continued its Edu-Tourism Itinerary for the The University of North Carolina with the topic and workshop Urban Restoration - Building Capacity to Influence Economic Development via Tourism. Case Study Regional Centre - TYTO and the Wetlands.

Workshop - The Hinchinbrook Visitor Information Lounge refurbishment - How to capture, showcase and capitalise on Tourism through connectivity and infrastructure delivered by the Manager Economic Community Development.

A local luncheon was provided and thereafter the participants were involved in a legacy project related to Tourism Development.



Overlooking Ingham, Hinchinbrook Shire.



STRATEGIC DIRECTION FIVE

COUNCIL'S ROLE IN CREATING AND SUPPORTING THE ECONOMIC PROSPERITY OF OUR SHIRE

The identification of opportunities to enhance the economic viability of our community is a key priority for Council. To this end we will implement strategies to achieve a strong and sustainable local economy that supports the growth of new and existing industry and business activities and provide long term employment opportunities for all age groups.

The focus of Council's Disaster Management Program is on minimising the effects of natural disasters on our community, both from an individual harm prevention minimisation perspective and more widely from an economic loss perspective. Council will continue to liaise with emergency service providers and will strive to build resilience and capacity in our communities to survive natural disaster events, to manage the immediate outcomes of such events and to thrive afterwards.

STRATEGIC DIRECTION FIVE

5.1 Our Ingham CBD is attractive, alive and diverse

5.2 Support for business diversity and employment growth

5.3 Tourism development

5.4 Natural Disaster Management

5.5 Shire wide branding

5.6 Natural Disaster Management

5.7 Hinchinbrok Visitor Information Lounge



5.1 OUR INGHAM CBD IS ATTRACTIVE, ALIVE AND DIVERSE

INGHAM CBD REVITALISATION PROJECT - MASTER PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
CBD refresh and associated actions	5.1.1	Undertake master planning of Rotary Park to develop an integrated approach to the future development of the park	Development, Planning and Environmental Services	Infrastructure Services Delivery

Project delayed due to stakeholder consultation processes.

INGHAM CBD REVITALISATION PROJECT - ON-GROUND WORKS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
CBD refresh and associated actions	5.1.2	Continuation and expansion of the Christmas in Hinchinbrook Project by December 2017	Development, Planning and Environmental Services	Infrastructure Services Delivery

Christmas in Hinchinbrook was presented expanding on past events, with the view to creating inclusiveness and increased community spirit. Celebrations were scheduled for a week long period and included the Mayor's Christmas Appeal, Cash Mob with gift wrapping services, Mercer Lane Markets, Seniors Morning Tea and the combined Mayoral Light up the Tree and Carols by Candlelight. Positive feedback received with opportunity to grow event. Increased public decoration with sags, ornaments and lighting of Lannercost Street trees with fairy lights was also included in 2017 to again grow into the future.

5.2 SUPPORT FOR BUSINESS DIVERSITY AND EMPLOYMENT GROWTH

PROCUREMENT POLICY - LOCAL PREFERENCE MECHANISM

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Local buy first preference policy development	5.2.1	Procurement Policy, was reviewed, updated and adopted by Council in June 2018. The development of competitive local business and industry remains one of the key policy items	Corporate Services	All

Policy refined and adopted June 2018 with guiding procedures in development.

ECONOMIC DEVELOPMENT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.2	Creation of business friendly environment by reduction of red tape and simplification of licensing processes.	Development, Planning and Environmental Services	Office of the Mayor and CEO

Council has participated in the North Queensland Regional Organisation of Councils (NQROC), Regional Economic Development Organisation of Councils (REDROC) Pathfinders program and is the champion of the Value - Add to the agriculture project. A working group has been formed to progress this item.

HERBERT RESOURCE INFORMATION CENTRE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.3	Encourage and promote diversification in agriculture complimentary to sugar cane	Development, Planning and Environmental Services	Nil

Herbert Resource Information Centre no longer active.



STRATEGIC DIRECTION FIVE

PROMOTE DIVERSIFICATION AND AGRICULTURE

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.4	Promote diversification in agricultural practices and enhance focus and delivery of tourism product including economic and agricultural tourism	Development, Planning and Environmental Services	External Agency

Hinchinbrook Way – Ambassador Program implemented. Focus Group concerning agricultural diversification being established. Council continues to collaborate with other regional shires on the Regional Agriculture Working Group.

TOWNSVILLE ENTERPRISE LIMITED

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.5	Work with Townsville Enterprise Limited to partner on projects of benefit to the Hinchinbrook Shire	Development, Planning and Environmental Services	External Agency

Representation continued with the Hinchinbrook Chamber of Commerce, Industry and Tourism and Townsville Enterprise Limited in order to assess economic opportunities for the Shire.

HINCHINBROOK CHAMBER OF COMMERCE, INDUSTRY AND TOURISM

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.6	Coordination of at least two focus group meetings to progress into economic development actions	Development, Planning and Environmental Services	External Agency

Financial support was provided to the Hinchinbrook Chamber of Commerce, Industry and Tourism during 2017/2018. Council partnered with Hinchinbrook Chamber of Commerce, Industry and Tourism in presenting the careers expo Find your Future in Hinchinbrook and the Young Entrepreneurs Program (via in-kind support of venue) among key activities. Focus groups will be presented in 2018/2019 within changes to Tourism Engagement with small business.

RENEWABLE ENERGIES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.7	Investigate opportunities for renewable energies, such as solar, for cost reduction purposes	Infrastructure Services Delivery	Corporate Services

A feasibility study was commenced concerning the possibility of Solar. The report will be considered in the 2018/2019 year.

INVESTMENT PROSPECTUS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.8	Design and promote an investment prospectus to entice new businesses, development and jobs within the region.	Development, Planning and Environmental Services	External Agency

An Economic Snapshot was formulated and presented for use with key opportunities present in the areas of Tourism and Senior Lifestyle Investment.



BUSINESS WORKSHOPS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.9	Facilitate business workshops that promote development of existing and new businesses.	Development, Planning and Environmental Services	External Agency

Think Business is an economic development program delivered via workshops that provides pivotal information to aid and develop the business community and assist in keeping business transactions and jobs local. It was formulated from information garnered via a small business survey conducted by the Economic Development Department. All workshops presented have been conducted through partnering with numerous contributors including Australian Tax Office, Bendigo Bank, Coscer Financial Professionals, Department of State Development, National Australia Bank, Small Business Solutions, Spina Kyle Waldon Lawyers, Townsville Enterprise Ltd. Topics that were covered in early 2018 are Social Media in Business.

Tax Essentials for Small Business, Preparing an Effective Capability Statement, Tendering for Government Business Workshop and Record Keeping for Small Business will continue.

IDENTIFY AND SUPPORT POTENTIAL BUSINESS OPPORTUNITIES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.10	Identify and support potential business opportunities for locals and newcomers to the Shire	Development, Planning and Environmental Services	External Agency

Book Easy has been adopted for the Shire (HVIL) is in the process of being implemented to book tourism product in support of small business. Workshops on building product are to be included in the next Think Business Program in collaboration with Townsville Enterprise. Staff and Ambassadors have had a training session ready for going live.

ECONOMIC DEVELOPMENT NODES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Implement Economic Development Strategy and focus on short term actions.	5.2.11	Facilitate planning for infrastructure in key economic development nodes	Development, Planning and Environmental Services	External Agency

Council is progressing land development options at the Industrial Estate and Dungeness.

BUDGET ALLOCATION HCCIT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Funding of the Hinchinbrook Chamber of Commerce, Industry and Tourism	5.2.12	Budget allocation made and funds transferred by December 2017	Development, Planning and Environmental Services	External Agency

Complete with monthly reporting supplied and Council representation at meetings.



STRATEGIC DIRECTION FIVE

5.3 TOURISM DEVELOPMENT

EVENTS AT TYTO ACTIVITY PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Event activity at the TYTO Precinct	5.3.1	<p>Yearly event program presented with a mix of activities, workshops and events that have appeal to visitors</p> <p>Introduce one exclusive niche cultural ticketed event to the external market</p> <p>Maintain Townsville marketing to build awareness of community precinct and to increase capacity</p> <p>Expand Hinchinbrook Market Day to attract day visitation from regional areas as day trip market and a must do activity for visitors to the region</p> <p>Increase exposure of events, services and programming at regional roadshows and expos. To be done in partnership with local operators and The Hinchinbrook Way</p>	Development, Planning and Environmental Services	Nil

TYTO presented a calendar of events which was approved and is being presented through programming in all outlets. This is distributed throughout the Shire and the Regional Tourism Organisation (RTO).

A niche cultural ticketed event to the external market was presented with A Night at the Opera a ticketed event with an attendance of 176 at \$20pp (Please note attendance is inclusive of sponsorship tickets).

The Hinchinbrook Market Day was cancelled due to lack of support and hence growth.

The increased exposure of events, services and programming was achieved through marketing initiatives with The Hinchinbrook Destination Guide, Social Media, Duo Magazine. Guides are distributed to 275 outlets including small business. Point of Sales holders were presented to local business to support the guides and have tourism product front of house and mind.

EVENTS AT TYTO ACTIVITY PLAN PRESENTATION

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Event funding support program	5.3.2	Activity and outcomes report presented twice a year to Councillors	Development, Planning and Environmental Services	Nil

This measure has been amended and outcomes are presented monthly via figures for attendance within outlets and a specific isolation of those via the TYTO Conference and Events Centre and Regional Events Coordinator relating to events, activities, workshops and conferencing. New Infographic reporting style was introduced in 2017/2018 to further support the event programming and its impact on both visitation and contribution to the economy.

SUPPORT COMMUNITY EVENTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Event funding support program	5.3.3	Budget provision made to support a mix of Hinchinbrook based events	Development, Planning and Environmental Services	Corporate Services

Council has funded, through the Community Activity Grants, 39 grants to the value of \$180,161. These include a variety of activities, workshops and events. This program has again been well received by the community and local organisations.



MEMBERSHIP WITH TOWNSVILLE ENTERPRISE LIMITED

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Ongoing membership of Townsville Enterprise Limited	5.3.4	Continued membership of Townsville Enterprise Limited and annual review of service level agreement	Development, Planning and Environmental Services	External Agency

Council maintained its Silver Level Membership with Townsville Enterprise Ltd.

5.4 NATURAL DISASTER MANAGEMENT

LOCAL DISASTER MANAGEMENT PLAN

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities	5.4.1	Local Disaster Management Plan in place, reviewed annually and adopted by Council prior to December 2017 Increase public awareness of natural disaster management	Office of the Mayor and CEO	All

The Local Disaster Management Plan annual review was undertaken in November 2017 and adopted by Council on December 2017.

Disaster Dashboard installed and well received by public in two LDMG disaster activations in March 2018.

Emergency Action Guide produced for distribution to public at community awareness functions eg. Maraka, Lucinda Community Fun Day.

2018 Recovery Plan produced after March 2018 flood events and endorsed by Council and Local Disaster Management Group.

5.5 SHIRE WIDE BRANDING

SHIRE WIDE BRANDING PROJECT

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Develop and finalise shire wide branding project	5.5.1	Continue to implement branding and work with local businesses to become a part of the brand story	Development, Planning and Environmental Services	External Agencies

152 businesses, community organisations and community facilities listed on the Hinchinbrook Way directory, an increase of 31% for the year.

Minor upgrades of Hinchinbrook Way website to include addition of video sub-galleries, web sitemap and amendment to lightbox positioning and business page links to static content. Creation of brand manual.

6,671 followers of the Hinchinbrook Way Facebook page and 1,021 followers on Instagram.

Hinchinbrook region featured in 2 episodes of Creek to Coast, 1 episode of Queensland Weekender, 1 episode of IFish and 6 x episodes of International Fishing Series fishing competition. Followers represent an increase of 33.45%.

Published 20,000 A5 destination brochures and distributed 13,102 copies to end of financial year. Distribution included brochure displays at local businesses.

5.6 HINCHINBROOK WAY

PRINT MATERIAL

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Develop a comprehensive marketing campaign including the following media avenues	5.6.1	Produce high quality print material	Development, Planning and Environmental Services	Nil

Undertook review of tourism marketing imagery with the view to look toward increasing content quality to represent the Shire more effectively. Numerous images were purchased from influencer activity conducted as a part of Disaster Recovery Program with funding assistance via Tourism Events Queensland. To be used across all print material.



STRATEGIC DIRECTION FIVE

BILLBOARDS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Develop a comprehensive marketing campaign including the following media avenues	5.6.2	Develop a network of Billboards	Development, Planning and Environmental Services	Nil

The billboard network is maintained on a regional basis. In addition to this, a new style of billboard was introduced to complement The Hinchinbrook Way thematic of fishing using new imagery. This is on a Council owned billboard and the skins will be rotated in the future.

SOCIAL MEDIA OPPORTUNITIES

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Develop a comprehensive marketing campaign including the following media avenues	5.6.3	Further development of social media opportunities	Development, Planning and Environmental Services	Nil

Manager Economic Community Development has been more proactive in marketing major events through Facebook. There has been an increase in use of influencers and associated external marketing assets. Increase in use of Instagram with successful results. Data is now collected in outcomes of Business Action Plans on reach and analytical data reported on.

MEDIA ADVERTISEMENTS

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Develop a comprehensive marketing campaign including the following media avenues	5.6.4	Production of media advertisements	Development, Planning and Environmental Services	Nil

Numerous publications and media are engaged to present a range of marketing initiatives.

HINCHINBROOK WAY WALK

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Finalise the Hinchinbrook Way Walk	5.6.5	To be operational by 30 September 2017	Development, Planning and Environmental Services	Nil

The walk has been finalised and is marketed via the Hinchinbrook Destination Guide and the TYTO Event Program. Finalised in April with delay due to inclement weather and delay in delivery of brass plaques.

HINCHINBROOK WAY DRIVE LOOP

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Complete Stage 1 of the Hinchinbrook Way Drive Loop in the Lower Herbert, Forrest Beach area	5.6.6	Stage 1 being design package complete Stage 2 implementation to be completed by 30 June 2018 subject to Road Corridor Permit and QTDDIF funding application	Development, Planning and Environmental Services	Nil

This project is being revised in relation to Drive Towers after community consultation and design flaws that could contribute to ongoing costs. Towers are being revised and tourism copy is in progress after input from Progress Associations. Funding was unsuccessful.

5.7 VISITOR INFORMATION

VISITOR INFORMATION

Proposed Actions Over 2014-2019	2017/2018 Action Measure		Lead	Associated
Refurbishment of the internal layout to the Visitor Information Centre	5.7.1	Development and implementation of the refurbishment of the Hinchinbrook Visitor Information Lounge	Development, Planning and Environmental Services	Nil

The project has progressed to presentation of conceptualised plans by Consultants for review.

