HINCHINBROOK
SHIRE COUNCIL

MINUTES OF THE GENERAL MEETING OF THE HINCHINBROOK SHIRE COUNCIL

HELD IN THE COUNCIL CHAMBERS INGHAM ON TUESDAY 28 JUNE 2016 AT 9.15 AM

ATTENDANCE - Present were Councillors R Jayo, ME Brown, DM Bosworth, KS Milton, MG Tack, AJ Lancini and WG Skinner

- Also present was the Chief Executive Officer (DA McKinlay), Water and Sewerage Manager (P Martin), Executive Manager Development and Planning (RF Pennisi), Acting Executive Manager Environment and Community Services (D Olivero), Executive Manager Corporate Services (D Tombs) and Executive Assistant (BK Edwards)

PRAYER - Councillor Lancini opened the meeting with prayer

1. MINUTES - *Moved* *Councillor Bosworth*
Seconded *Councillor Lancini*

Resolved that the Minutes of the General Meeting held on 31 May 2016 be approved as a correct record of proceedings and be signed by the Mayor.

Carried

2. BUSINESS

2.1 CORPORATE SERVICES

2.1.1 CORPORATE SERVICES ACTIVITY REPORT
Consideration of monthly Corporate Services Activity Report for May 2016.

Moved *Councillor Brown*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 280616-01

2.1.2 MONTHLY STATUS REPORT
Consideration of monthly Executive Manager Corporate Services Status Report for June 2016.

Moved *Councillor Skinner*
Seconded *Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 280616-02

2.1.3 FINANCIALS
Consideration was given to a report of financial activities as at 31 May 2016.

Moved *Councillor Tack*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 280616-03

2.1.4 2016 / 2017 COMMERCIAL CHARGES AND REGULATORY FEES

Consideration of Report to Council from Executive Manager Corporate Services dated 18 May 2016 seeking Council's adoption of the 2016 / 2017 Commercial Charges and Regulatory Fees.

Moved *Councillor Skinner*
Seconded *Councillor Bosworth*

Council Resolution - That Council adopt the 2016 / 2017 Commercial Charges and Regulatory Fees as presented to take effect from 1 July 2016. Carried – 280616-04

2.1.5 INDUSTRIAL SPECIAL RISKS AND OTHER ASSET CLASSES INSURANCE RENEWAL

Consideration of Report to Council from Executive Manager Corporate Services dated 5 May 2016 regarding renewal of Council's Industrial Special Risks, Motor Vehicle, Equipment Breakdown, Marine Hull, Fine Art, Marina Operators liability and Group Personal Accident Insurances through LGM Assets for the 2016 / 2017 financial year.

Moved *Councillor Tack*
Seconded *Councillor Milton*

Council Resolution - That Council accept the offer of membership with LGM Assets for provision of Industrial Special Risks, Motor Vehicle, Equipment Breakdown, Marine Hull, Fine Art, Marina Operators liability and Group Personal Accident Insurances for the 2016 / 2017 financial year at a total cost of $267,066.01. Carried – 280616-05

2.2 ENGINEERING

2.2.1 ENGINEERING SERVICES ACTIVITY REPORT

Consideration of monthly Engineering Services Activity Report for May 2016.

Moved *Councillor Milton*
Seconded *Councillor Skinner*

Council Resolution - That the Report be received and noted. Carried – 280616-06

2.2.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Engineering Services Status Report for June 2016.

Moved *Councillor Brown*
Seconded *Councillor Skinner*

Council Resolution - That the Report be received and noted. Carried – 280616-07

2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT

Consideration was given to a report of water and sewerage operations for the month of May 2016.

Moved *Councillor Milton*
Seconded *Councillor Bosworth*

Council Resolution - That the Report be received and noted. Carried – 280616-08

2.2.4 WORKS PROGRAM REPORT

Consideration was given to a report of civil operations for the month of May 2016.

Moved *Councillor Skinner*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 280616-09

2.2.5 FEASIBILITY STUDY – NORTH SOUTH SOLUTION

Consideration of Report to Council from Executive Manager Engineering Services dated 17 June 2016 regarding final milestone report for Feasibility Study undertaken to investigate and cost solutions to the Ingham township being cut in half (North and South) which the State Government contributed funding to Council in order to investigate ways of mitigating the risk of flooding and develop plans / strategies to reduce the impact if possible.

Officer Recommendation - That Council receive and note the North South Solution Feasibility Study final document

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council receive and note the North South Solution Feasibility Study final document.

And:

(i) That same be released for public comment to enable feedback for ongoing consideration and deliberation upon identified options

(ii) That a copy be forwarded to the Department of Transport and Main Roads to enable further discussion and consultation of all options available including the proposed highway bypass and all alternative identified options

(iii) That Council at this stage investigate and where appropriate identify programs and budget for minor remedial actions to remove potential blockages and flow constraints east of Herbert Street Carried – 280616-10

2.2.6 FEASIBILITY STUDY – FRESHWATER RETENTION BASIN

Consideration of Report to Council from Executive Manager Engineering Services dated 17 June 2016 regarding final milestone report for Feasibility Study undertaken to investigate and cost solutions aimed at mitigating the risk of flooding and developing plans / strategies to reduce the impact if possible.

Officer Recommendation - That Council receive and note the Freshwater Retention Basin Feasibility Study final document.

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That Council receive and note the Freshwater Retention Basin Feasibility Study final document.

And that same be released for public comment to enable feedback for ongoing consideration and deliberation upon identified options. Carried – 280616-11

2.2.7 FORREST BEACH WATER SECURITY PROJECT – COMPLETION REPORT

Consideration of Report to Council from Technical Officer dated 13 June 2016 completion report for the Forrest Beach Water Security Project which consisted of 11.5km of pipe being laid along Forrest Beach Road to connect the Ingham Supply to the Forrest Beach Water Supply as well as including a main pipe to service the Warren's Hill Transfer Station and surrounding properties to provide a safe and reliable water supply to the community of Forrest Beach and for property owners adjacent to the new water main.

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried – 280616-12

2.2.8 TENDER HSC 16/15 LUCINDA RESERVOIR REPAIRS

Consideration of Report to Council from Technical Officer dated 19 May 2016 regarding tenders received for HSC 16/15 Lucinda Reservoir Repairs.

Moved *Councillor Milton*
Seconded *Councillor Lancini*

Council Resolution - That Council award contract HSC 16/15 Lucinda Reservoir Repairs to Townsville Engineering Industries for Option 3 at the tendered price of $448,959.50 (excl GST).
Carried – 280616-13

Moved *Councillor Bosworth*
Seconded *Councillor Tack*

That Council carry forward $350,000 from the 2015 / 2016 Water and Sewerage capital works Budget to allow a total project Budget of $500,000 in the 2016 / 2017 financial year.
Carried – 280616-14

The meeting adjourned at 10.05 am for morning tea and resumed at 10.19 am

Water and Sewerage Manager P Martin was not present when the meeting resumed

2.3 DEVELOPMENT AND PLANNING

2.3.1 ECONOMIC DEVELOPMENT AND PLANNING ACTIVITY REPORT

Consideration of monthly Economic Development and Planning Activity Report for May 2016.

Moved *Councillor Bosworth*
Seconded *Councillor Brown*

Council Resolution - That the Report be received and noted. Carried – 280616-15

2.3.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Development and Planning Status Report for June 2016.

Moved *Councillor Skinner*
Seconded *Councillor Lancini*

Council Resolution - That the Report be received and noted. Carried – 280616-16

2.3.3 FESTIVAL AND EVENTS SPONSORSHIP APPLICATIONS 2016 / 2017

Consideration of Report to Council from Senior Economic Development and Tourism Officer dated 21 June 2016 regarding applications received for Festival and Events Sponsorship for 2016 / 2017.

Moved *Councillor Lancini*
Seconded *Councillor Bosworth*

Council Resolution - That Council endorse in principle support for festival and events financial assistance to be provided to the following organisations in the sum indicated in the 2016 / 2017 financial year:

Organisation	Event	Amount
Macknade Bowls Club Incorporated	Tropical Mixed Fours, 9 July 2016	$200.00
Ingham Bowls Club Incorporated	Ingham Bowls Club Invitational Fours, 30 - 31 July 2016	$200.00
Ingham Tennis Association	Ingham Open Tennis Championships, 22 - 24 July 2016	$1,000.00
Gilroy Santa Maria Parents and Friends Association	Gilroy Santa Maria Gruelling Games	$1,200.00
Herbert River Jockey Club	Ingham Gold Cup, 3 September 2016	$2,000.00
Herbert River Jockey Club	November Race Day, 19 November 2016	$2,000.00

Organisation	Event	Amount
Ingham Sugar City Rodeo Incorporated	Sugar City Rodeo, 2 - 3 September 2016	$2,500.00
Lions Club of Ingham	2016 Q2 Zone 4 Convention, 11 -13 November 2016	$2,000.00
Lions Club of Ingham	Hinchinbrook Family Fishing Classic, 23 - 24 September 2016	$4,000.00
Herbert River Cricket Association	HRCA Over 40's T20 Challenge, 6 - 7 May 2016	$5,000.00
Ingham Rotary Club	Maraka Festival	$11,000.00
Herbert River Pastoral and Agricultural Association Incorporated	Ingham Show	$24,000.00
Australian Italian Festival Association Incorporated	Australian Italian Festival, 4 – 7 August 2016	$37,000.00
	Total Sponsorship 2016 / 2017	$92,100.00

That Council, during the Budget process, allow the unallocated amount of $2,900 to be provided for out of round applications during 2016 / 2017.

Carried – 280616-17

2.3.4 RV SIGNS LOCATED AT WEST END OF LANNERCOST STREET

Consideration of Report to Council from Executive Manager Development and Planning dated 7 June 2016 regarding provision of a long vehicle day parking area for RV's, caravans and trailers / boats in the centre median at the western end of Lannercost Street, away from existing businesses, to allow these types of vehicles to stop, stay and access the CBD.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council proceed with the installation of signage to direct long vehicle parking in the centre median to the west end of Lannercost Street and away from existing businesses, for day time parking and that the line marking of the existing bays be altered to accommodate the long vehicles. Carried – 280616-18

2.3.5 TRIAL OVERFLOW PARKING SITE FOR SELF-CONTAINED RECREATIONAL VEHICLES AT RESERVE FOR LOCAL GOVERNMENT PURPOSES – CARAVAN PARK, LOT 340 ON CWL2296 AT 3 LEICHHARDT STREET, ALLINGHAM

Consideration of Report to Council from Executive Manager Development and Planning dated 14 June 2016 regarding a three month trial of a temporary overflow parking site to accommodate self-contained recreational vehicles at the Reserve for Local Government Purposes – Caravan Park being Lot 340 on CWL2296 at 3 Leichhardt Street, Allingham.

Moved Councillor Bosworth
Seconded Councillor Skinner

Council Resolution - That Council accept the offer by the Forrest Beach Progress Association Inc to establish and manage a trial overflow parking site for a three month period from July to October 2016 to accommodate self-contained recreational vehicles (RV) at the site of the Reserve for Local Government Purposes – Caravan Park, Lot 340 CWL2296 at Leichhardt Street, Allingham and that a fee of $10 per vehicle per night be charged with 20% of commission on the monies collected being paid to Council to cover costs associated with site operations.

That Council prepare an agreement with the Forrest Beach Progress Association Inc setting out the roles and responsibilities of each party. Carried – 280616-19

2.3.6 RECONFIGURING A LOT – REARRANGEMENT OF BOUNDARIES – TAYLORS BEACH ROAD, HALIFAX – LOTS 51, 53, 55 AND 57 ON H2842, PARISH OF CORDELIA

Consideration of Report to Council from Consulting Town Planner dated 26 May 2016 in relation to an application made by Hansen Surveys Pty Ltd for William Rainero Tento seeking a Development Permit for Reconfiguration of Land (ROL0006) being the realignment of boundaries at Taylors Beach Road, Halifax between Lots 51, 53, 55 and 57 on H2842, Parish of Cordelia.

Moved Councillor
Seconded Councillor

That the matter lay on the table.

2.3.7 MATERIAL CHANGE OF USE – ACCOMMODATION BUILDING – 28 ATKINSON STREET, INGHAM – LOT 37 ON RP703720, PARISH OF CORDELIA

Consideration of Report to Council from Consultant Town Planner dated 14 June 2016 in relation to an application made by Lawrence Joseph Sproats and Jennifer Eileen Ginger, seeking a Development Permit for Material Change of Use – Accommodation Building (MCU0003) at 28 Atkinson Street, Ingham over Lot 37 on RP703720, Parish of Cordelia.

Moved Councillor Lancini
Seconded Councillor Milton

Council Resolution - That Council issue a Development Permit for Material Change of Use – Accommodation Building, subject to the following conditions:

Approved Plan(s)

1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s) and in accordance with the specifications, facts and circumstances as set out in the application submitted to Council, except where otherwise directed by conditions.

Timing of Effect

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

Approved Use

3. Unless otherwise approved by Council, the site is approved for an Accommodation Building and associated residential residence.

Limitation on Guests

4. All guests staying within the accommodation building must be attending the Noorla Resort for business or training, unless otherwise approved by Council.

Air-Conditioning Screens

5. Air-conditioning units located above ground level and visible from external properties and the street must be screened with appropriate materials to improve the appearance of the building. Such screening must be completed prior to the commencement of use.

Lawful Point of Discharge

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

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

Car Parking Spaces

7. Undertake the following internal works to the land at no cost to Council:

    a. Construct a sealed, dust free parking area suitable for two vehicles in accordance with the approved drawing(s) and/or document(s) and in accordance with the specifications, facts and circumstances as set out in the application submitted to Council.

    The applicant is responsible for ensuring customers utilise the designated off-street parking areas such that there is no parking impact on Atkinson and Neame Streets, and the residential appearance of the streetscape is maintained.

Damage to Infrastructure

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

External Works

9. Undertake the following works external to the land at no cost to Council:

    a. Provide a concrete crossover, making appropriate provision for drainage in accordance with Council design specifications and requirements

    b. Make good the kerb at any redundant crossovers

    c. Repair any damage to existing kerb and channel, footway or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drain lines) that may occur during and works carried out in association with the construction of the approved development.

    All works in the road reserve need to be properly separated from pedestrians and vehicles, with any diversions adequately signed and guarded. The external works outlined above require approval from Council and a plan of the works must be endorsed by the Chief Executive Officer prior to commencement of such works. Such work must be constructed in accordance with the endorsed plan to the satisfaction of the Chief Executive Officer prior to Commencement of Use or approval and dating of the Building Format Plan, whichever occurs first.

Landscaping

10. The applicant must provide the following landscaping/screen fence:

    a. Inclusion of landscaping with plants having a mature height of at least 2m between the accommodation building and neighboring residential allotments and

    b. A 1.8 metre high solid screen fence along the boundary between accommodation units and the adjoining 26 Atkinson Street Ingham.

    The screen fence must be provided prior to the commencement of the use and all landscaping must be completed within 90 days of the Commencement of Use and is to be maintained at all time to the satisfaction of the Chief Executive Officer.

Storage of Machinery and Plant

11. The storage of any machinery, material and vehicles must not cause a nuisance to surrounding properties, to the satisfaction of the Chief Executive Officer.

Demolish Structures

12. All structures not associated with the approved development (including disused services and utilities) must be demolished and/or removed from the subject land prior to Commencement of Use.

Minimum Floor Levels

13. Floor levels in the new habitable room identified on the plan as bedroom 5, must be located 300mm above the Q100 flood immunity, plus any hydraulic grade effect (whichever is the greater), in accordance with FNQROC Development Manual and Planning Scheme requirements. Council's current records indicate existing ground levels of approximately 13.3 meters AHD.

    If floor levels of the height cannot be attained, the area identified as bedroom 5 is not to be used for accommodation purposes.

Ponding and/or Concentration of Stormwater

14. The proposed development is not to create ponding nuisances and/or concentration of stormwater flows to adjoining properties.

Refuse Storage

15. Refuse storage is required to service the site in accordance with Council requirements. The location of bins shall not create be such that they are unsightly from the street.

Details of Development Signage

16. Signage for the proposed development is limited to one sign with a maximum face area of $0.3m^2$, unless otherwise approved by the Chief Executive Officer.

Carried – 280616-20

2.3.8 MATERIAL CHANGE OF USE – UNDEFINED USE (TELECOMMUNICATIONS FACILITY) – 13 ABERGOWRIE ROAD, ABERGOWRIE – LOT 26 ON A9113, PARISH OF GARRAWALT

Consideration of Report to Council from Consultant Town Planner dated 14 June 2016 in relation to an application made by Service Stream for Telstra Corporation Limited, seeking a Development Permit for Material Change of Use – Undefined Use (Telecommunications Facility) (MCU0005) at 13 Abergowrie Road, Abergowrie over Lot 26 on A9113, Parish of Garrawalt.

Moved *Councillor Lancini*
Seconded *Councillor Bosworth*

Council Resolution - That Council issue a Development Permit for Material Change of Use – Undefined Use (Telecommunications Facility), subject to the following conditions:

Approved Plans

1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with:-

a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within technical reports and

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

Lawful Point of Discharge

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

Any works as a result of the material change of use must not interfere with stormwater flow over or through the land.

Sediment and Erosion Control

3. All soil and water management measures associated with construction activities, must be installed/implemented prior to discharge of water from the site, such that no external stormwater flow from the site adversely affects surrounding properties (in accordance with the requirements of the Environmental Protection Act 1994).

Damage to Infrastructure

4. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced at no cost to Council. All works must be completed prior to the Commencement of Use.

Visual Amenity

5. In order to minimise the visual impact of the proposed development:

   (a) the subject site must be planted with a 2m wide landscaped buffer to the Wombat Street frontages to the site, prior to the commencement of the use and thereafter maintained

   (b) the side and rear property boundaries must be fenced with a 1.8m high timber paling fence

   (c) the proposed monopole must be painted or treated in a manner to reduce its visual impact.

   Details of (a) – (c) must be provided to Council for endorsement prior to the use commencing. Carried – 280616-21

Councillors Jayo, Brown, Lancini and Tack voted for the motion

Councillors Skinner, Bosworth and Milton voted against the motion

2.4 ENVIRONMENT AND COMMUNITY SERVICES

2.4.1 ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT

Consideration of monthly Environment and Community Services Activity Report for May 2016.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 280616-22

2.4.2 MONTHLY STATUS REPORT

Consideration of monthly Executive Manager Environment and Community Services Status Report for June 2016.

Councillors ME Brown and DM Bosworth left the meeting at 11.24 am

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried – 280616-23

Councillors ME Brown and DM Bosworth returned to the meeting at 11.27 am

Councillor MG Tack declared a Real Conflict of Interest in Items 2.4.3 and 2.4.4 (as defined in section 173 of the Local Government Act 2009) as he is the Treasurer of the Ingham Meals on Wheels and has an association with Bluecare and excluded himself from the meeting while the matter was debated and the vote taken.

2.4.3 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – INGHAM MEALS ON WHEELS

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Ingham Meals on Wheels for financial assistance in the sum of $5,000 ex GST to assist with running costs for the 2016 / 2017 financial year.

Moved Councillor Milton
Seconded Councillor Brown

Council Resolution - That Council resolve to offer Ingham Meals on Wheels the payment of $3,626 ex GST from the 2016 / 2017 Community Grants Budget. Carried – 280616-24

2.4.4 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – INGHAM BLUECARE COMMUNITY

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Ingham Bluecare Community for financial assistance in the sum of $4,300 ex GST to assist with running costs for the 2016 / 2017 financial year.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council resolve to offer Ingham Bluecare Community the payment of $4,330 ex GST from the 2016 / 2017 Community Grants Budget. Carried – 280616-25

Councillor MG Tack returned to the meeting.

2.4.5 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – INGHAM ARTS FESTIVAL

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Ingham Arts Festival for financial assistance in the sum of $1,500 ex GST to assist with running costs for the Festival being held from 21 to 26 August 2016.

Officer Recommendation - That Council resolve to offer Ingham Arts Festival the payment of $1,467 ex GST from the 2016 / 2017 Community Grants Budget.

Moved Councillor Skinner
Seconded Councillor Bosworth

Council Resolution - That Council resolve to offer Ingham Arts Festival the payment of $1,500 ex GST from the 2016 / 2017 Community Grants Budget.

Carried – 280616-26

2.4.6 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – INGHAM ANIMAL RESCUE AND REHOMING

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Ingham Animal Rescue and Rehoming for financial assistance in the sum of $5,000 ex GST to assist with holding fundraising events for the group to carry out rescue and rehoming of lost and abandoned animals and to promote de-sexing of animals in association with Council and the Ingham Tropical Veterinary Service for the 2016 / 2017 financial year.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council resolve to offer Ingham Animal Rescue and Rehoming the payment of $1,500 ex GST from the 2016 / 2017 Community Grants Budget.

Carried – 280616-27

2.4.7 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – HINCHINBROOK SPORTSFISHING CLUB INC

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Hinchinbrook Sportsfishing Club Inc for financial assistance in the sum of $1,047 ex GST to assist with running costs for the 2016 / 2017 financial year.

Moved Councillor Skinner
Seconded Councillor Lancini

Council Resolution - That Council resolve to offer Hinchinbrook Sportsfishing Club Inc. the payment of $600 ex GST from the 2016 / 2017 Community Grants Budget.

Carried – 280616-28

Councillor MG Tack declared a Real Conflict of Interest in Items 2.4.8 (as defined in section 173 of the Local Government Act 2009) as he is a Board Member and excluded himself from the meeting while the matter was debated and the vote taken.

2.4.8 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – HINCHINBROOK COMMUNITY SUPPORT CENTRE

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Hinchinbrook Community Support Centre for financial assistance in the sum of $63,909 ex GST for three separate areas of service being $38,182 to assist with annual administrative running costs not supported by government funding; $22,727 to facilitate the Community Grants Officer position; and $3,000 as sponsorship for the Out and About Bus Service for the 2016 / 2017 financial year.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That Council resolve to offer Hinchinbrook Community Support Centre the payment of $39,564 ex GST to assist with annual administrative running costs from the 2016 / 2017 Community Grants Budget.

That Council resolve to offer Hinchinbrook Community Support Centre the payment of $20,000 ex GST to facilitate the Community Grants Officer position from the 2016 / 2017 Community Grants Budget.

That Council resolve to offer Hinchinbrook Community Support Centre the payment of $3,000 ex GST as sponsorship for the Out and About Bus Service from the 2016 / 2017 Community Grants Budget.

Carried – 280616-29

Councillor MG Tack returned to the meeting

2.4.9 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – HERBERT RIVER MUSEUM AND GALLERY INC

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Herbert River Museum and Gallery Inc for financial assistance in the sum of $5,000 ex GST to assist with running costs for the 2016 / 2017 financial year.

Cr WG Skinner left the meeting at 11.43 am

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That Council resolve to offer Herbert River Musuem and Gallery Inc. the payment of $3,853 ex GST from the 2016 / 2017 Community Grants Budget.

Carried – 280616-30

2.4.10 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016 / 2017 – EVERGLOW COMMUNITY CARE LINKS INC

Consideration of Report to Council from Management Officer Land and Property dated 12 May 2016 regarding request from Everglow Community Care Links Inc for financial assistance in the sum of $3,000 ex GST to assist with running costs for the 2016 / 2017 financial year.

Moved *Councillor Lancini*
Seconded *Councillor Brown*

Council Resolution - That Council resolve to offer Everglow Community Care Links Inc. the payment of $1,500 ex GST from the 2016 / 2017 Community Grants Budget.

Carried – 280616-31

2.4.11 INGHAM MARAKA FESTIVAL WET AREA

Consideration of Report to Council from Management Officer Parks and Gardens dated 18 May 2016 regarding request from Ingham Maraka Festival Committee for Council to declare a "wet area" for the Ingham Maraka Festival at Rotary Park on Saturday 29 October 2016 between the hours of 5.00pm and 11.00pm to facilitate the legal consumption of alcohol.

Councillor WG Skinner returned to the meeting at 11.44 am

Moved *Councillor Bosworth*
Seconded *Councillor Milton*

Council Resolution - That Council approve a permanent declaration of 'wet area' for Ingham Maraka Festival at Rotary Park for the festival in perpetuity between the hours of 5.00pm and 11.00pm in the area as presented described as public park area at Rotary Park, Ingham, subject to the provision of consent in writing from Ingham Maraka Festival annually accepting responsibility for the following:

- The hours of trading will be from 5.00pm to 11.00pm
- The Maraka Committee will have a volunteer to monitor usual requirements regarding minors and the consumption of alcohol to be restricted to the defined area
- The consumption area will measure approximately 12 x 20 metres defined by temporary fencing at least 1m high
- That Ingham Maraka Festival will pay all costs associated with the wet area notification process annually
- Only non glass products such as cans and disposable cups will be used.

Carried – 280616-32

Environmental Health Officer P Ingerson entered the meeting at 11.46 am

2.4.12 REEF GUARDIAN COUNCIL PROGRAM

Consideration of Report to Council from Environmental Health Officer dated 7 June 2016 regarding renewal of Council's Memorandum of Understanding with the Great Barrier Reef Marine Park Authority in relation to the Reef Guardian Council Program.

Moved *Councillor Tack*
Seconded *Councillor Brown*

Council Resolution - That Council adopt the Reef Guardian Council Program Memorandum of Understanding 2016 – 2020.

Carried – 280616-33

2.4.13 HALIFAX TRANSFER STATION

Consideration of Report to Council from Environmental Health Officer dated 9 June 2016 regarding Expressions of Interest received for the operation of the Council owned and operated Halifax Transfer Station.

Moved *Councillor Bosworth*
Seconded *Councillor Skinner*

Council Resolution - That Council contract the management and operation of the Halifax Transfer Station to NQ Employment for a period of three years with an option to extend for a further three years on the terms and conditions as approved by the Chief Executive Officer.

Carried – 280616-34

Environmental Health Officer P Ingerson left the meeting

2.5 GOVERNANCE

2.5.1. OFFICE OF THE CEO ACTIVITY REPORT
Consideration of monthly Corporate Governance Activity Report for May 2016.

Moved *Councillor Tack*
Seconded *Councillor Milton*

Council Resolution - That the Report be received and noted. Carried – 280616-35

2.5.2 MONTHLY STATUS REPORT
Consideration of monthly Chief Executive Officer Status Report for June 2016.

Moved *Councillor Skinner*
Seconded *Councillor Bosworth*

Council Resolution - That the Report be received and noted. Carried – 280616-36

2.5.3 2015 / 2016 BUDGET ADJUSTMENTS
Consideration of Report to Council from Chief Executive Officer dated 20 June 2016 regarding review of Council's 2015 / 2016 Budget.

Moved *Councillor Milton*
Seconded *Councillor Bosworth*

Council Resolution - That Council approve the following adjustments to the 2015 / 2016 Budget:

- Additional Materials and Services Expenditure..... $224,740
- Additional Capital Expenditure.....$ 50,000

Carried – 280616-37

2.5.4 ARC UP ELECTRICITY INCREASE CAMPAIGN
Consideration of Report to Council from Chief Executive Officer dated 16 June 2016 requesting Council to support the "Arc Up" campaign to immediately cut electricity prices for all Ergon Consumers by 33% followed by a complete review of the existing pricing practices of the regional Queensland electricity market.

Moved *Councillor Bosworth*
Seconded *Councillor Milton*

Council Resolution - That Council support the "Arc Up" campaign to immediately cut electricity prices for all Ergon Consumers by 33% followed by a complete review of the existing pricing practices of the regional Queensland electricity market. Carried – 280616-38

2.5.5 COUNCILLOR OPPORTUNITIES – ATTENDANCE AT AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) CONFERENCE
Consideration of Report to Council from Executive Assistant dated 30 May 2016 regarding Councillor attendance at ALGWA Conference being held in Brisbane on Thursday 28 July and Friday 29 July 2016.

Moved *Councillor Tack*
Seconded *Councillor Lancini*

Council Resolution - That Councillor Maria Bosworth attend the ALGWA Conference in Brisbane from Thursday 28 July to Friday 29 July 2016. Carried – 280616-39

2.5.6 LGAQ CIVIC LEADERS SUMMIT
Consideration of Report to Council from Executive Assistant dated 14 June 2016 regarding attendance by Mayor and Chief Executive Officer at the LGAQ Civic Leaders Summit to be held at Benowa from Wednesday 13 July to Friday 15 July 2016.

Moved *Councillor Brown*
Seconded *Councillor Bosworth*

Council Resolution - That Council do not attend the LGAQ Civic Leaders Summit at Benowa in July 2016. Carried – 280616-40

2.5.7 INGHAM CBD REDEVELOPMENT PROJECT CONTROL GROUP MEETING MINUTES

Consideration of Report to Council from Chief Executive Officer dated 15 June 2016 requesting Council to receive and note the Ingham CBD Redevelopment Project Control Group Meeting Minutes held on 3 March 2016, 19 May 2016 and 2 June 2016.

Moved Councillor Milton
Seconded Councillor Lancini

Council Resolution - That Council receive and note the Ingham CBD Redevelopment Project Control Group Meeting Minutes held on 3 March 2016, 19 May 2016 and 2 June 2016.
Carried – 280616-41

2.5.8 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 31 May 2016 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried – 280616-42

CONFIDENTIAL ITEMS

Moved Councillor Bosworth
Seconded Councillor Tack

That pursuant to Division 3 Section 275 (1) (g) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss Item 2.6.1 as it is an action to be taken by the local government under the Planning Act, including deciding applications made to it under the Act. *Carried*

That pursuant to Division 3 Section 275 (1) (a) of the *Local Government Regulation 2012*, Council resolve to go into Closed Meeting to discuss Item 2.7.1 as it is a matter regarding employees. *Carried*

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

Moved Councillor Lancini
Seconded Councillor Bosworth

That Council return to Open Meeting.

2.6 DEVELOPMENT AND PLANNING

2.6.1 RECONFIGURING A LOT – REARRANGEMENT OF BOUNDARIES – TAYLORS BEACH ROAD, HALIFAX – LOTS 51, 53, 55 AND 57 ON H2842, PARISH OF CORDELIA

Consideration of Report to Council from Consulting Town Planner dated 26 May 2016 in relation to an application made by Hansen Surveys Pty Ltd for William Rainero Tento seeking a Development Permit for Reconfiguration of Land (ROL0006) being the realignment of boundaries at Taylors Beach Road, Halifax between Lots 51, 53, 55 and 57 on H2842, Parish of Cordelia.

Moved Councillor Skinner
Seconded Councillor Brown

Council Resolution - That Council defer the matter pending receipt of further information.
Carried – 280616-43

2.7 GOVERNANCE

2.7.1 HINCHINBROOK SHIRE COUNCIL – ORGANISATION STRUCTURE

Consideration of Report to Council from Chief Executive Officer dated 20 June 2016 seeking Council's consideration of the current Organisation Structure and recommended Organisation Structure effective 1 July 2016 which reflect the 2016 / 2017 Budget deliberations.

Moved Councillor Tack
Seconded Councillor Lancini

Council Resolution - That Council adopt the Organisation Structure effective 1 July 2016 with the inclusion of an Administrative Assistant position.

That Council and the Executive Team continue to review the Organisation Structure during the 2016 / 2017 financial year.

That any vacant permanent positions in the current Organisation Structure will need Council approval before being filled.

Carried – 280616-44

3. LATE BUSINESS

3.1 MAYOR – LEASE OF TYTO CAFÉ - TIDDALIKS

Consideration of lease of TYTO Café.

Moved Councillor Milton
Seconded Councillor Brown

Council Resolution - That Council agree to enter into an agreement allowing for a further term of one year effective from the date of expiry of the current Lease with an option for a further three years following the expiration of such one year on similar terms and conditions as contained within the current Lease with exception of the following:

1. That the commencing rental shall be in the sum of $13,000 plus GST per annum with subsequent year rentals increasing in line with CPI
2. That the new agreement reflect that Council has no obligation to replace or reinstate any items of plant and equipment (as mentioned in the Schedule annexed to the agreement) that may require replacement during the term thereof.

Carried – 280616-45

The meeting adjourned for lunch at 1.08 pm and resumed at 2.06 pm

Councillor KS Milton was not present when the meeting resumed.

Councillor WG Skinner did not return to the meeting.

3.2 MAYOR – SHOP THE HINCHINBROOK WAY – COFFEE'S ON US

Further consideration was given to the Shop the Hinchinbrook Way – Coffee's on Us proposal, given that the whole of the business community does not support the initiative.

Councillor KS Milton returned to the meeting at 2.25pm

Council noted that at the meeting with business owners held on 8 June 2016 it was agreed that without the support of 10 coffee shops the Shop the Hinchinbrook Way – Coffee's on us initiative would not progress.

4. CONCLUSION – This concluded the business of the meeting which closed at 2.40 pm

APPROVED and adopted on 26 July 2016

_____

MAYOR

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

CORPORATE SERVICES ACTIVITY REPORT FOR MONTH ENDED 31 MAY 2016

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ended 31 May 2016.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Financial Health and Budget Summary

- See Financial Reports
- Financial Performance on 'operational matters' shows that Council is, generally, operating in line with, or better than, Budget
- Forecast Bank Balances show that we expect to maintain a stable and healthy Bank Balance over the next 6 months.

2. Financial Direction

- Council is currently considering its 2016/17 Budget and Long Term Financial Forecast.

3. Divisional Matters

- A busy period in Finance with the preparation of the 2016-2017 Budget, the 2015-2016 annual financial statements and other 'end of financial year' priorities all adding 'workload pressure'

4. Works Currently in Progress

Corporate Services Capital Progress Report:

Project	Budget	Expenditure YTD	Expenditure Future	Total Expenditure	Expected Completion
IT Equipment (UPS Batteries)	$20,000	$15,250	$0	$15,250	April
Test & Tag Machine	$10,000	$8,000	$0	$8,000	Oct

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

EXECUTIVE MANAGER CORPORATE SERVICES MONTHLY STATUS REPORT – JUNE 2016

For Council Decision – Recommendation

That the Report be received and noted.

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

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

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

Status:
June Update – No further update

May Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

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

July 2015 Update – No further update.

June 2015 Update – No further update.

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

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

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

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

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

Author: David Tombs
Position: Executive Manager Corporate Services
Date: 14 June 2016

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further update.

July 2014 Update – The review will occur once the year end asset valuations, statutory accounts, new budget and installation of the new finance system have been addressed.

June 2014 Update – The finalisation of new Purchasing Card Policy and Procedures will occur once the year end asset valuations, statutory accounts, new budget and installation of the new finance system have been addressed.

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

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

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

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

January 2014 Update – Purchasing Card Policy AND Procedures have been drafted and will be discussed with Council staff before being finalised. Once these are approved we can identify which Purchasing Cards we wish to transfer to the new arrangement. Then we can close down the ANZ Cards.

December 2013 Update – Review to take place early 2014.

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

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

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

August 2013 Update – Phone conference call was held with Commonwealth Bank on 25 July 2013 to discuss some of the options available. Further information received from Commonwealth Bank on 1 August 2013 which was reviewed and response sent with the final details for the contract returned 7 August, 2013. Only awaiting finalisation of document for signing.