The *Local Government Regulation 2012* formally requires Council to produce an Annual Report. Council must adopt the Annual Report within one month after the day the Auditor-General gives the Auditor-General's Audit Report about the local government's Financial Statements for the financial year to the local government.

In addition, Council is required to comply with specific requirements in numerous other pieces of legislation.

Council has complied with this section of the *Local Government Regulation 2012* with the Annual Report being adopted by Council at its General Meeting held on 14 November 2017.

SIGNIFICANT BUSINESS ACTIVITIES AND COMMERCIAL BUSINESS

Council had the following business activities in 2017/2018, none of which are deemed "significant" and do not form a separate identity:

- Water supply
- Sewerage
- Waste management
- Building certification

Council elected not to apply the Code of Competitive Conduct to these business activities during 2017/2018.

EXECUTIVE REMUNERATION

Section 201 of the *Local Government Act 2009*, requires Council to state the total remuneration packages, in bands, payable during the financial year to senior employees.

The following annual remuneration packages were payable to senior executive management staff as follows:

Annual Remuneration Package Range	Number of Packages
\$100,000 to \$200,000	3
\$200,000 to \$300,000	1

PUBLIC INTEREST DISCLOSURE

Council has not received any public interest disclosures for the financial year.

ELECTED MEMBERS' COUNCILLOR EXPENSES REIMBURSEMENT POLICY

Council, pursuant to sections 247 and 250 of the *Local Government Regulation 2012* adopted the following resolution on 26 April 2016 at its General Meeting. A copy of this Policy can be viewed on Council's website (Policies) or inspected at the Council Office.

2.5.7 COUNCILLOR EXPENSES REIMBURSEMENT POLICY

Consideration of Report to Council from Chief Executive Officer dated 11 April 2016 regarding adoption of the Councillor Expenses Reimbursement Policy.

Moved Councillor Lancini

Seconded Councillor Brown

Council Resolution - That Council adopt the Councillor Expenses Reimbursement Policy as presented.

Carried – 260416-30



ELECTED REPRESENTATIVES

Remuneration Paid to Elected Members

Remuneration Paid To Councillors 2017-2018						
Councillor	Meeting and Other Representations				Councillor Allowance	Employer Super Contribution
	Council Meetings / Special Meetings / Deputations	Member Meetings	Conferences Professional Development Training	Other		
Ramon Jayo	50	138	15	336	\$101,631	\$12,196
Mary Brown	46	163	8	84	\$58,633	\$7,384
Wally Skinner	49	62	5	54	\$50,815	\$6,446
Kate Milton	41	61	2	41	\$50,815	\$6,446
Maria Bosworth	21	27	1	69	\$38,111	\$4,921
Marc Tack	51	78	4	46	\$50,815	\$6,446
Andrew Lancini	55	81	3	39	\$50,815	\$6,446

During the year expenses were paid to Councillors in accordance with the Expenses Reimbursement Policy as follows:

Councillor	Accommodation/ Travel	Meals	Conferences Professional Development Registration	Communication Allowance	Mileage	Computer Consumables Allowance	Coporate Uniform Allowance
Ramon Jayo	\$3,006	\$710	\$3,209	-	-	-	\$225
Mary Brown	\$877	\$361	\$2,545	\$2,500	-	\$400	\$225
Wally Skinner	\$2,082	\$346	\$1,409	\$2,500	\$1,348	\$400	\$225
Kate Milton	\$227	\$24	-	\$2,500	\$573	\$400	\$225
Maria Bosworth	\$77	-	-	\$2,500	\$553	\$400	\$225
Marc Tack	\$2,303	\$360	\$1,300	\$2,500	-	\$400	\$225
Andrew Lancini	\$298	-	\$904	\$2,500	-	\$400	\$225

COUNCILLOR CONDUCT

In accordance with *Section 186* of the *Local Government Regulation 2012*, the following occurred in 2017/2018 relating to Councillor Conduct:

Section	Legislation	Comment
186 (f)	Local Government Regulation 2012	One complaint as above referred by Mayor which was not substantiated.

ADMINISTRATIVE ACTION COMPLAINTS

Hinchinbrook Shire Council is committed to upholding excellent standards. Accordingly Council has an Administrative Action Complaints Policy and related Procedures that ensures client complaints are managed in a fair, effective and efficient manner. The Administrative Action Complaints Policy and Procedures are reviewed yearly, during which time the performance in addressing these complaints is assessed. The assessment for 2017/2018 identified that the process is performing satisfactorily.

The following report for the 2017/2018 financial year is in accordance with the provisions of the general complaints process as outlined in the *Local Government Act 2009*:

Administrative Action Complaints	
made to Council during 2017/2018	2
resolved under the complaints management process	2
not resolved under the complaints management process	0
included in the 'not resolved' category above which were made in a previous financial year	0

OVERSEAS TRAVEL

There was no overseas travel.

SUPPORTING OUR COMMUNITY

Section 190(1)(g) of the *Local Government Regulation 2012* states that Council must include a summary of all concessions for rates and charges granted.

Rates Concessions		
	2016/2017	2017/2018
Pensioner Remission	\$228,107	\$231,174
Not for profit/charitable organisation remission	\$71,686	\$79,985
Financial Hardship	\$0	\$0



GRANTS TO COMMUNITY ORGANISATIONS

Section 189 of the *Local Government Regulation 2012* requires Council to report a summary of grants provided to community organisations for the 2017/2018 financial year.

DONATIONS/SPONSORSHIPS - SUPPORT FOR EVENTS AND GRANTS TO COMMUNITY ORGANISATIONS	2017/2018 APPROVED
Alzheimers Australia (QLD) - Café Connect - Community Grant	\$200
Cancer Council Queensland - Relay for Life	\$500
Everglow Community Care - Community Activity Grant Sponsorship	\$3,000
Forrest Beach Surf Life Saving Club Association Inc - Community Grant	\$980
Forrest Beach Lions Club Inc - Community Activity Grant	\$500
Halifax Country Womens Association - Winter in the Tropics Sponsorship	\$250
Herbert River Cricket Association - Over 40T20 Tournament	\$5,000
Herbert River Men's Shed - Community Grant	\$500
Herbert River Museum Gallery Inc - Annual Financial Assistance	\$3,853
Herbert Hinchinbrook Community Support Centre - Herbert Valley Voices Grant	\$700
Hinchinbrook Chamber of Commerce - Annual Financial Assistance	\$13,636
Hinchinbrook Community Support Centre Inc - Annual Financial Assistance	\$39,564
Hinchinbrook Community Support Centre Inc - Out & About Community Transport	\$3,000
Hinchinbrook Sportsfishing Club - Community Grant Funding	\$700
Hinchinbrook Sportsfishing Club - NQ Sport Fishing Championships	\$4,000
Hinchinbrook Community Support Centre Inc - Community Grants Officer	\$20,000
Hitch-n-Ride Horse Sports Club Inc - Horse Sports Events	\$1,000
Ingham Arts Festival Association Inc - Community Grant	\$1,800
Ingham Family History Association	\$1,998
Ingham Ladies Bowls Club Inc - Allamanda Fours Bowling Competition	\$250
Ingham Meals on Wheels - Annual Financial Assistance	\$3,626
Ingham Squash Rackets Association - Financial Assistance	\$500
Ingham Tennis Association - Ingham Open Tennis Championships	\$1,000
Leukaemia Foundation - Grant Sponsorship	\$250
Lucinda Progress Association - Lucinda Christmas Carols	\$900
Macknade Bowls Club Inc - Mixed Fours Carnival	\$200
Motor Active - Cruise for Charity	\$164
Mount Fox Rural Fire Brigade - Reimbursement for Plumbing Works	\$424
Noorla Bowls Club - Community Grant Funding	\$300
North Queensland Sports Foundation - Membership	\$2,619
Queensland Blue Light Association Inc - Donation	\$100
Rotary International District 9550 - Conference	\$1,000
FESTIVAL CASH SPONSORSHIP	
Australian Italian Festival Association Inc - Sponsorship of the Australian Italian Festival	\$37,000
Herbert River Pastoral Association - Ingham Show July	\$24,000
Bent Rods Car Club - Show and Shine Swap Meet	\$1,500
Herbert River Jockey Club - 2017 Annual Races	\$4,000
Ingham Sugar City Rodeo - Sponsorship 2017 Rodeo	\$2,500
Rotary Ingham Maraka Festival	\$13,000

GRANTS TO COMMUNITY ORGANISATIONS

Section 189 of the *Local Government Regulation 2012* requires Council to report a summary of grants provided to community organisations for the 2017/2018 financial year.

DONATIONS/SPONSORSHIPS - SUPPORT FOR EVENTS AND GRANTS TO COMMUNITY ORGANISATIONS		2017/2018 APPROVED
OTHER ORGANISATIONS		
Lower Herbert Water Management Authority		\$41,157
Marine Media Group Pty Ltd - 3 Championship Rounds- AFC Barra, AFC Footy and IFS Championships		\$45,000
Telstra - Blackspot Tower Contribution Long Pocket		\$4,545
Telstra - Blackspot Tower Contribution Mount Fox		\$9,091
Terrain Natural Resource Management - Healthy Waterways - September		\$1,000
Terrain Natural Resource Management - Gully and Stream Bank Erosion Project		\$2,000
Townsville Enterprise - North Queensland Agricultural Market & Supply Chain Study		\$22,727
Townsville Enterprise - Sponsorship of Kate Gould at Forum		\$500
REGIONAL ARTS DEVELOPMENT FUND (RADF) GRANTS		
Completed projects for 2017/2018 funding:		
Allingham Timeline Mural - Stage II (Awaiting Outcome Report)	Forrest Beach State School	\$1,675
Hotel Pantelone Two (Awaiting Outcome Report)	Blue Roo Theatre Company Inc.	\$8,000
TYTO Inflight Workshops - Art Masterclasses & Clay Workshops for Seniors Week; Sally Moroney Polymer Clay & Basket Workshops;	HSC – Council Initiated Project	\$847
2017/2018 Projects still in progress include:		
Adventures in Film making	Hinchinbrook Community Support Centre	\$6,490
Community Public Art with David Rowe and Barbara Cheshire Workshops	HSC – Council Initiated Project	\$4,500
TYTO Inflight Workshops including: Pottery workshops for Adults; Murano Glass Bead Making Workshops; Sculpture Workshops; Polymer Clay and Magic Paper Clay Workshops (school holidays); Bird nest baskets and kites	HSC – Council Initiated Project	\$9,153
Artist in Residence	HSC – Council Initiated Project	\$11,357
Surplus funds from public application component being rolled into public application for 2018/2019	Public Applications 2018/2019	\$835
TOTAL		\$42,857

MAYOR'S DISCRETIONARY FUND

- \$400 Ingham State High School “2018 Let’s Get the Party Started” night where Year 9 students presented their knowledge learned from an alcohol, tobacco and drug education program run by the school;
- \$996 Appreciation Dinner held for Area Wardens and State Emergency Services (SES) following the March 2018 floods;
- \$118 Bus Hire for member tour of district during Regional Development Australia (RDA) Board Meeting held in Shire on 21 March 2018;
- \$122 Contribution to Far North Queensland Regional Organisation of Councils (FNQROC) Dinner held at Royal Hotel on 8 April 2018.

Total \$1,636.



LAND AND ROADS

Hinchinbrook Shire Council controls 431 km of sealed roads and 268 km of unsealed roads. 181km of roads (Transport and Main Roads) is not controlled by Council. Furthermore there is approximately 677km of additional gazetted road not maintained by Council some of which is formed and or paved.

Hinchinbrook Shire Council controls 4,361 ha of reserve land that is a reserve under the *Land Act 1994*.

CHANGES TO COUNCIL TENDERS

In accordance with *Section 190(e)* of the *Local Government Regulation 2012*, Council is required to report the number of invitations to change tenders during the financial year.

Tenderers were invited to change the following tenders to take into account a change in tender specifications during 2017/2018:

- HSC 17/19 Multipurpose Horse Sports Arena

COUNCIL REGISTERS

Council is required to include in its Annual Report a list of Registers kept by Council and open to public inspection. Council's response to *Section 190(f)* of the *Local Government Regulation 2012*, is detailed below:

- Register of Assets
- Register of Asbestos in Buildings
- Register of Burials
- Register of Complaints
- Register of Conflicts of Interest
- Register of Contracts
- Register of Corporate Risks
- Register of Councillor Electoral Gifts
- Register of Councillors' Gifts and Hospitality Benefits
- Register of Councillors' Interests
- Register of Councillors' Membership of Organisations
- Register of Delegations by Chief Executive Officer
- Register of Delegations by Local Government
- Register of Development Applications
- Register of Dogs
- Register of Fees and Charges
- Register of Impounded Animals
- Register of Local and Subordinate Local Laws
- Register of Material Personal Interests
- Register of Mobile Food Vans
- Register of Roads



JOINT LOCAL GOVERNMENT ACTIVITY

The *Local Government Regulation 2012*, requires Council to report details of action taken in relation to, and expenditure on, a service, facility or activity:

- (i) supplied by another Local Government under an agreement for conducting a joint government activity;
- (ii) for which the local government levied special rates or charges for the financial year.

Council had no details to report for the year under this section.

INTERNAL AUDIT

KPMG Enterprise was appointed as Council's Internal Auditor in August 2017. The appointment runs until 30 June 2020 with an option for Council to extend this by a further one (1) year.

During 2017/2018 KPMG Enterprise provided an Annual Internal Audit plan for the year and completed internal audit reviews in the following areas:

- Procurement, Tendering and Contract Management
- Records Management (planning completed in 2017/2018 with Audit complete in first quarter 2018/2019)

AUDIT COMMITTEE

Hinchinbrook Shire Council has established an Audit Committee in accordance with *Sections 208 – 211* of the *Local Government Regulation 2012*.

Audit Committee Chair Mr Graham Kirkwood was appointed effective 1 July 2017. Mayor Jayo and Councillor Tack continued as Councillor Members of the Audit Committee during 2017/2018.

The Committee met in August and October of 2017 and February and May of 2018. Council's Chief Executive Officer and Chief Financial Officer provide management representation at Audit Committee meetings as required. Each Audit Committee meeting also includes an update from Council's internal auditor. Accordingly, the Audit Committee provides an effective and independent risk management structure that adds value to Council through the collaboration of Council representatives, independent specialists and management.

COMMITMENT TO PUBLIC SECTOR ETHICS

Public Sector entities must adhere to the *Public Sector Ethics Act 1994* and must implement a Code of Conduct and conduct training at least every 12 months. The Code details the ethics, principles and obligations required of government employees.

New employees continue to receive Code of Conduct training as part of their corporate orientation. A number of new employees attend an Ordinary Meeting of Council as part of the induction process to fully demonstrate aspects spoken to at the Code of Conduct training.

COMPETITIVE NEUTRALITY

No complaints were received in 2017/2018 concerning this matter.



HINCHINBROOK SHIRE HALL

LANERCOST



The Community Financial Report is a brief summary of the information contained in Council's 2017/2018 Financial Statements and is intended to provide an overview of Council's financial position and performance for 2017/2018.

For more detail on Council's financial results and financial position please see the detailed Financial Statements in the next section of this Annual Report.

SIMPLIFIED INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE	2017/2018 \$000	2016/2017 \$000
Operating Revenue	30,332	30,920
Less salaries and wages and materials and services	(24,229)	(22,003)
Surplus from operations before depreciation	6,103	8,917
Add grants and subsidies received to be spent on assets	5,949	3,497
Funds available for capital investment	12,052	12,414
Less Depreciation	(8,427)	(8,374)
Less adjustments for asset disposals and provisions	(2,600)	(230)
Net Result for the Period	1,025	3,810

INCOME STATEMENT COMPARED WITH CASH FLOW STATEMENT

The income statement describes transactions that relate to the reporting year.

Some transactions have not become cash transactions at reporting date such as expenses reported when the invoice has been received but not yet paid or revenue reported when an invoice has been issued but payment not yet received.

The income statement includes depreciation, a non-cash expense, to show that asset value has been used during the year but does not include cash paid for assets during the year.

The cash flow statement describes movement in cash alone.

CASHFLOW STATEMENT - CASH IN/OUT	2017/2018 \$000	2016/2017 \$000
We received from all sources (includes ratepayers, customers, other government departments and interest)	34,636	33,705
We paid operating costs of	(23,827)	(21,618)
We sold plant and equipment for	270	109
We paid for assets - property, plant & equipment	(11,883)	(7,686)
Bank Balance increased/(decreased) by	(804)	4,510
Bank balance at beginning of the year	29,186	24,676
Bank balance increase/(decrease)	(804)	4,510
Bank balance at the end of the year	28,382	29,186

SIMPLIFIED BALANCE SHEET	JUNE 2018 \$MILLION	JUNE 2017 \$MILLION
What we have in the bank (a)	28.4	29.2
Other Assets (b)	290.7	299.5
Our Total Assets (a) + (b)	319.1	328.7
What we owe our suppliers and employees	6.7	6.3
Other Liabilities	4.9	1.8
Our Total Liabilities	11.6	8.1
Net Community Assets (Wealth)	307.5	320.6



HOW COUNCIL EARNED OPERATING REVENUE

SOURCES	2017/2018 %
General Rates	54%
Water Rates	12%
Sewerage Rates	8%
Cleansing	4%
Waste Management	3%
Fees and Charges	4%
Interest	3%
Subsidies, Grants and Donations	8%
Recoverable Works and Other	4%

OPERATING REVENUE

Council endeavours to maximise revenue from sources other than rates by actively pursuing grants and subsidies from the State and Federal Government.

Fees and charges are reviewed each year and are generally applied on a full cost recovery basis to ensure as much as possible the user pays.

These strategies assist in minimising reliance on the General Rate to fund Council's operations.

COUNCIL OPERATING EXPENSES

SOURCES	2017/2018 %
Employee Costs	47%
Materials and Services	27%
Depreciation	26%

THE COMMUNITY INFRASTRUCTURE COUNCIL MANAGES

Council owns and manages \$286 Million worth of infrastructure providing benefits to the community. The accounting standards require Council to ensure that infrastructure assets are recorded at fair value.

INFRASTRUCTURE	\$MILLIONS
Land and Land Improvements	8
Buildings and Structures	36
Fleet Assets	5
Road and Drainage Network	192
Water	23
Sewerage	14
Computer Network	2
Plant and Equipment	1
Work in Progress	5

HOW COUNCIL FUNDED INVESTMENT IN COMMUNITY INFRASTRUCTURE

COMMUNITY INFRASTRUCTURE	%
Government Grants and Subsidies	47%
Funded by Council	53%



FINANCIAL SUSTAINABILITY INDICATORS

AS AT 30 JUNE 2018	TARGET RATIO	ACTUAL 2017/2018	ORIGINAL BUDGET 2017/2018
Asset Sustainability Ratio Capital expenditure on Replacement Assets/ Depreciation The extent to which depreciation is matched by current year asset replacements	>90%	49%	175%
Net Financial Liabilities Ratio Total liabilities less current assets divided by total operating revenue Measures the extent to which the net financial liabilities of Council can be serviced by operating revenues	<60%	-72%	-46%
Operating Surplus Ratio Net result (excluding capital items) divided by total operating revenue (excluding capital items) Measures the operating surplus each year as a percentage of total operating revenue	0%-10%	-7.7%	-11%

Note - several of these ratios, and their respective budgets, can be heavily influenced by the volume and the timing of various income and expenditure streams that are outside the control of Council.

OVERALL FINANCIAL SUSTAINABILITY AT 30 JUNE 2018 -

Please see below an extract from Queensland Audit office regarding the assessment of financial sustainability.

Our assessment of financial sustainability risk factors does not take into account Council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.	
Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> • Current net financial liabilities more than 80 per cent of operating revenue or • Average asset sustainability ratio less than 50 per cent or • Average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or • Realising two or more of the individual ratios for moderate risk assessments (per the table above)
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.



COMMUNITY FINANCIAL REPORT

KEY STATISTICS - 12 YEARS AT A GLANCE

	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
Total Number of Rate able Properties	6,363	6,444	6,521	6,533	6,580	6,608
Total Rate Revenue (net of discount and remission)	13.621M	14.510M	15.921M	17.952M	19,180M	20.116M
*General Rate Revenue (excluding pre-paid rates)	10.856M	11.564M	12.529M	13.706M	14.789M	15.908M
% Change in General Rate	8.22%	6.52%	8.34%	9.40%	7.90%	7.57%
*Water Base Charge for 20 mm Service	\$237.35	\$251.59	\$270.46	\$292.10	\$335.92	\$346.00
Water Consumption per kl Rate	48 cents	51 cents	55 cents	59 cents	68 cents	78 cents
*Sewerage Utility Charge for Dwelling	\$457.59	\$485.03	\$533.54	\$576.24	\$662.69	\$695.80
*Garbage Collection Utility Charge	\$125.15	\$132.66	\$145.93	\$157.60	\$169.34	\$220.00
*Waste and Environment Levy	\$136.40	\$144.58	\$159.04	\$171.76	\$184.56	\$140.00
Rate Arrears Balance	0.204M	\$0.342M	\$0.983M**	\$0.838M	\$1.461M	\$0.580M
Fees and Charges Received	1.121M	1.285M	1.233M	1.403M	\$1.345M	\$1.882M
Operating Revenue	18.779M	21.060M	25.206M	34.458M	51.341M	38.367M
Operating Grants, Subsidies and Contributions	1.760M	2.243M	5.902M	13.058M	26.703M	11.211M
Recoverable Works	1.191M	1.776M	1.285M	1.108M	2.700M	3.645M
Total Property, Plant and Equipment WDV	172.997M	179.200M	191.085M	194.835M	249.061M	289.232M
Net Community Assets	183.315M	189.578M	203.44	209.936M	266.938M	309.219M
Capital Expenditure (Excluding debt repayment but including contributed assets)	6.556M	8.168M	14.122M	15.518M	9.929M	40.857M
Debt Repayment (Principal and Interest)	Nil	Nil	Nil	Nil	Nil	Nil
Loan Balance	Nil	Nil	Nil	Nil (\$6M redraw facility QTC)	Nil	Nil
Remaining Term of Debt	Nil	Nil	Nil	Nil	Nil	Nil

* The reduction in various rates and charges in the table above are the result of Council electing in 2014/2015 to give the 15% early payment discount to all ratepayers and therefore automatically reduce invoiced amounts accordingly. Overall net rates and charges have increased from \$22.344 Million to \$22.929 Million in 2014/2015 equal to a \$552,000 increase (2.4%).



2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	
6,634	6,661	6,639	6,643	6,648	6,624	Total Number of Rateable Properties
21.171M	22.377M	22.929M	24.140M	24.390M	24.842M	Total Rate Revenue (net of discount and remission)
16.559M	17.634M	15.526M*	16.154M	16.473M	\$16.659M	*General Rate Revenue (excluding pre-paid rates)
4.09%	5.17%	-11.95*	4.04%	1.97%	1.13%	Change in General Rate
\$356.40	\$374.20	\$334.00	\$354.10	\$362.90	\$370.20	*Water Base Charge for 20 mm Service
84 cents	88 cents	92 cents	97 cents	99 cents	\$1.01	Water Consumption per kl Rate
\$730.80	\$767.20	\$684.60*	\$725.90	\$744.10	\$758.80	*Sewerage Utility Charge for Dwelling
\$231.00	\$242.55	\$216.50*	\$229.50	\$233.00	\$237.70	*Garbage Collection Utility Charge
\$147.00	\$154.35	\$137.75*	\$146.00	\$148.20	\$151.20	*Waste and Environment Levy
\$0.771M	\$0.945M	\$1.118M	1.375M	\$1.765M	\$2.432M	Rate Arrears Balances
1.093M	1.120M	0.829M	0.814M	0.983M	\$0.894M	Fees and Charges Received
60.660M	51.812M	45.306M	36.736M	30.920M	\$30.332M	Operating Revenue
34.111M	26.134M	19.455M	9.691M	3.438M	\$2.471M	Operating Grants, Subsidies and Contributions
3.459M	1.331M	1.117M	1.033M	0.983M	\$0.917M	Recoverable Works
242.353M	239.149M	275.067M	298.132M	296.058M	\$285.529M	Total Property, Plant and Equipment WDV
254.650M	248.590M	284.616M	317.771M	320.646M	\$307.465M	Net Community Assets
17.867M	13.715M	13.330M	11.603M	7.686M	\$12.226M	Capital Expenditure (Excluding debt repayment but including contributed assets)
Nil	Nil	Nil	Nil	Nil	Nil	Debt Repayment (Principal and Interest)
Nil	Nil	Nil	Nil	Nil	Nil	Loan Balance
Nil	Nil	Nil	Nil	Nil	Nil	Remaining Term of Debt



**HINCHINBROOK SHIRE COUNCIL
FINANCIAL STATEMENTS
2017/2018**



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HINCHINBROOK SHIRE COUNCIL
Statement Of Comprehensive Income
For the year ended 30 June 2018

	Note	2018 \$000	2017 \$000
Income			
Revenue			
Recurrent Revenue			
Rates, levies and charges	3(a)	24,842	24,390
Fees and charges	3(b)	894	983
Rental income		176	137
Interest received		861	772
Sales revenue	3(c)	917	983
Other income		172	217
Grants, subsidies, contributions and donations	4(a)	2,471	3,438
		<u>30,332</u>	<u>30,920</u>
Capital Revenue			
Grants, subsidies, contributions and donations	4(b)	5,949	3,497
Total Income		<u>36,280</u>	<u>34,417</u>
Expenses			
Recurrent Expenses			
Employee benefits	5	(15,415)	(14,111)
Finance costs		(50)	(64)
Materials and services	6	(8,764)	(7,828)
Depreciation and amortisation	10(e)	(8,427)	(8,374)
		<u>(32,656)</u>	<u>(30,377)</u>
Capital Expenses	7	(2,600)	(230)
Total Expenses		<u>(35,256)</u>	<u>(30,607)</u>
Net Result		<u>1,025</u>	<u>3,810</u>
Other Comprehensive Income			
Items That Will Not Be Reclassified To Net Result			
Increase/(decrease) in Asset Revaluation Surplus	13	(14,206)	(935)
Total Other Comprehensive Income For The Year		<u>(14,206)</u>	<u>(935)</u>
Total Comprehensive Income For The Year		<u><u>(13,181)</u></u>	<u><u>2,875</u></u>

Rounding differences may apply.

The above statement should be read in conjunction with the accompanying notes and the Significant Accounting Policies.



FINANCIAL STATEMENTS

HINCHINBROOK SHIRE COUNCIL

Statement Of Financial Position

As at 30 June 2018

	Note	2018 \$000	2017 \$000
Current Assets			
Cash and cash equivalents	8	28,382	29,186
Trade and other receivables	9	4,772	3,127
Inventories		392	377
Total Current Assets		33,545	32,690
Non-current Assets			
Property, plant and equipment	10	285,529	296,058
Total Non-current Assets		285,529	296,058
Total Assets		319,074	328,748
Current Liabilities			
Trade and other payables	11	3,752	3,581
Provisions	12	255	359
Total Current Liabilities		4,007	3,940
Non-current Liabilities			
Trade and other payables	11	677	553
Provisions	12	6,926	3,609
Total Non-current Liabilities		7,602	4,162
Total Liabilities		11,609	8,102
Net Community Assets		307,465	320,646
Community Equity			
Asset Revaluation Surplus	13	143,201	157,407
Retained Surplus		164,264	163,239
Total Community Equity		307,465	320,646

Rounding differences may apply.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.



HINCHINBROOK SHIRE COUNCIL
Statement Of Changes in Equity
For the year ended 30 June 2018

	Retained Surplus	Asset Revaluation Surplus Note 13	Total
	\$000	\$000	\$000
Balance at 1 July 2017	163,239	157,407	320,646
Net result	1,025	-	1,025
Other comprehensive income for the year			
Revaluation of Property, Plant & Equipment	-	(13,434)	(13,434)
Change in value of rehabilitation of land	-	(1,040)	(1,040)
Assests not previously recognised		268	268
Total Comprehensive Income For The Year	1,025	(14,206)	(13,181)
Balance at 30 June 2018	164,264	143,201	307,465
Balance at 1 July 2016	159,429	158,342	317,771
Net result	3,810	-	3,810
Other comprehensive income for the year			
Impairment loss Property, Plant & Equipment	-	(971)	(971)
Change in value of rehabilitation of land	-	36	36
Total Comprehensive Income For The Year	3,810	(935)	2,875
Balance at 30 June 2017	163,239	157,407	320,646

Rounding differences may apply.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.