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

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

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

CORPORATE SERVICES FINANCE SUMMARY FOR MONTH ENDING 31 MAY 2016

Executive Summary

This Report is presented for the information of Council and includes the Finance Summary for the period from 1 July 2015 to 31 May 2016.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

1. Overview – non NDRRA activities

- Financial Performance Statement shows the following key results for the financial year to date:
  - Ø Income is, overall, tracking well; overall expect to be slightly above budget
  - Ø Staff Costs and Non Staff Costs both expected to be below the 2014/15 levels and both within budget
  - Ø Staff have been successful in containing costs and the dry weather has enabled a high level of capital related work to be conducted (this results in costs not being charged to this 'operating statement')

- Debtors Graph shows that Rates Debtors are slightly higher in May 2016 than they were last year.

- Cash Flow shows that future bank balances for the foreseeable future appear healthy

- Forecast Statement of Financial Performance suggests a positive net result of 5% (which is inflated by NDRRA receipts). This could increase when the NDRRA revenue is fully analysed as part of the year end process.

File: 006/0007
Author: Dave Tombs
Position: Executive Manager *Corporate Services*
Date: 13 June 2016

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HSC Financial Performance for 11 months ended May 2016
Operational Activities

Excluding NDRRA 2014/15 (as per management reports)	2015/16 Budget	2015/16 Full Year Forecast	Forecast as % of Budget		Last Year YTD	Core Activities TOTAL	CEO	Corporate Services	Environment and Community	Development and Planning	Engineering (excl Water and Sewerage)	Water	Sewerage
				Operating Income									
22,929	23,946	24,022	100.3%	Rates	23,220	24,080	0	16,169	1,946	0	0	3,580	2,385
1,147	1,324	1,112	84.0%	Fees and charges	1,082	1,044	0	54	544	324	9	109	4
2,231	2,337	2,291	98.0%	Grants	2,139	2,304	13	2,010	132	57	92	0	0
1,090	692	985	142.3%	Private Works	745	895	0	0	85	66	743	0	1
2,313	852	1,168	137.1%	Other	1,573	1,105	(9)	725	147	11	219	(1)	13
29,710	29,151	29,578	101%	OPERATING INCOME	28,759	29,428	4	18,958	2,854	458	1,063	3,688	2,403
				Operating Expenses									
13,424	13,693	13,150	96.0%	Staff costs	11,343	12,037	1,222	1,904	2,830	1,515	3,462	551	553
8,471	8,938	8,200	91.7%	Non staff costs	6,406	6,295	204	450	3,222	943	500	465	511
				Comprising:									
				Materials	731	655	8	(15)	189	37	258	99	79
				Contracts	1,134	1,019	2	25	266	4	637	46	39
				Contractors	1,139	1,703	0	23	1,377	58	80	99	66
				Fleet	675	691	0	1	7	0	679	3	1
				Property (electricity etc)	983	860	0	0	190	95	268	206	101
				Insurance	498	476	1	223	159	3	49	30	11
				Contributions/sponsorship	329	259	0	0	91	116	51	1	0
				Consultants	338	191	9	32	10	48	88	3	1
				Internal loan interest	(1)	(2)	0	0	10	256	1	(269)	0
				Internal recharges	(825)	(1,206)	24	(374)	755	50	(1,972)	188	123
				Other	1,405	1,649	160	535	168	276	361	59	90
21,895	22,631	21,350	94%	OPERATING COSTS	17,749	18,332	1,426	2,354	6,052	2,458	3,962	1,016	1,064
7,815	6,520	8,228		SURPLUS / (DEFICIT)	11,010	11,096	(1,422)	16,604	(3,198)	(2,000)	(2,899)	2,672	1,339
1,343	3,022	3,022		Capital Income		3,004							

Notes

1 All figures in $000
2 This Summary is to be read in conjunction with the rest of the Corporate Services Finance Summary
3 This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
4 Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
5 Fee Income: Waste Disposal fees will be under budget.
6 2014/15 Other Income included HRIC Private Works and high Proceeds on Disposal of PPE.
7 Decrease in Staff Costs largely due to increase in staff related costs being charged to capital projects (difference in accounting treatment)
8 Decrease in Other Non Staff Costs largely due to increase in Technical Services Oncosts being charged to capital projects (difference in accounting treatment)

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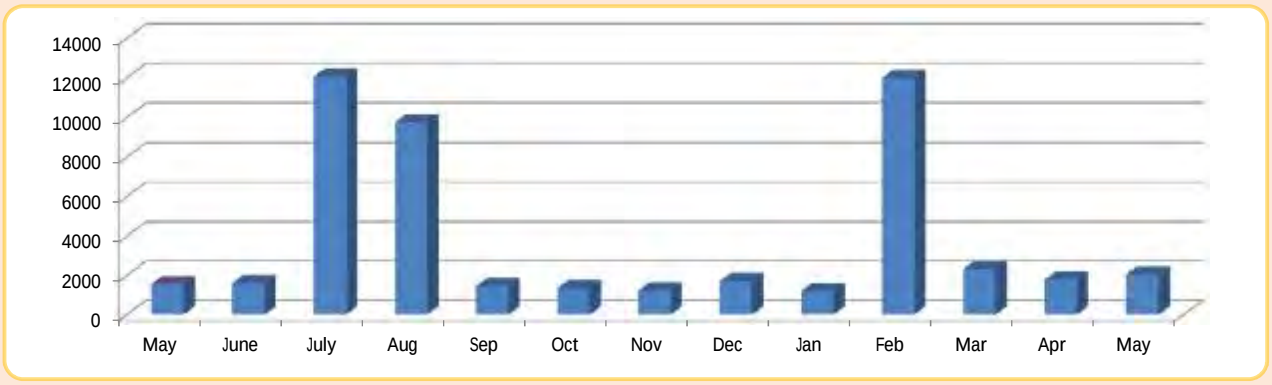
HSC Rates and Levies Debtors as at 31 May 2016



figures in $000s

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Hinchinbrook Shire Council
Historic Bank Summary

$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Operating costs	NDRRA	Closing Bal
Nov	22.6	1.5	0.1	(1.0)	(1.4)	0.0	21.8
Dec	21.8	1.1	6.8	(1.6)	(2.6)	0.0	25.5
Jan	25.5	0.8	0.0	(0.8)	(1.5)	0.0	24.0
Feb	24.0	1.1	0.0	(1.0)	(1.7)	0.0	22.4
Mar	22.4	10.5	0.0	(1.2)	(2.0)	0.0	29.7
Apr	29.7	1.4	0.0	(1.0)	(2.1)	0.0	28.0
May	28.0	1.6	0.0	(1.1)	(1.5)	0.0	27.0
NDRRA Amounts			6.9			0.0	

Hinchinbrook Shire Council
Forecast Bank Balances

$m	Opening Bal	Receipts	NDRRA Receipts	Wages etc	Operating costs	NDRRA	Closing Bal
Jun	27.0	1.0	0.0	(1.4)	(2.5)	0.0	24.1
Jul	24.1	1.3	0.0	(1.2)	(2.0)	0.0	22.2
Aug	22.2	3.2	0.0	(1.1)	(1.5)	0.0	22.8
Sept	22.8	8.6	0.0	(1.4)	(1.8)	0.0	28.2
Oct	28.2	0.9	0.0	(1.1)	(1.8)	0.0	26.2
Nov	26.2	1.1	0.0	(1.1)	(1.4)	0.0	24.8
NDRRA Amounts			0.0			0.0	

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Forecast Statement of Financial Performance for Year Ending 30 June 2016

all figures in $'000

	15/16 estimated	14/15 audited	13/14 audited
Income			
Recurrent revenue			
Rates, levies & charges	24,022	22,929	22,377
NDRRA	3,000	17,008	20,636
Other	5,556	5,369	4,676
	32,578	45,306	47,689
Capital revenue	11,143	3,113	5,385
Total Income	43,721	48,419	53,074
Expenses			
Recurrent expenses			
Employee benefits	(13,150)	(13,424)	(13,036)
Materials and Services	(8,500)	(21,535)	(29,339)
Finance costs	(41)	(536)	(46)
Depreciation and Amortisation	(9,412)	(8,644)	(9,382)
	(31,103)	(44,139)	(51,803)
Capital expenses	(390)	(3,247)	(11,033)
Total expenses	(31,493)	(47,386)	(62,836)
Net result	12,228	1,033	(9,762)
Operating Surplus ratio	5%	3%	-9%

Notes:

1 final figures will differ once the treatment of NDRRA revenues & costs are known

2 Operating Surplus ratio is based on Recurrent Revenue and Recurrent Expenses

3 2014/15 Finance Costs includes the 'book entry' of writing off $472k of 'prepaid lease' in relation to terminating the TAFE lease

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HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

2016/2017 COMMERCIAL CHARGES AND REGULATORY FEES

Executive Summary
2016-2017 Commercial Charges and Regulatory Fees are presented for the resolution of Council.

For Council Decision – Recommendation
That Council adopt the attached list of 2016/2017 Commercial Charges and Regulatory Fees to take effect from 1 July 2016.

Background
Council's Revenue Policy states that fees associated with regulatory services will be set at no more than the full cost of providing the service or taking the action for which the fee is charged.

Charges for commercial services will generally be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component fro return on Council's investment.

Council may choose to subsidise the regulatory fees and commercial fees that are not provided b a Business of Council from other sources such as the General Rate Revenue.

Attachments
2016-2017 Commercial Charges and Regulatory Fees

Statutory Environment
Required by Section 97 part 2 of the Local Government Act 2009.

Policy Implications
Nil

Consulted With
The Commercial Fees and Regulatory Charges have been developed after various discussions involving, at different times, the Executive Team and their respective officers (most 'repeat items' have increases based around increases in the Local Government Cost Index of 1.9%).

Financial and Resource Implications
Fees and charges contribute to Council's overall revenue.

Risk Management Implications
A failure to increases the fees and charges in line with cost increases will be a drain on Council's finances

File: 005/0007
Author: Dave Tombs
Position: Executive Manager Corporate Services
Date: 18 May 2016

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Strategic Considerations

Strategically, a failure to increase fees and charges in line with cost increases is generally viewed as being a poor decision.

Officers Comment

Nil

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Name	Pages
Tyto	1 - 7
Community Services	7 - 10
Development Planning Services	11 - 23
Health Environment Services	23 - 32
Corporate Services	33 - 36
Infrastructure Management	37 - 40
Tyto Wedding Packages	41 - 44

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2016-2017 COMMERCIAL CHARGES, REGULATORY FEES AND OTHER CHARGES

	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO					
	TYTO REGIONAL ART GALLERY					
	Sale of Items from Exhibitions-Council Commission			Per Item	Y	0.20
	HINCINBROOK SHIRE LIBRARY inc Halifax Sub Branch					
	Joining Fee - Ingham and Halifax Libraries					No charge
	Local history index printout			Per A4 page	Y	0.35
	Local history / Family history search			Per request	Y	20.40
	Local history / Family history search			each hour thereafter	Y	20.00
	A4 Black & White photocopy/internet printouts			Per page	Y	0.35
	A3 Black & White photocopy/internet printouts			Per page	Y	0.60
	A4 Colour photocopy /internet printouts			Per page	Y	2.45
	A3 Colour photocopy/internet printouts			Per page	Y	2.90
	Library Book/DVD/CD Replacement			Per item	Y	value of item + 10%
	Laminating A4			Per Page	Y	0.85
	Laminating A3			Per Page	Y	1.60
	Inter-Library Loans (only if charged by lending Library)				Y	Loan charge + 10%
	Sale of The Herbert River Story Book - Retail			Per book	Y	40.80
	Sale of The Herbert River Story Book - Wholesale ONLY			Per book	Y	26.50
	TYTO INFORMATION AND WETLANDS CENTRE inc Wetlands OPERATIONS					
	Brochure Display - Non Local			Per Year	Y	56.10
	Tours			Per Person		At Cost +20%
	TYTO CONFERENCE CENTRE and EVENTS CENTRE (refer also to Additional Items)					
	A bond will be charged and will be refunded if the Meeting Room/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
	Includes tables and chairs, Data projector, Screen, whiteboard and wi-fi.					
	Conference and Events Centre - All Rooms					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	900.00

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO					
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	450.00
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	450.00
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	225.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	500.00
	Jacana Room					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	350.00
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	175.00
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	175.00
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	87.50
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	300.00
	Whistler Room					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	180.00
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	90.00

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO					
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	90.00
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	45.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	250.00
	Monarch Room					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	170.00
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	85.00
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	85.00
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	42.50
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	250.00
	Jabiru Room					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	250.00
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	125.00
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	125.00

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO					
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	62.50
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	250.00
	Garden Terrace					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	55.00
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	28.00
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	28.00
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	14.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	25.50
	Wagtail Room					
	Commercial Rate - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	125.00
	Commercial Rate - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	62.50
	Not for Profit - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	62.50
	Not for Profit - Half Day			4 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	31.25

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
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	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO					
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	200.00
	TYTO OFFICES					
	Office 1 - Full Day			8 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	125.00
	Office 2 - Full Day			9 Hours within Standard Start/Finish times 6.00am - 6.00pm	Y	125.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Nil	200.00
	TYTO ADDITIONAL ITEMS					
	Tea / Coffee / Water Station per person			Per Person	Y	3.50
	Equipment & Decor Hire - This service is not described in TCC's fee schedule, applicable fees would be determined upon discussion with TYTO.					
	Residential Rates - 35% off Commercial rate					
	Negotiated Rates - 35% off Commerical rate to secure bids for business. Authorisation approval via TYTO Precinct Manager					
	E&O - Errors and omissions allows for charges to be presented that were not outlined in the original quote but have been added via the client thereafter.					
	Event Co-ordinator 20% of final quote - this does not include staff labour. Includes the event administrative coordination.					
	Preparation/packup - Fees calculated on a pro rata basis from full day pricing.					
	TYTO VENUE HIRE					
	Ampitheatre			Daily Rate - 24 hour access		
	Commercial Rate				Y	300.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	150.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	200.00
	Art Gallery Forecourt			Daily Rate - 24 hour access		
	Commercial Rate				Y	150.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	75.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	100.00
	Double Daw Studio			Daily Rate Standard Start & Finish times 6.00am - 6.00pm		
	Commercial Rate				Y	250.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	125.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	300.00

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	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO					
	Commercial Rate				Y	400.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	200.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	300.00
	Piazza			Daily Rate - 24 hour access		
	Commercial Rate				Y	300.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	150.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	200.00
	TYTO Information and Wetlands Centre			Daily Rate Standard Start & Finish times 6.00am - 6.00pm		
	Commercial Rate				Y	400.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	200.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	300.00
	TYTO Parklands Feature Event - Events with over 500 attendees			Daily Rate - 24 hour access		
	Commercial Rate				Y	1,000.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	500.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	800.00
	TYTO Parklands Major Event - Events with 200 - 500 attendees			Daily Rate - 24 hour access		
	Commercial Rate				Y	700.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	350.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	500.00
	TYTO Parklands Minor Event - Events with up to 200 attendees			Daily Rate - 24 hour access		
	Commercial Rate				Y	500.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	250.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	300.00
	TYTO - The Papergrove			Daily Rate - 24 hour access		
	Commercial Rate				Y	300.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	150.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	100.00

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	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
	TYTO Regional Art Gallery			Daily Rate Standard Start & Finish times 6.00am - 6.00pm		
	Commercial Rate				Y	500.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	250.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	300.00
	TYTO Regional Art Gallery Workshop			Daily Rate Standard Start & Finish times 6.00am - 6.00pm		
	Commercial Rate				Y	125.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	62.50
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	100.00
	TYTO Wetlands			Daily Rate - 24 hour access		
	Commercial Rate				Y	300.00
	Not for Profit Rate (application to be submitted on NFP letterhead and approved by Precinct Manager)				Y	150.00
	Bond (Payable on all facility hire where TYTO staff are not part of standard operational functions)				Y	200.00
	TYTO WEDDING PACKAGES					
	Refer separate listing on last page of Fees and Charges document					
COMMUNITY SERVICES						
	LEASE, TRUSTEE LEASE AND TRUSTEE PERMIT APPLICATION FEES					
	Lease, Trustee Lease and Trustee Permit Application Fees for Community Groups, Associations and Individuals over Council owned and Council controlled State Land (reserves).			Per lease	Nil	254.80
	LOCAL DISASTER MANAGEMENT PLAN					
	Bound Copy of Local Disaster Management Plan			Each copy	Y	$75.00
	SHIRE HALL					
	A bond will be charged and will be refunded if the Shire Hall is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
	Bond					
	Private Events, e.g. Weddings				Nil	510.00
	Public Events e.g. paid entry public events				Nil	612.00

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	1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES						
	Auditorium					
	Friday/Saturday Nights			Full hall	Y	723.00
	Weekdays/Nights			Full hall	Y	632.00
	Preparation Day/Night before					
	Friday/Saturday Nights			Full hall	Y	446.00
	Weekdays/Nights			Full hall	Y	319.00
	Bar			Full hire	Y	67.70
	Kitchen (including cold room)			Full hire	Y	128.10
	Crockery, cutlery & dishwasher			Full hire	Y	169.80
	Stage			Full hire	Y	62.50
	Seating for concerts			Per 100 chairs	Y	61.20
	SHOWGROUNDS- INGHAM					
	Cleaning is the responsibility of the person using the grounds, however, a cleaning charge will be made if the grounds require cleaning by the Council.					
	A bond will be charged and will be refunded if the Showgrounds are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
	Bond					
	Pavilion				Nil	334.00
	Showgrounds including oval for Minor Events				Nil	334.00
	Showgrounds for Major Events e.g. Car Show, AIF & Circus				Nil	1,774.00
	Seasonal use of showgrounds including use of dressing sheds - Sporting Clubs				Nil	592.00
	Temporary Power Boards				Y	300.00
	Ground/Amenities Hire					
	Ground Hire			Full day	Y	177.10
	Ground Hire			Per hour	Y	17.75
	Ground Hire - Circus			Per day	Y	398.00
	Ground Hire - primary schools sports					no charge
	Refreshment Booth - Canteen			Day or night	Y	107.40
	Main Oval Lights - "Training" Level (50% Lighting)			Per hour	Y	14.90
	Main Oval Lights - "Practice" Level (75% Lighting)			Per hour	Y	23.50

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	1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES						
	Main Oval Lights - "Game Night" Level (100% Lighting)			Per hour	Y	30.50
	Club Room (four rooms available)			Per each for 1st day	Y	18.85
	Club Room (four rooms available)			Per each per extra day	Y	12.20
	Horse or Cattle stalls (with an associated event only)			Minimum period 1 week	Y	66.70
	Auction Sale			Yard charge per head	Y	4.10
	Camping with an associated event day without power			Per day	Y	75.40
	(Poultry Club not to be charged)					
	Camping with an associated event day with power			Per day	Y	86.20
	Canine Pavilion (Bar) Western Side			Per day	Y	140.70
	Grandstand			Per hour	Y	10.00
	Pavilion					
	Minimum charge				Y	25.40
	Juniors			Per hour	Y	25.40
	Seniors			Per hour	Y	44.20
	Day Hire (including spotlights)			Per day	Y	321.00
	Mezzanine Floor			Per hour	Y	9.35
	Pavilion Shed - Limited availability					
	Minimum charge				Y	9.35
	Hire			Per hour	Y	9.35
	Hire			Per day	Y	105.40
	Hire for range of hours 13-40 hrs per week					66.30
	SHOWGROUNDS- INGHAM					
	Colourbond Sheds - Building Number 409 and 600				Y	9.35
	Minimum charge			Per hour	Y	9.35
	Hire			Per day	Y	105.20
	Hire					

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	1st April to 30th June - one quarter of the annual fee					
COMMUNITY SERVICES						
	HINCHINBROOK MEETING PLACE					
	Cleaning is the responsibility of the person using the facility, however, a cleaning charge will be made if the facility requires cleaning by the Council.					
	A bond will be charged and will be refunded if the Meeting Place is left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
	Bond				Nil	334.00
	Hall			Per hour	Y	25.40
	Hall			Per day	Y	113.10
	Hall - Minor use < 20 persons - regular group meeting			Per hour	Y	12.30
	Office			Per hour	Y	12.05
	Grounds			Per hour	Y	17.75
	Grounds			Per day	Y	105.40
	SHOWGROUNDS- HALIFAX					
	Cleaning is the responsibility of the person using the grounds/hall, however, a cleaning charge will be made if the grounds/hall requires cleaning by the Council.					
	A bond will be charged and will be refunded if the Showgrounds/Hall are left in a reasonable condition after hiring. Any costs associated with requirements not met will be deducted from the bond.					
	Bond					
	Showgrounds				Nil	334.00
	Hall				Nil	334.00
	Grounds					
	Grounds-Intertown football			Daily	Y	172.20
	Hall Hire					
	Hire - Limited hours of use available			Per day/ evening	Y	204.20
	Minor use			Max of 6 hours	Y	113.10
	Minor use - Small (<20 persons) Regular Group Meeting			Less than 2 hours	Y	12.30

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	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	MATERIAL CHANGE OF USE					
	Code Assessment Application for Preliminary or Development Approval					
	Development <$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	1,062.00
	Development >$100K and up to $500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	1,333.00
	Code assessment involving development work >$500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	2,661.00
	MCU - Code assessment where use is commencing in an existing development	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	334.00
	Impact Assessment (Advertising required)					
	Development <$100K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	1,323.00
	Development >$100K and up to $500K	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	2,656.00
	Development >$500K <$1M	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	3,968.00
	Major Development >$1M value	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	6,629.00
	Major Development >$1M on land that is inconsistent with zoning (by negotiation with applicant but minimum charge)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	9,972.00
	TOWN PLANNING NOTICES - FEES FOR COUNCIL TO PREPARE, LODGE AND SERVE					
	Notice in newspaper		Sustainable Planning Act, 2009 s.260		Y	276.20
	Notice to adjoining owner/s & copy of land notice		Sustainable Planning Act, 2009 s.260		Y	145.80
	Additional land notice		Sustainable Planning Act, 2009 s.260	Per laminated copy	Y	67.30

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	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	OPERATIONAL WORK REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME					
	Application Fee	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per application	Nil	260.90
	Scrutiny Fee for Approval of Engineering Plans				Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer
	BUILDING WORK NOT ASSOCIATED WITH AN MCU AND REQUIRING ASSESSMENT AGAINST THE PLANNING SCHEME (BWAP)					
	Assessment Triggers					
	Building works not associated with an MCU and requiring assessment against the planning scheme zone or use codes (BWAP)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	167.20
	Building works not associated with an MCU and requiring assessment against planning scheme overlay(s)	97(2)(a)	Sustainable Planning Act, 2009 s.260	First trigger		254.80
	*Cultural Heritage (Table 10 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260	Each additional trigger	Nil	135.60
	*Conservation and Biodiversity Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
	*Extractive Industry Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
	*High Hazard Floodway (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
	*Mount Cordelia Resource Area (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
	*Acid Sulphate Soils (Table 12 of Hinchinbrook Shire Planning Scheme)	97(2)(a)	Sustainable Planning Act, 2009 s.260			
	(*A fee applies if one or more of the above are achieved)					

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	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	CHANGE TO EXISTING DEVELOPMENT APPROVAL					
	Extend development approval currency period	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	156.00
	Request to change or cancel conditions	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	448.00
	Request to change development approval	97(2)(a)	Sustainable Planning Act, 2009 s.260			531.00
	Request to change development approval - development >$1m	97(2)(a)	Sustainable Planning Act, 2009 s.260			as determined by the CEO
	Unusual request requiring additonal resources	97(2)(a)	Sustainable Planning Act, 2009 s.260			as determined by the CEO
	Concurrence Agency Assessment		Sustainable Planning Act, 2009 s.260		Nil	662.00
	Compliance Assessment		Sustainable Planning Act, 2009 s.260		Nil	662.00
	Compliance Inspection					
	Re-inspection fee		Sustainable Planning Act, 2009 s.260		Nil	120.30
	RECONFIGURING A LOT					
	State Govt Split Valuation Issue Fee - payable at time of lodging survey plan for Council sealing (This fee is subject to change by State Government)			Per lot	Y	32.70
	Application for access easement	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	266.00
	Application for amalgamation of land or lots (Building Units & Group Titles Development)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	140.70
	Application for reconfiguration of lot (Re-arrangement of boundaries)	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	672.00
	Application fee for reconfiguring a lot with no road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	672.00

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	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	Application fee for reconfiguring a lot with road opening	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per Application	Nil	672.00
		97(2)(a)	Sustainable Planning Act, 2009 s.260	Per lot		202.80
	Scrutiny Fee for Approval of Engineering Plans				Nil	2% of agreed estimated costs [Calculated from estimated costs including GST] as provided by the Developer
	Maintenance Bond for Operational Works				Nil	5% of the value of civil works [Calculated from estimated costs excluding GST] as provided by the Developer.
	Application fee for reconsent to plan of survey where previous consent has lapsed	97(2)(a)	Sustainable Planning Act, 2009 s.260		Nil	57.10
	Headworks Contribution					
	Sewerage Headworks contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013
	Water Headworks contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013

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	Provision of Local Law 1 (25.2)					
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	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	Public Open Space & Recreation Infrastructure Service Contribution	97(2)(a)		Per additional lot	Nil	See Infrastructure Charges Resolution 2013
	SALE OF COPIES OF TOWN PLANNING SCHEME					
	Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A4 Colour	Nil	182.50
	Certified (hard) copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724	A3 Colour	Nil	229.30
	Non certified CD copy of town planning scheme, policies & maps	97(2)(c)	Sustainable Planning Act, 2009 s.724		Nil	33.70
	TOWN PLAN - SHIRE (SUSTAINABLE PLANNING ACT)					
	Town Planning Certificate					
	Limited Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	60.20
	Standard Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	296.60
	Full Town Plan Certificate Fee	97(2)(a)	Sustainable Planning Act, 2009 s.737		Nil	479.00
	BUILDING BOND					
	Bond - Building (Refundable on completion to Building Certifier's requirements. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	10,190.00
	Bond - Route (HSC Works Manager & Design Technical Assistant must be notified at least 24 hours prior to the structure being removed/relocated. Cost of any damage to Council's infrastructure resulting from removal/relocation will be deducted from the Route Bond. The remainder of bond will be refunded when the structure has been made safe or left the Shire. Request for refund must be submitted in writing to Council's Chief Executive Officer.)			Per application	Nil	3,240.00
	Please note:- Building Application fees, Plumbing Application fees and Relocation - Route Inspection Fee are additional to bond charges listed above.					
	BUILDING RELATED APPLICATIONS					
	Relocation - Route Inspection (Not refundable)			Up to & including 10kms	Y	265.00
	Relocation - Route Inspection (Not refundable)			Over 10kms	Y	330.00

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	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	BUILDING RECORD SEARCH					
	- Domestic	97(2)(c)	Public Records Act 2002		Nil	54.10
	- Commercial	97(2)(c)	Public Records Act 2002		Nil	79.50
	Priority Building Record Search (Report provided same day)					
	- Domestic	97(2)(c)	Public Records Act 2002		Nil	79.50
	- Commercial	97(2)(c)	Public Records Act 2002		Nil	133.50
	Building Record Search incurs an additional fee if inspections are required to provide information due to insufficient records.	97(2)(c)	Public Records Act 2002		Y	
	COPY OF MONTHLY BUILDING STATISTICS			Per annum	Y	137.60
	QBCC CONTRACT SALES			Per contract	Y	13.25
	RESIDENTIAL SITING RELAXATION				Nil	162.60
	BUILDING LODGEMENT FEES					
	- Class 1 (All Classes)				Nil	103.00
	BUILDING INSPECTIONS REQUESTED BY PRIVATE CERTIFIERS (per inspection)					244.60
	BUILDING CERTIFICATION FEES					
	New Houses – consisting of one (1) storey, block, concrete slab, pre-constructed / transportable			First 100 sqm	Y	1,267.00
				sqm after that	Y	3.05
	New Houses – consisting of two (2) storey (any material), timber			First 100 sqm	Y	1,583.00
				sqm after that	Y	3.05
	Relocated Houses – low set			First 100 sqm	Y	1,267.00
				sqm after that	Y	3.05
	Relocated Houses – two (2) storey			First 100 sqm	Y	1,583.00
				sqm after that	Y	3.05
	Duplex / Dual Occupancy (Class 1a only)			First Unit	Y	@ House Fee
				Second unit	Y	@ 70% of first unit cost
				Minimum cost	Y	2,100.00
	Units – Refer to Commercial Price					
	House Additions, and Enclosing Underneath as Habitable Area (includes fully enclosed garages attached to the existing house)			First 100 sqm	Y	1,267.00
				sqm after that	Y	3.05

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	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	BUILDING CERTIFICATION FEES					
	House Additions - Minor - Structural				Y	743.00
	Enclosing Under – Non-Habitable				Y	571.00
	Decks, Verandahs, Patios (Class 1a – attached to dwelling – not enclosed) (Enclosed – refer to house additions)				Y	604.00
	Demolitions and / or Removal – Free Standing House or Shed				Y	248.70
	Re-roofing - Residential up to 300m²				Y	571.00
	Re-roofing – Residential over 300m² or Commercial				Y	697.00
	Raising and Restumping				Y	635.00
	Construction or Removal of Partitions – Residential (Non structural alterations)				Y	444.00
	Residential Shade Structures (Pergola, Pool Shade Structure – Non solid roof)				Y	444.00
	Gazebos (Solid roof)				Y	604.00
	Masonary Block Sheds			First 100 sqm	Y	1,141.00
				sqm after that	Y	3.05
	Pre-fabricated Metal Garden Sheds, Lawn Lockers (up to 10m²)				Y	444.00
	Garages, Sheds, Carports (Class 10a – stand alone structures)			First 100 sqm	Y	572.00
				sqm after that	Y	3.05
	DISCONTINUED PERMITS					
	Dwellings and Dwellling Extensions				Y	587.00
	Sheds, Carports, Simple Awnings etc				Y	411.00
	Swimming Pools				Y	420.00
	Verandah, Decking Extensions etc				Y	365.00
	Commercial Building Works – Class 2 to 9				Y	POA
	SWIMMING POOLS					
	Swimming Pools & Spas – Above Ground				Y	508.00
	Swimming Pools & Spas – In Ground				Y	824.00
	Swimming Pool Compliance Inspections / Pool Safety Certificate Fee [Includes two (2) inspections only]			2 inspections only		POA
	Fences of Open Construction Over 2m				Y	444.00
	Retaining Walls (Masonary block / concrete)				Y	648.00
	Signs – Engineered				Y	666.00

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	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	Signs – Not Engineered				Y	476.00
	Commercial Building Works – Class 2 to 9			Minimum cost $900	Y	POA
	Commercial Shade Structures (Smokers Area)			First 100 sqm	Y	633.00
	Commercial Shade Structures (Smokers Area)			sqm after first 100sqm	Y	3.05
	Construction or Removal or Partitions – Commercial (including Shop Fit Out) (Non structural alterations)				Y	572.00
	Amended plans (Minor)				Y	92.70
	Amended plans (Major)				Y	POA
	Temporary Occupancy - to reside in a caravan (Council approval required)- maximum 2 years			Per year	Nil	140.70
	Application to reside in Class 10a - valid 3 months only - pending written permission from HSC granted				Nil	146.80
	Change of Classification - Class 10a to 1a to now be "Commercial to Domestic"				Y	871.00
	Change of Classification - Commercial					POA
	Change of Classification - Class 1a to 10a					551.00
	Change of Classification - Class 10a to 1a					871.00
	PLUMBING AND DRAINAGE - DOMESTIC SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	DWELLING - New - Regulated Work - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	681.00
	DWELLING - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	552.00
	DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required					
	DWELLING - Existing - Lesser Regulated Works - Capping off Sewer Connections					
	Approval of Application for Compliance Assessment and one (1) inspection only (Capping off sewer connections for demolition/removal of dwellings & change to existing fixtures without change to drainage connections) - No Drainage Plan Required	97(2)(a)	Plumbing & Drainage Act 2002		Nil	184.50

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	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	CLASS 10a - NEW SANITARY INSTALLATION					
	Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures	97(2)(a)	Plumbing & Drainage Act 2002		Nil	681.00
	PLUMBING AND DRAINAGE - DOMESTIC NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	DWELLING - New - Regulated Work - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	681.00
	DWELLING - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections (Fee for inspections allows no > 5 inspections per Permit)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	552.00
	PLUMBING AND DRAINAGE - DOMESTIC NON - SEWERED AREA INSTALLATIONS DWELLING - Existing - Lesser Regulated Works - No Drainage Plan Required					
	Replacement of Septic trenches (redrain) 1 inspection and plan					248.70
	CLASS 10a - NEW SANITARY INSTALLATION					
	Approval of Application for Compliance Assessment, Plans and Inspections - no more than 3 fixtures	97(2)(a)	Plumbing & Drainage Act 2002		Nil	681.00
	PLUMBING AND DRAINAGE - DOMESTIC SEWERED OR NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	BACKFLOW PREVENTION DEVICES					
	DOMESTIC ALTERATIONS AND ADDITIONS					

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	BACKFLOW APPLICATION - includes application fee and one (1) inspection per device	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per device	Nil	106.00
	Per additional device on the same applications - includes approval and one (1) inspection only	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Per additional device	Nil	73.40
	BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY	97(2)(a)	S. 572 Water Act 2000, S53 Standard Water Supply Law	Annual	Nil	50.00
	Late/overdue fee for overdue test report				Nil	73.40
	REFUNDS Application for Compliance Assessment					
	Prior to issue of permit - plumbing/drainage work not proceeding				Nil	0.75
	After issue of permit - no inspections carried out				Nil	0.50
	After inspections of plumbing/drainage work have been carried out					No Refund
	PLANS					
	Submit Amended Plans				Nil	54.10
	Copy of As-constructed Drainage Plan				Nil	21.40
	INSPECTIONS					
	Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	106.00
	After hours inspection	97(2)(a)	Plumbing & Drainage Act 2002	Per inspection	Nil	187.50
	[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
	Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	106.00
	Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	70.40
	BUILDING OVER SEWERS - Physical Inspections required in relation to requests for approval of building over sewers			Per inspection	Nil	106.00

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
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	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	PLUMBING AND DRAINAGE - COMMERCIAL SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	COMMERCIAL - New - Regulated Work - Drainage Plan Required					
	NEW - REGULATED WORK - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	106.00
				Minimum	Nil	120.30
	COMMERCIAL - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per fixture	Nil	106.00
				Minimum	Nil	319.00
	COMMERCIAL - Existing - Lesser Regulated Works - No Drainage Plan Required					
	Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	181.40
	PLUMBING AND DRAINAGE - COMMERCIAL NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	COMMERCIAL - New - Regulated Work - Drainage Plan Required					
	NEW - REGULATED WORK - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections			Per fixture	Nil	106.00
		97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	319.00
	COMMERCIAL - Existing - Alterations and Additions - Regulated Work - Drainage Plan Required					
	Approval of Application for Compliance Assessment, Plans and Inspections			Per fixture	Nil	106.00
		97(2)(a)	Plumbing & Drainage Act 2002	Minimum	Nil	319.00

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	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
DEVELOPMENT & PLANNING SERVICES						
	COMMERCIAL - Existing - Lesser Regulated Works - No Drainage Plan Required					
	Approval of Application for Compliance Assessment and one (1) inspection only (Includes plumbing & drainage works such as installation of solar water heaters)	97(2)(a)	Plumbing & Drainage Act 2002		Nil	181.40
	PLUMBING AND DRAINAGE - COMMERCIAL SEWERED OR NON-SEWERED AREA INSTALLATIONS APPLICATIONS FOR COMPLIANCE ASSESSMENT					
	BACKFLOW PREVENTION DEVICES					
	COMMERCIAL ALTERATIONS AND ADDITIONS					
	BACKFLOW APPLICATION - includes application fee and one (1) inspection per device			Per device	Nil	106.00
	Per additional device on the same applications - includes approval and one (1) inspection only			Per additional device		73.40
	BACKFLOW ANNUAL LICENCE & INSPECTION / PROPERTY	97(2)(a)		Annual	Nil	51.00
	Late/overdue fee for overdue test report				Nil	73.40
	REFUNDS Application for Compliance Assessment					
	Prior to issue of permit - plumbing/drainage work not proceeding				Nil	0.75
	After issue of permit - no inspections carried out				Nil	0.50
	After inspections of plumbing/drainage work have been carried out					No Refund
	PLANS					
	Submit Amended Plans	97(2)(a)	Plumbing & Drainage Act 2002		Nil	54.10
	Copy of As-constructed Drainage Plan				Nil	21.40
	INSPECTIONS					
	Re-inspection of any plumbing and/or drainage defects or when plumbing and/or drainage works not in sufficient state of readiness when call for by plumbers.	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	106.00
	After hours inspection	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	187.50
	[HSTP] HOUSEHOLD SEWERAGE TREATMENT PLANT APPLICATIONS					
	Approval of Application for Compliance Assessment and Inspections	97(2)(a)	Plumbing & Drainage Act 2002	Per HSTP	Nil	106.00
	Annual Licence & Inspection Fee	97(2)(a)	Plumbing & Drainage Act 2002	Annual	Nil	70.40

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	1st April to 30th June - one quarter of the annual fee					
	BUILDING OVER SEWERS - Physical Inspections required in relation to requests for approval of building over sewers	97(2)(a)	Sustainable Planning Act, 2009 s.260	Per inspection	Nil	106.00
HEALTH & ENVIRONMENT SERVICES						
	CEMETERIES					
	*Reserved plots - Once reserved only additional cost in the future will be the actual cost for a burial in an unreserved plot less the reservation fee paid.					
	Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
	NEW INGHAM CEMETERY					
	RSL Division					
	Unreserved & Reserved Plot				Y	1,295.00
	Single inground for ashes including interment fee				Y	714.00
	Lawn Division					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00
	Beam Division					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00
	Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00
	Inground Burials					
	Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00

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	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	785.00
	CEMETERIES					
	Inground Burials-Weekend & Public Holidays					
	Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
	Unreserved & Reserved Plot				Y	2,589.00
	Child under 5 years including stillborn				Y	1,886.00
	Single inground for ashes including interment fee				Y	1,427.00
	A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	785.00
	CEMETERIES					
	Discounted Plots					
	Single plot in older Division used for interment in a vault only				Y	316.00
	Columbarium Wall (Council)					
	Single Niche				Y	259.90
	Double Niche				Y	520.00
	Columbarium Wall (RSL)					
	Single Niche				Y	30.60
	Reservations					
	Land for grave - single plot				Y	1,295.00
	Land for grave - 2 plots side by side				Y	2,589.00
	Land for grave - 3 plots side by side				Y	3,883.00
	Columbarium Wall (Council) - Single Niche				Y	259.90
	Columbarium Wall (Council) - Double Niche				Y	520.00
	Second Interments					
	Inground burials					
	Adult				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	239.50

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	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	Vault interments					
	Vault on top of inground burial or another vault interment					198.80
	A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	785.00
	Reopening of vault					
	Interment of ashes only				Y	200.80
	Exhumations					
	Exhumation Inground					
	Exhumation (if conducted by Council Staff)				Y	At cost
	Exhumation (if conducted by others under Council supervision)				Y	449.00
	Exhumation Vault					
	Exhumation (if conducted by Council Staff)				Y	
	Exhumation (if conducted by others under Council supervision)				Y	449.00
	HALIFAX CEMETERY					
	Lawn Division					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00
	Beam Division (IF/WHEN CONSTRUCTED)					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00
	Vaults					
	Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	Inground Burials					
	Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
	Unreserved & Reserved Plot				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	714.00
	A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	785.00
	Inground Burials-Weekend & Public Holidays					
	Catholic, Anglican, Lutheran & Uniting, Non-Denominational					
	Unreserved inground burials in religious denomination areas including Catholic, Anglican, Uniting & Lutheran Divisions prohibited, except where a concrete slab over the plot is constructed no later than two years after interment.					
	Unreserved & Reserved Plot				Y	2,589.00
	Child under 5 years including stillborn				Y	1,886.00
	Single inground for ashes including interment fee				Y	1,427.00
	A bond is to be paid upon burial which will be refunded if a cement slab is laid over the entire grave plot. Alternatively, the bond will be used by Council to construct the slab if not completed within two year time frame.				Nil	785.00
	Columbarium Wall (Council)					
	Single Niche				Y	259.90
	Double Niche				Y	520.00
	Discounted Plots					
	Single plot in older Division used for interment in a vault only				Y	316.00
	Reservations					
	Land for grave - single plot				Y	1,295.00
	Land for grave - 2 plots side by side				Y	2,589.00
	Land for grave - 3 plots side by side				Y	3,883.00

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	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	Second Interments					
	Inground burials					
	Adult				Y	1,295.00
	Child under 5 years including stillborn				Y	943.00
	Single inground for ashes including interment fee				Y	239.50
	Vault interments					
	Vault on top of inground burial or another vault interment					198.80
	Reopening of vault					
	Interment of ashes only				Y	200.80
	Exhumations					
	Exhumation Inground					
	Exhumation (if conducted by Council Staff)				Y	At cost
	Exhumation (if conducted by others under Council supervision)				Y	449.00
	Exhumation Vault					
	Exhumation (if conducted by Council Staff)				Y	At cost
	Exhumation (if conducted by others under Council supervision)				Y	449.00
	NEW INGHAM CEMETERY & HALIFAX CEMETERY					
	Inground Interment Fee					
	Inground interments unless specified				Y	259.90
	Inground interments when conducted at weekends or public holidays unless specified				Y	520.00
	Monuments					
	For permission to erect headstone, tomb, tablet, monument or railing				Y	96.90
	Search Fees and Register Charges					
	Complete copy of cemetery register in alphabetical order				Y	At cost
	Hire of Shelter					
	Monday to Friday ONLY			One per funeral	Y	83.40
	Monday to Friday ONLY			Both per funeral	Y	124.90
	Weekends and Public Holidays			One per funeral	Y	166.70
	Weekends and Public Holidays			Both per funeral	Y	249.70

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HEALTH & ENVIRONMENT SERVICES						
	NOT FOR PROFIT COMMUNITY AND CHARITABLE ORGANISATIONS ARE NOT CHARGED FOR LICENSING & REGISTRATION					
	Food Business Licensing					
	Food business licence - low risk		s.85 Food Act 2006	Yearly	Nil	227.30
	Food business licence - medium risk		s.85 Food Act 2006	Yearly	Nil	291.50
	Food business licence - high risk		s.85 Food Act 2006	Yearly	Nil	400.00
	Food business licence - temporary single event		s.85 Food Act 2006	Per event	Nil	48.60
	Food business licence - temporary multi event		s.85 Food Act 2006	Yearly	Nil	101.90
	Food business licence - provisional		s.85 Food Act 2007	3 months	Nil	99.90
	Health Search (Physical inspection, file search and report for a licensed premise when requested by a prospective buyer.	97(2)(a)			Y	303.00
	Plan assessment				Y	248.20
	Re-inspection fee (non-compliance/improvement)	97(2)	S31 Food Act 2006	Per occurrence	Y	130.50
	Inspection fee - justified complaint	97(2)	S31 Food Act 2006	Per occurrence	Y	129.50
	Licence restoration fee	97(2)(a)	s.73 Food Act 2006	Per occurrence	Nil	86.70
	Licensing - Miscellaneous					
	Skin penetration	97(2)(a)	Public Health (Infection Control for PAS) Act 2003	Yearly	Nil	269.10
	Temporary Home including one inspection	97(2)(a)		Per occurrence	Nil	227.30
	Licensing - Administration					
	New application processing	97(2)(a)		Per occurrence	Nil	313.00
	Amendment of licence/approval	97(2)(a)		Per occurrence	Nil	118.80
	Replacement licence/approval	97(2)(a)		Per occurrence	Nil	32.40

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	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	MISCELLANEOUS					
	Fines for Non Compliance					
	Infringement Notice	97(2)(d)			Nil	As prescribed by legislation
	When fine not paid (SPER Lodgement)				Nil	As prescribed by legislation
	Reminder letters for unpaid infringement notices				Nil	22.70
	Miscellaneous Environmental Health Service Fee			Per hour	Y	132.50
	Bond - hire of wheelie bins for community events			per occurrence		224.20
	Sale of No Moz pellets			per packet		10.20
	APPLICATION FOR APPROVALS UNDER LOCAL LAW					
	Application for Approvals issued under a Local Law not otherwise specified	97(2)(d)			Nil	226.30
	OVERGROWN ALLOTMENT					
	Infringement Notice	97(2)(d)	Local Law 13			As prescribed by legislation
	When fine not paid (SPER Lodgement)					As prescribed by legislation
	Reminder letters for unpaid infringement notices					22.70
	REGULATED PARKING					
	Infringement Notice	97(2)(d)	Local Law 12		Nil	As prescribed by legislation
	When fine not paid (Registration Search)				Nil	At cost
	When fine not paid (SPER Lodgement)				Nil	At cost
	Reminder letters for unpaid infringement notices				Nil	22.70
	Use of parking bay for ticket sellers, building work as considered appropriate	97(2)(a)	Local Law 12	Per day	Nil	7.85
	WASTE MANAGEMENT FEE					
	Approval to perform waste management works	97(2)(c)			Nil	53.00
	Sale of Bananas for Feral Pig Bait			Per 200 ltr drum	Nil	16.30

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HEALTH & ENVIRONMENT SERVICES						
	WASTE DISPOSAL FEES					
	Waste transported in vehicles over 1 ton payload will be weighed and charged at the corresponding commercial fee regardless of its source					
	Batteries	97(2)(a)		Each	Y	
	Butchers Waste	97(2)(a)		Per tonne	Y	76.50
	Butchers Waste - 1/4 in Advance	97(2)(a)		Per quarter	Y	183.50
	Butchers Waste - EPA Fee only	97(2)(a)		Per tonne	Y	
	Car Bodies - Commercial	97(2)(a)		Per car body	Y	10.20
	Car Bodies - Domestic	97(2)(a)		Per car body	Y	
	Commercial - Clean Concrete	97(2)(a)		Per tonne	Y	20.40
	Commercial - Clean Fill	97(2)(a)		Per tonne	Y	
	Commercial - Steel	97(2)(a)		Per tonne	Y	
	Commercial & Industrial > 1 tonne	97(2)(a)		Per tonne	Y	76.50
	Commercial & Industrial < 1 tonne	97(2)(a)		Each	Y	9.15
	Commercial Slurry	97(2)(a)		Per tonne	Y	20.40
	Construction or Demolition	97(2)(a)		Per tonne	y	76.50
	Contaminated Soil	97(2)(a)		Per tonne	Y	76.50
	Dedge Spoil - Flood Mitigation	97(2)(a)		Per tonne	Y	76.50
	Domestic Clean Concrete	97(2)(a)		Per tonne	Y	20.40
	Free Dump Day - Domestic	97(2)(a)		Per tonne	Y	
	Gas Bottles	97(2)(a)		Each	Y	
	Grease Trap Waste	97(2)(a)		Per tonne	Y	20.40
	Green Waste - Contractor	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	51.00

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	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	Green Waste - Self Haul < 1 tonne	97(2)(a)	S369 Environmental Protection Act	Each	Y	6.10
	Green Waste - Self Haul > 1 tonne	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	51.00
	Municipal Solid Waste - Contractor	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	76.50
	Municipal Solid Waste - Self Haul > 1 tonne	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	76.50
	Municipal Solid Waste - Self Haul < 1 tonne	97(2)(a)	S369 Environmental Protection Act	Each	Y	9.15
	Oil Waste	97(2)(a)		Per ltr	Y	
	Recyclable Materials	97(2)(a)		Per tonne	Y	
	Regulated Waste - eg Asbestos	97(2)(a)		Per tonne	Y	76.50
	Regulated Waste - Handling Fee	97(2)(a)		Per occurrence	Y	101.90
	Sale of Mulch - For domestic use *	97(2)(a)	S369 Environmental Protection Act	Each	Y	
	WASTE DISPOSAL FEES					
	Sale of Mulch - Loading Fee for domestic use *	97(2)(a)	S369 Environmental Protection Act	Each	Y	14.25
	Sale of Mulch - Commercial	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	38.80
	** Free Mulch is limited to domestic quantities, being up to 1 ton (ie ute/trailer load). Larger quantities will be considered commercial and charged at the rate of $38 per tonne regardless whether loaded or not.*					
	Tyres - Earthmoving 1000mm to 1500mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	285.40
	Tyres - Earthmoving 1500mm to 2000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	561.00
	Tyres - Earthmoving Up to 1000	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	132.50

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	1st April to 30th June - one quarter of the annual fee					
HEALTH & ENVIRONMENT SERVICES						
	Tyres - Light Truck	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	10.70
	Tyres - Motor Cycle	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	4.10
	Tyres - Passenger Car	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	7.65
	Tyres - Super Single	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	61.20
	Tyres - Tractor 1000mm to 2000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	165.10
	Tyres - Tractor Up to 1000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	93.80
	Tyres - Truck	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	24.50
	Tyres - Greater than 2000mm	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	POA
	Tyres - Other	97(2)(a)	S369 Environmental Protection Act	Per tyre	Y	POA
	Various Scrap Rubber	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	POA
	Waste - Clean Up Australia - Levy Exempt	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	
	Waste from Charities - Levy Exempt	97(2)(a)	S369 Environmental Protection Act	Per tonne	Y	
	Halifax Transfer Station					
	Limited Commercial Waste (general and putrescibles)			Per 240L MGB	Y	5.60
				Per ute/trailer	Y	40.30

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	1st April to 30th June - one quarter of the annual fee					
CORPORATE SERVICES						
	FINANCIAL REPORTS					
	Annual Report/Financial Statements	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	30.60
	CORPORATE PLAN					
	Hinchinbrook Shire Council Corporate Plan 2014 - 2019	97(2)(c)	S. 104 (3) Local Government Act 2009		Nil	15.30
	RIGHT TO INFORMATION (RTI)					
	*Application Fee	97(2)(c)	S.8 Freedom of Information		Nil	45.80
	A4 Black & White photocopy			Per page	Nil	0.25
	Processing Charge			Per 15 mins - where applicable	Nil	7.10
	Accessing Charge				Nil	Actual cost incurred by Council - where applicable
	*RTI fees may be amended from time to time to comply with legislative changes as they occur - refer to RTI Regulation 2009					
	GIS GENERATED CUSTOMISED MAPPING PRODUCTS					
	Standard Customised Mapping products					
	Cadastral Mapping (Cadastral, Property)					
	Contour Mapping (0.25m Contours)					
	Historical Flood (Data 1967 onwards)					
	Zoning					
	Aerial Photography (Dated November 2011)					
	PAPER SIZE TOTAL					
	A0 $46.50			Per page	Y	47.40
	A1 $35.00			Per page	Y	35.70
	A2 $23.00			Per page	Y	23.50
	A3 $17.50			Per page	Y	17.85
	A4 $12.50			Per page	Y	12.75

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CORPORATE SERVICES						
	Copy of extract from Hinchinbrook Shire Council's Road and Street Register	97(2)(c)	S. 14 (3) Local Government Regulation 2012		Y	76.50
	100 Year ARI Flood Certificate/Storm Surge Certificate				Y	36.70
	LOCAL LAWS AND POLICIES					
	Proposed and adopted local laws and local law policies	97(2)(c)	S. 14 (3) Local Government Regulation 2012	Per page	Nil	0.35
	PHOTOCOPYING - GENERAL					
	A4 Black & White Photocopy			Per single sided sheet	Y	0.35
	A3 Black & White Photocopy			Per single sided sheet	Y	0.60
	A4 Colour Photocopy			Per single sided sheet	Y	2.45
	A3 Colour Photocopy			Per single sided sheet	Y	2.90
	POLICIES AND INFORMATION - COUNCIL					
	Copy of Policy/Information	97(2)(c)	Various sections Local Government Act	Per page	Nil	0.35
	PROPERTY DATA INFORMATION SERVICE					
	Verbal Property/Rate information			Per year	Nil	321.00
	RATE BOOK INSPECTION					
	Full Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	89.70
	Urgent Full Rate Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	133.50
	Limited Search - 5 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	53.00
	Urgent Limited Search - 2 day turn around	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per property	Nil	79.50

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CORPORATE SERVICES						
	Copy of current Rate/Water Notice - Pay in advance	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per notice	Nil	5.60
	Copy of current Rate/Water Notice - Debited to Account	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per notice	Nil	20.40
	Copy of Rate Information (per year)	97(2)(c)	S.155 (1) Local Government Regulation 2012	Per hour	Nil	54.10
	Change of Ownership Fee (see below for exemptions)	97(2)(b)		Per Transfer	Nil	47.90
	Recording a Change of Ownership					
	The types of change of ownership dealings which qualify the purchaser/s for an exemption from the charge are listed below (a) to (l)					
	(a) Purchases made in respect of first home transfer, only, as indicated on the Form OSR-D2.1 (Home/First Home Transfer Duty Concession) or purchases made in respect of Constructing and occupying your first home, only, as indicated on the Form OSR-D2.7 (Transfer duty concession first home vacant land);					
	(b) Change of name on title deed as a result of marriage or deed poll;					
	(c) Transfer to, or inclusion of a spouse/de facto/partner as a result of an amalgamation or separation of assets on the principal place of residence;					
	(d) Transmission to surviving joint tenant/s on death of other joint tenant/s;					
	(e) A residential transfer involving a natural person/s, only, where no money is exchanged;					
	(f) A residential transfer involving a natural person/s, only, as a result of a gift or through natural love and affection;					
	(g) A residential transfer by consent/direction. (Please provide copies of Forms 18 and 20 from the Department of Environment and Resources Management:;					
	(h) Fixing error in an earlier conveyance;					
	(i) 'Pursuant to a will' or intestacy;					
	(j) Public Trustee/Other –					
	(1) recording a death of an owner/joint owner or a property (adding 'Estate of'),					
	(2) transmission to 'as Personal Representative',					

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CORPORATE SERVICES						
	(3) transmission by death 'Pursuant to a will' to a spouse;					
	(k) Transfers of occupancy from long-term leases to freehold title of their units for residents of Retirement Villages registered as such with the Queensland Justice Department;					
	(l) ALL purchases made by –					
	(1) Hinchinbrook Shire Council;					
	(2) The Crown in right of the State of Queensland, the Commonwealth, another State or a Territory or any body representing the Crown in any of those capacities.					
	Exemption from the charge, in particular dealing (a), must be established by the purchaser or his Agent by presenting one of the following documents (or a copy of) to the Council for assessment and audit purposes.					
	(1) A copy of Form OSR-D2 (Home/First Home Transfer Duty Concession) which has been lodged with Office of State Revenue indicating First Home Transfer or;					
	(2) A copy of the Form OSR-2.7 (transfer duty concession first home vacant land) which has been lodged with Office of State Revenue indicating Constructing and occupying your first home or;					
	(3) A Statutory Declaration witnessed by a Justice of the Peace, Commissioner for Declarations or a Solicitor declaring the purchase was a first home transfer.					
	Note, the following dealings are NOT EXEMPT from the charge					
	(1) Purchases made in respect of home transfer;					
	(2) Purchases made in respect of vacant land;					
	(3) Purchases made in the name of a Trust, a Firm, a Company and non-owner occupied property;					
	(4) Purchases not included under (a) to (l) above.					
	Dishonour Fees - Cheque & Direct Debit			Per cheque/ direct debit	Y	19.40

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INFRASTRUCTURE MANAGEMENT						
	WATER SUPPLY					
	Provision of New Service (Connection)					
	- 20NB diameter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	678.00
	- Larger (Deposit of estimated cost required with application)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
	Separate connections are to be installed for multiple residences					
	Relocate Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	At Cost
	Interim Reading of Water Meter	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	33.70
	Testing Water Meter Fee - Request by owner (fee refundable if meter faulty)	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	67.30
	Metered hydrant Stems - Bond (refundable) to be paid upfront				Nil	306.00
	Measured supply through Metered Hydrant	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Min Charge	Nil	61.20
	Measured supply through Metered Hydrant >45KL	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law	Per k/l	Nil	1.30
	WATER SAMPLES					
	Taking each sample and having tested					
	- Standard Water Analysis			Each	Y	158.00
	- Bacterial Test			Each	Y	86.70

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	2016/2017 COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES					
	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
	Provision of Local Law 1 (25.2)					
	Where a fee is an annual fee and payment period is less than nine (9) months then a pro-rata fee only is payable calculated on a quarterly basis as follows:					
	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT						
	WATER LOCATION					
	Search Fee				Y	54.10
	Location			Per 15 minutes	Y	17.85
	TRADE WASTE					
	Application for licence to discharge Trade waste	97(2)(a)	S572 Water Act 2000, S21 Standard Water Supply Law		Nil	214.00
	Annual renewal of Permit to discharge Trade waste				Nil	96.90
	Waste delivered to Ingham Plant			Per kl	Nil	12.25
	PLAIN PAPER PLAN COPIES					
	A1			Min charge	Y	20.80
				per sheet	Y	0.45
	A2			Min charge	Y	20.80
				per sheet		0.35
	A0			Min charge	Y	20.80
				per sheet	Y	0.90
	Scanning costs			1 - 5 sheets	Y	20.80
				6 - 10 sheets	Y	41.50
				11 or more sheets	Y	(to be confirmed by Design Dept)
				Plus CD	Y	1.05
	AERODROME					
	Landing Fees - Commercial per Business			Per annum	Y	928.00
	Landing Fees - Recreational per entity			Per annum	Y	663.00
	Landing Fees - Private per entity			Per annum	Y	663.00
	Landing Fees Private/Recreational - Irregular per Aircraft			Per landing	Y	Nil
	Landing Fees Commercial - Irregular Usage per Aircraft			Per landing	Y	11.70
	Landing Fees Commercial - Irregular Usage per Aircraft			Per day	Y	23.00

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	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT						
	FOOTPATH CONSTRUCTION - COMMERCIAL PREMISES					
	Council contribution is calculated on 50/50 basis up to maximum amount of $87.10/m2 for footpath improvement works. Following satisfactory completion of works & on sighting relevant receipts & receiving tax invoice, Council will forward its contribution.			Per square metre	Y	88.80
	ROAD WORK PERMIT					
	Application for Road Work Permit			Per Permit	Y	47.20
	HIRE OF EQUIPMENT					
	A minimum charge of $20 will apply					
	- Barricade Webbing			Per day / per roll	Y	27.00
	- Barricade Boards			Per day / each	Y	27.00
	- Barrier lamps			Per day	Y	5.70
	- Bollards			Per day / each	Y	5.70
	- Delineators			Per day	Y	4.50
	- Multi-user Road Signs			Per week	Y	53.20
	- Road Signs			Per week	Y	19.80
	HIRE OF MOBILE TOILETS					
	- Mobile Toilet Hire Fee (Please note that the Service Fee listed below is to be added to the total charge for Mobile Toilet Hire Fee - eg 1 day Mobile Toilet Hire = $32.20 + $88.15 = $120.35)			Per Mobile Toilet hire/day	Y	32.90
	- Mobile Toilet Service Fee			Per Mobile Toilet hire	Y	89.90
	- Additional Mobile Toilet Service Fee			Per service	Y	89.90
	- Mobile Toilet - Bond (refundable) to be paid upfront				Nil	123.00
	Please Note: Not for Profit Community and Charitable Organisations are not charged for the Hire of Mobile Toilet/s					
	LICENCES AND REGISTRATIONS					
	Grids & Public Gates	97(2)(a)	Local Law 3	Annual	Nil	165.60
	Irrigation Pipe under/on Road			Annual	Y	165.60

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	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
INFRASTRUCTURE MANAGEMENT						
	RURAL NUMBERING FOR NUMBERS ALREADY ALLOCATED					
	White on Black Rural Numbering Sticker			Each	Y	2.55
	1 digit module			Each	Y	14.25
	2 digit module			Each	Y	15.80
	3 digit module			Each	Y	17.30
	4 digit module			Each	Y	18.85
	5 digit module			Each	Y	20.40
	1 x star picket post			Each	Y	6.10
	Installation costs			Each	Y	32.30
	TRACKED CANE HARVESTING EQUIPMENT TO CROSS OR TRAVERSE COUNCIL'S ROADS					
	Application for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads				Nil	116.20
	Renewal for Approval for Tracked Cane Harvesting Equipment to Cross or Traverse Council's Roads			Renewal	Nil	38.50
	YANK'S JETTY					
	Usage Charge - Commercial Vessels Only			Per head per visit	Nil	3.05

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	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
TYTO WEDDING PACKAGES						
	TYTO WEDDING PACKAGES					
	TYTO Ceremony Package					
	Total Price				Y	650.00
	Price per person				Y	14.00
	Inclusions					
	2 hour venue hire (Paper Grove/Amphitheatre)					
	Signing Table					
	2 x Signing Chairs					
	Easel + Frame with welcome sign					
	Portable PA with microphone & ipod connectivity					
	Pre-existing seating					
	Bottles water station					
	Bump in/ Bump out					
	Cocktail Reception					
	Total Price				Y	6,700.00
	Price per person				Y	134.00
	Total Price Without Food and Beverage				Y	3,100.00
	Price per person without Food and Beverage				Y	62.00
	Inclusions					
	5 hour venue Hire (Piazza, Parklands, Paper Grove, Conference & Events Centre)					
	Cocktail tables					
	Cocktail table covers					
	Easel with framed welcome sign					
	Scattered tealight candles in decorative jars/vases					
	Clothed cake table					
	Clothed gift table					
	Wishing well					
	Small PA system with ipod connectivity					
	Scattered Lounges					
	4 Hour basic beverage package					
	Selection 4 Canapes					

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	1st October to 31st December - three quarters of the annual fee					
	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
TYTO WEDDING PACKAGES						
	Antipasto platters served on timber boards					
	Event Administration - Pre Wedding					
	Event staff					
	Bump in/Bump out					
	Reception Package 1					
	Total Price				Y	8,350.00
	Price per person				Y	167.00
	Total Price Without Food and Beverage				Y	3,500.00
	Price per person without Food and Beverage				Y	70.00
	Inclusions					
	5 hour venue Hire (Piazza, Parklands, Conference & Events Centre)					
	Table and Chair setup on rectangular tables (10pax)					
	Tables set with white linen table cloths and napkins, cutlery and glassware					
	Easel with framed welcome sign					
	Non Floral Basic table centrepieces					
	5 hour basic beverage package					
	Your choice of buffet or 2 course plated meal					
	Silver cake knife					
	Clothed cake table					
	Clothed gift table					
	Cake cut & served on boards to table					
	Event Administration - Pre Wedding					
	Event staff					
	Bump in/ Bump out					
	Reception Package 2					
	Total Price				Y	10,600.00
	Price per person				Y	210.00
	Total Price Without Food and Beverage				Y	3,950.00
	Price per person without Food and Beverage				Y	80.00
	Inclusions					

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	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
TYTO WEDDING PACKAGES						
	5 hour venue Hire (Piazza, Parklands, Conference & Events Centre)					
	Table and Chair setup on rectangular tables (10pax)					
	Tables set with white linen table cloths and napkins, cutlery and glassware					
	Easel with framed welcome sign					
	Non Floral Table centrepieces					
	Clothed cake table					
	Clothed gift table					
	Scattered loose floral in jars					
	Vases for bridal party bouquets					
	Silver cake knife					
	Cake cut & served on boards to table					
	5 hour beverage package					
	Your choice of buffet or 3 course plated meal					
	Event Administration - Pre Wedding					
	Event staff					
	Bump in/ Bump out					
	Reception Package 3					
	Total Price				Y	11,500.00
	Price per person				Y	225.00
	Total Price Without Food and Beverage				Y	4,210.00
	Price per person without Food and Beverage				Y	85.00
	Inclusions				Y	
	5 hour venue Hire (Piazza, Parklands, Conference & Events Centre)					
	Table and Chair setup on rectangular tables (10pax)					
	Tables set with white linen table cloths and napkins, cutlery and glassware					
	Easel with framed welcome sign					
	Premium Non Floral Table centrepieces					
	Clothed cake table					
	Clothed gift table					
	Wishing well					
	Vases for bridal party bouquets					

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	COMMERCIAL CHARGES, REGULATORY FEES & OTHER CHARGES	Paragraph of S97(1) of the Local Government Act 2009 under which fee is fixed	Provision of Local Government Act or other Legislation	Unit	GST	2016_17 GST exclusive
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	1st January to 31st March - one half of the annual fee					
	1st April to 30th June - one quarter of the annual fee					
TYTO WEDDING PACKAGES						
	Chefs selection cheese and fruit platter on guest arrival					
	5 hour premium beverage package					
	Your choice of Buffet or 3 course plated meal					
	Votive tealight candles in glass holder					
	Table numbers					
	Personalised printed table menus					
	Cake cut and served on boards to table					
	Silver cake knife					
	Event Administration - Pre Wedding|| Event Staff || Bump in/Bump out					

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HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

INDUSTRIAL SPECIAL RISKS AND OTHER ASSET CLASSES INSURANCE RENEWAL

Executive Summary

Council currently has its Public Liability and Professional Indemnity insurance with LGM Queensland and its other insurance managed under a broker arrangement. LGM Queensland, via a scheme known as LGM Assets, has recently started to provide insurance services for the areas that are currently procured via the broker arrangements (referred to as "Property Protection" : includes Special Risks, Motor Vehicles etc).

Council's current broker arrangement expires on 30 June 2016 and Council needs to determine whether to obtain these insurance services via a new broker arrangement or whether to use LGM Assets for these services.

The cover offered by LGM Assets is superior to that currently received by Council (eg current 'combined limit of loss' is $15m per event; under LGM Assets this would $150m) and the cost of obtaining this insurance is cheaper than Council paid during 2015/16.

For Council Decision – Recommendation

That Council accept the offer of membership with LGM Assets for provision of Industrial Special Risks, Motor Vehicle, Equipment Breakdown, Marine Hull, Fine Art, Marina Operators liability and Group Personal Accident insurances for the 2016-17 financial year.

Background

LGM Assets provided its first offers of membership for insurance in the 2015-16 financial year and attracted participation of 35 of the 77 Queensland local councils. LGM Assets is owned by, and operated for and on behalf of, the Queensland Government. LGM Assets state that "*The intention behind LGM Assets is to provide a vehicle to enable Queensland local government to take a targeted and intensive approach to the management of its asset based risk exposures, leading to reduced costs and better and sustainable outcomes over the long term".*

The attached offer of membership states ''*LGM Queensland (of which LGM Assets is a part) is owned by and managed for and on behalf of its Members. As such, funds remain the property of the Members and any surplus at the end of a fund year can either be returned to Members or invested in other initiatives such as risk management programmes aimed to reduce the severity and frequency of losses. Over the life of the scheme, LGM Queensland has returned in excess of $5m to its Members in dividend, surplus distributions and rebates''*.

The quote for asset insurances for 2016-17 is based on the 2015-16 insured amounts at this stage and comes in at approximately $15,500 less than the 2015-16 cost. The savings are $8,000 on brokerage fees and approximately $7,500 on stamp duty.

The alternative to accepting the offer from LGM Assets is to invite written quotes from 3 potential brokerage providers. The successful broker is then assigned with finding the best insurance opportunities for Council. It should be noted that requesting quotations for brokerage services does not address the actual cost of insurance.

Membership of LGM Assets can be taken up by applying S 235(f) of the Local Government Regulation 2012 which allows contracts to be made "with, or under an arrangement with, a government agency" without inviting quotes.

Attachments

Hinchinbrook Shire Council 2016/17 Offer of Membership, provided by LGM Assets.

Author: Dave Tombs
Position: Executive Manager Corporate Services
Date: 5 May 2016

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Statutory Environment
Application of S235(f) Local Government Regulation 2012

Policy Implications
Application of Hinchinbrook Shire Council Procurement Policy

Consulted With
Nathan Turner of JLT Australia, Manager of Member Services LGM Assets.

JLT Australia is the current Pool Manager appointed under S15 of the Queensland Local Government Mutual Trust Deed.

Financial and Resource Implications
Initial cost savings and potential greater cost savings in future years should the fund provide surplus distributions at year end.

Risk Management Implications
Insurance coverage of Council assets is a primary intervention for risk management purposes.

Strategic Considerations
Harnessing Queensland Local Government purchasing power to benefit ratepayers.

Officers Comment
Nil

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HINCHINBOOK SHIRE COUNCIL

2016/17 OFFER OF MEMBERSHIP

11 May 2016

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INTRODUCTION

Thank you for expressing interest in participating in the LGM Assets fund and providing us with details of your 2015/16 insurances.

Queensland local government has long been a committed self-insurer. Significant success has been achieved through the establishment and long term management of LGM Queensland and Local Government Workcare.

The necessity to establish these arrangements was borne from specific market conditions prevalent at the time of their conception. In each case, local government had the foresight to research, investigate and establish a self-insurance response based on its unique needs and diverse requirements.

After 21 years in operation, it is clear that the decisions made have provided Queensland local government with sustainable and successful vehicles which deliver many benefits over and above the initial insurance needs first contemplated.

Tangible benefits delivered to Members over the life of LGM Queensland include:

a) reduced exposure to loss through an intensive and collective approach to complex risk and liability issues;

b) industry wide approach to reinsurance purchase and placement;

c) distribution to Members of more than $5,000,000 in dividends, surpluses and rebates; and

d) collective knowledge of scheme success through LGAQ Trusteeship and LGM Queensland Board control.

Members of Local Government Workcare (LGW), also under the trusteeship of the LGAQ, have derived similar benefits as a result of their participation in that scheme, including:

a) savings through a reduction in the scheme rate since inception;

b) claims frequency reduced;

c) targeted approach to the management of claims for psychological injury, leading to reduction in their frequency; and

d) distribution of surplus funds of $12,400,000.

This shared experience demonstrates how an intensive, targeted and collective approach to the management of Members' risk exposures delivers tangible benefits and cost savings in the long term.

The advent of LGM Assets in 2015 means that in addition to being able to control their legal liability exposures, LGM Queensland Members can now collectively control and manage the breadth of their asset based risk exposures.

We look forward to discussing and expanding upon the contents of this report with you at your convenience.