HINCHINBROOK SHIRE COUNCIL
Statement Of Cash Flows
For the year ended 30 June 2018

	Note	2018 \$000	2017 \$000
Cash Flows From Operating Activities:			
Receipts from customers		33,775	32,933
Payments to suppliers and employees		(23,827)	(21,618)
Interest received		861	772
Net Cash Inflow (Outflow) From Operating Activities	19	10,809	12,087
Cash Flows From Investing Activities:			
Payments for property, plant and equipment		(11,883)	(7,686)
Proceeds from sale of property, plant and equipment	7	270	109
Net Cash Inflow (Outflow) From Investing Activities		(11,613)	(7,577)
Net Increase (Decrease) In Cash And Cash Equivalent Held		(804)	4,510
Cash And Cash Equivalents At Beginning Of The Financial Year		29,186	24,676
Cash And Cash Equivalents At End Of The Financial Year	8	28,382	29,186

Rounding differences may apply.

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

1. Significant Accounting Policies

1(a) Basis of Preparation

These general purpose financial statements are for the period 1 July 2017 to 30 June 2018 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

These financial statements have been prepared under the historical cost convention except for certain classes of property, plant and equipment which are measured at fair value.

Recurrent/capital classification

Revenue and expenditure are presented as "recurrent" or "capital" in the Statement of Comprehensive Income on the following basis:

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets. It also includes any non-cash contributions (usually infrastructure assets) which may have been received from developers.

The following transactions are classified as either "Capital Income" or "Capital Expenses" depending on whether they result in accounting gains or losses:

- disposal of non-current assets
- discount rate adjustments to restoration provisions

All other revenue and expenses have been classified as "recurrent".

1(b) Statement of Compliance

These general purpose financial statements comply with all accounting standards and interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to Council's operations and effective for the current reporting period. Because the Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with International Financial Reporting Standards (IFRS), to the extent these inconsistencies are applied, these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation and impairment gains and losses within a class of assets, and the timing of the recognition of non-reciprocal grant revenue.

1(c) Constitution

Hinchinbrook Shire Council is constituted under the *Local Government Act 2009* and is domiciled in Australia.

1(d) Date of Authorisation

The financial statements were authorised for issue on the date they were submitted to the Auditor-General for final signature. This is the date the management certificate is signed.

1(e) Currency

Council uses the Australian dollar as its functional currency and its presentation currency.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

1(f) Adoption of new and revised Accounting Standards

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective. The standards that are expected to have a material impact upon Council's future financial statements are:

Standard and impact

Date council will apply the standard

AASB 9 Financial Instruments

This replaces AASB 139 *Financial Instruments: Recognition and Measurement*, and addresses the classification, measurement and disclosure of financial assets and liabilities.

01 July 2018

This standard introduces a new impairment model that requires impairment provisions to be based on expected credit losses, rather than incurred credit losses. At this time, Council does not anticipate the implementation of this standard to have a material impact.

AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities and AASB2016-8 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities

AASB 15 will replace AASB 118 *Revenue*, AASB 111 *Construction Contracts* and a number of Interpretations. AASB 2016-8 provides Australian requirements and guidance for not-for-profit entities in applying AASB 9 and AASB 15, and AASB 1058 will replace AASB 1004 *Contributions*.

01 July 2019

Together they contain a comprehensive and robust framework for the recognition, measurement and disclosure of income including revenue from contracts with customers.

Council is still reviewing the way that income is measured and recognised to identify whether there will be any material impact arising from these standards.

AASB 16 Leases

Council has some leases that are not in the Statement of Financial Position. These will need to be included when this standard comes into effect. A lease liability will initially be measured at the present value of the lease payments to be made over the lease term. A corresponding right-of-use asset will also be recognised over the lease term. No material impact is anticipated at this time.

01 July 2019

Other amended Australian Accounting Standards and Interpretations which were issued at the date of authorisation of the financial report, but have future commencement dates, are not likely to have a material impact on the financial statements.

1(g) Critical accounting judgements and key sources of estimation uncertainty

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

Valuation and depreciation of property, plant and equipment - Note 10

Provisions - Note 12

Contingent liabilities - Note 15



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

1(h) Capital and operating expenditure

Direct labour and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class. Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

1(i) National Competition Policy

Council has reviewed its business activities and elected not to apply the Code of Competitive Conduct to those activities during the year ended 30 June 2018.

1(j) Comparative Figures and Rounding

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.

Any minor differences between calculated balances in the financial statements and the related notes are due to rounding.

The financial statements have been rounded to the nearest \$1,000.

1(k) Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

HINCHINBROOK SHIRE COUNCIL
Notes to the Financial Statements
For the year ended 30 June 2018

2. Analysis of results by function

(a) Income and expenses defined between recurring and capital, and assets at written down value are attributed to the following functions:

Functions	Gross Program Income				Elimination of inter-function transactions	Total Income	Gross Program Expenses		Elimination of inter-function transactions	Total Expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent 2018 \$000	Grants	Other	Capital 2018 \$000			Recurrent 2018 \$000	Capital 2018 \$000					
Corporate Services	2,085	17,358	1,226	-	(13,496)	7,173	2	7,171	299	7,472	12,272	(299)	52,771
Development, Planning & Environmental Services	238	502	337	-	3,798	4,875	17	5,092	(719)	4,389	(4,352)	486	14,806
Waste Management	-	2,750	(12)	-	-	2,738	1,975	1,909	(230)	3,654	841	(916)	990
Engineering Services	133	883	3,379	11	9,698	14,104	517	14,450	753	15,720	(13,433)	(1,616)	212,889
Building Certification	-	115	-	-	-	115	-	102	-	102	12	12	-
Water	-	3,779	1,000	5	-	4,785	64	2,207	42	2,312	1,572	2,472	23,443
Sewerage	15	2,474	-	2	-	2,491	26	1,725	(146)	1,605	764	886	14,175
Total	2,471	27,861	5,930	19	-	36,280	2,600	32,656	-	35,256	(2,324)	1,025	319,074

Functions	Gross Program Income				Elimination of inter-function transactions	Total Income	Gross Program Expenses		Elimination of inter-function transactions	Total Expenses	Net result from recurrent operations	Net Result	Assets
	Recurrent 2017 \$000	Grants	Other	Capital 2017 \$000			Recurrent 2017 \$000	Capital 2017 \$000					
Corporate Services	3,012	17,400	-	-	(14,548)	5,864	-	5,364	301	5,665	15,048	199	35,569
Development & Planning Services	88	278	(6)	-	2,163	2,523	-	2,936	(293)	2,643	(2,570)	(120)	10,024
Community Services	43	71	387	-	1,586	2,087	-	1,997	(94)	1,903	(1,883)	184	26,271
Health & Environment Services	133	75	48	4	3,264	3,524	12	4,085	(427)	3,670	(3,877)	(146)	2,418
Waste Management	-	2,579	72	-	-	2,651	(76)	1,944	(319)	1,549	635	1,102	2,157
Engineering Services	144	939	2,972	6	7,535	11,596	222	10,033	970	11,225	(8,950)	371	215,002
Building Certification	-	114	-	-	-	114	-	85	-	85	29	29	-
Water	3	3,569	-	9	-	3,581	2	2,184	25	2,211	1,388	1,370	23,738
Sewerage	15	2,457	-	5	-	2,477	70	1,749	(163)	1,656	723	821	13,569
Total	3,438	27,482	3,473	24	-	34,417	230	30,377	-	30,607	543	3,810	328,748



HINCHINBROOK SHIRE COUNCIL **Notes to the Financial Statements**

For the year ended 30 June 2018

(b) Components of Council Functions

The activities relating to the Council's components reported on in Note 2 (a) are as follows:

Corporate Services

The goal of this program is to facilitate the business of Council in a timely and professional manner and to ensure that the financial resources of Council are effectively and efficiently utilised. The program includes activities related to rating, financial control and reporting, information technology services, records management and facilities.

The previous Community Services function is operating under Corporate Services.

Development, Planning and Environment Services

The goal of this program is to encourage the development of a sound and diverse economic base for the Shire and to facilitate the creation of, and access to, business and tourism opportunities. The program includes activities related to economic development and tourism, library services, planning and development, support for festivals and events and art and cultural services.

The previous Health & Environment Services function has been included within the newly named Development, Planning & Environment Services in 2018.

Waste Management

The goal of this program is to develop, maintain and promote an environmentally sustainable waste management system. The program includes activities that relate to recycling and waste management.

Engineering Services

The goal of this program is to enhance and maintain the quality of life of people in the shire by the provision of engineering services and appropriate infrastructure maintenance and development. The program includes activities related to asset management, civil construction and maintenance and marine infrastructure management.

Building Certification Service

The goal of this program is to provide a Building Certification Service.

Water

The goal of this program is to ensure sustainable management of the Shire's water resources to provide safe and reliable water services. The program includes activities related to asset management, and to water connections, reticulation, storage and treatment.

Sewerage

The goal of this program is to provide and ensure safe and reliable environmentally sustainable sewerage systems. The program includes activities related to asset management, sewerage treatment.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
3 Revenue		
(a) Rates, levies and charges		
General Rates	16,659	16,473
Rural Fire Brigade Special Charge	23	16
Forrest Beach Water Special Charge	6	-
Waste Management Levy - Separate Charge	1,000	997
Water Base Charge	2,259	2,218
Water Consumption Charge	1,422	1,246
Sewerage	2,463	2,446
Cleansing Charge	1,320	1,294
	25,153	24,690
Less: Concessions	(311)	(300)
Net Rates and Utility Charges	24,842	24,390

Rates are recognised as revenue at the start of the rating period. If a ratepayer pays their rates before the start of the rating period, they are recognised as revenue in the year in which they have been received.

(b) Fees and charges		
Animal Registration Fees	31	46
Application Fees	168	214
Cemetery Fees	101	241
Facility Hire	52	63
Licence and Registration Fees	32	31
Waste Disposal Fees	367	269
Other Fees and Charges	141	121
	894	983

Fees and charges are recognised when council is unconditionally entitled to those funds. Generally this is upon lodgement of the relevant applications or documents, issuing of the infringement notice or when the service is provided.

(c) Sales revenue		
Private and Recoverable Works	885	950
Other Sales Revenue	32	33
	917	983

Revenue from private and recoverable works generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. This revenue and the associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

4 Grants, subsidies, contributions and donations

(a) Recurrent		
Contributions	153	117
State Government Grants and Subsidies	234	227
Commonwealth Government Grants and Subsidies	60	67
NDRRRA Subsidy	27	50
General Purpose Grants	1,997	2,977
	2,471	3,438

Grants, subsidies and contributions that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. Council does not currently have any reciprocal grants.

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
(b) Capital		
Contributions	19	24
Other State Government Subsidy	4,829	2,396
Roads to Recovery Subsidy	405	573
TIDS Subsidy	696	504
	5,949	3,497

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and/or investment in new assets.

(c) Conditions over Contributions

Contributions and grants which were recognised as income during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:

Grants & contributions for expenditure on infrastructure	2,604	2,293
Grants & contributions for operating purposes	111	91
	2,715	2,384

Contributions and grants which were recognised as income during a previous reporting period and were expended during the current reporting period in accordance with the Council's obligations.

Grants & contributions expended on infrastructure	2,293	-
Grants & contributions for operating purposes	91	30
	2,384	30
Net increase (decrease) in restricted asset (cash) at period end	331	2,354

5 Employee benefits

Total wages and salaries	10,407	10,138
Councillors' remuneration	425	433
Annual, sick and long service leave entitlements	2,162	1,859
Superannuation	2,124	2,078
	15,119	14,508
Other employee related expenses	1,273	790
	16,392	15,298
Less : Capitalised employee costs	(977)	(1,187)
	15,415	14,111

Total Council Employees at the reporting date:

	2018	2017
Elected members	7	7
Administration, Depot and outdoors staff	183	177
Total full time equivalent employees	190	184

The superannuation expense for the reporting period is the amount of the contribution the Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 16.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
6 Materials and services		
Internal Audit Fees	31	51
External Audit Fees	79	74
Communications and IT	729	638
Consultancies & Professional Services	575	556
Contractors & Hire Expenses	3,270	2,582
Donations & Contributions	361	360
Electricity	1,224	1,200
Precept Payments	274	269
Insurance	411	402
Memberships, Licenses, Subscriptions	307	268
Minor Equipment & Consumables	182	239
Other Materials & Services	396	382
Raw Materials	831	740
Testing	94	67
	8,764	7,828

\$1,239,388 worth of expenditure relating to natural disaster events was included in employee benefits and materials and services expenses in 2018. No costs were incurred in 2017 relating to natural disaster events.

7 Capital expenses		
Gain (loss) on the disposal of non-current assets		
Proceeds from the sale of property, plant and equipment	270	109
Less: Book value of property, plant and equipment sold	(819)	(415)
Less: Write off of prior year work in progress	(75)	-
	(625)	(306)
Change in value of landfill restoration provision	(1,975)	76
	(2,600)	(230)

8 Cash and cash equivalents		
Cash at bank and on hand	517	486
QTC - Cash Fund	27,865	28,700
Balance per cash flow statement	28,382	29,186

Cash and cash equivalents includes cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value, and bank overdrafts.

Council's cash and cash equivalents are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:

Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:

Unspent government grants and subsidies - Operating purposes	111	91
Unspent government grants and subsidies - Capital purposes	2,604	2,293
Amount held for SES funding purposes	30	31
Total unspent restricted funds	2,745	2,415



HINCHINBROOK SHIRE COUNCIL Notes to the Financial Statements For the year ended 30 June 2018

	2018 \$000	2017 \$000
9 Trade and other receivables		
Current		
Rates and utility charges	2,432	1,765
Government grants and subsidies	1,280	201
GST	284	264
Other debtors	594	690
Prepayments	181	207
	4,772	3,127

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs. The amount of the impairment is the difference between the asset's carrying amount and the present value of the estimated cash flows discounted at the effective interest rate.

All known bad debts were written-off at 30 June. Subsequent recoveries of amounts previously written off in the same period are recognised as finance costs in the Statement of Comprehensive Income. If an amount is recovered in a subsequent period it is recognised as revenue.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's freehold property to recover outstanding rate debts, Council does not impair any rate receivables for freehold properties. Council does impair rate receivables where outstanding rates debts apply to leasehold land.

Interest is charged on outstanding rates at a rate of 11% per annum. No interest is charged on other debtors. There is a geographical concentration of credit risk in the Council's area as well as a concentration in the sugar cane sector for rates and utility charges, fees and other debtors receivable.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

10 Property, Plant and Equipment

10(a) Recognition and measurement

Capitalisation Thresholds

Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$10,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Acquisition of Assets

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight, architect's fees, engineering design fees and all other establishment costs.