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THE LGM QUEENSLAND DIFFERENCE

LGM Queensland has been successfully operating since 1994, providing Members with the opportunity to:

- Better understand, engage with and collectively manage their exposures;
- Be part of a facility that is controlled and managed by local government;
- Have a consistent approach to financial data management;
- Budget for consistent and stable annual contributions and be less reliant on the vagaries of the market;
- Share in surplus funds;
- Enjoy a broad service offering, including dedicated Claims, Risk Management and Service Support.

LGM Queensland – More Than Just Insurance.

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LGM ASSETS – A PROPERTY SCHEME FOR QUEENSLAND LOCAL GOVERNMENT

LGM Assets Structure

Property Protection (ISR)

The Property Protection (ISR) component is the most significant aspect of the cover provided pursuant to membership of LGM Assets. The Property Protection (ISR) component of LGM Assets is designed to build an initial layer of funds to pay for the majority of everyday losses. Insurance is then purchased (with APRA approved insurers) to protect Members for property losses in excess of this layer.

Members of LGM Assets make contributions which are held in trust by the LGAQ as Trustee.

The funds are then utilised to:

1. Meet working loss claims;
2. Purchase insurance protection (with APRA approved insurers) above the initial self-insurance layer (excess of loss cover); and
3. Cover the costs of establishing, managing and administering the scheme.

Members may lodge claims for any loss sustained. Within the self-insurance aggregate, claims will be considered in accordance with the exercise of the trustee's discretion, the scheme rules and relevant wording. In the event the total value of claims (across all Members) in any one fund year exceeds the amount of the self-insurance aggregate, then those claims (or any component thereof) will be referred to the excess layer insurers, who will respond in accordance with the terms and conditions of the LGM Assets Property Protection Wording.

To the extent that the self-insurance aggregate is not expended in the payment of claims in any one fund year, the remaining surplus monies can be distributed to Members.

Council's Other Covers (Motor, Machinery Breakdown, Fine Arts, Marine etc.)

LGM Assets will also facilitate the placement of any and all other covers Council may require. All other classes of cover will be fully insured with APRA approved insurers. Members will be provided with broad coverage benefits intended to address their specific circumstances. Members will, at the very least, be provided with the same coverage benefits and deductibles.

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LGM QUEENSLAND (LGM ASSETS) GOVERNANCE

LGM Queensland, is a Mutual Risk Product as defined by ASIC. It is neither authorised under, nor subject to, the provisions of the *Insurance Act 1973* (Cth).

LGM Queensland's initiatives are supported and overseen by a variety of specialists, each of whom have longstanding relationships with Queensland Local Government.

The Local Government Association of Queensland ('LGAQ') acts as the trustee of LGM Queensland. As trustee the LGAQ is bound by its fiduciary duty to act only in the interests of the scheme's beneficiaries, being the members of LGM Queensland.

LGM Queensland's operations are conducted and controlled by the LGM Queensland Board of Management. The LGM Queensland Board of Management is comprised of employees of the LGAQ, elected and other representatives of Queensland Local Government as well as an insurance industry expert and a barrister specialising in local government law.

JLT are appointed by the LGAQ to act as the managers of LGM Queensland. As scheme managers, JLT have a number of responsibilities which include the management of Members' claims, the placement of covers and the provision of ad hoc coverage and risk management advice.

The Scheme's banking and investment accounts are with ANZ and the Queensland Treasury Corporation respectively. Actuarial advice is provided to the Scheme by Brett & Watson Actuaries, with annual audits of LGM Queensland undertaken by the Queensland Audit Office. Audited financial statements are published in an annual report distributed to Members.

Legal advice is provided to LGM Queensland by King & Company who have a longstanding involvement with Queensland Local Government as legal advisers to a number of Councils as well as the LGAQ.

Any insurance placements on behalf of LGM Queensland are undertaken in accordance with JLT's strict security protocols.

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PRICING

We note that Council currently holds the following covers:

1. Industrial Special Risks (ISR);
2. Motor Vehicle;
3. Equipment Breakdown;
4. Fine Arts;
5. Group Personal Accident;
6. Marine Hull; and
7. Marina Operators Liability.

Contribution amounts for each of these covers are detailed in the table below:

Class of Insurance	2016/17 LGM Assets Membership Contribution	GST	Stamp Duty	Total
Industrial Special Risks	$149,265.67	$15,658.04*	$7,314.76	$172,238.47
Motor Vehicle	$27,600.00	$2,760.00	$2,732.40	$33,092.40
Equipment Breakdown (Engineering Insurance)	$14,665.00	$1,466.50	$1,451.84	$17,583.34
Fine Art	$2,000.00	$200.00	$198.00	$2,398.00
Group Personal Accident (Mayor & Councillors)	$616.00	$61.60	$60.98	$738.58
Marine Hull	$24,979.10	$2,497.91	$197.83	$27,674.84
Marina Operators Liability	$11,126.25	$1,112.63	$1,101.50	$13,340.38
Total				**$267,066.01 inclusive of charges**

*NB – Due to the structure of the LGM Assets ISR Cover GST is charged on the amount of the contribution inclusive of Stamp Duty. For all other classes of cover GST is charged on the contribution amount exclusive of Stamp Duty.

It is confirmed that the above pricing is based on the information provided by Council as at 3 May 2016 and is subject to review in the event of substantial and material changes to the risk.

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LGM ASSETS TO DATE

35 Councils elected to participate in the LGM Assets scheme in its inaugural year. Those Councils that elected to participate vary in size and are spread across the state.

Like each of the other local government owned schemes, LGM Assets is underpinned by a targeted and collective approach to risk improvement.

It is with this in mind that LGM Assets, on behalf of Members and in conjunction with the Scheme's supporting insurers embarked on a risk management survey program.

The intention of the risk management survey program is to provide LGM Assets Members with practical guidance around improving both the resilience of their assets to the perils to which they are exposed, as well as the collective understanding of the risk. It is through improving the loss history and exposure that better and more sustainable outcomes can be achieved for Members over the long term.

The information gleaned and lessons learned throughout the survey program will also inform the preparation of further risk management materials, most notably a property protection risk management guide. This guide will provide broad risk management guidance with respect to best practice property loss prevention to LGM Assets Member Councils. The property protection guide will be the first in a series of risk management guides produced for LGM Assets Members.

Considerable work has also been undertaken with respect to improving the quality of data collected in Council's asset schedules, further assisting Member Councils to understand and better manage their asset based risk exposures. It is by virtue of this increased understanding that Members of LGM Assets have been able to begin to adopt a strategic approach to the insurance of their assets as opposed to a transactional one under a more traditional insurance model.

As it stands, members of LGM Assets have already achieved in excess of $1.7m in savings by virtue of their participation in the Scheme.

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WHY LGM ASSETS?

Ownership

Unlike traditional insurance arrangements, LGM Queensland (of which LGM Assets is a part) is owned by and managed for and on behalf its Members. As such, funds remain the property of the Members and any surplus at the end of a fund year can either be returned to Members or invested in other initiatives such as risk management programmes aimed to reduce the severity and frequency of losses.

Over the life of the scheme, LGM Queensland has returned in excess of $5,000,000 to its Members in dividends, surplus distributions and rebates.

Ownership of LGM Queensland also provides Members with the opportunity to take a strategic approach to their insurable risks and gain a complete understanding of the cost of risk. Ownership also means that Members are provided with financial control and detailed financial reporting, providing a level of transparency with respect to the cost of cover and the management of the fund.

Services

Claims Management

LGM Queensland (encompassing LGM Liability and LGM Assets) has managed more than 30,000 claims on behalf of and in conjunction and consultation with LGM Members since its commencement. The specific and tailored processes developed for the Scheme's Members continue to involve levels of consultation not seen in the general insurance market.

LGM Assets Members benefit from a team of claims professionals dedicated solely to the management of claims for and on behalf of local government.

LGM Assets claims processes have been conceived for the benefit of Scheme Members, ensuring a dedicated, consistent and holistic approach to the management of claims. LGM Assets understands that Members will have the greatest need for our support and assistance at the time of a loss. The processes adopted are consistent with our management of claims within each of the other local government owned schemes, which for Council means a streamlined claims management protocol and reporting outputs.

LGM Assets is committed to working with Member Councils to achieve the most expeditious and appropriate resolution of claims. Whether that is by way of investigating and offering alternative finance solutions (e.g. cash settlements, interim payments to Council or repairers) which best suit Members or simply ensuring that we have people on the ground within a short time following a loss to assist Council with the investigation and collation of its claim and scoping the works to be performed. Members can take further comfort in the fact that a percentage of funds can be made available within seven days of an estimate of a large property (Industrial Special Risks - ISR) loss being agreed, providing an even greater level of certainty and support.

The following example demonstrates LGM Assets' dedication to providing an effective, efficient and industry leading claims service:

> LGM Assets were aware of severe storms approaching a Member Council. Contact was made with Council prior to the occurrence of the event to confirm that LGM Assets were ready and available to assist with any claim and/or returning Council to normal operations following the event. Shortly prior to close of business LGM Assets were made aware that the Member had sustained considerable damage to property and motor vehicles in the event.
>
> Arrangements were made for an assessor to attend on site by 9am the following morning to inspect the damaged property. Following the assessor's attendance at site, arrangements were made to assist the Council with the collation of their claim. Assistance was also provided with respect to procuring quotes, including compliance with Council's internal procurement processes. LGM Assets also provided the Council with a number of options to resolve the claim (cash

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settlement, authorisation of repairs etc.) enabling Council to make strategic decisions as to how to achieve the best outcome.

With regard to the damaged motor vehicles, the Member was provided with a spreadsheet to complete to enable it to lodge claims in respect of the damaged vehicles in bulk (rather than completing a claim form in respect of each damaged vehicle). Upon receipt of the completed spreadsheet, LGM Assets was able to arrange priority assessment and repair by a local repairer.

Each of these claims (motor vehicle and property) were able to be resolved expediently and with minimal disruption to normal Council operations.

LGM Assets also provides Members with regular detailed claims reporting to better equip them to understand and adopt a strategic approach to the management of their unique risks.

Risk Management

Not only will Members of LGM Assets benefit from a greater understanding of the risks they face, they will also be supported and assisted in the management of those identified risks by trained and dedicated risk management resources. In addition, Members will be provided with risk management materials tailored to the specific needs of local government.

It is with these outcomes in mind that LGM Assets, on behalf of Members and in conjunction with the Scheme's supporting insurers embarked on a risk management survey program in the Scheme's inaugural year.

The intention of the risk management survey program is to provide LGM Assets Members with practical guidance around improving the resilience of their assets to the perils to which they are exposed as well as the collective understanding of the risk. It is through improving the loss history and exposure that better and more sustainable outcomes can be achieved for Members over the long term.

The information gleaned and lessons learned throughout the survey program will also inform the preparation of further risk management materials, most notably a property protection risk management guide. This guide will provide broad risk management guidance with respect to best practice property loss prevention to LGM Assets Member Councils. The property protection guide will be the first in a series of risk management guides produced for LGM Assets Members.

Asset Management and Valuation

LGM Assets is committed to working with Members and supporting insurers to improve the quality of data collected and retained, providing Members and supporting insurers with greater insight into the management of their assets and risk exposures.

In addition, LGM Assets is able to facilitate the provision of valuation services to Members to further assist Members in the management of their assets and insurable risks.

Management of Insurance Documentation

LGM Assets will work with and assist Members in the preparation of their asset schedules and other insurance documentation, adding value by providing Members with greater insight into the management of their assets and providing an understanding of the input costs of cover.

Upon commencement of the LGM Assets scheme on 30th June 2015, the LGM Assets service team embarked upon an extensive project of reviewing all asset schedules submitted by the inaugural Member Councils.

This will be an ongoing project, the aim of which is to improve the quality of data collected from LGM Assets Members (i.e. latitude, longitude and construction data) and present it in a uniform and easily read

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format for all parties i.e. Council, LGM Assets and Supporting Insurers. Better quality data provides a greater and clearer understanding of the risk for all parties, leading to better long term outcomes.

Service Visits

Regular visits by LGM Assets' professional staff will support Members in the management of their insurable risks and covers.

Additionally, the LGM/LGW Regional Risk Coordinators will continue to engage face to face with Members across Queensland, supporting them in their risk management initiatives.

One Stop Shop

The advent of LGM Assets means that Local Government Mutual Services (the umbrella under which each of the three schemes operate) is now a true one stop shop for all of Queensland Local Government's risk and coverage needs.

A centralised contact point, with responses facilitated through our Member Services team, means Members can quickly and easily access relevant advice (including with respect to Council's LGW membership). The ambiguity of who to contact in relation to a particular issue is removed.

Tendering Requirements

The LGAQ as the trustee of LGM Queensland has obtained legal advice which confirms – consistent with Council's existing LGM Queensland Membership arrangements – that there is no need for Councils to comply with the default contracting procedure provisions detailed in Chapter 6, Part 3 of the *Local Government Regulation 2012* (Qld) before becoming a Member of LGM Assets or renewing their Membership.

Insurance Broking Fees

An additional benefit for Members who elect to participate in the LGM Assets fund is that they will no longer be required to pay a fee to an insurance broker. All services provided pursuant to Membership of LGM Assets are encompassed within the 2015/16 LGM Assets Membership Contribution detailed in the table above. This represents an immediate saving for Councils who elect to take up Membership of the LGM Assets fund.

Notwithstanding that an insurance broking fee will not be paid by individual LGM Assets Members, appropriate insurance broking advice with respect to the LGM Assets fund will be provided to Members and the LGAQ as the trustee of LGM Queensland.

Stamp Duty

Members of LGM Assets also benefit from a reduction in the amount payable by way of stamp duty. The specific amount of those savings depends on the final amount of the self-insurance component of the Property Protection (ISR) cover.

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Enclosures & Next Steps

The following material is enclosed for Council's consideration and review:

a) LGM Queensland Trust Deed;

b) LGM Queensland Scheme Rules;

c) LGM Assets ISR Wording;

d) LGM Assets ISR Coverage Summary; and

e) LGM Statutory Notices.

We require your written acceptance of the above offer prior to 4pm on 30 June 2016 in order for Council to participate in the LGM Assets fund from 30 June 2016.

Should you require any further information or wish to discuss any aspect of LGM Assets further, please contact the writer or any other member of the LGM Assets team to discuss.

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Proprietary Nature of Proposal

This proposal is prepared for the sole and exclusive use of the party or organisation to which it is addressed. Therefore, this document is considered proprietary to Jardine Lloyd Thompson Pty Ltd (JLT) and may not be made available to anyone other than the addressee or person within the addressee's organisation who is designated to evaluate or implement the proposal. JLT proposals may be made available to other persons or organisations only with written permission of JLT.

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HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

ENGINEERING SERVICES ACTIVITY REPORT FOR MONTH ENDING 31 MAY 2016

Executive Summary

This report is presented for the information of Council and includes an activity update for the month ending 31 May 2016.

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil

WORKSHOP AND FLEET MANAGEMENT

Prestart safety talks and Take 5's carried out.

Workshop Housekeeping.

- Accident Damage / Insurance:
  - PA00090, Hire Tag Trailer disconnected from truck while carrying roller. Inspection of ring feeder found no visible damage or reason for the disconnection. Ring feeder has been replaced with new one. No other damage to truck, trailer or roller.
- Equipment out of Service:
  - All fleet available.
- Work Orders: 136 completed.
- Purchasing: A total of 37 purchase orders closed out. 17 remain open.

Main Activities of the month

- 27 Services – 3 light vehicles, 2 trucks, 11 heavy plant, 11 small plant.
- Tyres and Alignments
  - Light vehicle – 4
  - Truck –
  - Heavy Fleet - 5
  - Alignments – 1
  - Windscreen – 0
  - Window repairs - 0

Plant Replacement 15/16

- Orders received:
  - HSC 16/14, 130CFM Compressor
  - HSC 16/01, Argo Trailer
  - HSC 16/10, 2x 2wd Space Cab
  - HSC 16/12, Street Sweeper
  - HSC 16/19, Utility 4WD Drop Side Body
- Orders in place:
  - HSC 15/34, Vac Truck
  - HSC 16/11, Crew Cab Tipper Truck
  - HSC 16/20 , Roller Vibrating Smooth Drum
  - HSC 16/17, Car Trailer
  - HSC 16/22, Flat Deck Trailer
- Evaluation in progress:
  - 16/21, 4WD Tractor x 2
  - 16/18, Truck with Water Tank (Request to upgrade to tandem – waiting for tractor outcome)
  - VHF Radio upgrade (Quotes received)
  - Fuel Tanker trailers (brought forward, Quotes in – left over capital)
- Open Tender: None

Welding – General welding repairs carried out

- General welding repairs carried out
- Repairs to screens
- Set up of spray equipment
- Handrails

WORKS

Projects underway this month – Refer Works Program Report.

Other activities this month:

- 2015/2016 Road Maintenance Performance Contract activities.
- Non-Compliant Pedestrian Crossings - Two crossings at Gort Street are complete. When crews are available, they will commence on the crossings at Haig Street.
- Bogottos Road - Site has been de-grassed and the subgrade is extremely wet and needs time to dry out. Cross road drainage is completed ready for base gravel. The section of road over the cane tram line was completed on 13 May 2016. The site will have to dry out before works can be completed. After the site has dried out there will be approximately one week of work left to complete the project.
- Quabbas Road Causeway – Wet weather has affected progress, extra drainage work has to be done to de-water job site. Gravel was imported on 11 May 2016 to fix scouring from recent rain. Bitumen seal was cancelled due to wet weather and will be rescheduled once job site dries out.
- Martin Street Water Treatment Plant - The fence posts are completed and ready for shot-creting. Shot-creting has been delayed due to wet weather.
- McIlwraith Street Kerb and Channel Upgrade - Crews commenced and completed setting up signage and marking out excavation boundaries on 17 May 2016. Excavation commenced on 18 May 2016. Kerb and channel was poured on Friday, 20 May 2016. Crossover accesses have been completed. Works progressing slowly due to wet weather. Crews have commenced demolishing one side of Canegrowers Lane.
- Atkinson Street Footpath Upgrade - Demolition commenced 24 May 2016 and completed on 25 May 2016. Crews have commenced setting up formwork and the first pour was completed on Friday, 27 May 2016. Project has now been completed. Site Safety Plan and Traffic Management Plan have been completed.

DESIGN

- Prestart Meeting held for the Morehead Street Kerb and Channel Rehabilitation Project.
- Review of Long Vehicles/RV Parking Area – New service signs and parking layout have been drafted and sent to Executive Manager Development and Planning for comments.
- Evidence gathered and submitted to Main Roads for Traffic Management Design Training. Designer has completed the gating questions and is awaiting course direction. Level 2 Traffic Management Refresher was completed on Tuesday, 24 May 2016.
- Haig Street Footpath & Kerb & Channel Rehab Project design completed to align with CBD Style Guide. Project documentation is in the process of being developed. Road corridor permit documentation completed and sent to Main Roads for approval.
- Completed a review of the traffic management plan for the Hinchinbrook Directional Signage. Road corridor permit to be sent once final signoff has been completed. Request for Quotations have been sent to suitable contractors for supply of post materials and installation.
- Tully Street Project – Traffic management reviewed and a non-conformance report sent to Traffic Management contractor at the Tully Street Redevelopment Works. Original landscaping contractor has gone out of business, HSC are sourcing material directly from Boomgaard Nursey and MAMS and Keita Services for the installation of landscaping. No significant delay or increase in costs to the project is expected. Landscaping work commenced 25 May 2016 and was completed 31 May. Steel frame is in place for shade structure and 80% of the footpath completed. Consultation with John Heard to install flower/bird structure next to shade structure. Estimated completion date is 10 June 2016. Progress Claim 2 paid to Kieta Services for the Tully Street Redevelopment Project.
- Review of access cost for the Atkinson Street Footpath Rehab Project – directed to hold off until further notice.
- Quote received from PSM Compucad for the new Large Format Printer.
- Extension submitted to Main Roads for the Aerodrome Fencing road corridor permit – approval received.
- Confirmation of steel work for the Shire Hall Awning to arrive on 5 June 2016, erection will commence early Monday morning on 6 June 2016.
- Delay with the sourcing material for precinct street marker, estimated to have both installed on Wednesday, 8 June 2016. Received further comments from Main Roads, amendments sent to Flanagans for completion.
- Taylors Beach setout information sent to Survey Department for contractors.
- Haig Street Kerb and Channel and Footpath Rehabilitation Project – Road corridor permit documentation sent to Main Roads for approval. Commenced project folder preparation.
- Letter of offer received from Department of Natural Resources and Mines for the proposed road reserve at Dungeness subject to conditions. Currently seeking advice for direction forward.
- Revised drawings of the Ambulance Access sent to Main Roads for comments.

GRANTS

- Northern Queensland Primary Health Network – Active Healthy Northern Queensland Grants Program – ROUND 1. This funding aims to improve health outcomes and minimise risks of chronic diseases in the community. This funding provides for the promotion of health and illness prevention initiatives which aims to change community attitudes and behaviour. Funding of up to $20,000 available with no co-contribution requirement. Currently in discussion with HR for the possibility of incorporating a program into the current HSC Health and Wellbeing Committee. Outcome was to submit an application in ROUND 2 of funding, due September 2016. This would allow additional meetings to be undertaken by the Health and Wellbeing Committee to strategically plan objectives and set relevant KPI's in line with the funding requirements.
- Tourism and Events Queensland – Qld Destination Events Program (QDEP) Round 3 – Tasman Turtle Picnic Day to be held 20 May 2017. UNSUCCESSFUL. Total Project Cost $95,791, Council contribution $73,416, Funding component $22,375.
- Department of State Government – Building Our Regions ROUND 2 – Regional Capital Fund – Hinchinbrook Footpath Connectivity Project - Expression of Interest submitted 29 April 2016. Council resolution submitted 26 May 2016 under separate cover in support of the project.
- Green Army Project Applications Round 5 are now open, with HSC requesting to host 3 projects (Waterfall Creek, TYTO Wetlands, Coastline survey of turtle nests and weed eradication) and Conservation Volunteers Australia (CVA) to be the service provider. Ongoing meetings with David Griffiths (Regional Manager – CVA) continue to ensure application deadlines are met.
- Skilling Queenslanders for Work – First Start Program 2016/17 – Council completed the bidding request for 3 traineeships in the areas of finance, records management and local laws in the 2016/17 financial year, with funding of $12,500 available per participant. These bids are assessed on the ability of Council to employ, train and supervise trainees; ability of Council to fill their allocations; commitment to securing ongoing employment and/or training/further education opportunities for participants; meeting all contractual and report obligations; commitment to the provision of post participation support.
- Department of Tourism, Major Events, Small Business and the Commonwealth Games – Qld Tourism Infrastructure Fund 2016-17. UNSUCCESSFUL application in Rotary Park Redevelopment, with the project cost estimate of $246,500, HSC contribution of $146,500, and a funding request of $100,000. However, this application was resubmitted to the Department of Infrastructure, Local Government and Planning Program via the Department of Tourism, Major Events, Small Business and the Commonwealth Games and is currently being assessed.
- Department of Infrastructure, Local Government and Planning - HSC LGGSP 15/16 0029 - Upgrade Footpaths to accommodate people with a disability – variation to the sub agreement has been requested 27 May 2016– awaiting formalised approval for an additional 6 site accesses to be completed within original project cost estimates of $47,725.

SURVEY

Projects Underway this month

- CBD Project – Survey commenced to replace survey marks destroyed during construction in Lannercost Street and Townsville Road.
- Forrest Glen Village – Survey Plan Pre-Lodgement Advice received from DNRM, amendments made and plan endorsed ready for lodgement.
- Gairloch Flood Gauges – Total replacement of southern gauge boards and repairs to northern gauge boards completed.
- Water Bores – Levels to new bores at Forrest Beach Water Plant and Como Road.
- Lannercost Street – Levels for design of disabled parking at Ingham Post Office.
- Taylors Beach Boat Ramp Channel – Pre-construction survey of channel excavation and spoil sites. Channel location and level set out for contractor.
- Morehead / Dutton Street – Preservation of survey marks for K&C construction.
- Gort Street / Herbert Street – Confirm marks destroyed during construction of pedestrian invert crossing.
- Haig Street / Herbert Street – Preservation of survey marks for footpath and pedestrian crossing construction.
- Dutton Street – Preservation of survey marks for water main construction.

Other activities this month:

- Update permanent survey mark records.
- Attended Engineering meetings.
- Sonar Mite equipment delivered and in use.
- Quality System Internal Audit of Purchasing completed.

ASSETS AND INFRASTRUCTURE

Projects underway this month include:

- The Multi Criteria Analysis Tool to be used in the prioritisation and budgeting for the unsealed Roads Capital Works Program has been demonstrated and a preliminary program is available based on the last condition inspection carried out by a contractor in November/ December 2015. Hinchinbrook Shire has acquired suitable hardware and software to carry out these inspections internally and they will be planned to occur at least quarterly including pre wet season and pre cane season to ensure Council has a record of the road condition prior to any potential flooding and prior to the impact of cane haul out traffic.
- Pennas Bridge Deck Replacement has been delayed due to heavy showers raising creek levels. The contract Superintendent is GHD who completed the design and they will assess any damage to the structure after the deck is removed. A pre-start meeting with residents on Pennas Road is yet to be arranged by the Superintendent but all residents and landowners have received notice of works.
- Lannercost Extension Road Bridge – The majority of the project is now reaching completion, the final asphalt wearing course installation is planned for the first week of June. The road will be opened as soon as the wearing course is rolled and signage is removed.
- The road roughness/digital video recording equipment has been tested on some of the more remote roads to check the process and confirm that results are consistent with visual observations, and the chainages are consistent with survey chainages.
- The Assets Department hosted a representative of Cassowary Coast Regional Council to demonstrate a design package they've developed to optimise the performance and construction cost of unsealed gravel pavements. This package is designed to maximise durability while keeping re-sheet costs to a minimum by selecting and blending quarry and pit gravels with the in-situ material on existing roads to achieve ideal grading and binder percentage. Cassowary Coast Regional Council have achieved savings of up to 40% in construction costs and have extended pavement life dramatically using this process.
- Ingham Aerodrome – Project is expected to commence in July 2016, following several onsite inspections and discussions with operators to fine tune the scope of fencing and gating solutions between the buildings separating airside operations from public visitor areas.

WATER AND SEWERAGE

Please see the Water and Sewerage Works Program Report

EXTERNAL MEETINGS

- Taylors Beach Dredging Contractor Briefing Session – Tuesday, 3 May 2016
- Pettits Road (Wharps) Drainage Inspection – Thursday, 5 May 2016
- LGMA Future Leaders Forum, Brisbane – 11-13 May 2016
- IPWEAQ NQ Conference Planning, Ingham – Monday, 16 May 2016
- Contractor Briefing, Taylors Beach Dredging – Monday, 16 May 2016
- DNRM Executive Director Andrew Buckley, Ingham, Local Priority and Working With DNRM – Wednesday, 18 May 2016
- Girgentis/St Anthony Road consultation – Friday, 20 May 2016
- Bambaroo Community Shed Meeting – Tuesday, 24 May 2016
- Portfolio Councillor Inspections – Thursday, 26 May 2016
- Onsite Airport Fencing Consultation – Friday, 27 May 2016

OTHER ACTIVITY – SPECIAL PROJECTS

- CBD Revitalisation – Works are now nearing completion. The final remaining installation task is the Lannercost Street Precinct Marker which is expected to be complete by the end of June 2016.
- Tully Street connectivity project is well underway and all works are forecast to be completed by the end of June 2016.
- Taylors Beach Dredging Project commenced in May 2016, with an estimated 2 week completion timeline.

HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

EXECUTIVE MANAGER ENGINEERING SERVICES MONTHLY STATUS REPORT – JUNE 2016

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 310516-36 – Councillor Maria Bosworth – Donation of Redundant Linemarker to Showgrounds Committee

That Council resolve to donate the redundant linemarker (Plant Number 331) to the Showgrounds Committee conditional upon the Showgrounds Committee accepting full responsibility for the future maintenance of the item and accepting the item on an as is basis.

Status:
June 2016 Update – Correspondence sent to Herbert River Pastoral & Agricultural Association.

Matter Closed

Resolution Number – 310516-11 – Request to Extend Girgentis Road by Reducing St Anthony Road

That Council implement all necessary steps to implement Option 3 – which is to rename a section of St Anthony Road to Girgentis Road so as to avoid confusion and minimal changes to existing occupied properties and their current rural addresses.

Property 3 (Lot 1 SP221808) to be issued with a new rural address – 19 Girgentis Road, Bemerside.

Status:
June 2016 Update – Letters sent to advise residents of change.

Matter Closed

Resolution Number – 310516-10 – Transfer of Drainage Reserves Adjacent to Pettits Road to Council Control

That Council defer consideration of the report to the next General Meeting and the EMES to undertake further investigations regarding tenure and stream function.

Status:
June 2016 Update – Carried over until June Ordinary Meeting.

Resolution Number – 310516-09 – Tender HSC 16/16 – Offer to Undertake Regulatory Pavement Marking HSC Road Network

That Council accept submitted rates for HSC 16/16 – Offer to Undertake Regulatory Pavement Marking HSC Road Network from Lining Systems Australia Pty Ltd.

Status:
June 2016 Update –Correspondence sent to tenderers.

Matter Closed

Author: James Stewart
Position: Executive Manager Engineering Services
Date: 14 June 2016

Resolution Number – 310516-08 – Tender HSC 16/07 – Supply of Trucks for Hire and Cartage of Roadmaking Materials

That Council accept all tendered offers for contract HSC 16/07 - Supply of Trucks for Hire and Cartage of Roadmaking Materials, and add all offered trucks and trailers to the panel of suppliers for a period up to 30 June 2018.

Status:
June 2016 Update – Correspondence sent to tenderers.

Matter Closed

Resolution Number – 241115-09 – Ingham Ambulance Driveway Access

That Council agree to fund and deliver a bridged driveway crossing so as to improve access for Ingham Ambulance as it is considered an essential service to the community, by utilising funding from the 2015 / 2016 Budget - Ingham Drainage Improvement project.

Status:
June 2016 Update – SMEC design currently sitting with TMR for comments.

May 2016 Update – SMEC engaged to undertake structural drawing for Ingham Ambulance Access to satisfy the requirements by Transport and Main Roads.

March / April 2016 Update – Comments received from TMR. Plans have been updated accordingly and resubmitted to TMR for approval.

February 2016 Update – RCP submitted to TMR, currently awaiting approval.

January 2016 Update – Preliminary design is complete. TMP to be completed and submission of an RCP to TMR before we can proceed any further. Hopefully mid January.

December 2015 Update – No action to report.

Resolution Number – 290915-10 – Extension of Maintained Section of Bogottos Road Stone River

That Council add approximately seventy-five metres of road to the Hinchinbrook Shire Road Register and construct approximately one hundred and twenty metres of unsealed road pavement inclusive of a cane rail crossing to provide legal access to four freehold allotments north of Bogottos Road, at an estimated cost of $40,000 inclusive of design and cane railway signage.

That Council carry out the works in the 2015 / 2016 financial year and be funded through the Capital Works Re-sheeting Program.

Status:
June 2016 Update – Wet weather continues to delay progress.

May 2016 Update – Wet weather continues to delay progress.

March / April 2016 Update – Design has been sent to Works Department for programming. Wet weather has delayed any progress.

February 2016 Update – Design has been sent to Works Department for programming.

January 2016 Update – Continuing.

December 2015 Update – Design section is currently processing.

November 2015 Update – Correspondence sent. Works have been scheduled for February 2016, weather permitting.

October 2015 Update – Correspondence sent. Works have been scheduled for February 2016, weather permitting.

Resolution Number – 240215-15 – Dungeness Boat Ramp Carpark

That Council make application to the Department of Natural Resources and Mines (DNRM) to dedicate Lot 540 on CP840371 as Reserve for Recreational Purposes with HSC as Trustee to allow programmed works to proceed for the Dungeness Boat Ramp Carpark Extension and Recreational Area.

Status:
June 2016 Update – Response received from DNRM. Legal advice to be sought before proceeding.

May 2016 Update – Council has decided not to continue with native title negotiations for this project at this stage. Revised application sent to SLAM, DNRM to dedicate State land as road. Awaiting response from DNRM.

March / April 2016 Update – Responses have been received by both parties and Council's solicitor has replied on Council's behalf. Currently reviewing proposal to conduct authorisation meeting with Native Title proponents.

February 2016 Update – No further progress.

January 2016 Update – Change of land tenure cannot be finalised until native title has been addressed. Council has received a proposal from both Warrgamay and Nywaigi People. Council has received legal advice from Council's solicitor and a response has been sent to both Warrgamay and Nywaigi parties to commence negotiations of an agreement. Expected to receive responses from both parties by late January.

December 2015 Update – Council received draft agreement from NQLC on behalf of Warrgamay People. Still awaiting draft proposal from Nywaigi People as NQLC is no longer representing them. Awaiting response from Girringun Aboriginal Corporation on Nywaigi People's behalf.

November 2015 Update – Native title claimant groups resolved to proceed by way of agreement. Draft agreement to be submitted to Council by the North Qld Land Council (NQLC) on behalf of both claimants by 10 November, 2015 (3 week timeframe, tentative date provided by NQLC). Council is currently awaiting the draft agreement from NQLC.

October 2015 Update - Agreement negotiations with claimant groups are scheduled for Tuesday, 20 October 2015.

September 2015 Update – Two native title claimant groups are prepared to proceed by way of agreement. Awaiting advice from Council's Lawyer who has requested from the respective claimant Lawyers on the suggested method so the matter can be progressed most quickly.

August 2015 Update – Finalising Survey Plan to complete offer requirements stated in DNRM's Agreement to Offer to Dedicate Reserve.

July 2015 Update – Submitted agreement to offer dedicated reserve to DNRM. Awaiting feedback from DNRM.

June 2015 Update – Waiting on DNRM response to request for change of land tenure.

May 2015 Update – Waiting on DNRM response to request for change of land tenure.

April 2015 Update – Waiting on DNRM response to request for change of land tenure.

March 2015 Update – Waiting on DNRM response to request for change of land tenure.

Resolution Number – 240215-11 – Flood Height Indicators – Totem Poles

That Council raise awareness in the community of the potential impacts for varying degrees of flooding severity by undertaking community consultation necessary to take the following actions:

- The installation of flood markers at road intersections or key locations
- Initiating a flood awareness week including education programs with local schools and organisations
- Updating of Council's website with an interactive GIS portal depicting flood information
- Updating of Council's website with other flood mapping information as part of a wider flood awareness strategy.

Status:
June 2016 Update – Installation of totem poles is currently on hold until further notice. GIS portal is progressing to allow public access/viewing of flood maps.

May 2016 Update – Installation of totem poles is currently on hold until further notice. GIS portal is progressing to allow public access/viewing of flood maps.

March / April 2016 Update – Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740 to fund community resilience-building activities.

February 2016 Update – Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740 to fund community resilience-building activities.

January 2016 Update – Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740 to fund community resilience-building activities.

December 2015 Update – Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740 to fund community resilience-building activities.

November 2015 Update – Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740 to fund community resilience-building activities.

October 2015 Update – *Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740 to fund community resilience-building activities.*

September 2015 Update – Quotes have been sourced and sample designs have been completed. RACQ Get Ready Qld Program has been announced and Council has been allocated $11,740.00 to fund community resilience-building activities.

August 2015 Update – Draft visual representation of flood indicators is under development.

July 2015 Update – Draft visual representations of flood indicators is under development.

June 2015 Update – Draft visual representations of flood indicators is under development.

May 2015 Update – Draft visual representations of flood indicators is under development.

April 2015 Update – Community consultation focus group is being formed to review physical appearance options of totem poles.

March 2015 Update – Community consultation focus group is being formed to review physical appearance options of totem poles.

Resolution Number – 190814-18 – Forrest Beach Water Supply – Bores Feasibility Investigation

That Council engage GHD Pty Ltd, subject to a satisfactory fee proposal, to undertake an investigation into the condition of the existing bores and supervise the refurbishment of said bores if required.

Status:
June 2016 Update – Design complete. Currently procuring materials and construction will commence once materials delivered.

May 2016 Update – Pump testing Complete. Pump design being undertaken by GHD.

March / April 2016 Update – New bores have been installed. Pump testing to commence in April.

February 2016 Update – Ayr Boring is onsite and test holes are complete. Bore screen design is in progress.

January 2016 Update – Ayr Boring commencing onsite early February at Forrest Beach Water Treatment Plant and Como Road bore field.

December 2015 Update – Finalising quotations - GHD to provide report.

November 2015 Update – Quotations have been called for and are currently being assessed by GHD.

October 2015 Update - Draft tender document currently being checked.

September 2015 Update – GHD currently producing tender documents to clean existing and install new bores.

August 2015 Update – Council has requested GHD to provide a proposal for Stage 2 of the borefield works which involves organising and facilitating the installation of new bores and cleaning the existing bores at Forrest Beach.

July 2015 Update – Report received and currently working on options for upgrade.

June 2015 Update – Existing bore inspections carried out by GHD. Awaiting condition report.

May 2015 Update – GHD to provide fee proposal to complete further investigation works.

April 2015 Update – GHD have submitted final Report. Council to do further investigation works to provide a better understanding of the existing bores.

March 2015 Update – GHD to provide final report after comments provided by Council. Recommendations to be implemented.

February 2015 Update – GHD finalising report on the state of existing bores and recommendation for renewal.

January 2015 Update – GHD completed tests on the bores on 12/12/14. Awaiting GHD report.

December 2014 Update – GHD proposal accepted. Gathering of information has commenced.

November 2014 Update – GHD proposal still to be assessed.

October 2014 Update – GHD proposal has been received, still to be assessed.

September 2014 Update – Meeting held with GHD to discuss project. Awaiting GHD's fee proposal.

Matter Closed

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

WATER AND SEWERAGE WORKS PROGRAM REPORT

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

The Water and Sewerage Works Program Report for the month of May 2016 is presented at Council's Ordinary Meeting for Councillors information.

Works Currently in Progress

Major Works Performed During May 2016

- Final milestone claim for the State Government Funding submitted for the Forrest Beach Water Security Project.
- Generator shelter at Macknade Water Treatment Plant has been installed.
- Installation of the new sewerage pump station service pole and switchboard at SPS 16 Abbott Street, SPS 17 Hardy Street, SPS 18 Hunter Street, SPS 19 Racecourse and SPS 21 Victoria Mill Road. Electrical connection finalised. Old poles to be removed.
- Pump testing of new production bores at Como Road and Forrest Beach Water Treatment Plant.
- Bypass system while the Lucinda Reservoir is offline for repairs. A pressure pump system has been set up at the Halifax Water Treatment Plant, which will supply water to the Lucinda area.
- Requested quotations for the reconstruction of the internal road at the Ingham Sewerage Treatment Plant.

Works Scheduled to be Completed During June 2016, Weather Permitting

- Installation of aerator stands at the Ingham Depot Water Treatment Plant.
- Finalise the installation of the generator under the new shelter at Macknade.
- Award contract for HSC 16/15 Lucinda Reservoir Repairs.
- Replacement of high lift pumps at the Macknade Water Treatment Plant.
- Installation of bore pumps at Como Road and Ingham River Pump Station.
- Replacement water main on Dutton Street.

Works Scheduled to Commence During June 2016

- Construction of the Ingham Sewerage Treatment Plant internal road upgrades.
- Refurbishment of the structure at the Forrest Beach Water Treatment Plant.

File: *007/0114*
Author: *Peter Martin*
Position: *Water and Sewerage Manager*
Date: *13/06/2016*

Water and Sewerage Capital Works Progress Report:

C	Construction	A	Assessment	P	Procurement

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
2014/2015 Carry Over Projects					
Forrest Beach Water Security Project *(FORRESTBCHWATERSECURITY)* COMPLETED	$1,239,000	$1,300,000	$2,600,000	$2,346,377	COMPLETED • Total Lifetime Project Budget = $2,600,000 • Total 15/16 Expenditure = $1,104,447 Forecast: C (Jul–Nov), C (Jan–Mar) Actual: C (Jul–Nov), C (Jan–May)
Replace Macknade High Lift Pumps *(WATER PUMP REP 14-15)*	$35,000	$0	$35,000	$23,375	• Fittings have been ordered for the replacement of the pumps. Forecast: C (May) Actual:
Refurbish Filter Systems *(WATER FILTRATION 14-15)* COMPLETED	$210,000	$0	$210,000	$238,504	COMPLETED The Clarifier at the Forrest Beach Water Treatment Plant has been completed and is operational. • Total Lifetime Project Expenditure = $296,849 • Total Lifetime Project Budget = $300,000 Forecast: C (Sep), C (Nov), C (Jan–Mar) Actual: C (Sep), C (Jan–Feb)
Refurbish Forrest Beach Bores *(FORREST BCH BORES 14-15)*	$224,500	$0	$224,500	$96,995	• Awaiting final confirmation on pump sizes for the Forrest Beach Bores. Materials have been ordered for the delivery mains. • Total Lifetime Project Expenditure = $122,495 • Total Lifetime Project Budget = $250,000 Forecast: C (Nov), C (Jan–Mar) Actual: C (Jan), C (Mar–May)

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Sewer Manhole Assessment *(SEWER INVESTIG 14-15)* COMPLETED	$94,000	$0	$94,000	$97,374	COMPLETED Lifetime Project Budget = $120,000 Lifetime Project Expenditure = $123,703.40 (14/15 & 15/16) Forecast: C (Jul), C (Oct) Actual: C (Jul), C (Oct)
Sewer Rising Main Investigation *(SEWER INVESTIG 14-15)*	$14,500	$0	$14,500	$16,331	• Final Report to be provided by June 30. Forecast: A (Aug–Oct) Actual: A (Aug–Dec), A (Feb)
Sewerage Switchboard Replacement *(SEW SWITCH REP 14-15)*	$100,000	$0	$100,000	$78,043	• Poles and switchboards have been erected and connected at SPS 17 and 19. Old poles to be removed. • SPS 12 Palmer Street and SPS 6 Dickson Street are outstanding on this project. They are located in high flood areas and it is difficult to position the new post and platform in the areas. Community consultation required before design is finalised. Forecast: C (Oct), C (Feb) Actual: C (Dec), C (Mar), C (May)
Ingham STP pH and DO Sensors *(SEWER INSTRUMENTS 14-15)* COMPLETED	$12,500	$0	$12,500	$10,222	COMPLETED Forecast: C (Sep) Actual: C (Oct), C (Dec)
Water Distil (formerly Lab Spectrophotometer) *(SEWER INSTRUMENTS 14-15)* COMPLETED	$10,000	$0	$10,000	$4,034	COMPLETED Forecast: C (Aug) Actual: C (Aug)
Refurbishment of Clarigester No. 1 COMPLETED	$11,500	$0	$11,500	$67,537	COMPLETED Lifetime Project Expenditure = $170,057.08 (14/15 & 15/16) Forecast: C (Jul) Actual: C (Oct)
Refurbishment of SPS *(SEWER PUMP STATION REFURB 14-15)*	$80,000	$0	$80,000	$0	• Investigating options for refurbishment. Forecast: A (Nov–Dec), C (Apr–May) Actual:

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
2015-2016 Capital Projects					
Duplicate Como Rd No 5 Bore (Main Supply for Ingham) *(DUPLICATE COMO RD No5 BORE 15-16)*	$150,000	$0	$150,000	$67,931	• Awaiting delivery of new Grundfos bore pumps and switchboards have been ordered through Professional Pump Services. • Area has been excavated for the install of new pipeline, pit and flow meter. Forecast: C (Dec); C (Jan–Feb) Actual: C (Jan–Feb); C (Apr); C (May)
Install Pumps River Pump Station Bores *(RIVER PUMP STATION BORES 15-16)*	$50,000	$0	$50,000	$18,572	• Awaiting delivery of new Grundfos bore pumps and switchboards have been ordered through Professional Pump Services. • Lahtinen Electrical has been engaged to complete the electrical install of the bore pumps and flow meters. Forecast: C (Dec); C (Mar–Apr) Actual: C (Feb); C (Apr)
Refurbish Filter Systems *(WATER FILTRATION 15-16)*	$300,000	$0	$300,000	$53,443	• Keita Services has been awarded the contract for the refurbishment of the aerator to commence in June. Forecast: C (May) Actual: C (Feb)
Replace Aerator _ Depot Water Treatment Plant *(DEPOT WTP UPGRADES 15-16)*	$35,000	$0	$35,000	$27,293	• Council's Workshop has completed the fabrication of the stands and they are ready to be installed. • New aerator cannot be installed until the Hebert River can be used for the water supply. Due to rain, installation has been rescheduled to mid June. Forecast: C (Nov) Actual: C (Mar)
Shelter for Generator – Macknade WTP *(MACKNADE WTP GENERAT BUILD 15-16)*	$20,000	$0	$20,000	$662	• Stalco Sheds and Garages have installed the carport. • Electrical install of generator to be finalised in June. Forecast: C (Mar) Actual: C (Apr); C (May)
Installation of New Water Connections *(NEWWATCONN 15-16)*	$30,000	$0	$30,000	$28,989	• Installed as required. Forecast: C (Jul–Jun) Actual: C (Jul–May)

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Purchase New Hand Held Meter reader *(WATER INSTRUMENTS 15-16)*	$20,000	$0	$20,000	$0	• Technology One consultant has determined that tablets can be used to produce the correct file for the system. New tablets to be purchased in June. Forecast: P (Oct) Actual:
Lucinda Low Level Reservoir – Internal painting *(LUCINDA L/LEVEL RES REFURB 15-16)*	$150,000	$0	$150,000	$37,352	• Tenders have closed for HSC 16/15 Lucinda Reservoir Repairs. 10 submissions were received. GHD are completing the assessment. • Bypass system installed that will be used while the tank is offline is complete. Forecast: C (Feb–Mar) Actual: C (May)
Water Main Replacement Dutton St (between Cooper St and Conroy St) and Tully St *(WATER MAIN REPLACEMENT 15-16)*	$20,000	$0	$20,000	$42,078	• Materials have been purchased for Dutton Street. • Keita Services has completed work on Tully Street. Forecast: C (Jun) Actual: C (May)
Replace TLC-02-01 RTU to TLX *(WATER TELEMETRY REP 15-16)* COMPLETED	$10,000	$0	$10,000	$10,133	COMPLETED Forecast: C (Nov) Actual: C (Apr)
Replace Halifax WTP High Lift Pumps (2 of) *(WATER PUMP REPLACEMENT 15-16)* COMPLETED	$25,000	$0	$25,000	$12,121	COMPLETED Forecast: C (Nov) Actual: C (Feb)
Develop Hydraulic model of Water Assets *(WATER HYDRAULICS 15-16)*	$50,000	$0	$50,000	$27,068	• GHD were onsite during April collecting missing data on the sewerage network. A second inspection is required to finalise the water network. Forecast: A (Jul–Oct) Actual: A (Jul–Nov), A (Feb–May)
Fire Hydrant and Valve exercising Program *(HYDRANT & VALVE PROGRAM 15-16)*	$130,000	$0	$130,000	$66,219	• Approximately 75% of hydrants have been completed. Forecast: C (Feb–Jun) Actual: C (Dec), C (Mar–May)

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Water and Sewerage Infrastructure Security Fencing and CCTV *(DEPOT WTP UPGRADES 15-16)*	$250,000	$0	$250,000	$101,530	• Embankments to be shotcreted in June. • Fence to be finalised once shotcrete is completed. • SAPE Industries has installed CCTV cameras at the Ingham Depot WTP with Ingham River Pumping Station to follow shortly. Forecast: May C Actual: Mar C, May C
OUTLET Ingham STP – pH and DO Sensors Link to SCADAC *(SEWER TELEMETRY UPGRADE 15-16)*	$20,000	$0	$20,000	$4,837	• Mostly complete, some minor software changes required from ELPRO. Forecast: Feb C Actual: May C
Refurbishment of Digester 2 at Ingham Sewerage Treatment Plant. *(SEWER T/MENT PLANT REFURB 15-16)*	$150,000	$0	$150,000	$6,965	• Works to be undertaken in July 2016, weather permitting. Forecast: May C (Jun) Actual
Refurbishment of Aeration Tank 2 at Lucinda Sewerage Treatment Plant *(LSTP AERATION TANK NO2 15-16)* COMPLETED	$60,000	$0	$60,000	$68,403	COMPLETED Forecast: Nov C Actual: Nov C, Jan C
Construct Sludge Beds at Lucinda Sewerage Treatment Plant *(LSTP SLUDGE BEDS 15-16)* COMPLETED	$20,000	$0	$20,000	$21,231	COMPLETED Forecast: Oct C Actual: Oct C
Repair/Seal Internal Roads Ingham STP *(SEWER INTERNAL ROADS 15-16)*	$210,000	$0	$210,000	$9,920	• Project to be completed by external contractor. Quotations have been sent to 6 interested contractors via Tenderlink. • SAPE Industries to install automated gate at entry with swipe card access. Forecast: Feb C Actual
Structural Refurbishment of SPS *(SEWER PUMP STATION REFURBS 15-16)*	$80,000	$0	$80,000	$0	• Program of works to be confirmed for this project. Forecast: TBC Actual

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Pump Station Lids Replace *(SPS LID REPLACEMENT 15-16)*	$25,000	$0	$25,000	$0	• Looking into aluminium options to be used in areas when there is no flooding eg. Dungeness. Forecast: C (Apr) Actual:
Investigate Options for Replacements of AC Rising Mains *(SEWER RISING MAINS 15-16)* CANCELLED	$50,000	$0	$50,000	$0	• This project has been cancelled due to findings from the Sewer Rising Main Investigation. Forecast: A (Nov) Actual:
Manhole Refurbishment *(SEWER MANHOLE REFURB 15-16)* COMPLETED	$100,000	$0	$100,000	$100,333	COMPLETED Forecast: C (Sep–Oct) Actual: C (Sep–Oct)
Replace TLC-02-01 RTU to TLX *(SEWER TELEMETRY REP 15-16)* COMPLETED	$10,000	$0	$10,000	$7,979	COMPLETED Forecast: C (Nov) Actual:
Replace Switchboard And Pole - SPS 16-14-21-18 *(SEWER SWITCHBOARD REPLACE 15-16)*	$100,000	$0	$100,000	$90,931	• Switchboards have been installed at SPS 16, 18 and 21. Forecast: C (Feb–Mar) Actual: C (Mar), C (May)
Replace Sewerage Pumps *(SEWER PUMPS UPGRADE 15-16)*	$50,000	$0	$50,000	$5,780	• Program of works to be confirmed for this project. This work is undertaken in conjunction with the structural refurbishment of the sewerage pump stations. Forecast: C (Apr–Jun) Actual:
Develop Hydraulic model of Sewerage Assets *(SEWER HYDRAULICS 15-16)*	$50,000	$0	$50,000	$23,900	• GHD are currently working on this project using Council's sewerage GIS data. Forecast: A (Jul–Oct) Actual: A (Jul–Nov), A (Feb–May)
TOTAL	$4,196,000	$1,300,000	$5,496,000	$2,570,532	

Broken Water Main Taylors Beach Road

Water & Sewerage Works Request Report

HINCHINBROOK SHIRE COUNCIL

For the Month of May 2016

Category	Request Lodged	Action Completed	Percentage Completed	
Installed New Connection	1	1	100.0%	
Repaired Broken Service	16	16	100.0%	
Low Pressure	1	1	100.0%	
Sewerage Odour	0	0		
Replaced Jumper Valve	0	0		
Repair Broken Main	1	1	100.0%	
Dirty Water	0	0		
Sewerage Blockage	0	0		
Other Requests	59	43	72.9%	
TOTALS:	78	62	79.5%	

Water & Sewerage Works Request Report

For the Financial Year to May 2016

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Installed New Connection	17	17	100.0%	
Repaired Broken Service	134	134	100.0%	
Low Pressure	1	1	100.0%	
Sewerage Odour	0	0		
Replaced Jumper Valve	38	38	100.0%	
Repair Broken Main	7	7	100.0%	
Dirty Water	15	15	100.0%	
Sewerage Blockage	1	1	100.0%	
Other Requests	443	379	85.6%	
TOTALS:	656	592	90.2%	

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

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

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

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

* Urgent: Total Loss or Imminent total loss of supply - 95% in 1 hour
* High: Appreciable loss of supply - 95% in 2 hour
* Moderate: Minimal Effect to Supply (wet patch) - 95% in 3 days
* Low: No appreciable loss of supply - 95% in 1 week

HINCHINBROOK SHIRE COUNCIL

SHIRE WATER and SEWERAGE SCHEMES REPORT

MAY 2016

1. WATER

	Ingham River PS	Martin St. Depot WTP	Halifax WTP	Macknade WTP	Forrest Beach WTP
Total Kl Pumped	19647	91646	0	22109	14645
Previous Month	1930	109504	0	22776	14170

	Halifax Depot	Ing to F/Bch Flow
Total Kl Pumped	4815	4331
Previous Month	5384	3142

2. WATER CONSUMPTION

	Total Kl	Mean Day	Max Day	Min Day	l/c/d	Prev. Month
SCHEME 1 - Ingham/Toobanna/Trebonne	102147	3295	3915	2735	453	456
SCHEME 2 - Halifax/Lucinda/Cordelia/Macknade/Taylors Beach	26924	869	1281	523	246	257
SCHEME 3 - Forrest Beach	14645	471	672	307	315	305

3. SEWERAGE

	Total Kl	Mean Day	Max Day	Min Day	Prev Month Total Kl	Prev Month Mean Day
Ingham Sewerage Treatment Plant - Inlet Flow	83159	2683	7102	1635	122092	4070
Ingham Sewerage Treatment Plant - Pumped to Community Wetlands	65543	2114	2715	1538	0	0
Ingham Sewerage Treatment Plant - Outlet Flow to Herbert River - W3	0	0	0	0	38644	1288
Hinchinbrook Community Wetlands - Inlet Flow	60446	1950	2289	1719	65148	2172
Hinchinbrook Community Wetlands -Outlet Flow - W1	Meter US	0	0	0	70372	2346
Lucinda Sewerage Treatment Plant - Outflow to Irrigation	1887	61	122	28	1694	56
Lucinda Sewerage Treatment Plant - Outflow _ W2 - Ocean	0	0	0	0	0	0
Trebonne Sewerage	9346	301	815	197	10661	344

Escherichia Coli Health Compliance Quarterly Report

Ingham Water Supply - Raw Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	4	3	3	1	11
Tests Failures	2	1	1	0	4
Tests Passed	2	2	2	1	7
% Passed	50.00%	67%	67%	100%	64%

Lower Herbert Water Supply - Raw Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	2	1	2	1	6
Tests Failures	0	0	0	0	0
Tests Passed	2	1	2	1	6
% Passed	100%	100%	100%	100%	100%

Ingham Water Supply - TREATED Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	4	3	4	2	13
Tests Failures	0	0	0	0	0
Tests Passed	4	3	4	2	13
% Passed	100%	100%	100%	100%	100%

Lower Herbert Water Supply - TREATED Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	2	2	2	1	7
Tests Failures	0	0	0	0	0
Tests Passed	2	2	2	1	7
% Passed	100%	100%	100%	100%	100%

Ingham Water Supply - Reticulation Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	22	21	18	12	73
Tests Failures	0	0	0	0	0
Tests Passed	22	21	18	12	73
% Passed	100%	100%	100%	100%	100%

Lower Herbert Water Supply- Reticulation Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	19	16	13	10	58
Tests Failures	0	0	0	0	0
Tests Passed	19	16	13	10	58
% Passed	100%	100%	100%	100%	100%

Forrest Bch Water Supply - Raw Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	2	2	2	1	7
Tests Failures	2	2	2	1	7
Tests Passed	0	0	0	0	0
% Passed	0%	0%	0%	0%	0%

Forrest Bch Water Supply - TREATED Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	2	1	2	1	6
Tests Failures	0	0	0	0	0
Tests Passed	2	1	2	1	6
% Passed	100%	100%	100%	100%	100%

Forrest Bch Water Supply- Reticulation Water Tests

Quarterly	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTALS
Tests Taken	14	13	11	7	45
Tests Failures	0	0	0	0	0
Tests Passed	14	13	11	7	45
% Passed	100%	100%	100%	100%	100%

		NO. of TESTS	NO. of Passes	FAILURES	Compliance
INGHAM	Reticulation	36	36	0	100%
TREBONNE	Reticulation	14	14	0	100%
TOOBANNA	Reticulation	9	9	0	100%
BLACKROCK	Reticulation	14	14	0	100%
FORREST BCH	Reticulation	45	45	0	100%
TAYLORS BCH	Reticulation	11	11	0	100%
MKD/BEM	Reticulation	13	13	0	100%
HALIFAX	Reticulation	20	20	0	100%
LUCINDA	Reticulation	8	8	0	100%
CORDELIA	Reticulation	6	6	0	100%
	TOTAL	176	176	0	100%
SCHEME 1 - INGHAM SUPPLY		73	73	0	100%
SCHEME 2- L/ HERBERT SUPPLY		58	58	0	100%
SCHEME 3 FORREST BCH SUPPLY		45	45	0	100%
HINCHINBROOK WATER SUPPLY		176	176	0	100%

Escherichia Coli Health Compliance Report

Drinking water scheme:	Hinchinbrook Water Supply

Year	2015/2016

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected	18	17	28	18	21	17	8	14	28	17	11	5
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	227	217	233	225	227	235	224	217	229	230	222	202
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

Drinking water scheme:	Scheme1 Ingham Water Supply

Year	2015/2016

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected	7	7	12	6	10	8	3	7	12	7	5	2
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	96	90	97	93	95	99	95	91	97	98	94	86
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

Drinking water scheme:	Scheme 2 Lower Herbert Water Supply

Year	2015/2016

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected	5	7	9	6	6	6	3	3	9	5	4	2
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	72	71	75	72	72	75	72	69	73	74	72	65
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

Drinking water scheme:	Scheme 3 Forrest Beach Water Supply

Year	2015/2016

Month	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
No. of samples collected	6	3	7	6	5	3	2	4	7	5	2	1
No. of samples collected in which E. coli is detected (i.e. a failure)	0	0	0	0	0	0	0	0	0	0	0	0
No. of samples collected in previous 12 month period	59	56	61	60	60	61	57	57	59	58	56	51
No. of failures for previous 12 month period	0	0	0	0	0	0	0	0	0	0	0	0
% of samples that comply	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Compliance with 98% annual value	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

ENGINEERING SERVICES WORKS PROGRAM REPORT

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

Officers Comment
This Works Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 28 June 2016.

Works Currently in Progress

Major Works Performed During May 2016

- 16GRS - Annual Gravel Resheeting Program
- 16R3 – McIlwraith/Davidson Street Intersection (Additional Footpath Works)
- 16K1 – Kerb Crossing Improvement to Non-compliant Crossing
- 16KR3 – Kerb and Channel Rehabilitation Program – Tully Street
- 16FR3 – Footpath Rehabilitation Program – Atkinson Street
- 16KR1 – Kerb and Channel Rehabilitation Program – McIlwraith Street

Works Scheduled to be Completed During June 2016, Weather Permitting

- 16R3 – McIlwraith/Davidson Street Intersection (Additional Footpath Works)
- 16KRFR2 (Parent Project) 16KR5 & 16FR2 – Kerb and Channel Rehabilitation Program – Haig Street
- 16KRFR2 (Parent Project) 16KR5 & 16FR2 – Footpath Rehabilitation Program – Haig Street
- 16KR1 – Kerb and Channel Rehabilitation Program – McIlwraith Street
- 16KR2 – Kerb and Channel Rehabilitation Program – Morehead Street

Works Scheduled to Commence During June 2016

- 16D2 – Forrest Beach Drainage Improvement
- 16D3 – Ingham Drainage Improvement
- 16D4 – Halifax Drainage Improvement
- 16D5 – Origlasso Street Drain
- 16KRFR2 (Parent Project) 16KR5 & 16FR2 – Kerb and Channel Rehabilitation Program – Haig Street
- 16KRFR2 (Parent Project) 16KR5 & 16FR2 – Footpath Rehabilitation Program – Haig Street
- 16KR1 – Kerb and Channel Rehabilitation Program – McIlwraith Street
- 16KR2 – Kerb and Channel Rehabilitation Program – Morehead Street
- 16PR1 – Parking Rehabilitation.

Author: *Elin Shephard*
Position: *Acting Works Engineer*
Date: *13/06/2016*

Works Capital Works Progress Report:

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
2015-2016 Capital Projects					
Abergowrie Road – Cutting Upgrade *(16R4)* COMPLETED	$400,000	$0	$400,000	$398,543	• Works have been completed. *Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun* *Forecast* C *Actual* C
Burke Street Improvements *(16R1)* COMPLETED	$500,000	$0	$500,000	$427,904	• Works have been completed. *Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun* *Forecast* C *Actual* C
Perimeter Fencing Airport *(16APF)*	$220,000	$0	$220,000	$0	• A further meeting was held on 27 May 2016 to clarify scope for an exclusion fence to prevent public access to the Aircraft Manoeuvring area (Aircraft aprons and Runway). • To compensate for the additional works a perimeter fence between the Dirt Bike Club and the Aerodrome will be excluded from the contract. A revised Schedule of Rates will be prepared and a final Contract Sum will be forwarded to the Executive Manager Engineering Services shortly. • Note that saturated ground conditions due to the late rain has made it nearly impossible to work on the aerodrome site so the delay would have occurred even without a change in scope. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast C Actual
Forrest Beach – Drainage Improvement *(16D2)*	$90,000	$0	$90,000	$0	• Further review required by Design and EMES. *Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun* *Forecast* C *Actual*

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Ingham – Drainage Improvement *(16D3)*	$100,000	$0	$100,000	$6,942	• Site visit completed by Acting Works Engineer and Design. • Executive Manager Engineering Services to open discussions with landowner. Forecast: C in Oct Actual:
Halifax – Drainage Improvement *(16D4)*	$60,000	$0	$60,000	$0	• Executive Manager Engineering Services to reopen discussions with landowner. Forecast: C in Apr Actual:
Mt Gardiner Road – Ch 900 to Ch 1260 – Seal Extension *(16R5)* COMPLETED	$61,000	$61,000	$122,000	$179,407	• Complete. Forecast: C in Jan Actual: C in Nov
Safety and Amenity Improvement Program (Newtons Crossing Upgrade) *(16R6)* COMPLETED	$55,000	$0	$55,000	$31,365	• De-grassed and transplanted trees. • Right hand side batter cut back, left hand side shaped, rock placed and concreted. • Job completed apart from Wilmar having to place new signage which is out of HSC's scope of works. Forecast: C in Feb Actual: C in Apr
Replace/Repair Hawkins Creek Culvert *(16T2)* COMPLETED	$584,854	$34,854	$619,708	$251,550	• Complete. Forecast: C in Nov Actual: C in Sep–Oct

<table>
<tr><th rowspan="2">Project Description
(Project Code)</th><th colspan="3">Programme Estimate 2015/2016</th><th rowspan="2">2015/2016
Expenditure includes commitments</th><th rowspan="2">Comments & Project Timeline</th></tr>
<tr><th>HSC Budget</th><th>Other Source</th><th>Total</th></tr>
<tr><td>Lannercost Extension Road Bridge
(16B1 & 16B1-HSC Additions)</td><td>$0</td><td>$1,613,483</td><td>$1,613,483</td><td>$1,425,658.07</td><td>• Project completed on 30 May 2016 with final asphalt surface and guard rails installed. Bridge to be opened to traffic in time for cane crushing season.
<table><tr><th></th><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th></tr><tr><td>Forecast</td><td></td><td></td><td></td><td></td><td colspan="8">C</td><td></td></tr><tr><td>Actual</td><td></td><td></td><td></td><td></td><td colspan="8">C</td><td></td></tr></table></td></tr>
<tr><td>Wallaman Falls Road
(15T1) & (16T1)
<u>COMPLETED</u></td><td>$293,000</td><td>$293,000</td><td>$586,000</td><td>15T1 – $57,520
16T1 - $499,509</td><td>15T1 – Sealing works Ch 24450-25350
• Complete.
16T1 – Sealing works Ch 25350-27350
• Complete.
<table><tr><th></th><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th></tr><tr><td>Forecast</td><td colspan="2">C (15T1)</td><td colspan="2">C (16T1)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td colspan="2">C (15T1)</td><td></td><td></td><td colspan="6">C (16T1)</td><td></td><td></td></tr></table></td></tr>
<tr><td>Mt Fox Road
(15T2) & (16T3)
<u>COMPLETED</u></td><td>$115,329</td><td>$115,329</td><td>$230,658</td><td>15T2 - $124,306
16T3 - $76,877</td><td>15T2 – Reconstruction works of curve at intersection Silver Wattle Road
• Complete.
16T3 – Pavement works Ch 3460-4540
• Complete.
<table><tr><th></th><th>Jul</th><th>Aug</th><th>Sep</th><th>Oct</th><th>Nov</th><th>Dec</th><th>Jan</th><th>Feb</th><th>Mar</th><th>Apr</th><th>May</th><th>Jun</th></tr><tr><td>Forecast</td><td colspan="2">C (15T2)</td><td colspan="2">C (16T3)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Actual</td><td colspan="2">C (15T2)</td><td colspan="2">C (16T3)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></td></tr>
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<table>
<tr><th rowspan="2">Project Description
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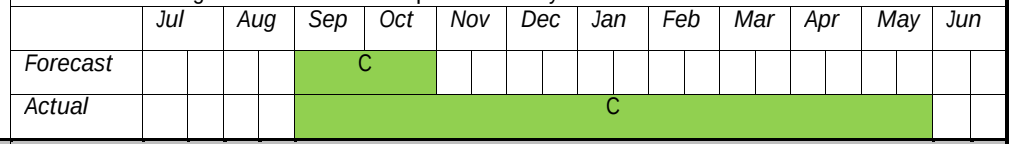
Expenditure includes commitments</th><th rowspan="2">Comments & Project Timeline</th></tr>
<tr><th>HSC Budget</th><th>Other Source</th><th>Total</th></tr>
<tr><td>Bridge Inspections and Designs
(16B2)
15 Bridge Inspections
Carryover $103,000</td><td>$150,000</td><td>$0</td><td>$150,000</td><td>$222,210.69</td><td>

Bridge inspection reports for the following bridges have been received:

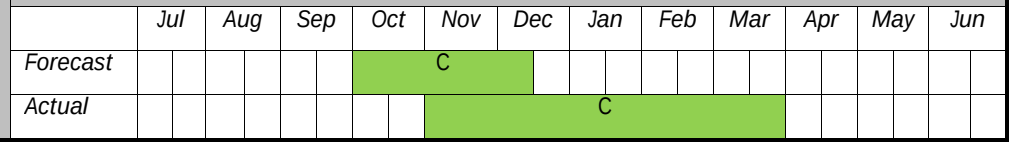
Des Jardine Bridge – Cemetery Road
Kirks Bridge – Liborios Road
Macknade Creek Bridge – Old Wharf Road

Inspections to date have indicated that there is mostly only minor maintenance associated with the bridges in this commission. The exception is Lee Creek Bridge and Kirks Bridge. At some stage within the next 10 years major repairs to the abutments and some structural components will be required. The repairs will require experienced bridge technicians. At this time only one qualified commercial organisation exists in Queensland. As an alternative, a low level Link Slab Culvert could be constructed (similar to Disaster Creek on the Mount Fox Road) to replace Kirks Bridge. Given the fact that this is primarily used during the cane harvesting season we believe that this would be a viable solution. The estimated cost would be similar to the Disaster Creek Culvert Project – approximately $600,000.
Macknade Creek Bridge on Old Wharf Road is in need of minor structural repairs due to the corrosion of fixings used in repairs in 2009. This is a relatively minor project but the bridge may need replacement within 15 years as other components reach the end of their economic life. In this case an alternative access via Bullock Paddock Road may be a better option rather than reconstructing a major bridge in difficult ground conditions for a small number of users. Current estimate to replace this bridge based on the Lannercost Creek Bridge Project will exceed $1.4 million.
The invoicing for these works is expected shortly.



</td></tr>
<tr><td>Kerb and Channel Rehabilitation Program – Townsville Road
(16KRFR1 (Parent Project) – 16KR4 & 16FR1)
<u>COMPLETED</u></td><td>$40,000</td><td>$0</td><td>$40,000</td><td>16KR4 - $23,525
16FR1 - $106,640</td><td>

Complete.