All asset acquisitions are accounted to work in progress and when completed are transferred from work in progress to the relevant asset class.

Land Under Roads

Land under roads acquired before 30 June 2008 is recognised as a non-current asset where Council holds title or a financial lease over the asset.

Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the State pursuant to the relevant legislation. Therefore this land is not recognised in these financial statements.

10(b) Valuation

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by comprehensively revaluing these assets at least once every five years with interim valuations using a suitable index, being otherwise performed on an annual basis where there has been a material variation in the index. Ongoing monitoring of asset conditions through work programs, maintenance schedules and onsite observations allows any material change in asset conditions to be recognised. In a year of formal revaluation the valuer physically sights a representative sample of the asset class being revalued and makes assessments of the condition of the assets at the date of inspection.

Any revaluation increment arising on the revaluation of an asset is credited to the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus relating to that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

10(c) Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to the Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption for all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to the Council.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at written down current replacement cost are used to estimate the useful lives of these assets at each reporting date.

10(d) Impairment of Non-current Assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually. If an indicator of possible impairment exists, Council determines the asset's recoverable amount. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use.

An impairment loss is recognised immediately in the Statement of Comprehensive Income, unless the asset is carried at a revalued amount. When the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus of the relevant class to the extent available.

Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised as income, unless the asset is carried at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation surplus increase.

HINCHINBROOK SHIRE COUNCIL
Notes to the Financial Statements
For the year ended 30 June 2018

10(e) Property, Plant and Equipment

Basis of measurement	Land & Land Improvements	Buildings & Structures	Fleet Assets	Roads, Drainage & Bridges Network	Water	Sewerage	Computer Network	Plant and Equipment	Work in Progress	Total
2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018
Fair Value	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Cost	Cost	Cost	
\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Opening gross value as at 1 July 2017	11,633	50,371	7,690	281,119	40,144	27,495	5,278	2,374	3,977	430,081
Additions	-	-	-	268	-	-	-	-	11,959	12,226
Completed Asset transferred from Work in Progress	78	2,152	1,311	5,517	650	863	174	177	(10,923)	-
Disposals	-	(50)	(799)	(733)	(251)	(137)	-	-	-	(1,971)
Write-off of Work in Progress	-	-	-	-	-	-	-	-	(75)	(75)
Closing gross value as at 30 June 2018	11,711	52,472	8,201	286,172	40,543	28,220	5,452	2,551	4,937	440,261
Accumulated Depreciation										
Opening balance as at 1 July 2017	(3,095)	(15,683)	(3,331)	(76,912)	(17,378)	(13,926)	(2,398)	(1,299)	-	(134,023)
Depreciation provided in period	(220)	(909)	(537)	(4,559)	(811)	(502)	(713)	(176)	-	(8,427)
Depreciation on disposals	-	26	530	287	196	112	-	-	-	1,152
Revaluation adjustment	-	-	-	(13,434)	-	-	-	-	-	(13,434)
Accumulated depreciation as at 30 June 2018	(3,315)	(16,566)	(3,338)	(94,618)	(17,993)	(14,317)	(3,111)	(1,476)	-	(154,732)
Total written down value as at 30 June 2018	8,396	35,906	4,864	191,554	22,550	13,904	2,341	1,076	4,937	285,529
Land: Not depreciated.										
Improvements:										
15 - 50	10 - 100	4 - 15	12 - 100	5 - 75	5 - 70	3 - 17	5 - 100			
Range of estimated useful life in years										
Additions by asset class comprise:										
Renewals	25	103	-	2,204	289	717	28	51	-	3,418
Other Additions	60	1,868	1,318	4,834	275	108	97	249	-	8,809
Total Additions	85	1,971	1,318	7,037	564	825	125	300	-	12,226

HINCHINBROOK SHIRE COUNCIL
Notes to the Financial Statements
For the year ended 30 June 2018

10(f)

	Land & Land Improvements	Buildings & Structures	Fleet Assets	Roads, Drainage & Bridges Network	Water	Sewerage	Computer Network	Plant and Equipment	Work in Progress	Total
	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017
	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Cost	Cost	Cost	\$000
Asset Values	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Basis of measurement										
Opening gross value as at 1 July 2016	11,605	49,661	7,387	280,439	39,841	26,954	5,173	2,206	3,886	427,154
Additions	-	-	-	-	-	-	-	-	7,686	7,686
Completed Asset transferred from Work in Progress	28	901	691	3,584	1,531	563	130	168	(7,595)	-
Disposals	-	(191)	(389)	(2,904)	(257)	(23)	(25)	-	-	(3,788)
Impairment adjustment	-	-	-	-	(971)	-	-	-	-	(971)
Closing gross value as at 30 June 2017	11,633	50,371	7,690	281,119	40,144	27,495	5,278	2,374	3,977	430,081
Accumulated Depreciation										
Opening balance as at 1 July 2016	(2,876)	(14,996)	(3,023)	(75,147)	(16,691)	(13,440)	(1,722)	(1,127)	-	(129,022)
Depreciation provided in period	(219)	(866)	(541)	(4,494)	(874)	(507)	(701)	(173)	-	(8,374)
Depreciation on disposals	-	179	233	2,728	187	20	25	-	-	3,373
Accumulated depreciation as at 30 June 2017	(3,095)	(15,683)	(3,331)	(76,912)	(17,378)	(13,926)	(2,398)	(1,299)	-	(134,023)
Total written down value as at 30 June 2017	8,538	34,688	4,358	204,207	22,766	13,569	2,880	1,075	3,977	296,058
Land: Not depreciated.										
Improvements:										
15 - 50		10 - 100	4 - 15	12 - 100	5 - 75	5 - 70	3 - 17	5 - 100		
Range of estimated useful life in years										

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

10(g) Fair Value Measurements

(i) Recognised fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis:

- Property, plant and equipment
 - Land & land improvements
 - Buildings & structures
 - Roads, drainage & bridge network
 - Water infrastructure
 - Sewerage infrastructure

In accordance with AASB 13 fair value measurements are categorised on the following basis

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (level 2)
- Fair value based on unobservable inputs for the asset and liability (level 3)

The following table lists Council's assets with fair value measurements of level 2 and 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents the Council's assets measured and recognised at fair value at 30 June 2018.

At 30 June 2018	Note	Level 1 (Directly observable inputs based on quoted prices for identical assets)	Level 2 (Significant other observable inputs)	Level 3 (Significant unobservable inputs)
		\$000	\$000	\$000
Recurring fair value measurements				
Land and land improvements	10(e)	-	3,647	4,749
Buildings & structures	10(e)	-	-	35,906
Road and drainage network	10(e)	-	-	191,554
Water Infrastructure	10(e)	-	-	22,550
Sewerage Infrastructure	10(e)	-	-	13,904
		-	3,647	268,664

There were no transfers between levels 1 and 2 during the year, nor between levels 2 and 3

Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period

(ii) Valuation techniques used to derive fair values for level 2 and level 3 valuations

Specific valuation techniques used to value Council assets comprise:

Land & land improvements (level 2 and 3)

Land and land improvements fair values were determined by independent valuer, APV Valuers and Asset Management effective 30 June 2015. Land held in freehold title has been assessed on the basis of the estimated amount which the interest in each property being valued might reasonably be expected to realise on the date of valuation in an exchange between market participants given highest and best use or highest and best alternative use. This was determined by comparison to recent sales of land with similar characteristics. This was then adjusted to reflect condition and comparability. As this was based on observable evidence land has been classified as Level 2. Land improvements were valued using the Cost (depreciated) methodology. The valuer determined a value based on the interrelationship between a range of factors. These include asset condition, legal and commercial obsolescence and the determination of key depreciation related assumptions and the pattern of consumption of the future economic benefit. This valuation methodology included a range of observable inputs, such as the design, construction and condition of the asset and unobservable inputs, such as professional judgments to derive estimates of the pattern of consumption of the asset and the relationship to the assessed level of remaining service potential of the depreciable amount.

Buildings & structures (level 3)

The fair values of buildings were determined by independent valuer, APV Valuers and Asset Management (APV) effective 30 June 2014. At 30 June 2016 APV completed a desktop update to the same assets valued during the 2014 comprehensive valuations. Where there is a market for Council building assets, fair value has been derived using a combination of sales direct comparison approach and capitalisation of income approach. Fair value has been derived from sales prices of comparable properties after adjusting for differences in key attributes such as property size. The most significant inputs into this valuation approach are rental yields and price per square metre. The level of evidence used to support the critical assumptions of some commercial buildings was considered to be highly variable due to high levels of variability in the market for rental yields and future demand. As such the level of valuation input for these properties was considered level 3.

Specialised buildings were valued using the cost approach using professionally qualified Registered Valuers. The approach estimated the replacement cost for each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. These include the average cost of construction and consumption score for each component. As these are supported by observable market evidence they have been classified as Level 2 inputs. The unobservable inputs (such as estimates of useful life, pattern of consumption and asset condition and its relationship to the assessed level of remaining service potential of the depreciable amount) required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using level 3 valuation inputs.

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

The quantitative disclosures of the remaining service potential relating to each corresponding condition score for each of the patterns of consumption utilised in this valuation were as follows:

Consumption Score	Description	% Remaining service potential of depreciable				
		Straight -Line	Low	Mod	High	Extreme
0	New or very good condition - very high level of remaining service potential.	100%	100%	100%	100%	100%
1	Not new but in very good condition with no indicators of any future obsolescence and providing a high level of remaining service potential.	85%	92%	94%	98%	100%
2	Aged and in good condition, providing an adequate level of remaining service potential. No signs of immediate or short term obsolescence.	50%	65%	75%	85%	99%
3	Providing an adequate level of remaining service potential but there are some concerns over the asset's ability to continue to provide an adequate level of service in the short to medium term. May be signs of obsolescence in short to mid-term.	25%	40%	54%	70%	90%
4	Indicators showing the need to renew, upgrade or scrap in near future. Should be reflected by including in the Capital Works Plan to renew or replace in short-term. Very low level of remaining service potential.	10%	20%	34%	45%	70%
5	At intervention point. No longer providing an acceptable level of service. If remedial action is not taken immediately the asset will need to be closed or	0%	0%	0%	0%	0%
6	Theoretical end of life.	Fully written off				

Infrastructure assets (level 3)

All Council infrastructure assets were fair valued using written down current replacement cost. This valuation comprises the asset's current replacement cost (CRC) less accumulated depreciation calculated on the basis of such cost to reflect the already consumed service potential of the asset. CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The CRC was determined using methods relevant to the asset class as described under individual asset categories below.

Road, drainage & bridge network - calculation of written down current replacement cost

Roads

Current replacement cost

Council engaged independent consulting engineers Infrastructure Management Group Pty Ltd to physically review and report on the dimensions and condition of all council roads effective 01 July 2014. Council restated the road asset register at 01 July 2014 where required to reflect the results of the Infrastructure Management Group Pty Ltd report. Road segments are componentised into formation, pavement, footpaths, kerb and channel and seal (where applicable). Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard using quantities according to recently completed similar projects. Council categorises its road infrastructure into urban and rural roads and further sub-categorises these into sealed and unsealed roads. All roads are broken into segments based on manageable lengths and attribute similarities.

Following the Infrastructure Management Group Pty Ltd condition and dimensions review effective at 01 July 2014 Current Replacement Cost (CRC) was calculated by reference to the revised asset linear and area specifications, applying unit rates derived from Council's own costs of construction where sufficient representative samples have been available and adjusted by the Australian Bureau of Statistics Road and Bridge Construction Index in intervening years where the effect is material.

Accumulated depreciation

In determining the level of accumulated depreciation, remaining useful lives were calculated based on condition assessments. The condition profiles were provided by independent consultants Infrastructure Management Group Pty Ltd after onsite inspections of the Hinchinbrook Shire Council road network.

Infrastructure Management Group Pty Ltd used the following Pavement Condition indicators and Index calculations to calculate the average condition of the pavement and surface components of each road segment.

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

Pavement Condition Index Calculation – PCI

Pavement Defects Score x Weighting + Crocodile Cracking Score x Weighting + Roughness Score x Weighting + Rutting Score x Weighting / Sum of Weighting:

Surface Condition Index Calculation - SCI

Surface Texture Score x Weighting + Linear Cracking Score x Weighting / Sum of Weightings

Condition Defect	Weightings
Pavement Indicators	
Pavement Defects	6
Crocodile Cracking	5
Roughness	4
Rutting	6
Surface Indicators	
Surface Texture	6
Linear Cracking (Includes both Longitudinal and Transverse Cracking)	1

During the 2016-17 financial year Council commissioned Nat Kent Consulting Pty Ltd to provide an independent review of infrastructure depreciation rates relative to a range of comparative Councils. Subsequently Council's engineering section analysed the actual lives being attained from these 2 asset types and found support for the depreciation rates suggested by the independent consultant. As at 1 July 2016 the useful life on Sealed Pavement has been adjusted from 40 years to 50 years. Seal has been split into 2 components reflecting the first coat which in effect forms part of the pavement and therefore has the same useful life as the pavement and the second coat (surface seal) useful life has been adjusted from 15 years to 18 years. The condition assessment matrix below, first prepared by Council engineering staff following a road condition assessment provided by Infrastructure Management Group Pty Ltd effective 1 July 2014, has been adjusted accordingly.

Council road assets Useful Life matrix 2018

Calculated condition indicator	Extrapolated remaining useful life percent of expected total useful life	Surface Seal Useful Life	Pavement Seal Useful Life	Sealed Pavement Useful Life	Unsealed Pavement Useful Life	Concrete Useful Life	Kerb and Channel Useful life	Footpath Useful Life
		18 Years	50 Years	50 Years	12 Years	100 Years	70 Years	50 Years
1	95%	17	48	48	11	95	67	48
1.5	85%	16	43	43	10	85	60	43
2	75%	13	38	38	9	75	53	38
2.5	62%	11	31	31	7	62	43	31
3	50%	10	25	25	6	50	35	25
3.5	38%	7	19	19	5	38	27	19
4	25%	5	13	13	3	25	18	13
4.5	15%	2	8	8	2	15	11	8
5	5%	1	3	3	1	5	4	3

Bridges

An internal review of Council's bridge assets is undertaken by Council's qualified engineering staff annually with the calculation and application, in the event of a material change in value, of unit rates obtained from the average unit rate for bridgeworks completed during the year and after consideration of the road and bridge construction index.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each bridge and that a bridge is designed and constructed to the same standard and uses a consistent amount of labour and materials. Construction estimates were determined on a similar basis to roads.