</td></tr>
</table>

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Kerb and Channel Rehabilitation Program – McIlwraith Street *(16KR1)*	$60,000	$0	$60,000	$44,011	• Crews set up signage and marked out excavation boundaries on 17 May 2016. • Kerb and channel was poured and concrete crossover accesses were poured on 26 May 2016. • Crews have commenced demolishing one side of Canegrowers Lane. Works progressing slowly due to wet weather. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (May) Actual: C (May)
Kerb and Channel Rehabilitation Program – Haig Street *(16KRFR2 (Parent Project) – 16KR5 & 16FR2)*	$25,000	$0	$25,000	16KRFR2 $0 16KR5 $0 16FR2 $0	• Design is complete and RCP to be submitted to TMR. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (May) Actual
Kerb and Channel Rehabilitation Program – Morehead Street *(16KR2)*	$100,000	$0	$100,000	$0	• Pre-start meeting was held on 11 May 2016. • Construction scheduled to commence early June 2016. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (Apr–May) Actual
Kerb and Channel Rehabilitation Program – Tully Street *(16KR3)* COMPLETED	$75,000	$0	$75,000	$17,112.44	• Complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (May–Jun) Actual: C (Apr)
Footpath Rehabilitation Program – Townsville Road *(16KRFR1 (Parent Project) – 16KR4 & 16FR1)* COMPLETED	$110,000	$0	$110,000	16KR4 - $23,525 16FR1 - $106,639	• Complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (Oct–Dec) Actual: C (Nov–Apr)

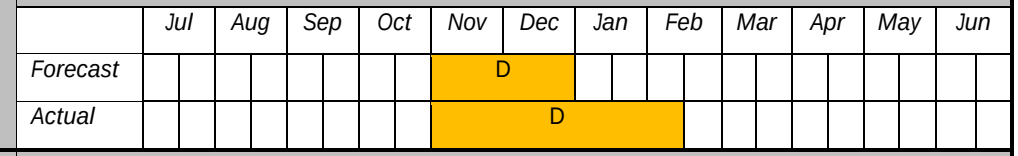
Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Footpath Rehabilitation Program – Haig Street (16KRFR2 (Parent Project) – 16KR5 & 16FR2)	$40,000	$0	$40,000	16KRFR2 $0 16KR5 $0 16FR2 $0	• Design is complete and RCP to be submitted to TMR. *Forecast*: C in May *Actual*:
Footpath Rehabilitation Program – Atkinson Street. (16FR3) COMPLETED				16FR3 $13,951	• Demolition commenced 24 May 2016 and completed on 25 May 2016. • Crews commence setting up formwork and the first pour was completed on Friday, 27 May 2016. Forecast: Actual: C in May
Kerb Crossing Improvement to Non Compliant Crossing *(16K1)*	$60,000	$0	$60,000	$19,885	• Two crossings at Gort Street have been completed. • Works to commence on Haig Street when crews become available. *Forecast*: C in Apr *Actual*: C in Apr–May
Annual Reseal Program *(16RS)*	$463,500	$0	$463,500	$379,538	• Awaiting final line marking to be completed. *Forecast*: C in Nov *Actual*: C in Oct–May

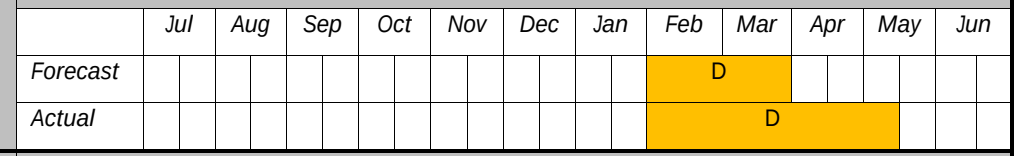
Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Annual Gravel Resheeting Program *(16GRS)*	$236,900	$0	$236,900	$409,297	• Quabbas Road Causeway – Wet weather has affected progress and extra drainage work had to be completed to de-water job site. • Gravel imported on 11 May 2016 to fix scouring from rain. Bitumen seal was scheduled for 20 May 2016 however has been cancelled due to wet weather. • Bogottos Road Upgrade – Site degrassed, cross road drainage completed. Wet weather has held up works as subgrade is extremely soft and wet. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (Feb) Actual: C (Aug–May)
Origlasso Street Drain *(16D5)*	$200,000	$0	$200,000	$336	• Prestart meeting held on 18 March 2016. • Wet weather has delayed works. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: (Jun) Actual
Dungeness Boat Ramp Car Park *(15P1)*	$315,000	$0	$315,000	$27,916.65	• Council received a letter of offer from SLAM, DNRM subject to conditions for Council's application to dedicate state land as road. Council must return the signed agreement together with payment ($402) to the Dept by 30 June 2016 otherwise the offer will lapse. Investigations are underway to determine whether Council will require a development permit to undertake the works – Town Planning to advise in due course. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (Feb–Mar) Actual
McIlwraith/Davidson Street Intersection *(16R3)*	$55,000	$180,000	$235,000	$135,607	• This job is only awaiting stick-on tactiles at 4 pedestrian crossings Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: C (Nov–Dec) Actual: C (Dec), C (Mar–May)

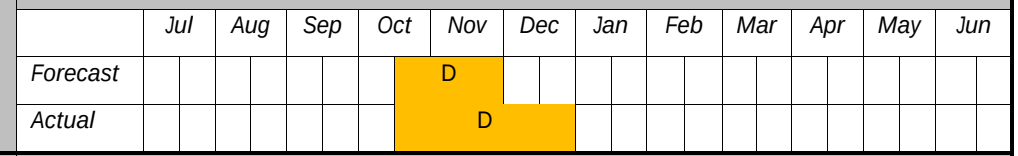
Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Rehabilitation Program – Replace Grated Entry with Kerb Entry *(16DR)* COMPLETED	$10,000	$0	$10,000	$8,809.15	• Complete. Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun Forecast: C (Aug) Actual: C (Aug)
Parking Rehabilitation *(16PR1)*	$30,000	$0	$30,000	$0	• Walk around with EMES on 9 May 2016. • Levels have been received from Survey Department. • Design to program. Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun Forecast: C (May) Actual
Palmas Road Dust Suppression Seal Adjacent to Property *(16R2)* COMPLETED	$45,000	$0	$45,000	$17,592	• Complete. Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun Forecast: C (Aug) Actual: C (Aug)
Macrossan Street – Footpath Rehabilitation *(16F1)* COMPLETED	$50,000	$0	$50,000	$46,303.69	• Complete. Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun Forecast: C (Aug–Sep) Actual: C (Aug)
Four Mile Drainage – Stage 2 Works *(16D1)* COMPLETED	$120,000	$0	$120,000	$125,585	• Complete. Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun Forecast: C (Aug–Sep) Actual: C (Aug–Oct)

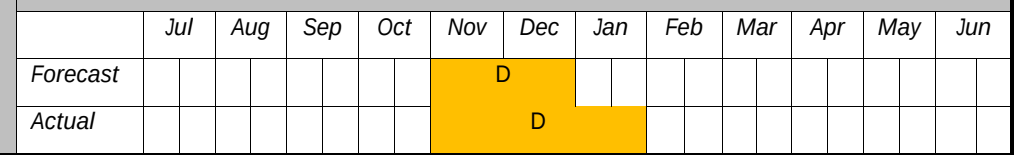
Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure includes commitments	Comments & Project Timeline
	HSC Budget	Other Source	Total		
Maskells Road – Dust Suppression (16R7) COMPLETED	$45,000	$0	$45,000	$116,951.52	• Complete. Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun *Forecast*: C (Nov) *Actual*: C (Jan–Feb)
	$4,709,583	$2,297,666	$7,007,249	$5,325,017	

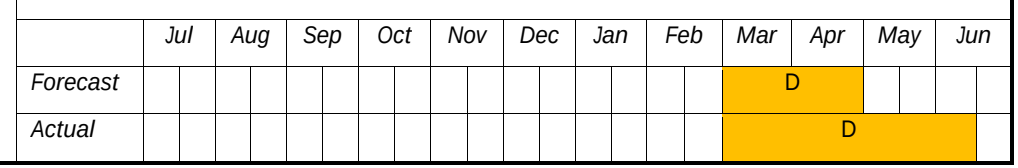
Project Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget (excl.GST)	Other Source/Trade (excl.GST)		2015/2016 Expenditure includes commitments (excl. GST)	Comments & Project Timeline
2015-2016 Fleet Replacement Projects					
Utility 2WD Drop Side Body (POS - Unit 3) COMPLETED	$23,000	$4,500 Trade		$30,616	• Delivered, complete.
Sweeper (Works - Unit 10) COMPLETED	$60,000			$88,753	• Delivered, complete.
Utility 4WD Extra Space Cab (Unit 78) COMPLETED	$37,000	$9,091 Trade		$42,096	• Delivered, complete.
Utility 2WD Dual Cab Drop Side Body (POS – Unit 96) COMPLETED	$28,000	$7,273 Trade		$32,625	• Delivered, complete.
Trailer Box (Works – Unit 125)	$8,000			$8,545	• Order Placed – PU005800











Project Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget (excl.GST)	Other Source/Trade (excl.GST)		2015/2016 Expenditure includes commitments (excl. GST)	Comments & Project Timeline
Truck Dual Cab (W&S – Unit 141)	$100,000	$32,727 Trade		$106,425	• Tender called in February 2016. • Order Placed – PU005630 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D Actual: D
Truck with Water Tank (Works – Unit 156)	$130,000			$0	• Tender called in February 2016. • Evaluation in progress. • Request for tandem truck. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D Actual: D
Argo (Health – Unit 158) COMPLETED	$80,000	$7,273 Trade		$50,811	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D Actual: D
Utility 2WD Dual Cab Drop Side Body (Health – Unit 160) COMPLETED	$33,000			$29,498	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D Actual: D
Compressor (Works – Unit 197)	$20,000			$19,500	• Tender called in February 2016. • Order received – waiting on invoice to process. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D Actual: D

Project Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget (excl.GST)	Other Source/Trade (excl.GST)		2015/2016 Expenditure includes commitments (excl. GST)	Comments & Project Timeline
Trailer ARGO (Health – Unit 199) COMPLETED	$3,600			$8,600	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Nov–Dec) Actual: D (Dec–May)
Motor Bike (Health – Unit 223) COMPLETED	$5,000			$15,017	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Nov–Dec) Actual: D (Dec–Mar)
Utility 4WD Drop Side Body (Unit 248) COMPLETED	$60,000	$17,273 Trade		$43,802	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Feb–Mar) Actual
Utility 2WD Space Cab Drop Side Body (W&S – Unit 291) COMPLETED	$35,000	$6,136 Trade		$36,213	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Mar–May) Actual: D (Jan–Jun)
Trailer with Water Tank (POS – Unit 326) COMPLETED	$12,500			$9,816	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Nov–Dec) Actual: D (Nov–Mar)

Project Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget (excl.GST)	Other Source/Trade (excl.GST)		2015/2016 Expenditure includes commitments (excl. GST)	Comments & Project Timeline
Line Marker (Works – Unit 331) COMPLETED	$30,000			$29,545	• Delivered, complete. Forecast: D (Feb) Actual: D (Jan–Mar)
Roller Vibrating Smooth Drum (Works – Unit 343)	$58,000	$7,000 Trade		$35,800	• Tender called in April 2016. • Order placed - PU005767 Forecast: D (Feb–Mar) Actual: D (Feb–Jun)
Tractor 4WD (Works – Unit 351)	$60,000			$0	• Tender called in April 2016. • Under evaluation – Upgrade tractor and slasher Forecast: D (Mar–Apr) Actual: Mar–Jun
Utility 2WD Dual Cab Drop Side Body (W&S – Unit 352) COMPLETED	$36,000	$4,091 Trade		$36,214	• Delivered, complete. Forecast: D (Feb–Mar) Actual: D (Feb–Apr, May)
Tailer (Works – Unit 412)Trailer only	$37,500			$8,191	• Tender called in March 2016. • Order Placed – PU005902 Forecast: D (Mar–Apr) Actual: D (Mar–May)

Project Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget (excl.GST)	Other Source/Trade (excl.GST)		2015/2016 Expenditure includes commitments (excl. GST)	Comments & Project Timeline
Station Wagon AWD (CS – Unit 435)	$34,000			$0	• Tender called in March 2016. • Replaced with Exec Manager vehicle. • Unit to go to public tender. • Tender HSC 16/23 Sale of Surplus Plant and Equipment. Closed on 31 May 2016. • No offers received. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Mar–May) Actual: D (Apr–May)
Station Wagon AWD (Health – Unit 436)	$35,000			$0	• Tender called in March 2016. • Replaced with Exec Manager vehicle. • Unit to go to public tender. • Tender HSC 16/23 Sale of Surplus Plant and Equipment. Closed on 31 May 2016. • No offers received Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Mar–May) Actual: D (Apr–May)
Zero Turn <u>COMPLETED</u>	$ 15,000			$10,336	• Delivered, complete. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Nov) Actual: D (Nov)
Truck Mounted Vacuum Excavator (W&S)	$300,000			$264,443	• Tender called in November 2015. • Order raised, updated delivery date: end June 2016. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: D (Nov–Dec) Actual: D (Nov–Jun)
Contingency	$124,400			$110,558	
	$1,365,000	$95,364		$1,017,405	

16FR3 – Footpath Rehabilitation Program – Atkinson Street.

16GRS - Annual Gravel Resheeting Program – Quabbas Road

16GRS - Annual Gravel Resheeting Program – Bogottos Road

16KR1 – Kerb and Channel Rehabilitation Program – McIlwraith Street.

Works Request Report

For the Month of May 2015

Category	Request Lodged	Action Completed	Percentage Completed	
Accesses	4	1	25.0%	Pipe at 806 Stone River Road overtops & responsibility of land owner. Request to replace reflectors on pipe access on Skinner Street is responsibility of land owner. Crossover t
Boat Ramps	1	1	100.0%	Boat ramp maintenance scheduled and inspections are completed weekly.
Drainage	8	5	62.5%	Dalrymple Street drain under rail line will be cleaned of debris. Drain down stream of Hunter Street will be sprayed as required. Table drain at Sunnybank Road rutted by Army driving through when wet will be repaired when dries out. Boommower is continuing in rotation.
Dust Nuisance	0	0		
Edge Repair	0	0		
Footpaths	6	1	16.7%	Footpath at 11 Abbot Street can be dressed up with loam to improve for mower. Concrete path along Stone River Road, Trebonne was pressure cleaned 6/6/2016. Concrete Path along Lannercost Street from Perkins Street was pressure cleaned 7/6/2016. Grassed footpath 15-19 Scott Street Halifax was driven on by Army truck, will be patched for mower. Macrossan Street, Halifax requires minor patching on concrete footpath at Newsagency.
Guide Posts	0	0		Many guide posts in rural areas have been replaced as required.
Intersection Cleaning	0	0		Street sweeper is continuing as per weekly schedule.
Kerb and Channel	6	2	33.3%	K&C cleaning was requested in various streets. We have started & will continue to complete.
Miscellaneous	1	1	100.0%	
Potholes	3	0	0.0%	Potholes in front of 32 Fulton Drive to be patched 8/6/2016. Caruso Road was patched until can be graded. Meyer Street has potholes on shoulder to be patched with crusherdust.
Rough Roads	4	2	50.0%	Mount Gardiner Road was patched until grader doing that area. All roads are currently being graded as a part of pre-cane season grade.
Sealing	0	0		
Signage	3	0	0.0%	Sign post at corner of Dutton & Cartwright Street was replaced 13/5/2016. Bollard at Mckenzie Street was replaced 17/5/2016. Request to check private signage at Dungeness is continuing.
Slashing/Mowing	3	2	66.7%	Slashing at Warrens Hill Road will be done in rotation.
Spraying	0	0		Ongoing spraying is continuing.
Street Cleaning	1	1	100.0%	Street sweeper is continuing as per weekly schedule.
Trees	4	1	25.0%	Large rain tree on Kemps Road to trim dead branches. List of various trees to be trimmed for machinery shifting scheduled to start week of 13/6/2016.
TOTALS:	**44**	**17**	**38.6%**	

Works Request Report

For the Financial Year to May 2015

Category	Request Lodged	Action Completed	Percentage Completed	Comments
Accesses	19	10	52.6%	All access will be cleaned as a part of the kerb and channel cleaning program. Hawkins Creek and Forrest Beach is being looked at by Assets.
Boat Ramps	3	3	100.0%	
Drainage	51	35	68.6%	Drainage cleaning is ongoing as weather allows. Ingham drainage is being looked after by EMES.
Dust Nuisance	4	3	75.0%	Request to widen seal at Bauhinia Street was received and advised to put in writing to Council.
Edge Repair	3	3	100.0%	
Footpaths	39	28	71.8%	Audit carried out every three months, defects repaired as safety issues. All outstanding requests have been barricaded. Referred to Telstra where required.
Guide Posts	2	2	100.0%	
Intersection Cleaning	1	0	0.0%	Street sweeper continuing on weekly rotation.
Kerb and Channel	46	32	69.6%	Spraying is being done as needed. Cleaning has started & will continue.
Miscellaneous	43	37	86.0%	
Potholes	26	20	76.9%	Potholes are completed as per intervention level.
Rough Roads	28	22	78.6%	Rough roads are currently scheduled as a part of pre-season grade.
Sealing	0	0		
Signage	19	11	57.9%	Road signs are repaired or ordered and installed when they arrive.
Slashing/Mowing	36	30	83.3%	Slashing is ongoing in rotation. Slashing gravel roads and table drains are done once a year during dry conditions.
Spraying	1	1	100.0%	Poison spraying of kerb and channel ongoing as needed. Spraying of rural drainage areas is continuing.
Street Cleaning	8	8	100.0%	
Trees	43	34	79.1%	Any safety issues have been addressed immediately. Starting trimming for machinery movements.
TOTALS:	**372**	**279**	**75.0%**	

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

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

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

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

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

* Requests that requires immediate action - eg Oil spill, bridge structure accident/incident, fallen tree on road;
* Requests that are considered safety related are actioned within seven (7) days - eg Intersection cleaning;
* All other requests completed in accordance with Council approved intervention levels.

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

FEASIBILITY STUDY – NORTH SOUTH SOLUTION

Executive Summary

This report marks the final milestone and delivery of a study investigating and costing solutions to the Ingham township being cut in half (North and South) which can isolate part of the population from essential emergency services. The state government have contributed funding to Council in order to investigate ways of mitigating the risk of flooding and develop plans/strategies to reduce the impact if possible. The feasibility report produced may also enable Council to submit funding proposals to both state and federal government for support.

For Council Decision – Recommendation

That Council receive and note the North South Solution Feasibility Study final document.

Background

Following a briefing with Councillors on the 17 June 2016 the following report is being brought back to the general Council meeting with the intention of making the feasibility study referred to as the North South Solution (NSS) open to the public.

In January 2015 Council engaged the specialist services of engage SMEC to undertake the feasibilities studies, Freshwater Retention Basin and North South Solution, based on a schedule of rates consultant services contract. Ingham and surrounding areas have been subject to flooding in recent years with substantial costs to rectify. After Cyclone Ita in April 2014 Council sought funding from the state government 2014/2015 Natural Disaster Resilience Program to investigate ways of mitigating the risk of flooding and develop plans to reduce the impact if possible.

Two separate funding agreements were given to council.

HSC NDRP14/15 0014 - Feasibility Study – North South Solution

Funding has been approved to conduct a feasibility study to determine the costs and feasibility of raising a section of the southbound lane of Herbert Street, Bruce Highway to alleviate the town getting split during major flooding events.

Funding:	$ 390,000
HSC Contribution	$ 15,000
Total	$ 405,000

Summary of Final Report

Study objectives

The primary objective of the North-South Solution Feasibility Study was to develop a solution that will improve road-user and pedestrian accessibility between the northern and southern parts of the Ingham Township under certain rainfall events. A key driver for HSC was for the solution to provide added community benefit.

The key project objectives for the North-South Solution study are therefore defined as follows:

1. Reduce the frequency and duration that Palm Creek is impassable during flood events to pedestrians and vehicles.
2. Provide a connection to Emergency Services precinct (such as the Hospital, police and fire station) during certain sized flood events for access by pedestrians and/or vehicles.
3. Provide an overall benefit to the township of Ingham in the form of improved amenity that aligns with HSC planning for the region.

Author: *James Stewart*
Position: *Executive Manager Engineering Services*
Date: *17/06/16*

The desired outcome of the study was to identify a preferred option(s) that would provide north south connectivity across Palm Creek for up to a 1 in 10 year AEP event. This was discussed and conferred with HSC. Historical information and flood modelling results show that the flood levels for events greater than these will be too excessive to mitigate.

Flood model used as part of this study

The URBS hydrologic and the TUFLOW hydraulic models used for this study were supplied by HSC. The models used as part of this study were originally developed as part of the Herbert River Flood Study (WBM Oceanics, 2003), and then subsequently updated by BMT WBM in 2015. For the purpose of referencing within this study, the original flood model will be referred to as the '2003 flood model' and the updated version referred to as the '2015 flood model'.

Study methodology

In order to develop the options and solutions in a logical and efficient manner, a staged methodology was adopted. The staging methodology defined a clear set of decision points and critical milestones which supported the process for option assessment and selection. The staging adopted for the NSS Study is as follows:

Phase 1	Development of a detailed Project Brief, including definitions of objectives, problem definition, and MCA criteria development
Phase 2a	Initial option development
Phase 2b	Option assessment and shortlisting
Phase 3a	Concept level design of shortlisted options
Phase 3b	Identifying preferred option/s
Phase 4	Feasibility level engineering of the preferred solution
Phase 5	Reporting

Stakeholder input

Key stakeholders that were engaged over the course of the study included:

- Herbert River Improvement Trust (HRIT)
- Department of Transport and Main Roads
- The community

During the course of the study, a Community Engagement process was initiated by inviting any interested parties to provide their views and feedback on the options and/or problems associated with the studies. All community feedback collected from HSC was registered within the project Stakeholder Register. The preferences, ideas and issues of any submission received (including any received from Council and other Stakeholders) was incorporated into the study.

Multi Criteria Assessment (MCA) process

When applying an MCA, selection criteria are identified, weighted and the performance of each option scored utilising both qualitative and quantitative methods. Weighted scores are then used to rank options.

Governing Criteria	Weighting	Sub-Criteria	Weighting
Environment	5%	Ecology-biodiversity	40%
		Cultural heritage	40%
		Noise aspects	20%
Economic	20%	Capital cost	40%
		Maintenance and operational cost	40%
		Ability to obtain funding	20%
Flooding benefits	40%	Time of submergence on link	35%
		Number of properties inundated	15%
		Number of properties cut off from emergency services	20%
		Number of properties with a reduction in flood levels	10%
		Number of properties with an increase in flood levels	20%
Social	15%	Visual amenity	15%
		Connectivity and convenience	60%
		Wider community benefits	25%
Safety	15%	Flood hazard	60%
		Operational suitability	40%
Ease of approvals	5%	Federal level approvals	40%
		State level approvals	40%
		Local Authority Approval	20%

Table 1 – Criteria weighting summary

Option development

Options were identified and developed to address the objective (and problem definition) of the study. There was no limitation to the number of options to be identified as part of this study, however all options had to be technically feasible, practical, and logical.

The identification of options included consideration of the following:

- Ideas and options that were developed in previous studies for the Herbert River catchment;
- New and innovative solutions that could meet the study objectives; and
- Options, ideas, and innovations suggested by the HSC Councillors, industry groups, and the community.

These were classified as:

Operational modification – Measures that are largely strategic in nature and usually only employed in response to a flood event to ensure the safety and security of people.

Flood modification – Measures that use infrastructure solutions to change, divert, store or otherwise reduce the flood risk.

Property modification – Measures that may use a mix of policy decision and infrastructure upgrades to improve the flood risk and/or improve the flood resilience (for example, raising buildings, or ensuring critical buildings are located outside of known flood prone areas).

Option Number	Option Name	Option Description
Property Modification		
NSS-PM-BR-01-A	Wilmar Cane Rail Pedestrian Bridge	Construct a new pedestrian bridge over Palm Creek (adjacent the existing Wilmar Cane Rail bridge) for 1 in 10 AEP flood event and connecting footpath between Churchill Street and Townsend Street.
NSS-PM-BR-01-B	Wilmar Cane Rail Light Vehicle Bridge	Construct a new light vehicle bridge over Palm Creek (adjacent the existing Wilmar Cane Rail bridge) for 1 in 10 AEP flood event and connecting road between Churchill Street and Townsend Street.
NSS-PM-BR-02-A	Hawkins Street Bridges	Construct new Hawkins Street bridges over Palm Creek and Log Bridge Creek for 1 in 10 AEP flood event connecting Lannercost Street to Chamberlain Street.
NSS-PM-BR-03-A	Euclid Street Bridge	Construct a new Euclid Street bridge over Palm Creek for 1 in 10 AEP flood event connecting Johnstone Street to Fanning Street. Auxiliary works include raising Fanning Street to provide connectivity with Gort Street.
NSS-PM-BR-04-A	Raise Herbert Street Northbound Carriageway	Raise Herbert Street northbound carriageway for 1 in 10 AEP flood event. Culverts to be used for additional waterway area. Auxiliary works include reconstruction of adjacent property accesses.
NSS-PM-BR-05-A	Raise Herbert Street Southbound Carriageway	Raise Herbert Street southbound carriageway for 1 in 10 AEP flood event. Culverts to be used for additional waterway area. Auxiliary works include reconstruction of adjacent property access.
NSS-PM-BR-06-A	Botanical Gardens Pedestrian Bridge	Replace existing pedestrian bridge over Palm Creek (existing wooden bridge west of Ann Street) for 1 in 10 AEP flood. Auxiliary works include raising footpath connections to surrounding higher ground.
NSS-PM-BR-07-A	Ann Street Light Vehicle Bridge	Construct new Ann Street light vehicle bridge over Palm Creek for 1 in 10 AEP flood event. Auxiliary works include upgrading footpaths/tracks through the Botanical Gardens to provide emergency service vehicle access.
NSS-PM-BR-08-A	Queensland Rail Bridge Modification	Construct pedestrian walkway on existing Queensland Rail bridge. Auxiliary works include construction of footpaths between McIlwraith Street and the high point on Eleanor Street.

Option Number	Option Name	Option Description
NSS-PM-BR-09-A	Raise Eleanor Street	Raise Eleanor Street for 1 in 10 AEP flood event. Culverts to be used for additional waterway area. Auxiliary works include localised tie-in embankment works at bridge abutments and relocation of carpark.
NSS-PM-BR-10-A	Dutton Street Bridge	Construct new Dutton Street bridge over Palm Creek for 1 in 10 AEP flood. Auxiliary works include localised tie-in embankment works at bridge abutments.
NSS-PM-BR-11-A	Menzies Street Bridge	Construct new Menzies Street bridge over Palm Creek for 1 in 10 AEP flood. Auxiliary works include localised tie-in embankment works at bridge abutments.
NSS-PM-BR-12-A	Old Cane Road Bridge	Construct new bridge on Old Cane Road for 1 in 10 AEP flood.
Flood Modification		
NSS-FM-FG-01-A	Palm Creek Flood Gate at Herbert River	Install a flood gate on Palm Creek to reduce the frequency of flood inundation.
NSS-FM-FG-02-A	Palm Creek Flood Gate at Wilmar Cane Rail	Install a flood gate between Churchill Street and Hecht Street at the Wilmar Cane Rail bridge to reduce the frequency of flood inundation.
NSS-FM-FG-03-A	Log Bridge Creek Flood Gate	Install a flood gate on Log Bridge Creek west of Hawkins Street for a controlled release of water down Palm Creek.
NSS-FM-FG-04-A	Kingsbury Creek Flood Gate	Install a flood gate on Kingsbury Creek to reduce the frequency of flood inundation.
NSS-FM-CH-01-A	Diversion Channel from Palm Creek to Kingsbury Creek	Create an overflow channel that diverts Palm Creek overflow away from Ingham through cane fields to Kingsbury Creek.
NSS-FM-CH-02-A	Diversion Channel from Palm Creek to Log Bridge Creek	Create an overflow channel that diverts Palm Creek into Log Bridge Creek, bypassing the existing confluence of Palm Creek and Log Bridge Creek in north-western Ingham.
NSS-FM-CH-03-A	Diversion Channel and Levee from Palm Creek to Tyto Wetland and Sandy's Waterhole	Create a new channel that diverts Palm Creek to the Tyto Wetlands and through Sandy's Waterhole via improved drainage. Levee to be constructed on the west side of diversion channel to redirect floodwater. Palm Creek blocked and a culvert provided with one-way valve/flap to enable drainage of Palm Creek catchment.

Option Number	Option Name	Option Description
NSS-FM-CV-01-A	Upgrade Herbert Street Northbound Carriageway Conveyance (Major)	Upgrade the size and capacity of existing drainage infrastructure below Herbert Street northbound carriageway. Upgrade capacity of existing drainage at Herbert Street southbound carriageway bridge to match the northbound carriageway waterway area. Acquire and demolish existing Salvation Army, Honeycombes, old car dealership, and Art Gallery buildings to remove obstructions and improve conveyance.
NSS-FM-CV-01-B	Upgrade Herbert Street Northbound Carriageway Conveyance (Minor)	Upgrade the size and capacity of existing drainage infrastructure below Herbert Street northbound carriageway. Upgrade capacity of existing drainage at Herbert Street southbound carriageway bridge to match the northbound carriageway waterway area. Acquire and demolish existing Salvation Army building to remove obstructions and improve conveyance.
NSS-FM-CV-02-A	Upgrade Herbert Street Southbound Carriageway Conveyance (Major)	Upgrade the size and capacity of existing drainage infrastructure below Herbert Street southbound carriageway. Modification of Rotary Park to shape inlet to new culverts. Excavate a channel from Herbert Street to Palm Creek. Acquire Lots 4 to 22 Herbert Street and demolish five buildings and dense vegetation. Clear dense vegetation on Lot 1 Ann Street.
NSS-FM-CV-02-B	Upgrade Herbert Street Southbound Carriageway Conveyance (Moderate)	Acquire Lots 4 to 22 Herbert Street and demolish five buildings and dense vegetation. Clear dense vegetation on Lot 1 Ann Street.
NSS-FM-CV-02-C	Upgrade Herbert Street Southbound Carriageway Conveyance (Minor)	Clear dense vegetation on Lot 1 Ann Street to improve conveyance.
NSS-FM-CV-03-A	Widen Channel Upstream and Downstream of QR Bridge	Clear vegetation and excavate fill material upstream and downstream of Queensland Rail Bridge to widen Palm Creek channel and improve conveyance.
NSS-FM-CV-04-A	Lower Eleanor Street	Lower Eleanor Street to reduce the extent of water held up in Palm Creek and reduce flood depth on Herbert Street.
NSS-FM-CV-05-A	Upgrade Conveyance Under Eleanor Street	Replace existing 2/1050 diameter pipes with 18/2.1x1.2 (45m^2) box culverts below Eleanor street to improve conveyance.
NSS-FM-CV-06-A	Demolish Existing Old Cane Road Bridge	Demolish Old Cane Road bridge and clear heavy vegetation upstream to reduce the extent of water held up in Palm Creek and flood depth on existing Palm Creek crossings in Ingham.

Option Number	Option Name	Option Description
NSS-FM-CV-07-A	Improve Drainage System Connecting to Sandy's Waterhole	Construct a new channel from the Tyto Wetland to Sandy's Waterhole to restore historic drainage channels and improve conveyance.
NSS-FM-CV-08-A	Clear Des Jardine's Crossing	Clear Palm Creek of silt and sediment at Des Jardine's Crossing.
NSS-FM-CV-09-A	Upgrade Conveyance between Herbert Street and Eleanor Street (Excluding Herbert Street Northbound Carriageway)	Combination of NSS-FM-CV-02-A, NSS-FM-CV-03-A, and NSS-FM-CV-04-A.
NSS-FM-CV-09-B	Upgrade Conveyance between Herbert Street and Eleanor Street (Including Herbert Street Northbound Carriageway)	Combination of NSS-FM-CV-01-A, NSS-FM-CV-02-A, NSS-FM-CV-03-A, and NSS-FM-CV-04-A.
Operation Modification		
NSS-OM-BR-01-A	Rail Vehicle	Procure a vehicle that can use the existing Queensland Rail bridge crossing Palm Creek and the road network.
NSS-OM-MS-01-A	Emergency Response Plan	Update/amend the emergency response plan to allow airlifting of sick or affected persons.
NSS-OM-MS-02-A	Ingham Bypass	Wait until the Ingham bypass is constructed providing north south connectivity via Hawkins Creek Road and Lannercost Street intersections.
NSS-OM-MS-03-A	All Terrain Vehicle	Procure an all terrain vehicle (aquaduck) to enable crossing of floodwaters.

Table 2 – Option listing and general description

Option Number	Option Name	Environment		Economic		Flooding Benefits		Social		Safety		Ease of Approvals		Total Score	Total Ranking
		Environment Score	Environment Ranking	Economic Score	Economic Ranking	Flooding Benefits Score	Flooding Benefits Ranking	Social Score	Social Ranking	Safety Score	Safety Ranking	Ease of Approvals Score	Ease of Approvals Ranking		
NSS-PM-BR-05-A	Raise Herbert Street Southbound Carriageway	3.40	26	3.60	15	4.00	1	4.45	1	2.60	20	4.00	16	74.95	1
NSS-PM-BR-09-A	Raise Eleanor Street	4.40	8	3.60	17	4.00	1	3.85	7	2.60	20	4.60	5	74.75	2
NSS-PM-BR-04-A	Raise Herbert Street Northbound Carriageway	3.80	15	3.60	15	3.30	9	4.20	4	3.20	6	4.40	10	71.20	3
NSS-PM-BR-10-A	Dutton Street Bridge	4.40	8	2.80	27	4.00	1	3.70	11	2.60	20	4.60	5	71.10	4
NSS-PM-BR-11-A	Menzies Street Bridge	4.40	8	2.80	27	4.00	1	3.10	26	2.60	20	4.60	5	69.30	5
NSS-PM-BR-06-A	Botanical Gardens Pedestrian Bridge	3.60	25	4.00	5	4.00	1	2.80	28	1.40	30	4.40	10	68.60	6
NSS-PM-BR-08-A	Queensland Rail Bridge Modification	4.00	13	3.60	17	4.00	1	2.65	30	1.40	30	4.00	16	66.55	7
NSS-PM-BR-07-A	Ann Street Light Vehicle Bridge	4.00	13	3.20	22	4.00	1	2.65	30	1.80	27	4.40	10	66.55	7
NSS-FM-CV-09-A	Upgrade Conveyance between Herbert Street and Eleanor Street	3.00	34	1.80	34	3.40	8	4.45	1	3.20	6	4.00	16	64.35	9
NSS-PM-BR-02-A	Hawkins Street Bridges	3.20	30	3.20	22	2.85	14	3.55	16	3.20	6	4.20	15	63.25	10
NSS-PM-BR-12-A	Old Cane Road Bridge	3.80	15	3.20	22	3.20	10	2.80	28	2.60	20	4.40	10	62.80	11
NSS-PM-BR-01-B	Wilmar Cane Rail Light Vehicle Bridge	3.00	32	3.60	17	3.20	10	2.65	30	2.20	25	3.80	27	61.35	12
NSS-FM-CV-09-B	Upgrade Conveyance between Herbert Street and Eleanor Street	3.00	34	1.40	36	2.90	13	4.45	1	3.80	5	3.60	30	60.15	13
NSS-FM-FG-02-A	Palm Creek Flood Gate at Wilmar Cane Rail	3.80	15	2.80	27	1.90	21	4.00	5	4.20	2	4.40	10	59.20	14
NSS-PM-BR-03-A	Euclid Street Bridge	3.00	32	3.60	17	2.85	14	3.55	16	1.40	30	4.00	16	59.05	15
NSS-PM-BR-01-A	Wilmar Cane Rail Pedestrian Bridge	3.20	30	4.00	5	3.20	10	2.05	33	1.40	30	3.80	27	58.95	16
NSS-FM-CH-03-A	Diversion Channel and Levee from Palm Creek to Tyto Wetland	3.40	26	1.80	34	2.45	18	3.70	11	4.60	1	2.80	37	57.90	17
NSS-FM-CV-04-A	Lower Eleanor Street	4.60	5	4.40	2	1.40	30	3.25	23	3.20	6	5.00	1	57.75	18
NSS-FM-CV-05-A	Upgrade Conveyance Under Eleanor Street	4.60	5	4.40	2	1.40	30	3.25	23	3.20	6	5.00	1	57.75	18
NSS-FM-FG-01-A	Palm Creek Flood Gate at Herbert River	3.80	15	2.40	32	1.90	21	4.00	5	4.20	2	4.00	16	57.20	20
NSS-FM-CV-02-C	Upgrade Herbert Street Southbound Carriageway	3.40	26	4.00	5	1.60	26	3.60	14	3.20	6	4.00	16	56.60	21
NSS-FM-CV-03-A	Widen Channel Upstream and Downstream of QR Bridge	4.20	11	4.00	5	1.60	26	3.35	21	3.20	6	3.60	30	56.25	22
NSS-FM-CV-02-B	Upgrade Herbert Street Southbound Carriageway	3.00	34	3.40	21	1.80	23	3.60	14	3.20	6	4.00	16	55.40	23
NSS-OM-MS-03-A	All Terrain Vehicle	5.00	1	3.80	10	2.60	16	1.60	34	1.40	30	4.60	5	54.60	24
NSS-OM-BR-01-A	Rail Vehicle	5.00	1	3.80	10	2.60	16	1.60	34	1.40	30	4.60	5	54.60	24
NSS-FM-CV-02-A	Upgrade Herbert Street Southbound Carriageway	3.00	34	2.60	31	1.95	20	3.85	8	3.20	6	4.00	16	54.15	26
NSS-FM-CV-06-A	Demolish Existing Old Cane Road Bridge	3.80	15	3.80	10	1.40	30	3.40	18	3.20	6	4.00	16	54.00	27
NSS-FM-CV-01-B	Upgrade Herbert Street Northbound Carriageway	4.60	5	3.80	10	1.10	35	3.75	9	3.20	6	3.40	32	52.85	28
NSS-FM-CV-08-A	Clear Des Jardine's Crossing	3.80	15	4.00	5	1.40	30	3.25	23	2.80	18	3.40	32	52.55	29
NSS-FM-CV-01-A	Upgrade Herbert Street Northbound Carriageway	4.20	11	3.80	10	1.10	35	3.75	9	3.20	6	3.40	32	52.45	30
NSS-FM-CH-01-A	Diversion Channel from Palm Creek to Kingsbury Creek	3.80	15	1.40	36	2.20	19	3.10	26	4.00	4	3.20	35	51.50	31
NSS-OM-MS-02-A	Ingham Bypass	5.00	1	5.00	1	1.80	23	1.00	36	1.00	36	5.00	1	50.40	32
NSS-FM-CH-02-A	Diversion Channel from Palm Creek to Log Bridge Creek	3.80	15	3.00	26	1.40	29	3.70	11	2.80	18	3.20	35	49.70	33
NSS-FM-FG-03-A	Log Bridge Creek Flood Gate	3.80	15	3.20	25	1.45	28	3.40	18	1.80	27	4.00	16	47.80	34
NSS-OM-MS-01-A	Emergency Response Plan	5.00	1	4.20	4	1.80	23	1.00	36	1.00	36	5.00	1	47.20	35
NSS-FM-FG-04-A	Kingsbury Creek Flood Gate	3.80	15	2.80	27	1.20	34	3.40	18	1.80	27	4.00	16	44.20	36
NSS-FM-CV-07-A	Improve Drainage System Connecting to Sandy's Waterhole	3.40	26	2.40	32	1.10	37	3.35	21	2.20	25	3.80	27	42.25	37

Table 3 – Evaluation Scoring and option ranking

Identification of preferred options

Rather than nominate a number of very similar options for further refinement, the project team sought to group options that were similar in nature together and select the best option of that group for further investigation. The top performing options as noted in Table ES-9 were therefore grouped into:

- Options that uninvolved raising the road and increase the drainage beneath the road.
- Bridge options.
- Options that improved the conveyance along Palm Creek resulting in a reduction in flood level for the same sized flood.

Following this assessment, the following options were taken forward for selection.

Option No	Description	Ranking
NSS-PM-BR-05-A	Raise Herbert Street Southbound Carriageway	1
NSS-PM-BR-09-A	Raise Eleanor Street	2
NSS-PM-BR-10-A	Dutton Street Bridge	4
NSS-FM-CV-09-A	Upgrade Conveyance between Herbert Street and Eleanor Street (Excluding Herbert Street Northbound Carriageway)	9

Table 4 – Preferred Options Summary

Technical details of preferred options

NSS-PM-BR-05-A: Raise Herbert Street Southbound Carriageway

Construction Value:	$	2,979,575
Owners Costs:	$	4,256,713
Contingency:	$	2,532,700
Total (Excl GST):	$	9,768,988

The raising Herbert Street southbound carriageway option (NSS-PM-BR-05-A) comprises the following:

- Raising of the Herbert Street southbound carriageway to at least the 1 in 10 AEP flood level between Palm Terrace and approximately 60m north of Haig Street.
- Demolition and removal of the existing 3/6000x1650 RCBC across Palm Creek and replacement with a new 6/3000x2400 RCBC.
- Removal of existing stormwater drainage and construction of a new 10/3000x1800 RCBC at the low point of the Herbert Street southbound carriageway (Ch 244).
- Construction of a longitudinal catch drain in Rotary Park to intercept surface flow and direct it to Palm Creek or the new 10/3000x1800 RCBC.
- Construction of a new channel to convey water from the new 10/3000x1800 RCBC to Palm Creek.
- Acquisition and demolition of at least six properties on the east side of Herbert Street.
- Clearing of dense vegetation in acquired properties.
- Relocation of the existing playground in Rotary Park.
- Service relocations.
- Tie-in works at the Haig Street and Palm Terrace intersections.
- Reconstruction of adjacent property access (vehicular and pedestrian).

ES1.13.2 NSS-PM-BR-09-A: Raise Eleanor Street

Construction Value:	$	5,278,835
Owners Costs:	$	1,396,451
Contingency:	$	2,337,050
Total (Excl GST):	$	9,014,336

The raising Eleanor Street option (NSS-PM-BR-09-A) comprises the following:

- Raising Eleanor Street to at least the 1 in 10 AEP flood level for a short section between McIlwraith Street and Cartwright Street, which includes all pavements, surfacing and tie-ins (largely contained to the area between the Bowls Club and the old saw mill sheds).
- Demolition and removal of the existing 2/1050 RCP on Palm Creek and replacement with approximately 60/2100mm x 1200mm Reinforced Concrete Box Culverts.
- Clearing of silt and debris on the upstream side of Eleanor Street (between the QR bridge and Eleanor Street).
- Service relocations to allow for installation of new culverts.
- Relocation and reconstruction of the existing school carpark.
- Construction of a pedestrian footpath along one side of Eleanor Street to allow for pedestrian continuity along Eleanor Street.
- Reconstruction of accesses to the properties along Eleanor Street (as required).

ES1.13.3 NSS-PM-BR-04-A: Dutton Street Bridge

Construction Value:	$	7,641,133
Owners Costs:	$	1,651,547
Contingency:	$	3,252,473
Total (Excl GST):	$	12,545,153

The Dutton Street Bridge option (NSS-PM-BR-10-A) comprises the construction of a new bridge connecting McIlwraith Street and Cartwright Street. In particular, it involves the following:

- Demolition of the existing Dutton Street carriageway within the banks of Palm Creek.
- Compensatory earthworks within the Palm Creek channel to create additional waterway area to offset the obstruction that will be created by bridge piers and deck.
- Construction of a new two-lane, two-way bridge on Dutton Street at approximately 1 in 50 year AEP flood level. Bridge includes a footpath and has an overall width of 10m and length of 200m.

ES1.13.4 NSS-FM-CV-09-A: Upgrade Conveyance between Herbert Street and Eleanor Street

Construction Value:	$	2,784,549
Owners Costs:	$	4,163,846
Contingency:	$	2,431,937
Total (Excl GST):	$	9,380,322

(Excluding Herbert Street Northbound Carriageway)
Option NSS-FM-CV-09-A comprises the upgrading of conveyance between Herbert Street and Eleanor Street to improve flood immunity on the Herbert Street southbound carriageway. In particular, it involves the following:

- Addition of a new cell to the existing 3/6000x1650 RCBC crossing Palm Creek to provide a 4/6000x1650 RCBC.
- Removal of existing stormwater drainage and construction of a new 12/3000x1500 RCBC near the low point of the Herbert Street southbound carriageway.
- Construction of a longitudinal catch drain in Rotary Park to intercept surface flow and direct it to Palm Creek or the new 12/3000x1500 RCBC.
- Construction of a new channel to convey water from the new 12/3000x1500 RCBC to Palm Creek.
- Acquisition and demolition of six properties on the east side of Herbert Street.
- Lowering of Eleanor Street and adjacent carpark to improve conveyance.
- Clearing of dense vegetation in acquired properties to improve conveyance.
- Clearing of dense vegetation and fill material either side of the QR rail bridge to improve conveyance.
- Service relocations.

- Reconstruction of adjacent property access.

This option does not include any upgrades to the Herbert Street northbound carriageway.

Forward work plan

Forward work plans have been developed for each of the preferred options and are provided in Chapter 10 of the final report. The following next steps are common to all options regardless of which option is selected:

- Seek funding to progress the concept design further so that a more accurate cost estimates can be determined
- Prepare a robust Community Engagement Plan to help promote the idea and benefits of the proposed solution.
- Refine the concept design, specifically targeting the design optimisations and opportunities
- Update the cost estimate to account for refinements of the design and with the view to update and/or progress flood modelling in order to match the refined design.

Possible funding sources

Options that involved work on Herbert Street may be able to attract funding from a greater number of sources but will require significantly more coordination between Government departments due to the complexity of these options. Not all of the funding sources will be available to every option, due to the conditions associated with grant funding. Some of these funding agencies will also require HSC to match the funding provided on a dollar for dollar basis.
A desk top review has been conducted on potential funding sources and is listed below.

1. National Stronger Regions Fund (Program to be discontinued 2019)
2. Community Developments Grant Fund (Program to be discontinued 2019)
3. Roads to Recovery Program (Program to be discontinued 2019)
4. Financial assistance grants to local council
5. Bruce Highway Action Plan
6. Investment Road and Rail Programme
7. Building Australia Fund (Program to be discontinued 2019)
8. Royalties for the Regions (to be discontinued)
9. Building Our Regions Fund (replaces Royalties for the Regions)

Key points from the study

The option development undertaken as part of this study attempted to define a singular or all-encompassing solution to mitigate the impacts of flooding to the Hinchinbrook Region. A number of options were identified that could provide significant benefit; however it was revealed that there were often undesirable impacts to other parts of the region as a result of the option being implemented. This finding indicated that a mitigation scheme is likely to be required and would need to involve a series of mitigation strategies that are deployed to reduce flood heights and/or offset impacts due to mitigation options.

The basic effect of deploying a mitigation strategy on a floodplain is to shift, divert or drain the water away from those areas that are at high risk. The Herbert River floodplain is complex in that most of the floodplain within the Hinchinbrook region has been developed for either agricultural, commercial or residential use. Apart from areas near the downstream of the Herbert River catchment (i.e. around Lucinda and Forest Beach), there is very little native wetland and riparian systems within the region that has not be converted to some other productive use. This means that most mitigation options when developed in isolation without an offset are likely to affect the community, the environment or exiting infrastructure, purely based on the characterisation of the land use within the region in combination with the floodplain characteristics.

This does not suggest that some areas of the region should be impacted at the expense of a benefit to another part of the region. It is recommended that an all-encompassing view of the region from a floodplain management perspective (that is, considering flood modification strategies as noted within this report in combination with other strategies such as planning scheme changes, voluntary house raising, compulsory land acquisition, etc.) should be considered by the Council when considering the alternatives and options to investigate further.

Recommended key actions

The following provides a summary of the key actions to be undertaken by HCS to progress the North-South Solution:

- Undertake a review of the content of this report, with the view to provide formal comment (where required).
- Provide Council endorsement of this report.
- Consider the details as presented within this report and provide an endorsement for one (or more) of the options.
- Prepare a robust Community Engagement Plan to help promote the idea and benefits of the proposed solution.
- Conduct community consultation on the shortlisted options.

- Select an option or options for further investigation based on the feedback received from the community consultation and in line with HSC's own agenda. The "do nothing" scenario is also to be considered.
- Seek funding to progress the concept design further so that more accurate cost estimates can be determined.
- Refine the concept design of the preferred option, specifically targeting the design optimisations and opportunities.
- Conduct environmental assessments and verify approvals required to deliver the preferred option(s).
- Update the cost estimate to account for refinements of the design and with the view to update and/or progress flood modelling in order to match the refined design.

Attachments
Nil

Statutory Environment
- Local Government Act
- Management of Public Roads are subject to the *Transport Operations (Road Use Management) Act*

Policy Implications
Asset Management Policy

Transport Infrastructure Asset Management Plan

Consulted With
Infrastructure Engineer

SMEC

Chief Executive Officer

Financial and Resource Implications

Funding:	$ 390,000
HSC Contribution	$ 15,000
Total Budget	$ 405,000
Total Expenditure	$ 321,943

Risk Management Implications
Careful consideration of this report is required in terms of communication to the public the findings and potential solutions explored here in. Each and every option has been investigated on a basis strictly limited to the matters stated in it and subject to the various assumptions, qualifications and limitations in it and does not apply by implication to other matters.

The North South Feasibility Study report must be read as a whole. The executive summary which has been detailed in the above report is not a substitute for this.

Strategic Considerations
Corporate Plan Strategic Goal

3.2 A quality, aesthatically pleasing and well planned built environment that meets basic community needs.

3.2.1 Promote a built environment that caters for our existing community and is adaptable to meet the changing needs of future generations.

3.3 The Provision of quality infrastructure that supports the Shire's current and future needs.

3.3.1 Ensure a cooridnated and intergrated approach to infrastructure planning, implementation, maintenance and renewal

Officers Comment

Electronic copies of the reports will now be made available to the public and a hardcopy of the reports will be made available to members of the public to view at Council offices.

HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

FEASIBILITY STUDY – FRESHWATER RETENTION BASIN

Executive Summary

This report marks the final milestone and delivery of a study investigating and costing solutions aimed at mitigating the risk of flooding and develop plans/strategies to reduce the impact if possible. The feasibility report produced may also enable Council to submit funding proposals to both state and federal government for support.

For Council Decision – Recommendation

That Council receive and note the Freshwater Retention Basin Feasibility Study final document.

Background

Following a briefing with Councillors on 17 June 2016 the following report is being brought back to the Ordinary Council meeting with the intention of making the feasibility study referred to as the Freshwater Retention Basin (FRB) open to the public.

In January 2015 Council engaged the specialist services of engage SMEC to undertake the feasibilities studies, Freshwater Retention Basin and North South Solution, based on a schedule of rates consultant services contract. Ingham and surrounding areas have been subject to flooding in recent years with substantial costs to rectify. After Cyclone Ita in April 2014 Council sought funding from the state government 2014-15 Natural Disaster Resilience Program to investigate ways of mitigating the risk of flooding and develop plans to reduce the impact, if possible.

Two separate funding agreements were given to council.

HSC NDRP14/15 0015 – Feasibility Study – Freshwater Retention Basin

Funding has been approved to conduct a feasibility study to determine the costs and feasibility of constructing a freshwater retention basin in Ingham to protect against flooding and downstream erosion by storing water for periods of time.

Funding:	$ 108,000
HSC Contribution	$ 162,000
Total	$ 270,000

Summary of Final Report

Study objectives

The primary objective of the Freshwater Retention Basin Feasibility Study is to develop a solution (or series of solutions) that will improve flood resilience across the Herbert River catchment for a certain size of rainfall event. While not implicit within this study problem definition, a key driver for HSC was to develop the solution that seeks to add a community benefit as part of the solution.

The key project objectives for the Freshwater Retention Basin study are defined as follows:

1. Provide an overall benefit to the Hinchinbrook region in the form improved amenity and/or recreational value for the purpose of economic stimulation
2. Reduce the frequency of certain sized flood events (i.e. to extend the time between inundations previously experienced by the region)
3. Reduce the impact due to certain flood events (i.e. the impact to community welfare, safety and cost of clean-up/repair, and the associated impact).

Author: *James Stewart*
Position: *Executive Manager Engineering Services*
Date: *17/06/16*

The range of the study was to lower the risk of flooding for minor events; that being anything less than a 1 in 10 AEP event. This was discussed and conferred with HSC. Historical information and flood modelling results show that the flood levels for events greater than these will be too excessive to mitigate.

Flood model used as part of this study

The URBS hydrologic and the TUFLOW hydraulic models used for this study were supplied by HSC. The models used as part of this study were originally developed as part of the Herbert River Flood Study (WBM Oceanics, 2003), and then subsequently updated by BMT WBM in 2015. For the purpose of referencing within this study, the original flood model will be referred to as the '2003 flood model' and the updated version referred to as the '2015 flood model'.

Study methodology

In order to develop the options and solutions in a logical and efficient manner, a staged methodology was adopted. The staging methodology defined a clear set of decision points and critical milestones which supported the process for option assessment and selection. The staging adopted for the NSS Study is as follows:

Phase 1	Development of a detailed Project Brief, including definitions of objectives, problem definition, and MCA criteria development
Phase 2a	Initial option development
Phase 2b	Option assessment and shortlisting
Phase 3a	Concept level design of shortlisted options
Phase 3b	Identifying preferred option/s
Phase 4	Feasibility level engineering of the preferred solution
Phase 5	Reporting

Stakeholder input

Key stakeholders that were engaged over the course of the study included:

- Herbert River Improvement Trust (HRIT)
- Department of Transport and Main Roads
- The community

During the course of the study, a community engagement process was initiated by inviting any interested parties to provide their views and feedback on the options and/or problems associated with the studies. All community feedback collected from HSC was registered within the project Stakeholder Register. The preferences, ideas and issues of any submission received (including any received from Council and other Stakeholders) was incorporated into the study.

Multi Criteria Assessment (MCA) process

When applying an MCA, selection criteria are identified, weighted and the performance of each option scored utilising both qualitative and quantitative methods. Weighted scores are then used to rank options.

Governing Criteria	Weighting	Sub-Criteria	Weighting
Environment	17%	Ecology-biodiversity	30%
		Cultural heritage	25%
		Loss of agricultural land	15%
		Noise aspects	10%
		Hydrology	10%
		Riverbank scour	10%
Economic	23%	Capital and operational cost	45%
		Close of businesses	10%
		1 in 10 AEP Flood related damaged	45%
Flooding benefits	23%	Time of submergence on link	25%
		Number of properties inundated (>150mm)	25%
		Road closure	10%
		Number of properties cut off from emergency services	25%
		Number of properties with an increase in flood levels (>10mm)	5%
		Number of properties with a reduction in flood levels (>10mm)	10%
Social	13%	Recreational	25%
		Visual amenity	25%
		Connectivity and convenience	25%
		Flood hardship	15%
		Wider community benefits	10%
Safety	12%	Flood hazard	60%
		Critical public assets	40%
Ease of approvals	12%	Federal level approvals	40%
		State level approvals	40%
		Local Authority Approval	20%

Table 1 – Criteria weighting summary

Option development

Options were identified and developed to address the objective (and problem definition) of the study. There was no limitation to the number of options to be identified as part of this study; however, all options had to be technically feasible, practical, and logical. The identification of options included consideration of the following:

- Ideas and options that were developed in previous studies for the Herbert River catchment;
- New and innovative solutions that attempt to directly address the issues instigating the study; and
- Options, ideas, and innovations suggested by the HSC Councillors, industry groups, and the community.

These were classified as:

Operational modification Measures that are largely strategic in nature and usually only employed in response to a flood event to ensure the safety and security of people.

Flood modification Measures that use infrastructure solutions to change, divert, store or otherwise reduce the flood risk.

Property modification — Measures that may use a mix of policy decision and infrastructure upgrades to improve the flood risk and/or improve the flood resilience (for example, raising buildings, or ensuring critical buildings are located outside of known flood prone areas).

Option Number	Option Name	Option Description
FLOW DIVERSION		
FRB-FM-DD-01-A	Victoria Creek (Halifax) washaway	Reconnect the Victoria Creek Washaway allowing connection between the Herbert and Victoria Creek downstream of Ingham, east of Cordelia.
FRB-FM-DD-02-A	Stone River Connection	From Stone River into Trebonne Creek
FRB-FM-DD-03-A	Seymour Anabranch	Short-circuit Anabranch to increase efficiency of flow into Seymour River
FRB-FM-DD-04-A	Bradfield Scheme	Option looking at diverting large parts of the catchment into the gulf of Carpentaria
FRB-FM-DD-05-A	Removal of road bridge	Removing existing road bridge of private road reserve (Wilmar) (or replacing to match waterway of rail bridge)
FRB-FM-DD-05-B	Removal of road bridge + short cutting of palm creek	Looking at short cutting palm creek near Danger Camp Road
FRB-FM-DD-06-A	Kingsbury Creek Diversion (Major)	Divert Kingsbury Creek backwater to the east, block off minor tributary to stop water going west and spilling into Ingham
FRB-FM-DD-06-B	Kingsbury Creek Diversion (Short)	Divert Kingsbury Creek backwater to the east. Same as FRB-FM-06-A but using shorter diversion channel
FRB-FM-DD-07-A	Trebonne Creek connection	Connecting a diversion from the Boundary Creek at the intersection of Trebonne Road with Gedges Crossing Road to the Trebonne Creek through cane paddocks
FRB-FM-DD-08-A	Herbert River Falls Diversion	Excavating a channel from Herbert River falls to Walters Plains lake
FRB-FM-DD-09-A	Diverting Palm Creek to Trebonne Creek	Divert Palm Creek to Trebonne Creek with channel and levee by blocking tributary at Palm Creek to divert flow to new channel and levee.
FRB-FM-DD-10-A	Diverting Palm Creek to Kingbury Creek	Divert Palm Creek backwater to Kingsbury Creek with channel. Levee bank on Ingham side of channel to contain/direct flood water. Tributary at Palm Creek blocked to direct water to Kingsbury Creek
FRB-FM-DD-11-A	Wetland Outfall Diversion (With Levees)	Provide a diversion channel at the outfall of Tyto Wetlands across the Bruce Highway and past the showgrounds to increase the flow through to Blackrock and reduce flooding to this part of Ingham

Option Number	Option Name	Option Description
FRB-FM-DD-11-B	Wetland Outfall Diversion (Without Levees)	Provide a diversion channel at the outfall of Tyto Wetlands across the Bruce Highway and past the showgrounds to increase the flow through to Blackrock and reduce flooding to this part of Ingham
CONVEYANCE CHANGES		
FRB-FM-CO-01-A	Palm Creek	Changing the conveyance properties in Palm Creek
FRB-FM-CO-02-A	Herbert River Dredging - Palm Creek Confluence	Dredging the Herbert River to improve the conveyance
FRB-FM-CO-02-B	Herbert River Dredging - Trebonne	Dredging the Herbert River to improve the conveyance
FRB-FM-CO-02-C	Herbert River Dredging - Halifax	Dredging the Herbert River to improve the conveyance
FRB-FM-CO-03-A	Outlet Clearing - Herbert River	Clearing of vegetation and modifying channel outlets to allow a more efficient discharge
FRB-FM-CO-03-B	Outlet Clearing - Gentle Annie Creek	Clearing of vegetation and modifying channel outlets to allow a more efficient discharge
FRB-FM-CO-04-A	Permanent permits to keep waterways clean	Permit and regular clearing of Herbert to increase conveyance
FRB-FM-CO-05-A	Golf course excavation course reconfiguration	Excavating or re configuring the golf course to increase the flood storage
DAMS		
FRB-FM-DA-01-A	Herbert River Dam Downstream	Providing a dam on the Herbert River located upstream of Ingham Township but not in the upper reaches of the catchment
FRB-FM-DA-01-B	Herbert River Dam Downstream plus flood gates on tributary creeks at Ingham	Providing a dam on the Herbert River located upstream of Ingham Township but not in the upper reaches of the catchment, with flood gates at various locations to reduce flooding in Ingham – reduced flows from dam will offset impacts caused by floodgates
FRB-FM-DA-02-A	Herbert River Dam Upstream	Providing a dam on the Herbert River located upstream of Ingham Township in the upper reaches of the catchment
FRB-FM-DA-03-A	Stone River Dam	Providing a dam on the Stone River
FRB-FM-DA-04-A	Herbert Gorge Dam	Providing a dam in the Herbert Gorge
FRB-FM-DA-05-A	Gowrie Creek Dam	Providing a dam on Gowrie Creek in the upper reaches of the catchment
OFF STREAM STORAGE		

Option Number	Option Name	Option Description
FRB-FM-OF-01-A	Boundary Creek off-stream storage	Providing an off stream storage basin to the west of Ingham on Boundary Creek to retain flows and provide additional floodplain storage
FRB-FM-OF-02-A	Palm Creek off-stream storage	Providing an off stream storage basin to the west of Ingham on Palm Creek to retain flows and provide additional floodplain storage
FRB-FM-OF-03-A	Hamleigh Road Levee - off stream storage	Providing a levee along Hamleigh Rd to the confluence of Palm Creek and the Herbert River providing an off-stream storage basin to the west of Ingham to retain flows and provide additional floodplain storage
LEVEES		
FRB-FM-LE-01-A	Full ring levee	Providing a full ring levee around the Ingham Township
FRB-FM-LE-02-A	Part Ring Levees	Providing multiple part ring levees around the township
FRB-FM-LE-03-A	Open Levees	Providing levees, bunds that protect part of the town from nuisance / frequent flooding
FRB-FM-LE-04-A	Levee Palm Creek	Levee along Palm Creek
FRB-FM-LE-05-A	Herbert River Levee	Levee along Herbert River bank on Ingham township side
FLOODGATES		
FRB-FM-FG-01-A	Kingsbury Creek Floodgate	Providing a flood gate a Kingsbury Creek (floodgate set at top of bank level)
FRB-FM-FG-01-B	Kingsbury Creek Floodgate	Providing a flood gate a Kingsbury Creek (floodgate set at 1 in 5 AEP flood level)
FRB-FM-FG-02-A	Palm Creek Floodgate	Providing a flood gate at Palm Creek (floodgate set at top of bank level)
FRB-FM-FG-03-A	Boundary Creek Floodgate	Providing a flood gate at Boundary Creek (floodgate set at top of bank level)

Table 2 – Option listing and general description

Category	Option Number	Option Name	Environment	Economic	Flooding Benefits	Social	Safety	Ease of Approvals	Overall Score	Overall Ranking
Top Performing	FRB-FM-LE-03-A	Open Levees	3.70	4.64	4.00	3.25	4.00	4.00	4.00	1
	FRB-FM-DD-06-B	Kingsbury Creek Diversion (Short)	4.10	4.67	3.40	3.15	4.00	4.00	3.92	2
	FRB-FM-DD-11-A	Wetland Outfall Diversion	3.90	4.67	3.80	2.90	3.70	4.00	3.91	3
	FRB-FM-FG-01-A	Palm Creek Floodgate	3.40	5.00	3.40	3.25	4.00	3.60	3.85	4
	FRB-FM-LE-02-A	Part Ring Levees	3.10	4.26	4.20	2.75	4.70	3.40	3.81	5
	FRB-FM-LE-01-A	Full ring levee	3.10	4.34	3.80	3.00	5.00	3.40	3.80	6
	FRB-FM-FG-01-A	Kingsbury Creek Floodgate	3.40	5.00	3.40	3.15	3.70	3.60	3.80	7
	FRB-FM-FG-01-A	Unnamed Creek Floodgate	3.40	5.00	3.40	3.00	3.70	3.60	3.78	8
	FRB-FM-DD-05-A	Removal of road bridge	4.50	5.00	2.80	2.75	3.00	4.00	3.75	9
	FRB-FM-OF-03-A	Hamleigh Road Levee - off stream storage	3.60	4.67	3.00	3.00	4.00	4.00	3.73	10
	FRB-FM-DD-06-A	Kingsbury Creek Diversion (Major)	3.60	4.33	3.40	2.90	4.00	4.00	3.73	11
	FRB-FM-DD-01-A	Victoria Creek (Halifax) washaway	3.30	4.64	3.80	2.75	3.00	3.60	3.66	12
	FRB-FM-DD-03-A	Seymour Anabranch	3.70	4.66	3.40	2.75	3.00	3.60	3.63	13
	FRB-FM-DD-05-B	Removal of road bridge + short cutting of palm creek	4.10	4.68	2.80	2.75	3.00	4.00	3.61	14
	FRB-FM-DD-09-A	Diverting Palm Creek to Trebonne Creek	3.30	4.30	3.00	2.90	4.00	4.00	3.58	15
Middle Performing	FRB-FM-LE-04-A	Levee Palm Creek	3.90	4.66	3.00	2.25	3.00	3.80	3.53	16
	FRB-FM-DD-07-A	Trebonne River connection	3.60	4.64	2.80	2.75	3.00	4.00	3.52	17
	FRB-FM-DD-10-A	Diverting Palm Creek to Kingbury Creek	3.80	4.67	2.40	3.00	3.00	4.00	3.50	18
	FRB-FM-LE-05-A	Herbert River Levee	3.70	4.68	2.40	3.00	3.00	4.00	3.49	19
	FRB-FM-CO-05-A	Golf course excavation course reconfiguration	3.60	4.30	2.60	3.00	3.00	4.40	3.48	20
	FRB-FM-CO-01-A	Palm Creek	3.60	4.68	2.40	2.50	3.00	4.40	3.45	21
	FRB-FM-CO-03-B	Outlet Clearing - Gentle Annie Creek	3.30	4.66	3.20	3.00	3.00	2.20	3.38	22
	FRB-FM-CO-03-A	Outlet Clearing - Herbert River	3.20	4.64	3.20	3.00	3.00	2.20	3.36	23
	FRB-FM-DD-02-A	Stone River Connection	3.50	4.24	2.40	2.75	3.00	4.00	3.32	24
	FRB-FM-CO-04-A	Permanent permits to keep waterways clean	3.10	4.98	2.80	2.75	3.00	2.20	3.30	25
Bottom Performing	FRB-FM-OF-02-A	Palm Creek off-stream storage	3.10	3.66	3.20	3.50	3.00	3.00	3.28	26
	FRB-FM-CO-02-A	Herbert River Dredging - Palm Creek Confluence	3.30	4.68	2.40	3.00	3.00	2.20	3.20	27
	FRB-FM-CO-02-B	Herbert River Dredging - Trebonne	3.30	4.67	2.40	3.00	3.00	2.20	3.20	28
	FRB-FM-CO-02-C	Herbert River Dredging - Halifax	3.20	4.68	2.40	3.00	3.00	2.20	3.19	29
	FRB-FM-OF-01-A	Noname creek off-stream storage	3.10	3.59	2.80	3.50	3.00	3.00	3.17	30
	FRB-FM-DA-01-A	Herbert River Dam Downstream	2.70	2.75	4.00	3.25	4.00	1.00	3.04	31
	FRB-FM-DA-01-B	Herbert River Dam Downstream	2.60	2.74	3.60	3.25	4.00	1.00	2.92	32
	FRB-FM-DA-05-A	Gowrie Creek Dam	3.00	2.78	3.20	3.25	3.00	1.00	2.79	33
	FRB-FM-DD-08-A	Herbert River Falls Diversion	2.50	3.37	3.20	2.25	3.00	1.20	2.74	34
	FRB-FM-DA-03-A	Stone River Dam	2.70	3.53	2.40	2.50	3.00	1.00	2.63	35
	FRB-FM-DD-04-A	Bradfield Scheme	2.40	0.60	3.80	3.00	3.00	1.00	2.29	36
	FRB-FM-DA-02-A	Herbert River Dam Upstream	1.90	1.46	3.40	2.75	3.00	1.00	2.28	37
	FRB-FM-DA-04-A	Herbert Gorge Dam	2.90	0.30	3.80	2.75	3.00	1.00	2.27	38

Table 3 – Evaluation Scoring and option ranking

Identification of preferred options

Rather than nominate a number of very similar options for further refinement, the project team sought to group options that were similar in nature together and select the best option of that group for further investigation.

The top performing options as noted in Table ES - 6 were therefore grouped into:

- Flow diversion options
- Conveyance changes options
- Dam options
- Off-stream storage options

- Levee options
- Flood gate options
- Diversion channels

A discussion relating to each group is outlined in the full report however the following options were investigated further as part of this study.

Option No	Option Description	Overall MCA Ranking
FRB-FM-DA-01-A	Herbert River Dam Downstream	9
FRB-FM-DD-09-A	Diverting Palm Creek to Trebonne Creek	2
FRB-FM-DD-06-B	Kingsbury Creek Diversion Short	6
FRB-FM-OF-03-A	Hamleigh Road Levee Off Stream Storage	4
FRB-FM-FG-01-A	Kingsbury Creek Floodgate (floodgate set at top of bank level)	14

Table 4 – Preferred Options Summary

Additional engineering assessment was undertaken on the options identified above to confirm the technical and practicality details of each option. Details of the additional analysis for each of these options are outlined below.

Technical details of preferred options

FRB-FM-DA-01-A (Herbert River Downstream Dam)

Construction Value:	$	350 – 500M
Owners Costs:	$	incl
Contingency:	$	incl
Total (Excl GST):	$	350 – 500M

Key features of option FRB-FM-DA-01-A (Herbert River Downstream Dam) are:

- Development of a 1km long, 40 metre high dam on the Herbert River
- Location of the dam is upstream of Ingham Township (approximately 8km upstream of Abergowrie) but not in the upper reaches of the catchment so opportunity for reduction in peaks flows is maximised
- Location of dam is indicative only based on high level review of available information
- Total storage volume of the dam is approximately 400,000 ML
- Effective storage of the dam is approximately 200,000 ML
- Position of the dam is such that impacts to the Abergowrie community are minimised
- Land impacted by dam includes approximately 9.6km2 of National Park
- Dam is located in a World Heritage Area
- Significant further work is required to confirm dam design and configuration and regulatory approvals if this option is to be considered beyond the scope of this study

A detailed flood model was not developed for this option and the flooding benefits were determined through a storage volume and stage discharge assessment. Only the 1 in 10 AEP event was assessed as the scope of the study was to seek mitigation opportunities for more frequent flood events, and with regards to dam options it was recognised that significant storage volumes, and hence very large dams, would be required to provide a benefit even in the 1 in 10 AEP events. The assessment demonstrated that the introduction of Herbert River Downstream Dam will reduce the 1 in 10 AEP peak flow to about a 1 in 5 AEP peak flow at the Stone River confluence. The assessment hydrological performance of the dam was undertaken using URBS.

The proposed dam location was selected based on the existing topography and anticipated available storage volume. The selected location appears to sits within a natural saddle and furthermore seems to be such that it will not be susceptible to by-washes. For these reasons the selected dam location was deemed acceptable for high level assessment at a schematic level to assess its suitability in terms of available storage volume.

At this stage no optimisation of the dam configuration has been undertaken to test its effectiveness in mitigating events other than the 10 year AEP. Nor has a low flow outlet been included in the modelling. The performance of the dam the across of full range of flood events should be investigated thoroughly should this option be identified for further consideration beyond the scope of this study.

Dam options in the context of this study are unique in comparison to other options due to their scale and complexity and the extensive range of detailed assessments, investigations and approvals required for a dam solution to progress. In addition to this the capital cost and operational cost associated with the dam options are typically at the upper end of the scale by comparison. Some of the other key issues for consideration are as follows:

- The proposed dam structure has considered the 1 in 10 AEP only and is likely to show very little attenuation benefits for major events, such that there will not be any noticeable change in flooding for 1 in 20, 50 and 100 AEPs. This may affect future cost-benefit analysis for the dam.
- The structures proposed are very significant structures to the extent that they will be classified as Referable Dams in accordance with the legislation.
- Gated spillway dams are high risk (due to operational issues) as well as expensive due to the requirement for two levels of redundancy. If gates were included in the dam design during further detailing it would add significantly to the cost and complexity of operations.
- Existing ground conditions are currently unknown at the proposed dam location. Depths to bedrock are highly variable and can significantly impact construction cost.
- A significant height fish lift may be required and could potentially be very expensive.