Accumulated depreciation

In determining the level of accumulated depreciation, remaining useful lives were determined based on condition assessments according to the following table:

Condition rating	Assessment
0H/ 0M	Very high level of remaining service potential
1H/ 1M	High level of remaining service potential
2H/ 2M	Adequate level of remaining service potential
3H/ 3M	Adequate level of remaining service potential, but with some issues indicating the need for action in the short to medium term
4H/ 4M	Barely adequate level of remaining service potential requiring action to be taken in the short term
5H/ 5M	Asset is now unacceptable and must be closed or renewed
6H/ 6M	End of life

Estimated useful lives are disclosed in note 10 (e).

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

Drainage infrastructure

Current replacement cost

In the course of preparing the 2016-17 financial statements it was noticed that the value of rural pipes and culverts had been removed from the statements in a previous year through the revaluation reserve in error. To correct this error the rural pipes and culverts have been reinstated as assets through the revaluation reserve as a prior period adjustment.

The dimensions and locations of the rural pipes and culverts were collected by Council engineering staff and the value of the reinstated assets was determined by independent consultant Langtree Consulting Pty Ltd. The acquisition date for the rural pipes and culverts was established with reference to the related road pavement to determine the written down value.

An internal review of Council's drainage infrastructure is undertaken by Council's qualified engineering staff annually with the calculation and application, in the event of a material change in value, of unit rates obtained from the average unit rate for drainage works completed during the year and after consideration of the road and bridge construction index.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where drainage assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. Construction estimates were determined on a similar basis to roads.

Accumulated depreciation

In determining the level of accumulated depreciation, drainage assets were disaggregated into significant components which exhibited different useful lives

Estimates of expired service potential and remaining useful lives were determined on a straight line basis based on industry standard practices and past experience, supported by maintenance programs.

Estimated useful lives are disclosed in note 10(e).

Water, Sewerage and Other Infrastructure – Calculation of written down current replacement cost

Water and Sewerage

Current replacement cost

An internal review of Council's Water and sewerage infrastructure fair values is undertaken by Council's qualified engineering staff annually. Where a material change in cost driver values is assessed the assets are revalued using unit rates obtained from the average unit rate for water and sewerage construction works completed during the year and after consideration of the non-residential building construction index. The assets are disaggregated to component level to ensure a reliable measure of cost and service capacity and deterioration of estimated life. Where water and sewerage infrastructure assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. The last time a change in the valuation occurred through this process was 30 June 2015.

Council engineering cost models were derived from the following sources:

·	Schedule rates for construction of asset or similar assets
·	Building Price Index tables
·	Recent contract and tender data
·	Rawlinson's Rates for building and construction, and
·	Suppliers' quotations

Factors taken into account in determining replacement costs included:

·	Soil factors - The types of soil or other surface material (e.g. areas where soil is sandy are difficult to excavate and would require shoring while areas where the soil is generally free of rock would not present any great difficulty for excavation)
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Accumulated depreciation

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets above ground), the assets were allocated a condition assessment, which was used to estimate remaining useful life as tabled below.

Condition rating	Condition description	Description explanation	Remaining useful life %
1	As new/ excellent	Asset "as new"	95% of useful life
2	Good	Asset is reliable, asset operates as intended and its appearance and structural integrity is up to the standard expected of an operating asset.	75% of useful life
3	Fair	Asset is reliable and operates as intended, but its appearance and structural integrity are questionable.	50% of useful life
4	Poor	Asset still operates, but does not meet intended duty or does not appear sound.	25% of useful life
5	Unserviceable	Asset is not functioning/ needs immediate attention.	5% of useful life

Where site inspections were not conducted (i.e. for passive assets and active assets for which no site inspections were undertaken), the remaining useful life was calculated on an age basis after taking into consideration current and planned maintenance records.

For wastewater gravity mains the assumption that the pipes will be relined was adopted. The fair value for sewer gravity mains was determined as follows:

- For all pipes, replacement cost was determined based on replacement by trench excavation, useful life was determined as the pipe useful life plus the reline useful life, and the pipe fair value was based on age.
- Where pipes have been relined, the total pipe useful life was determined as the pipe age when the reline occurred plus the reline life.
- The relining of pipes was valued at reline rates and depreciated over the reline life. The reline fair value was based on age.



HINCHINBROOK SHIRE COUNCIL **Notes to the Financial Statements** **For the year ended 30 June 2018**

	2018 \$000	2017 \$000
11 Trade and other payables		
Current		
Trade creditors and accruals	2,422	2,421
Annual leave	1,178	1,055
Rostered days off	83	62
Time in lieu	69	43
	3,752	3,581
Non-current		
Annual leave	677	553

Trade creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual leave and long service leave in respect of services provided by the employees up to the reporting date. Liabilities for employee benefits are assessed at each reporting date. For annual leave where it is expected that the leave will be paid in the next twelve months the liability is treated as a current liability calculated on current wage and salary levels and includes related employee on-costs. Otherwise the liability is treated as non-current calculated on projected future wage and salary levels and related employee on-costs discounted to present values.

Sick leave taken in the future will be met by future entitlements and hence no recognition of sick leave has been made in these financial statements.

12 Provisions		
Current		
Long Service Leave	255	359
	255	359
Non-Current		
Ingham Landfill Site Restoration	2,036	721
Taylors Beach Landfill Site Restoration	638	233
Forrest Beach Landfill Site Restoration	360	149
Lucinda Landfill Site Restoration	132	111
Warrens Hill Landfill Site Restoration	1,703	640
Long Service Leave	2,057	1,755
	6,926	3,609

The following information for the Ingham, Taylors Beach, Forrest Beach and Lucinda Landfill Sites is based on an estimate to undertake remediation works at these closed landfill sites. Council is continuing monitoring and testing of these sites. The remediation works are not planned to be commenced within the next 10 years and Council is continuing to investigate options for remediation works.

2018					
Landfill Site Restoration	Ingham	Taylors Beach	Forrest Beach	Lucinda	Total
	\$000	\$000	\$000	\$000	\$000
Balance at beginning of financial year	721	233	149	111	1,214
Increase in provision due to revised estimate of costs	1,315	405	211	21	1,951
Balance at end of financial year	2,036	638	360	132	3,165
2017					
Landfill Site Restoration	Ingham	Taylors Beach	Forrest Beach	Lucinda	Total
	\$000	\$000	\$000	\$000	\$000
Balance at beginning of financial year	708	229	146	109	1,192
Increase in provision due to revised estimate of costs	13	4	3	2	22
Balance at end of financial year	721	233	149	111	1,214

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
Warrens Hill Landfill Site Restoration		
Balance at beginning of financial year	640	714
Increase in provision due to unwinding of discount	23	38
Increase (decrease) in provision due to change in discount rate	-	(76)
Increase (decrease) in provision adjusted to Asset Revaluation Surplus	1,040	(36)
Balance at end of financial year	1,703	640

This is the present value of the estimated cost of restoring the landfill site to a useable state at the end of its useful life. The projected cost is \$2.338m and this cost is expected to be incurred in 2047 after closing the site that year.

A provision is made for the cost of restoration of assets and other future restoration costs where it is probable Council will be liable, or required, to incur such a cost on the cessation of use of the facility. This liability is provided in respect of landfill sites.

The provision is measured at the expected cost of the work required discounted to current day values using an appropriate rate. The current Commonwealth Government bond rate is considered an appropriate rate. The calculation of the provision requires assumptions such as the application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for landfill sites is reviewed at least annually and updated based on the facts and circumstances available at the time.

Landfill sites may be located on State reserves which the council does not control. The cost of the provisions for restoration of these is therefore treated as an expense in the year the provision is first recognised. Changes in the provision not arising from the passing of time are treated as an expense or income.

Changes to the provision resulting from the passing of time (the unwinding of the discount) are treated as a finance cost.

Long service leave

Balance at beginning of financial year	2,114	2,131
Long service leave entitlement arising	355	129
Long Service entitlement extinguished	(30)	(9)
Long Service entitlement paid	(127)	(137)
Balance at end of financial year	2,312	2,114

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in Council's employment or other associated employment which would result in Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

13 Asset Revaluation Surplus

Movements in the asset revaluation surplus were as follows:

Balance at beginning of financial year	157,407	158,342
Net adjustment to capital non-current assets at end of period to reflect a change in fair value:		
Buildings and structures	-	-
Road and drainage network	(13,166)	-
Water	-	(971)
Sewerage	-	-
Land and Land Improvements	-	-
Change in value of rehabilitation of land	(1,040)	36
Balance at end of financial year	143,201	157,407



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
Asset revaluation surplus analysis		
The closing balance of the asset revaluation surplus comprises the following asset categories:		
Land and improvements	3,384	4,424
Buildings	12,594	12,594
Road, drainage and bridge network	113,969	127,135
Water	7,101	7,101
Sewerage	6,153	6,153
	143,201	157,407

The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.

Increases and decreases on revaluation are offset within a class of assets.

Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.

When an asset is disposed of, the amount in the surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.

14 Commitments for Expenditure

Contractual commitments at balance date but not recognised in the financial statements are payable as follows:

Contract for refuse disposal in place until 30 June 2020. Payment per annum subject to various indices. Value of contract presented is based on payment for 2018/19.	1,491	2,183
	1,491	2,183

15 Contingent Liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Workcare

Hinchinbrook Shire Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstance arise.

The Council's maximum exposure to the bank guarantee is:

	227	205
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Local Government Mutual

Hinchinbrook Shire Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or being unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect of any year that a deficit arises.

As at 30 June 2017 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

		2018 \$000	2017 \$000
16	Superannuation		
	Council contributes to the LGIASuper Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIASuper trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the <i>Local Government Act 2009</i> .		
	The scheme is a defined benefit plan, however Council is not able to account for it as a defined benefit plan in accordance with AASB119 because LGIASuper is unable to account for its proportionate share of the defined benefit obligation, plan assets and costs.		
	Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate, but has not been recognised as an asset or liability of the Council.		
	Technically Hinchinbrook Shire Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.		
	The last completed actuarial assessment of the scheme was undertaken as at 1 July 2015. The actuary indicated that "At the valuation date of 1 July 2015, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.		
	No changes have been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.		
	Another actuarial investigation is being conducted as at 1 July 2018. At the time of signing these financial statements this investigation is still in progress.		
	The most significant risks that may result in LGIASuper increasing the contribution rate, on the advice of the actuary, are:		
	Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.		
	Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.		
	There are currently 72 entities contributing to the scheme and any changes in contribution rates would apply equally to all 72 entities. Hinchinbrook Shire Council made less than 4% of the total contributions to the plan in the 2017-18 financial year.		
	Note		
	Superannuation contributions made to the Regional Defined Benefits Fund	265	268
	Other superannuation contributions for employees	1,860	1,810
	Total superannuation contributions paid by Council for employees:	2,124	2,078
17	Joint Venture		
	Hinchinbrook Community Wetlands		
	The Council has a 50% share joint venture interest in the Hinchinbrook Community Wetland, the principal activity of which is to develop and maintain a wetland to treat waste water.		
	Ordinary revenues	15	15
	Ordinary expenses	(45)	(38)
	Net result	(30)	(23)
	Sewerage Infrastructure Assets 50% only	564	579
18	Trust Funds		
	Trust funds held for outside parties		
	Monies collected or held on behalf of another entity yet to be paid out to or on behalf of that entity	167	176
		167	176

Hinchinbrook Shire Council performs only a custodial role in respect of these monies as Trustee. As these funds cannot be used by Council, they are not brought to account in these financial statements.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
19 Reconciliation of net result for the year to Net Cash Inflow (Outflow) from Operating Activities		
Net Result	1,025	3,810
Non-cash operating items :		
Depreciation and amortisation	8,427	8,374
Increase (decrease) in provision to Asset Revaluation Surplus	(1,040)	36
	8,411	12,220
Investing and development activities :		
Net (profit) loss on disposal of non current assets	625	230
Write-off of work in progress	(75)	-
Discount rate adjustment to refuse restoration provision reflected in provisions	-	76
	549	306
Changes in operating assets and liabilities :		
(Increase) decrease in receivables	(1,645)	(712)
(Increase) decrease in inventories	(15)	46
Increase (decrease) in creditors and accruals	295	298
Increase (decrease) in provisions	3,213	(71)
	1,849	(439)
Net cash inflow from operating activities	10,809	12,087
20 Events after the reporting period		
There were no material adjusting events after the balance date that require disclosure.		



HINCHINBROOK SHIRE COUNCIL Notes to the Financial Statements For the year ended 30 June 2018

21 Financial Instruments

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

The fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximate to their carrying amounts and are not disclosed separately.

The fair value of trade receivables approximates to the amortised cost less any impairment. The fair value of payables approximates to the amortised cost.

Council does not recognise financial assets or financial liabilities at fair value in the Statement of Financial Position.

Hinchinbrook Shire Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments on the Council's financial position and financial performance, including the nature and extent of risks and how Council manages these exposures.

Financial risk management

Hinchinbrook Shire Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's management approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

The Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. The Council aims to manage volatility to minimise potential adverse effects on the financial performance of the Council.

Hinchinbrook Shire Council does not enter into derivatives.

Credit Risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from the Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar state/commonwealth bodies or financial institutions in Australia, in line with the requirements of the Statutory Bodies Financial Arrangements Act 1982.

No collateral is held as security relating to the financial assets held by Hinchinbrook Shire Council.

The following table represents the maximum exposure to credit risk based on the carrying amounts of the financial assets at the end of the reporting period:

Financial Asset	2018 \$000	2017 \$000
Cash and Cash equivalents - QTC	27,865	28,700
Cash and Cash equivalents - Bank	516	485
Cash and Cash equivalents - Other	1	1
Receivables - Rates	2,432	1,765
Receivables - Other	2,158	1,155
Total	32,974	32,106
Other Credit Exposures		
Guarantee	227	205



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

Cash and cash equivalents

The Council may be exposed to credit risk through its investments in the QTC Cash Fund. The QTC Cash Fund is an asset management portfolio that invests with a wide range of high credit rated counterparties. Deposits with the QTC Cash Fund are capital guaranteed.

Other Financial Assets

Aging of past due receivables and the amount of any impairment is disclosed in the following table:

	2018 \$000	2017 \$000
Not past due	2,899	1,791
Past due 31-60 days	3	4
Past due 61-90 days	5	9
More than 90 days	1,692	1,163
Impaired	(8)	(47)
Total	4,591	2,920

Liquidity Risk

Liquidity risk is the risk that the Council will encounter difficulty in meeting obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

Hinchinbrook Shire Council is exposed to liquidity risk through its normal course of business.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities to cater for unexpected volatility in cash flows. Unrestricted access was available at balance date to the lines of credit listed below:-

	2018 \$000	2017 \$000
Bank overdraft facility	150	150

The following table sets out the liquidity risk of financial liabilities held by the Council. It represents the remaining contractual cashflows of financial liabilities at the end of the reporting period:

Financial Liabilities	0-1 Year \$000	1-5 Years \$000	Over 5 years \$000	Total \$000
2018				-
Trade and Other Payables	2,422	-	-	2,422
2017				-
Trade and Other Payables	2,421	-	-	2,421

The outflows in the above table are not expected to occur significantly earlier and are not expected to be for significantly different amounts than indicated in the table.

Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

Hinchinbrook Shire Council is exposed to interest rate risk through investments with QTC and other financial institutions.



HINCHINBROOK SHIRE COUNCIL Notes to the Financial Statements For the year ended 30 June 2018

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the profit and equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Net Carrying Amount \$000	Profit \$000	Equity \$000
2018			
Financial Assets	28,382	284	284
2017			
Financial Assets	29,186	292	292

Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction less any allowance for impairment.



HINCHINBROOK SHIRE COUNCIL

Notes to the Financial Statements

For the year ended 30 June 2018

	2018 \$000	2017 \$000
22 Transactions with related parties		
(a) Transactions with key management personnel (KMP)		
KMP includes the Mayor, Councillors, Council's Chief Executive Officer and other Executive Managers.		
Compensation paid to KMP		
Short-term employee benefits	1,207	1,240
Post-employment benefits	74	134
Long-term benefits	24	13
Total Key Management Personnel Compensation	1,306	1,387
Further detail in relation to KMP remuneration is included in the annual report.		
(b) Transactions with other related parties		
Payment of precept to Associate	243	239
Employee expenses for close family members of key management personnel	342	360
Fees and charges charged to entities controlled by key management personnel	4	3
Purchase of materials and services from entities controlled by key management personnel	71	82
Total Transactions with other related parties	660	684
All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employs 183 full time equivalent staff of which 4 are close family members of key management personnel at reporting date.		
The Council purchased the following material and services from entities that are controlled by members of key management personnel. All purchases were at arm's length and were in the normal course of council operations:		
Unleaded petrol and diesel fuel		
Motor vehicle tyres and tyre repairs		
Maintenance materials and labour		
Certificates of inspection		
GPS cameras		
Gravel		
Artwork		
(c) Outstanding balances		
The following balances are outstanding at the end of the reporting period in relation to transactions with related parties:		
Employee expenses for close family members of key management personnel	31	13
Entities controlled by key management personnel	1	-
Total Outstanding balances	32	13
No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed to related parties.		
(d) Loans and guarantees to/from related parties	-	-
Council does not make loans to or receive loans from related parties. No guarantees have been provided.		
(e) Commitments to/from other related parties	-	-
Council has no outstanding commitments to/from other related parties.		

It has been determined that the aggregate of any related party transactions which occurred on no different terms to that of the general public is not material for disclosure in these general purpose financial statements.



HINCHINBROOK SHIRE COUNCIL MANAGEMENT CERTIFICATE For the year ended 30 June 2018

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

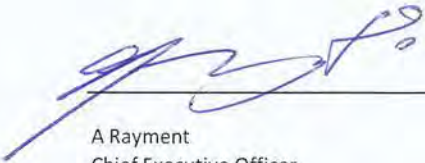
In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 31, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



R Jayo
Mayor

Date: 12 October 2018



A Rayment
Chief Executive Officer

Date: 12 October 2018



INDEPENDENT AUDITOR'S REPORT

To the Councillors of Hinchinbrook Shire Council

Report on the audit of the financial report

Opinion

I have audited the accompanying financial report of Hinchinbrook Shire Council (the council).

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2018, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

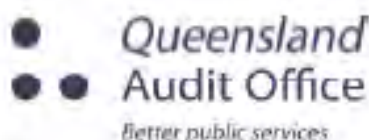
I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises the information included in Hinchinbrook Shire Council's annual report for the year ended 30 June 2018, but does not include the financial report and my auditor's report thereon. At the date of this auditor's report, the other information was the current year financial sustainability statement and long-term financial sustainability statement.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent



with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the council for the financial report

The council is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the *Local Government Regulation 2012* and Australian Accounting Standards, and for such internal control as the council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The council is also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report.



However, future events or conditions may cause the council to cease to continue as a going concern.

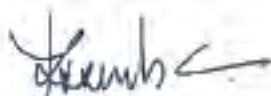
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2018:

- a) I received all the information and explanations I required.
- b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.



Sri Narasimhan
as delegate of the Auditor-General

16 October 2018

Queensland Audit Office
Brisbane

HINCHINBROOK SHIRE COUNCIL

2017-2018 Current-Year Financial Sustainability Statement

Certificate of Accuracy - for the Current-Year Financial Sustainability Statement

Independent Auditor's Report (Current-Year Financial Sustainability Statement)

HINCHINBROOK SHIRE COUNCIL

Current Year Financial Sustainability Statement

For the year ended 30 June 2018

Measures of Financial Sustainability	How the measure is calculated	Actual	Target
Council's performance at 30 June 2018 against key financial ratios and targets:			
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	-8%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	49%	Greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue	-72%	Not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the Financial Management (sustainability) Guideline 2013. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2018.



HINCHINBROOK SHIRE COUNCIL

Current-year Financial Sustainability Statement

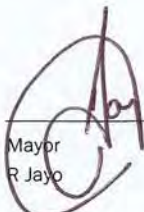
For the year ended 30 June 2018

Certificate of Accuracy

For the year ended 30 June 2018

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor
R Jayo

Date: 12 October 2018



Chief Executive Officer
A Rayment

Date: 12 October 2018

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Hinchinbrook Shire Council

Report on the Current-Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of Hinchinbrook Shire Council for the year ended 30 June 2018, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Hinchinbrook Shire Council for the year ended 30 June 2018 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises the information included in Hinchinbrook Shire Council's annual report for the year ended 30 June 2018, but does not include the current year financial sustainability statement and my auditor's report thereon. At the date of this auditor's report, the other information was the general purpose financial statements and long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the general purpose financial report.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the council for the current year financial sustainability statement

The council is responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The council's responsibility also includes such internal control as the council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.



I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

16 October 2018

Sri Narasimhan
as delegate of the Auditor-General

Queensland Audit Office
Brisbane



HINCHINBROOK SHIRE COUNCIL

2017-2018 Long-Term Financial Sustainability Statement

Certificate of Accuracy - for the Long-Term Financial Sustainability Statement

HINCHINBROOK SHIRE

Long-Term Financial

For the year ended 30 June 2018

Measures of Financial Sustainability

Measure	Target	Actuals at 30 June 2018	30 June 2019	30 June 2020	30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026	30 June 2027
Operating surplus ratio		(8%)	(9%)	(9%)	(8%)	(8%)	(6%)	(5%)	(3%)	(2%)	(1%)
Asset sustainability ratio	Between 0% and 10%	49%	70%	68%	69%	72%	77%	82%	87%	92%	98%
Net financial liabilities ratio	Greater replacement of assets (renewals) divided by depreciation expense.	(72%)	(40%)	(39%)	(38%)	(38%)	(37%)	(36%)	(35%)	(34%)	(33%)
	Net operating result divided by total operating revenue										
	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.										
	Total liabilities less current assets divided by total operating revenue										

Hinchinbrook Shire Council's Financial

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.



HINCHINBROOK SHIRE COUNCIL Long-Term Financial Sustainability Statement For the year ended 30 June 2018

Certificate of Accuracy For the long-term financial sustainability statement prepared as at 30 June 2018

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.



Mayor
R Jayo

Date: 12 October 2018



Chief Executive Officer
A Rayment

Date: 12 October 2018



HINCHINBROOK SHIRE COUNCIL

CONTACT COUNCIL

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 4776 4600

 council@hinchinbrook.qld.gov.au

 www.hinchinbrook.qld.gov.au

 [HinchinbrookShireCouncil](#)

 [HinchinbrookDisasterInformation](#)

Privacy Information

Personal Information provided by a customer to Council is protected in accordance with the requirements of the *Personal Information Protection Act 2004* and the *Right to Information Act 2009*.



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BUILDING BETTER REGIONS FUNDING PROGRAM ROUND 3

Executive Summary

This report is to confirm Council approve of the application for funding under the Building Better Regions Funding for the extension of the existing Dungeness Carpark.

For Council Decision – Recommendation

That Council support the application for funding under the Building Better Regions Round 3 for the extension of Dungeness Carpark.

Background

The need for this project is due to high demand for car parking associated with the use of Dungeness Boat Ramp. There is limited overflow parking available in the area which often results in vehicles and trailers being parked in areas which pose a risk to motorists and pedestrians.

Council have previously applied for funding of this project under Building Better Regions Round 2 and were notified the application was not successful on 16 July 2018.

On 9 October 2018 Council received correspondence from Senator Ian MacDonald informing Mayor Jayo of the upcoming Building Better Regions Round 3 for \$200 Million of infrastructure and community based project funding being made available for Regional Australia.

This report is presented to Council following discussions with the Chief Executive Officer and the Executive Management on potential applications for the Building Better Regions Round 3, for which funding applications close on 15 November 2018.

The Lucinda and Dungeness Precinct is a significant driver of economic development and stimulus for the Shire. As such it is appropriate to endeavour to extend the carpark in order to facilitate the significant number of people utilising the facility for fishing and other aquatic purposes.

Attachments

- Carpark Extension Layout plan and details
 - Notification letter from Senator Ian MacDonald
-

Statutory Environment

Local Government Act 2009

Policy Implications

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

Consulted With

- Executive Managers
 - Mayor and Councillors
 - Lucinda Progress Association
-

Author: Alan Rayment
Position: Chief Executive Officer
Date: 6 November 2018

Financial and Resource Implications

The minimum grant amount is \$20,000.

The maximum grant amount is \$10 million.

The grant amount will usually be 50 per cent of eligible project costs. In some circumstances the grant may be up to 100 per cent.

Council contribution to the project must be cash and not in-kind.

Where other Commonwealth funding is received for a project, the total Commonwealth funding cannot exceed the percentage indicated in the table below.

Table 1: Project Circumstances and Grant Amount

Project Circumstance	Total Commonwealth Government funding (including this grant) towards eligible project cost*
Projects classified as remote or very remote (see section 4.3.2)	Up to 75 per cent of total eligible project cost
Projects granted exceptional circumstances exempt from a cash contribution (see section 4.3.4)	Up to 100 per cent of total eligible project cost (although we encourage any level of contribution)
All other classifications	Up to 50 per cent of total eligible project cost

This project is eligible for up to 75% funding as its location is classified as remote.

Total budget estimated to deliver both stages of the carpark extension is \$835,476.98

This includes a contingency of \$98,561.97 for Cultural Heritage inspection report, Cultural Heritage Monitoring.

Building Better Regions Funding (75%) = \$626,607.74

Hinchinbrook Shire Council funding (25%) = \$208,869.25

If the funding application is successful, Council will be required to allocate funding for this project in the Capital Works program in the 2019/2020 Financial Year.

Risk Management Implications

The project is considered shovel ready from every perspective other than Cultural Heritage. The land is under disputed territory between the Nywaigi people and the Warrgamay people.

As such the contingency factored into the project cost is based on payments to both the Nywaigi and the Warrgamay if necessary, for the duration of the construction disturbance. This figure is based on a daily rate of \$1,200 for two elders from each tribe and all food, accommodation and travel expenses.

Strategic Considerations

Corporate Plan

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.

3.4. Policy and Procedure

4.2. Provision of Recreation Opportunities

Officers Comment

Nil



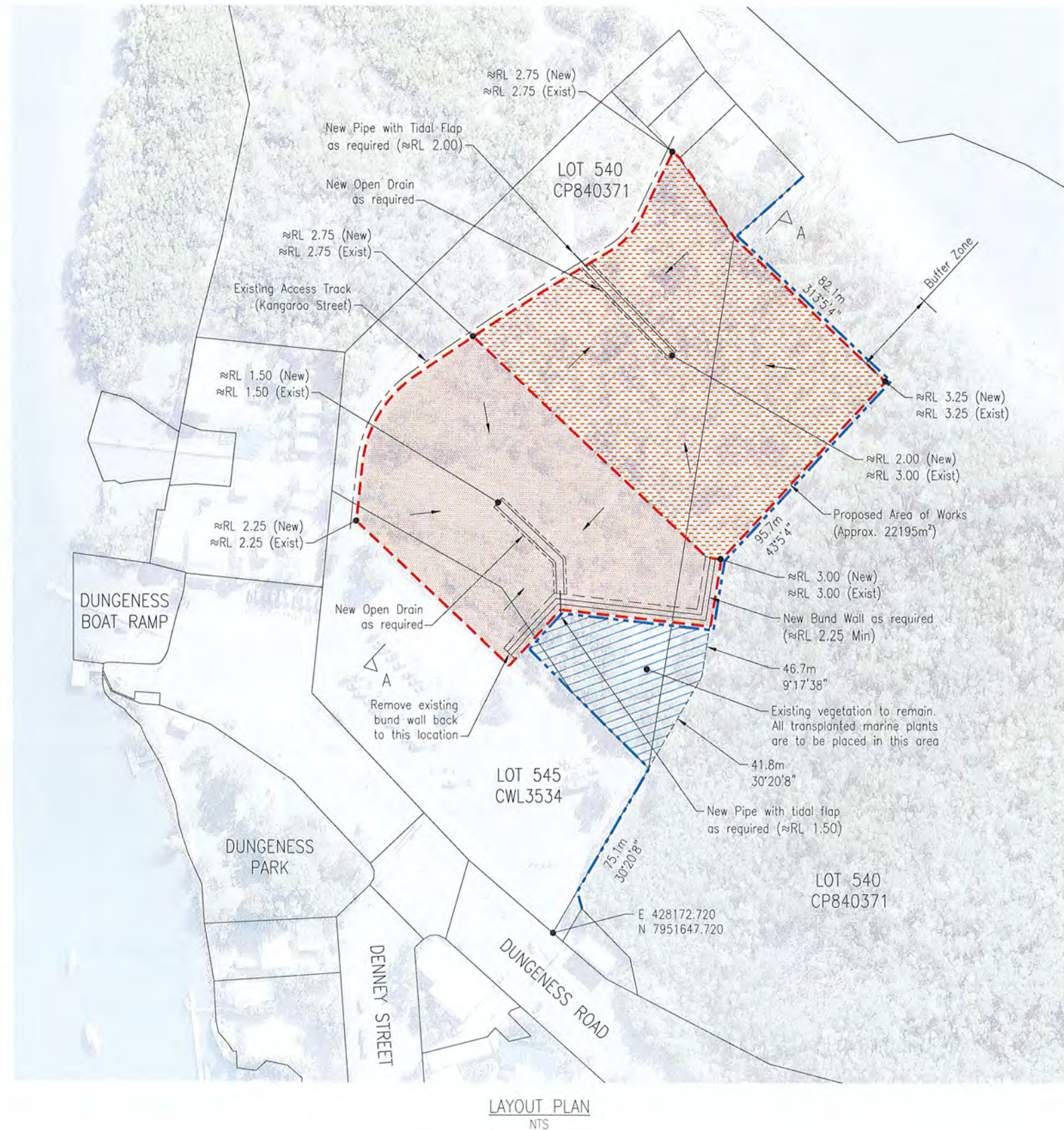
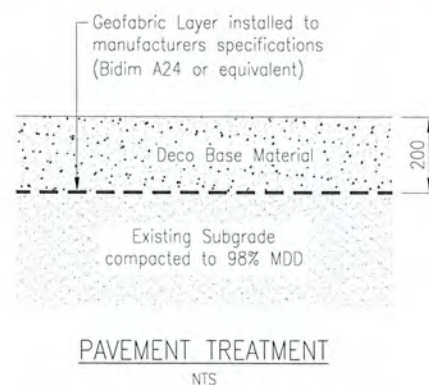
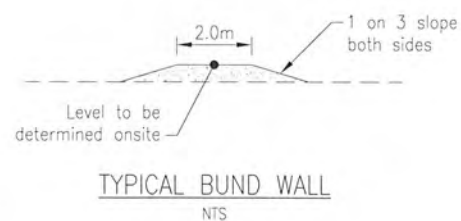
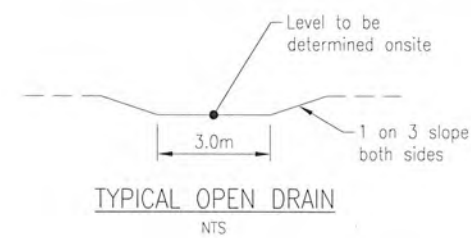
NOTES:








1. All locations are indicative only, horizontal and vertical alignment to be determined onsite and approved by the HSC Works Engineer prior to construction.
2. Any existing vegetation is to be removed and stockpiled at a suitable location. Removal methods are to be approved by the HSC Works Engineer prior to commencing any works. Any sound, suitable, large trees or pockets of trees are to be selected, marked and saved during the clearing process. Any vegetation under the existing spread of the trees is remain undisturbed, hand trimming if necessary. Stage 1 and 2 are to be cleared simultaneously.
3. Regrade the existing surface to ensure area grades appropriately. Remove any excess cut to spoil and stockpile at a suitable location. Stage 1 and 2 are to be leveled simultaneously.
4. Drainage of the existing parking area and new hard stand area are to be considered on site to ensure all areas drain appropriately.
5. Compact Subgrade to the required density. If any unsuitable Subgrade is present, remove and replace as required to ensure a suitable surface is present. Stage 1 and 2 are to be leveled simultaneously.
6. Install new pipe and tidal flap at each location nominated on the Layout Plan as required. Pipe to be a 375Ø RCP minimum backfilled with a 10% sand/cement lean mix. All works to be approved by the HSC Works Engineer prior to commencing.
7. Place geofabric as per manufacturers specifications. Lay and compact 200mm of Deco Material in two 100mm layers if required. These works are to be staged independently with scope being confirmed prior to commencing any works.
8. New Hard Stand Parking Area to match neatly into all existing surfaces and drain appropriately to any existing drainage outlets. Area to be constructed as per details on this page and HSC Plan 7564.
9. Construct new bund wall and open earth drains as per details on this page.
10. Cutback existing bitumen edge 200mm where new Hard Stand Parking Area meets any existing sealed area.
11. Install an appropriate bollarding along the perimeter of the approved clearing area to protect the existing vegetation from vehicle damage as required. Bollarding option to be approved by the HSC Works Engineer prior to commencing any works. Refer to HSC Std Drg P002 for possible Timber Fencing options.
12. Locate all existing services and ensure depths to these services are sufficient prior to commencing any construction works.
13. Locate all existing survey pins and marks before commencing any works and ensure they remain undisturbed throughout the job.
14. All works are to be undertaken in accordance with the MUTCD: Part 3 - Works on Roads.

LEGEND:

	Stage 1		Marine Plant Area
	Stage 2		Bollarding (Refer Note 11)

**ISSUED FOR
CONSTRUCTION**

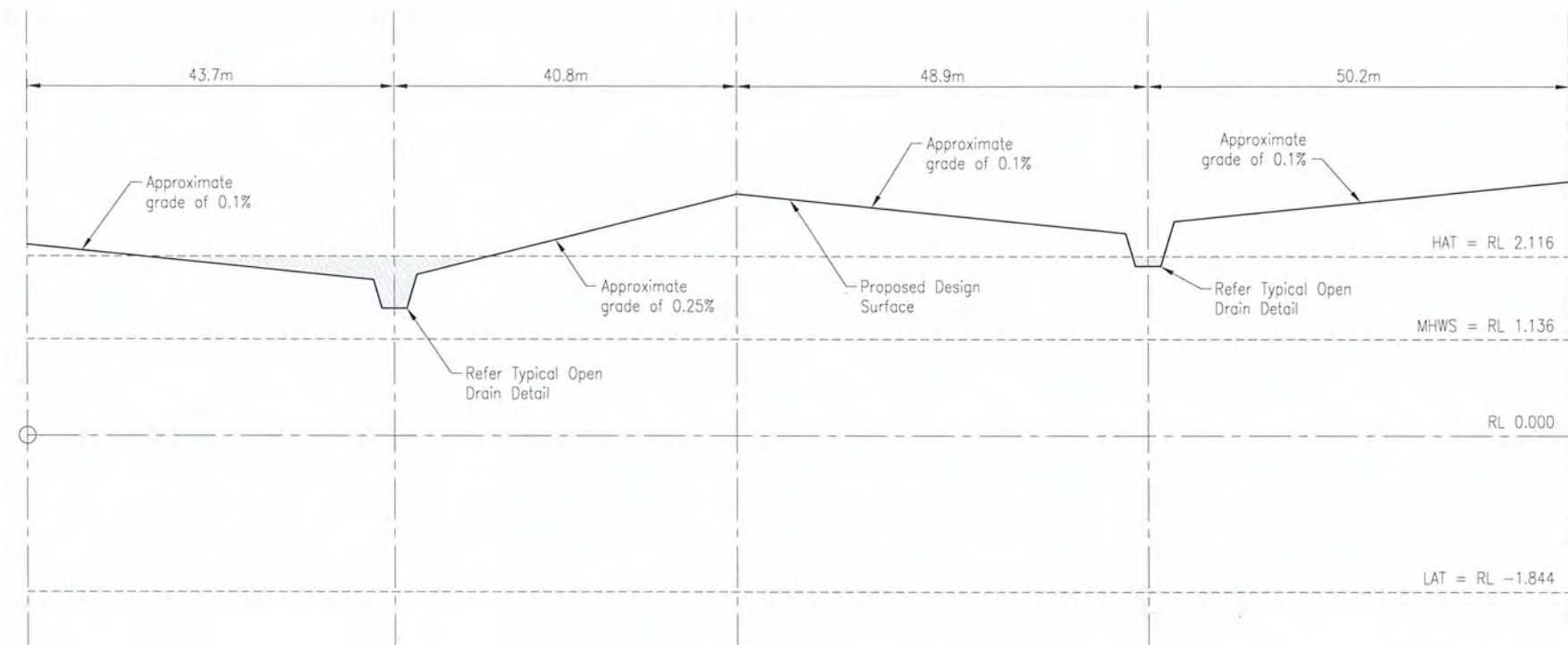


<table><tr><td>O</td><td>14/12/2017</td><td>Issued for Construction</td></tr><tr><td>B</td><td>29/09/2016</td><td>Marine Plant Area Removed and Bollarding Information Added</td></tr><tr><td>A</td><td>10/06/2014</td><td>Original</td></tr></table>			O	14/12/2017	Issued for Construction	B	29/09/2016	Marine Plant Area Removed and Bollarding Information Added	A	10/06/2014	Original	As Shown Scale	LEVEL DATUM: AHD der		Drafted: 	Designed: 	Examined By Client: 	Approved by Council's EMES: 	Survey Number XXXX	Field Books XXXX	Level Books XXXX	 HINCHINBROOK SHIRE COUNCIL	HINCHINBROOK SHIRE COUNCIL			Job No
O	14/12/2017	Issued for Construction																								
B	29/09/2016	Marine Plant Area Removed and Bollarding Information Added																								
A	10/06/2014	Original																								
DUNGENESS BOAT RAMP - LUCINDA			15P1																							
CARPARK EXTENSION LAYOUT PLAN AND DETAILS			Plan No 7563																							
FILEPATH: O:\TECHNICAL SERVICES\DESIGN\BOAT RAMPS\DUNGENESS\15P1\DRAWINGS\7563 & 7564 DWG DATE PLOTTED: Friday, 15 December 2017 3:25:39 PM				Associated Plans: 7564	Checked: 	Checked: 	Date: 18/12/17 RPEQ No. 16571						A	B	O											
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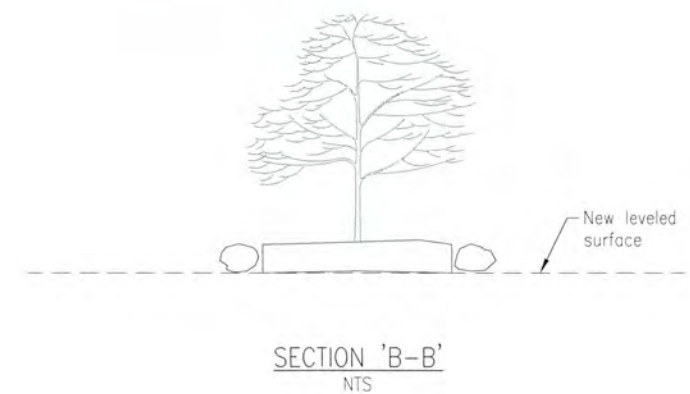
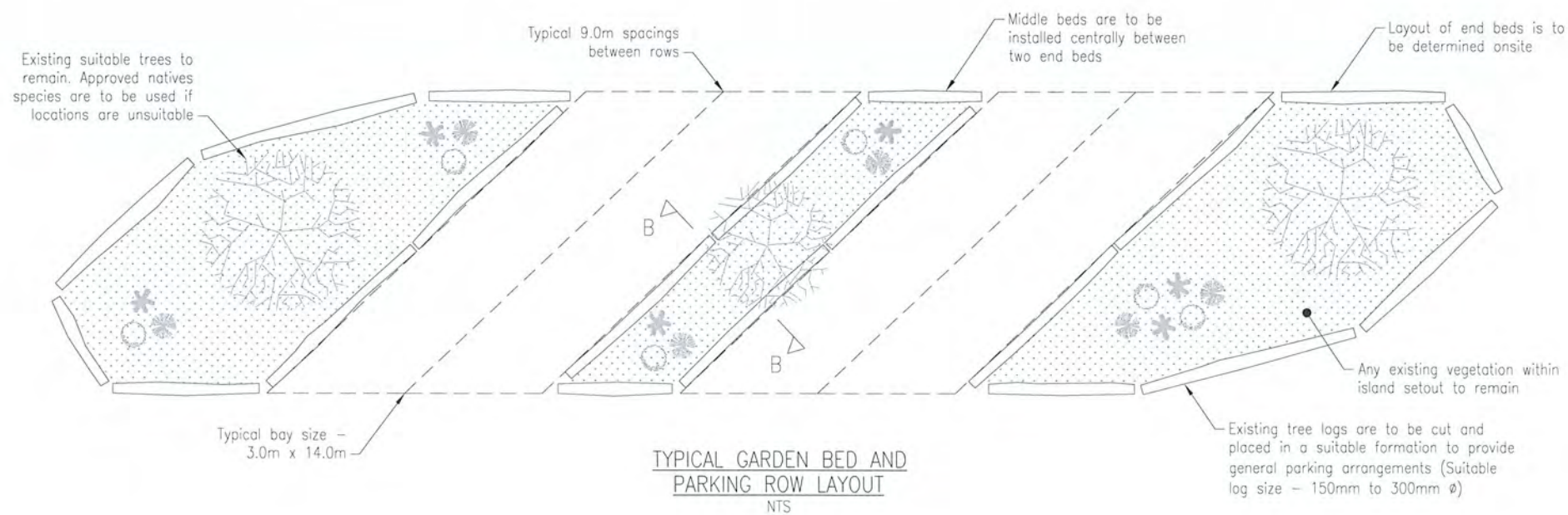
HAT - Highest Astronomical Tide
LAT - Lowest Astronomical Tide
MHWS - Mean High Water Springs
RL - Reduced Level

1. All levels are reduced from the Lucinda Offshore 2015 Tide Heights.
2. Vertical heights are derived from HSC Lidar Contours.
3. This plan is to be read in conjunction with HSC Plan 7563.
4. Parking row setout to be determined onsite and approved prior to commencing any works.
5. Setout to be based on possible remaining trees.
6. Garden beds are to be installed upon completion of each stage.

**ISSUED FOR
CONSTRUCTION**



SECTION 'A-A'
NTS
Y Axis Exaggerated

[illegible]



Councillor Ramon Jayo
Mayor
Hinchinbrook Shire Council
PO Box 366
INGHAM QLD 4850



FILE No	/
Doc No	
Pr v Ref	
Action	

Dear Councillor Jayo,

I am writing to draw your attention to the opening of applications for Round Three of the Federal Government's Building Better Regions Fund (BBRF).

Round Three of the BBRF will see \$200 million of infrastructure and community-based project funding injected into Regional Australia. An amount of \$45 million of this will be dedicated to tourism-related infrastructure projects.

Applications will close on November 15, 2018 so I encourage you to get started as soon as possible if you are seeking co-funding for any projects in your Local Government Area.

If you are planning to submit an application, please contact my office if you require any assistance with the application process. I would also ask that you let me know the details of any application that you make so that I may provide advocacy and support in Canberra at the appropriate time.

Further information regarding BBRF Round Three can be found at:

<https://www.business.gov.au/assistance/building-better-regions-fund>

Kind Regards,

Ian Macdonald
October 5, 2018