The proposed location of the dam, 8km upstream of Abergowrie, is within a World Heritage Area (Wet Tropics of Queensland) and will potentially affect approximately 9.6km² of Girringun National Park. The area is also recognised as an endangered Regional Ecosystem. It is expected that the option would be subject to the Environment Protection and Biodiversity Protection Act 1999 (EPBC Act) and therefore federal and state level approvals would be required. The size, scale and location of this option indicate that there could be significant environmental impacts and approvals associated with its implementation.

Development of this dam option could potentially offer significant social benefits with the utilisation of the area upstream for recreational water sports facilities with provision of camp grounds and walking tracks to further enhance the social benefit. The location of the dam makes it accessible from Ingham on the Ingham-Abergowrie Road within an hour's commute and can therefore be considered to offer social benefits to the wider catchment. This option impacts three residential properties and approximately 7.2km² of agricultural land associated with these properties.

FRB-FM-DD-09-B (Diverting Palm Creek to Trebonne Creek)

Construction Value:	$	45.5 M
Owners Costs:	$	3.9 M
Contingency:	$	9.1 M
Total (Excl GST):	$	58.4 M

Key features of option FRB-FM-DA-09-B (Diverting Palm Creek to Trebonne Creek) are:

- Development of a 1.2km long diversion levee to divert flood water from Palm Creek to the west of Ingham Township and south towards Trebonne Creek.
- Development of a 3km long, 150 metres wide diversion channel commencing at the southern end of the new diversion levee and running south to connect to Trebonne Creek.
- Longitudinal grade is limited on the diversion channel due to existing levels and requirements to tie into Trebonne Creek.
- Side slopes for the diversion channel in cut are provided at a grade of one in three.
- Provision of a levee along the eastern edge of the diversion channel.
- Top of levee level along the full length is set at RL 16.0, providing 600mm freeboard above the 1 in 10 AEP flood event level.
- Vertical realignment of the Sugar Cane Railway Line to pass over the diversion levee to the northwest of Ingham Township.
- Vertical realignment of Ingham Abergowrie Road to pass over diversion channel and levee.
- 39 No. 3600 x 3000 RCBC culverts required to convey flows under Ingham Abergowrie Road.
- 39 No. 3600 x 3000 RCBC culverts required to convey flows under realigned Sugar Cane railway.

The flow diversion channel location was positioned to have maximum effect in diverting flood flows from Palm Creek away from Ingham Township and south to Trebonne Creek. The flow diversion channel alignment ties into the southern end of the diversion bund and its alignment was fixed by the existing topography with regards to upstream and downstream invert levels. Consideration was also made with regards to minimising impact on existing properties and/or infrastructure when selecting the channel alignment.

Providing a diversion channel and levee from Palm Creek to Trebonne Creek reroutes flood water away from the north west of Ingham Township. The diversion levee is located such that it severs Palm Creek and directs flood water along its western edge and south towards Trebonne Creek.

Benefits are primarily recognised within Ingham Township to the south of Palm Creek and to a lesser extent locally to the north of Palm Creek and at the western end of Ingham. There are a significant number of properties and large areas of open space that were previously wet in the existing situation that become dry in the modelled case for the 1 in 10 AEP flood event. There are also a significant number of properties and large areas recognising a reduction in flood depth of 500mm when the modelled case is compared to the existing situation. It was demonstrated through flood modelling for this option that the number of properties inundated by greater than 150mm is reduced by 812 compared to the existing case. Properties and areas of land immediately behind the diversion bund and diversion channel also recognise significant benefits.

The increase in the Herbert River has the effect of spilling increased volumes of water into other parts of the floodplain. The northern and north-eastern parts of the Ingham Township experience an increase in flood water level up to 100mm. The flood level increase resulting from this option in this area is typically between 100mm and 500mm but there is a large area where flood level increase is in the range one to two metres. There is also an area of agricultural land that was previously dry in the existing situation that becomes wet as a result of this option. More broadly across the floodplain the benefits and adverse impacts are as follows:

- In the 1 in 50 and 1 in 100 AEP events there are reductions in flood level in the range 50mm to 200mm broadly across the floodplain to the east and south-east of Ingham.
- There are widespread increases in flood level in the range 50mm to 250mm to the north of the Herbert River in all AEP events.
- At Trebonne there are increases in flood level in the range 25mm to 35mm in the 1 in 50 and
- 1 in 100 AEP events.
- At Bemerside there are increases in flood level in the range 50mm to 250mm in all AEP events.
- In parts of Halifax there are increases in flood level in the range 50mm to 70mm in the 1 in
- 100 AEP event, 20mm in the 1 in 50 AEP event, and no increases in smaller events.
- At Toobanna there are increases in flood level of up to 550mm in the 1 in 20 AEP event, and up to 100mm in the 1 in 50 and 1 in 100 AEP events.
- There is a group of about 20 houses along the Ingham-Abergowrie Road, approximately 400 metres to the west of the levee where there are increases of up to 1.5 metres in flood level.

Aside from the physical environmental impact of constructing the diversion channel the option will lead to an increase in flood level in areas of sugar cane land across a wide area. Given the physical impact to the existing environment and the potential flood impacts, detailed environmental studies will be required for the diversion channel corridor and areas impacted by increased flood levels to support state level approvals. Given the scale and nature of the proposed works there is a moderate risk of impacting sensitive environmental features. Given the size of the impacted footprint and alignment and extents of the proposed option there is a major risk of impact to identified environmental features. It is considered likely that a detailed flora and fauna study will be required to assess if the option can be progressed.

In terms of federal level approvals this option is unlikely to require referral or assessment under the EPBC Act, but it is recommended that a self-assessment be undertaken against the significant impact guidelines to confirm this as part of any future works plan. It is expected that multiple state level approvals will be required due to the requirement for waterway barrier works and potentially water licences. These are expected to be routine in nature and not present a significant risk in terms of approvals.

FRB-FM-DD-06-B (Kingsbury Creek Diversion Short)

Construction Value:	$	16.2 M
Owners Costs:	$	1.4 M
Contingency:	$	3.2 M
Total (Excl GST):	$	20.8 M

Key features of option FRB-FM-DA-06-B (Kingsbury Creek Diversion Short) are:

- Development of a 1km long diversion channel to divert 1 in 10 AEP backwater flooding from Kingsbury Creek to a riparian drain to the south of Halifax Road and away from Ingham Township.
- Diversion drain base width is 75m and the channel with levees on each side to the south of Halifax Road.
- The channel is typically 2m deep (3m from channel invert to top of levee).
- The diversion drain passes underneath Halifax Road, the North Coast Rail Line and the Sugar Cane Railway and these infrastructure assets may require minor reconfiguration to accommodate the option.
- Extents of works are located away from dwellings and generally only directly impact agricultural land and existing infrastructure.

The channel and levee dimensions are preliminary in nature and further refinement of the design should occur if this option is further considered.

The diversion channel passes beneath Halifax Road, North Coast Rail Line and the Sugar Cane Railway and will require approximately 20 culverts (3600 x 3000 RCBC) to convey flow underneath each one of these assets. A number of freehold properties will be impacted by the diversion channel and access across the diversion channel will need to be provided via a floodway/bed level crossing.

Providing a diversion channel from Kingsbury Creek to the south of Halifax Road reroutes flood water away from Ingham Township. Benefits are primarily recognised in the north and north east areas of Ingham Township where there are a number of areas that were previously wet that become dry in the 1 in 5 and 1 in 10 AEP flood events. There is also a reduction in flood depth of between 300mm and 500mm in these areas. This option has no impact on the existing flow through Palm Creek and there is therefore no benefit or impact recognised in the centre of Ingham Township or areas lying to the south.

The option increases the efficiency of the Kingsbury Creek backwater flow path which has the effect of lowering the flood level in the Herbert River as more water than the existing conditions flows into Kingsbury Creek. The lower level in the Herbert River results in a reduction in the volume of water flowing to the floodplain to the north of the Herbert River. This results in reductions in flood level to the northern extent of the floodplain. The reductions are typically in the range 25mm to 90mm. The land is predominately used for agricultural purposes.

As a result of the modification in flood water routing imposed by the diversion channel there are flooding impacts recognised through increase in flood level. The increases affect a significant area of the floodplain to the south of the Herbert River, extending east from the channel to near the coastline. The increases are most severe in the vicinity of the diversions channel with increase locally in the range 300mm to 500mm. More broadly across the floodplain the effects are largest in the 1 in 5 AEP event with increases in the range 50mm to 400mm. In the other AEP events the range of increase is about 30mm to 200mm, but over a larger area than the 1 in 5 AEP event. The affected area extends east to near the coastline. The impacted area is predominantly agricultural land.

The diversion channel is located within agricultural land and impacts a total of four agricultural land titles. Given the scale and nature of the proposed works there is a moderate risk of impacting sensitive environmental features. There is also a potential impact on aquatic ecosystems and this may require assessment to understand existing habitat condition and any fish passage requirements.

The area of works also falls within an area mapped as an endangered regional ecosystem.

In terms of federal level approvals this option is unlikely to require referral or assessment under the EPBC Act, but it is recommended that a self-assessment be undertaken against the significant impact guidelines to confirm this as part of any future works plan. It would however be expected that multiple state level approvals would be required due to the requirement for waterway barrier works and potentially water licences. These are expected to be routine in nature and not present a significant risk in terms of approvals.

This option has the potential to cause a number of environmental, social and economic impacts but these are considered to be moderate to minor in terms of risk profile. It is not expected that approvals will be required on a Federal level for this option. State level approvals are anticipated to address the physical environmental impacts associated with development of the diversion channel and any impacts associated to change in flooding extent from the existing situation. Works to modify sections of Kingsbury Creek will require review against the waterway barrier works self-assessable codes to determine whether waterway barrier works approval under the Fisheries Act is triggered.

These approvals are expected to routine in nature and of a low risk profile.

The location of the proposed channel levee would appear to impact largely on agricultural land.

Under the *Regional Planning Interests Act (Qld) 2014* (which supersedes the Strategic Land Cropping Act), the land within the extent of this option is within the 'Strategic Cropping Land' trigger zone.

Therefore, it is likely that the development of this option will require referral to the Department of Natural Resources and Mines to determine if the development is considered to have exceptional circumstances that would allow for permanent change to material use of the land.

FRB-FM-DD-11-B (Wetland Outfall Diversion)

Construction Value:	$	13.7 M
Owners Costs:	$	1.3 M
Contingency:	$	2.7 M
Total (Excl GST):	$	17.7 M

Key features of option FRB-FM-DA-11-B (Wetland Outfall Diversion – Without Levees) are:

- Construction of a 600 metre long, 50 metre wide diversion channel at the outfall of the Tyto Wetland, across the Bruce Highway, to Sandy's Waterhole.
- Average depth of channel is two metres with 1 on 3 side slopes applied.
- Removal and replacement of existing Bruce Highway culverts with a new 13/3600x1500 RCBC.
- New 13/3600x1500 RCBC to convey flows under Davidson Street.
- New 13/3600x1500 RCBC to convey flows under Cooper Street.
- Potential opportunity for option to be implemented in coordination with enhancement of existing amenity provided by Sandy's Waterhole.

The proposed alignment of the diversion channel for this option is similar to the historic alignment of a natural channel between the areas now recognised as Tyto Wetland and Sandy's Waterhole. The proposed diversion channel ties into the existing Tyto Wetland outfall adjacent to the Bruce Highway, crosses the Bruce Highway, passes under Davidson Street and Cooper Street and continues through to tie into existing levels at Sandy's Waterhole.

From a review of the existing topography and high level hydraulic assessment it is anticipated that the water depth in this area is reasonably level (i.e. ponded) across this whole area meaning there would need to be significant excavation to get any benefit in terms of flood storage capacity. In addition if the water table is found to be high the area would need to be expanded significantly to provide any additional storage benefit. Looking at this option in isolation it is considered that expanding Sandy's Waterhole can be undertaken to achieve improved recreational and visual amenity but from flood storage perspective any benefit will be very limited. This was demonstrated in the results of the flood modelling undertaken for this option.

The flooding benefits provided by this option are limited to south west Ingham where there is a drawdown in the flood level due to improved conveyance between Tyto Wetlands and Sandy's Waterhole. The drawdown in flood water level results in 380 properties having a reduction in flood depth greater than 10mm.

The flood benefits gained in south west Ingham are offset to some degree by an increase in flood depth on properties located adjacent to and east of Davidson Street. At this location flood water depth increases locally as it reaches Sandy's Waterhole and dissipates into a large, and relatively shallow, depression extending to Old Cane Road. It is estimated that approximately 96 properties would experience an increase in flood depth greater than 10mm although this increase is not expected to be significantly greater than 10mm. As expected there is also a minor increase in the flood level on agricultural land downstream of the outlet resulting from increased conveyance associated to the diversion channel. Again this increase is minor and in the order of 10mm.

The environmental studies will require detailed flora and fauna assessments of those areas directly impacted by the construction of the diversion channel and also those areas that are affected through change in existing flooding conditions, although these are anticipated to be minor. This would include assessment of aquatic ecosystems impacts (habitat condition, fish passage) and hydrological investigations. Environmental offsets may also be required for potential habitat loss. Further investigations would be required to determine the quantum and cost of offsets.

In discussion with HSC, it is understood that there is an old landfill area (contaminated land) between Sandy's waterhole and the Bruce Highway, which will be difficult to avoid. It is unknown the exact location or depth of the landfill. Therefore, further investigations works are recommended to understand if the proposed works are expected to impact of the existing landfill. In addition, contaminated land investigation and testing should also be undertaken to determine the impacts (if any) on earthworks and removal of spoil from site.

There is an attractive social by-product of this option with the potential for Sandy's Waterhole to be expanded and used as a recreational lake for water sports and/or fishing. The practicality of providing such a facility is complex and needs to consider:

- Depth of Sandy's Waterhole.

- Size of waterhole/lake required to enable practical use for water sports (i.e. water skiing, jet skis).
- Impact on adjacent properties.
- Proximity to old waste transfer station.

FRB-FM-OF-03-A (Hamleigh Road Levee Off-Stream Storage)

Construction Value:	$	8.1 M
Owners Costs:	$	1.2 M
Contingency:	$	1.6 M
Total (Excl GST):	$	10.9 M

The Hamleigh Road Levee Off-Stream Storage option (FRM-FM-OF-03-A) comprises the construction of a levee across the floodplain between the creek banks of the Herbert River and Trebonne Creek, with the view to contain flood water in the naturally low –lying area between Trebonne Road and the Herbert River. In particular, this option involves the following:

- Acquisition of a number of agricultural properties, as well as some residential properties to allow for the construction of the levee.
- Construction of an approximately 5.5km long levee between Herbert River and Trebonne Creek, connecting at the confluence between the Herbert River and Palm Creek.
- Earthworks associated with shaping the off-stream storage over an area of approximately 6km².
- Realignment of Trebonne Road to pass over the levee.

The concept of the levee is to capture flood water that backs up from the Herbert River along Palm Creek, McGordon Creek and Boundary Creek and flow breaking the bank of the Herbert River in the 1 in 10 AEP event and larger. In larger flood events some overflow from the Stone River is likely to enter the area. The levee will provide temporary storage in the naturally low-lying land adjacent to the Herbert River. This area was once a permanent wetland but is now sugarcane agricultural land.

The levee alignment cuts across the Sugar Cane Railway approximately 800 metres from the closest property in the west of Ingham Township. As the intersection of these elements is located approximately 800 metres from the closest property in Ingham Township, an approximate longitudinal grade of 1 in 400 will be required to achieve the crossing. This is much flatter than standard design requirements for a rail line and is not expected to present a significant issue.

Ingham Abergowrie Road will also need to be realigned to pass over the levee and will need to be raised by approximately one metre. The connection at Palm Creek will require detailed assessment to determine the flow control and levee arrangements within Palm Creek.

Benefits are primarily recognised within Ingham Township to the south of Palm Creek and to a lesser extent locally to the north of Palm Creek and at the western end of Ingham. The change in flood level maps show that there are significant benefits to the areas immediately downstream of the levee, with potential reductions in flood levels of up to 500mm in Ingham during a 1 in 10 AEP event and up to 1.5 metres in the larger events. It also shows that some areas, particularly the areas in the west and south of Ingham, become 'dry' as a result of implementation of the option. The benefit to flood level reduction is restricted largely to the area between the levee and Mount Margaret (Blackrock) to the south-east of Ingham.

Flood mapping shows impacts across large areas of the floodplain. In the immediate vicinity of the levee there is an impact to a large area on the upstream side of the levee with water level increases typically in the order of 500mm to 1000mm across a large area in the 1 in 10 AEP event. The flooding impacts in the immediate vicinity to the west of the levee are largely concentrated to agricultural land. There are however a small number of residential buildings on the upstream side of the levee that are affected by similar increases.

More broadly across the floodplain the benefits and adverse impacts are as follows:

- There are reductions in flood level in the range 0.5 metres to 1.5 metres broadly across the floodplain to the south east of Ingham.
- A significant portion of the north and northeast part of Ingham Township has increase in flood level in the range 100mm to 250mm across the range of events modelled.
- There are widespread increases in flood level in the range 250mm to 700mm to the north of the Herbert River across the range of events modelled.
- At Trebonne there are increases in flood level in the range 75mm to 200mm in the 1 in 50 and 1 in 100 AEP events.

- At Bemerside there are increases in flood level in the range 75mm to 600mm across the range of events modelled.
- At Macknade there are increases in flood level of up to 350mm in the 1in 50 and 1 in 100 AEP events, up to 70mm in the 1 in 20 AEP event, and up to 20 mm in the smaller events.
- In parts of Halifax there are increases in flood level of up to 225mm in the 1 in 100 AEP event, up to 75mm in the 1 in 50 AEP event, and no significant increase in smaller events.
- In parts of Cordelia there are increases in flood level of up to 80mm in the 1 in 100 AEP event, up to 40mm in the 1 in 50 AEP event, and up to 20 mm in smaller events.
- At Toobanna there are increases in flood level of up to 50mm in the 1 in 100 AEP event, up to 75mm in the 1 in 50 and up to 20 mm in the smaller events.

Given the scale and nature of the proposed works there is a moderate risk of impacting sensitive environmental features. It is considered likely that a detailed flora and fauna study will be required to assess if the option can be progressed.

The levee is located upstream of a large area of endangered Regional Ecosystems which surrounds the airport runway. This endangered Regional Ecosystem also contains palustrine wetlands (Tyto Wetlands). The impact on these Regional Ecosystems resulting from change in hydrology will require further investigation.

In terms of federal level approvals this option is unlikely to require referral or assessment under the EPBC Act, but it is recommended that a self-assessment be undertaken against the significant impact guidelines to confirm this as part of any future works plan. It is expected that multiple state level approvals will be required due to the requirement for waterway barrier works and potentially water licences. These are expected to be routine in nature and not present a significant risk in terms of future approvals.

FRB-FM-DD-10-A (Kingsbury Creek Flood Gate – Floodgate Set at Top of Bank Level)

Construction Value:	$	14.6 M
Owners Costs:	$	1.2 M
Contingency:	$	7.3 M
Total (Excl GST):	$	23.1 M

Option FRB-FM-FG-01-A provides a floodgate at the confluence of Kingsbury Creek and the Hebert River. The floodgate design at this stage is schematic only and is to be confirmed through further stages of design. Key features of this option based on the schematic level design are:

- Floodgate structure spans Kingsbury Creek at its confluence with the Herbert River.
- Total span of the structure is approximately 90 metres with a floodgate opening of approximately 35 metres wide that is approximately 10 metres deep.
- The floodgate is a compartmentalised structure.
- The floodgate structure comprises permanent sheet piling across its full span (outside of the floodgate opening) extending 10 metres below the floodgate base slab.
- Operation of the floodgate is assumed to be automated.
- The floodgate options investigated in this Feasibility Study can be considered to offer a varying degree of benefit and impact depending on the level at which they are set. Given the scale and extent of the flooding benefits and impacts associated to this option are dependent on the level at which the floodgate is designed, flood modelling assessment was undertaken to considered two scenarios as follows:
    - Option FRB-FM-FG-01-A was modelled with the Kingsbury Creek Floodgate set at the top of existing bank level (close to the 1 in 10 AEP level)
    - Option FRB-FM-FG-01-B was modelled with the Kingsbury Creek Floodgate set at the 1 in 5 AEP flood level.

It is noted that option FRB-FM-FG-01-A was designed with the floodgate at the top of existing bank level as this was deemed to be acceptably close to the 1 in 10 AEP flood level.

From detailed flood modelling and hydraulic assessment of these options it was found that option FRB-FM-FG-01-A (with the floodgate set at top of bank level) ranked highest following implementation of the MCA process. Therefore, this option was assessed as part of this Study.

The floodgate has been nominally sized to provide a 35 metre wide opening which is 10 metres deep and will require 14/2.5m x 10m floodgates with automated controls. The floodgates are to be set into a concrete surround that is nominally 500mm thick.

An earth bund with a concrete internal wall is to be constructed for a minimum of 15 metres either side of the floodgate with permanent sheet piling extending a nominal 10 metres below the floodgate base slab. No geotechnical testing has been undertaken at the side to verify this will be sufficient and this will need to be verified if this option is considered beyond the scope of this study.

This option will require clearing of vegetation at the confluence with the Herbert River to allow construction of the floodgate and also to enable construction of the temporary works (such as piling platforms etc.) that will be required for construction.

A floodgate on Kingsbury Creek prevents backwater flooding from the Herbert River up until the river flood level exceeds the crest level of the gate, above which the floodgate will reduce the amount of backwater flooding. The benefits are primarily recognised in the north and north east areas of Ingham Township and to the agricultural lands to the east of Ingham. This part of the Ingham Township is initially flooded by Herbert River flood water backing up Kingsbury Creek and hence the benefit of the floodgate to the town is limited to those areas affected by this backwater flooding.

Flood levels are reduced from the existing flood levels typically between 100mm and 200mm in the 1 in 10 AEP event, with a number of small areas identified as becoming dry in the modelled case. There is also a reduction in flood level typically in the range 10mm to 300mm broadly across the floodplain to the east of Ingham and south of the river. This benefit extends to the low lying areas near the coastline.

As a result of flood water being prevented from backing up into Kingsbury Creek there is an increase in flood level upstream and downstream in the Herbert River and hence the water that would otherwise have backed up Kingsbury Creek is directed elsewhere on the floodplain. The increased flood level in the river causes more water to back up into Ingham through Palm Creek resulting in flood level increases along Palm Creek and in the west and south of the Ingham of up to about 30mm. To the north of the Herbert River there are widespread increases typically in the range 50mm to 120mm, including at Bemerside.

The construction of the floodgate at the confluence of Kingsbury Creek and the Herbert River has the potential to impact endangered or of concern regional ecosystems and is of moderate risk of impact to identified environmental features. As such it is expected that detailed flora and fauna studies will be required to adequately assess potential impacts to enable to option to proceed. Consideration will also need to be given to fish passage requirements and it may be necessary to account for this in the final design by way of fish ladders or fish lifts.

The construction of the floodgates will require works within riparian areas and watercourses (i.e. works involving additional surface disturbance) and this is considered to fall under Category 4 or 5 under the Cultural Heritage Duty of Care Guidelines.

This option has the potential to cause a number of environmental, social and economic impacts but these are considered to be moderate in terms of risk profile. State level approvals are anticipated to address the physical environmental impacts associated with development of the floodgate and any impacts associated to change in flooding extent from the existing situation. Works to modify Kingsbury Creek will require review against the waterway barrier works self-assessable codes to determine whether waterway barrier works approval under the Fisheries Act is triggered. These approvals are expected to be routine in nature and of a low risk profile.

An assessment of the vegetation proposed to be cleared will need to be undertaken to determine whether any endangered, vulnerable, near-threatened or threatened flora species are located in the works area. Assessments will also need to be conducted to establish whether this vegetation is habitat to any fauna.

The location of the proposed floodgate and the impact of the structure appears to impact largely on agricultural land. Under the Regional Planning Interests Act (Qld) 2014 (which supersedes the Strategic Land Cropping Act), the land within the extent of this option is within the 'Strategic Cropping Land' trigger zone. Therefore, it is likely that the development of this option will require referral to the Department of Natural Resources and Mines to determine if the development is considered to have exceptional circumstances that would allow for permanent change to material use of the land.

The works are not expected to be of a size and risk that will require declaration as a 'coordinated project' under the State Development and Public Works Organisation Act 1971. This will however need to be further assessed and discussed with the Department of State Development.

Forward work plan

Forward work plans have been developed for each option, and is provided in Chapter 10 of the final Report. The following next steps are common to all options regardless of selection:

- HSC to develop a plan to undertake further investigations, which may include contingency planning of the options to progress in the event that the primary option cannot be delivered for a particular reason (such as community resistance or funding approval).
- Seek funding to progress the concept design further so that a more detailed cost estimates can be determined.

- Prepare a robust Community Engagement Plan to help promote the idea and benefits of the proposed solution.
- Refine the concept design, specifically targeting the design optimisations and opportunities.
- Update the cost estimate to account for refinements of the design and with the view to remove known uncertainties.
- Update flood modelling in order to match the refined designs.

Possible funding sources

Options that involved work on Herbert Street may be able to attract funding from a greater number of sources but will require significantly more coordination between Government departments due to the complexity of these options. Not all of the funding sources will be available to every option, due to the conditions associated with grant funding. Some of these funding agencies will also require HSC to match the funding provided on a dollar for dollar basis. A desk top review has been conducted on potential funding sources and is listed below.

- National Stronger regions fund (program to be discontinued 2019)
- Community developments grant fund (program to be discontinued 2019)
- Financial assistance grants to local council
- Building Australia Fund (program to be discontinued 2019)
- Royalties for the Region (to be discontinued)
- Building Our Regions Fund (replaces Royalties for the Regions)
- $5 billion 'Northern Australia Infrastructure Facility' fund, which is expected to be established to support the development of large-scale regional infrastructure developments through the provision of low-cost (or in some cases no-cost) loans. $200 million dollars has been earmarked for water infrastructure projects alone, this would suggest Council should strongly consider the delivery programme and mechanism for delivery, with sufficient hold points during the planning/design stages to allow for a hold or stop to the development if costs are likely to exceed expectations, or if funding is expected to be withdrawn (for any particular reason).

Key points from the study

The option development undertaken as part of this study attempted to define a singular or all-encompassing solution to mitigate the impacts of flooding within the Hinchinbrook Region. A number of options were identified that could provide significant benefit; however it was revealed that there were often undesirable impacts to other parts of the region as a result of the option being implemented. This finding indicated that a mitigation scheme is likely to be required and would need to involve a series of mitigation strategies that are deployed to reduce flood heights and/or offset impacts due to mitigation options. The basic effect of deploying a mitigation strategy on a floodplain is to shift, divert or drain the water away from those areas that are at high risk. The Herbert River floodplain is complex in that most of the floodplain within the Hinchinbrook region has been developed for either agricultural, commercial or residential use. Apart from areas near the downstream of the Herbert River catchment (i.e. around Lucinda and Forest Beach), there is very little native wetland and riparian systems within the region that has not be converted to some other productive use. This means that most mitigation options when developed in isolation without an offset are likely to affect the community, the environment or exiting infrastructure, purely based on the characterisation of the land use within the region in combination with the floodplain characteristics. This does not suggest that some areas of the region should be impacted at the expense of a benefit to another part of the region. It is recommended that an all-encompassing view of the region from a floodplain management perspective (that is, considering flood modification strategies as noted within this report in combination with other strategies such as planning scheme changes, voluntary house raising, compulsory land acquisition, etc.) should be considered by the Council when considering the alternatives and options to investigate further.

Recommended key actions

The following provides a summary of the key actions to be undertaken by HSC to progress the Freshwater Retention Basin Study:

- Undertake a review of the content of this report, with the view to provide formal comment (where required).
- Seek Councillor Endorsement of this report.
- Consider the details as presented within this report and provide an endorsement for one (or more) of the options.
- Prepare a robust Community Engagement Plan to help promote the idea and benefits of the proposed solution.
- Conduct Community consultation on the shortlisted options and/or the options as endorsed by the Council.
- Select an option or Options for further investigation based on the feedback received from the community consultation and in line with HSC own agenda. The "Do nothing" scenario is also to be considered.
- Seek funding to progress the concept design further so that a more accurate cost estimates can be determined.

- Refine the concept design of the preferred option, specifically targeting the design optimisations and opportunities.
- Update the cost estimate to account for refinements of the design and with the view to update and/or progress flood modelling in order to match the refined design.

Attachments
Nil

Statutory Environment
- Local Government Act
- Management of Public Roads are subject to the *Transport Operations (Road Use Management) Act*

Policy Implications
Asset Management Policy

Transport Infrastructure Asset Management Plan

Consulted With
Infrastructure Engineer

SMEC

Chief Executive Officer

Financial and Resource Implications

Funding:	$ 108,000
HSC Contribution	$ 162,000
Total	$ 270,000
Total Expenditure	$ 246,769

Risk Management Implications
Careful consideration of this report is required in terms of communication to the public the findings and potential solutions explored here in. Each and every option has been investigated on a basis strictly limited to the matters stated in it and subject to the various assumptions, qualifications and limitations in it and does not apply by implication to other matters.

The Freshwater Retention Basin report must be read as a whole. The executive summary which has been detailed in the above report is not a substitute for this.

Strategic Considerations
Corporate Plan Strategic Goal

3.2 A quality, aesthatically pleasing and well planned built environment that meets basic community needs.

3.2.1 Promote a built environment that caters for our existing community and is adaptable to meet the changing needs of future generations.

3.3 The Provision of quality infrastructure that supports the Shire's current and future needs.

3.3.1 Ensure a cooridnated and intergrated approach to infrastructure planning, implementation, maintenance and renewal.

Officers Comment
Electronic copies of the reports will now be made available to the public and a hardcopy of the reports will be made available to members of the public to view at Council offices.

HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

FORREST BEACH WATER SECURITY PROJECT – COMPLETION REPORT

Executive Summary

The Forrest Beach Water Security Project consists of 11.5km of DN250mm OPVC pipe along Forrest Beach Road to connect the Ingham Supply (Scheme 1) to the Forrest Beach Water Supply (Scheme 3). The project also included a 150mm main to service the Warrens Hill Transfer Station and surrounding properties. The interconnection of the scheme provides a safe and reliable water supply to the community of Forrest Beach and for property owners adjacent to the new water main. Prior to the project the Forrest Beach Water Treatment Plant relied soley on a bore field. The new water main now gives Council the capability to shutdown the water treatment plant for longer periods to complete maintenance and upgrades.

For Council Decision – Recommendation

That the Report be received and noted.

Background

This report is to provide council with a wrap up of the Forrest Beach Water Security Project. Overall, the Water and Sewerage Department are of the opinion this project was delivered in a timely and efficient manner and would like to recongnise that it would not have been possible without collabration between Council's Water and Sewerage, Works and Survey Departments. The project came in under budget by $253,000.

The project came in under budget because of the following:

- Good weather with minimal rainfall for the duration of the project which allowed the crews to average laying 150m of pipeline a day instead of the expected 100m per day average.
- Major savings of $289,000 on the acquisition of the pipe and fittings for the job.

The Department of State Development is currently processing our Milestone 3 Final Claim and this is expected to be finalised by the end of the financial year.

The purpose of the new water main is not to replace the Forrest Beach Water Treatment Plant, but to supplement the supply and provide resilience in the event that the water treatment plant is non-operational or requires maintenance.

The Forrest Beach Water Treatment Plant is currently undergoing several upgrades to improve water quality including:

- Borefield Upgrade – Cleaning existing bore screens and drilling two new production bores
- Clarifier (Sedimentation Channels) Refurbishment
- Flow Distribution on Sand Filter Beds
- Refurbishment of the aerator structure

These refurbishments could not have been undertaken without the installation of the new pipeline from Ingham allowing Forrest Beach to be supplied with water while different parts of the water treatment plant were taken offline for extended periods to undertake the works.

File: *046/0040*
Author: *Monica Accornero*
Position: *Technical Officer*
Date: *13/06/2016*

Scope

The following provides a list of asset delivered:

- 250mm pipeline – 11,568 m
- 150mm pipeline – 3,783 m
- 100mm pipeline – 1,286 m
- Number of water connections - 38
- Number of fire hydrants - 44
- Number of stop valves - 39
- 2 new automatic start generators – 110 kVA and 150 kVA
- 2 x chlorine and pH anaylsers – monitoring the resevoir reciruclation and water from the Ingham Supply
- Alterations to the switchboards
- New reservoir ladder and hand rail
- Recirculation pump for the reservoir
- 3 x altitude valves
- 2 x flow meters (DN250 and DN150)

Expenditure

A full breakdown of project costs is provided below (Total Project Budget $2,600,000):

Project items	Royalties for the Regions funds	Council funds	Other funds	Total item cost
Professional Fees				
Consultancy/Design	$18,918.18	$18,918.18	$0.00	$37,836.36
Survey Investigations	$23,330.01	$23,330.01	$0.00	$46,660.02
Geotechnical Investigations	$7,720.47	$7,720.47	$0.00	$15,440.93
Construction Costs				
Site Establishment/Disestablishment	$34,835.29	$34,835.29	$0.00	$69,670.58
Cable Locations	$5,364.92	$5,364.92	$0.00	$10,729.84
250mm Water Main Installation (includes materials)	$625,585.99	$625,585.99	$0.00	$1,251,171.97
150mm Water Main Installation (includes materials)	$160,367.78	$160,367.78	$0.00	$320,735.56
100mm Water Main Installation (includes materials)	$57,286.47	$57,286.47	$0.00	$114,572.93
Water Connections Installation	$68,813.50	$68,813.50	$0.00	$137,626.99
250mm Hydrants	$5,540.68	$5,540.68	$0.00	$11,081.35
250mm Valves	$8,884.72	$8,884.72	$0.00	$17,769.44
150mm Hydrants	$3,357.53	$3,357.53	$0.00	$6,715.05
150mm Valves	$4,305.13	$4,305.13	$0.00	$8,610.26
100mm Hydrants	$9,788.91	$9,788.91	$0.00	$19,577.81
100mm Valves	$7,951.85	$7,951.85	$0.00	$15,903.69
Traffic Control	$6,122.17	$6,122.17	$0.00	$12,244.33
Mowing	$7,486.02	$7,486.02	$0.00	$14,972.03
DN250mm Flow Meter	$4,410.81	$4,410.81	$0.00	$8,821.62
Installation of Recirculation Pump Unit	$12,645.71	$12,645.71	$0.00	$25,291.41
Reservoir Ladder	$3,765.99	$3,765.99	$0.00	$7,531.97
Reservoir Handrail	$4,545.46	$4,545.46	$0.00	$9,090.91
Alterations to Switchboard Low Lift	$1,240.47	$1,240.47	$0.00	$2,480.94
Alterations to Switchboard High Lift	$4,001.93	$4,001.93	$0.00	$8,003.85
Chlorine and pH Analyser 1 - Reservoir Recirculation	$5,477.00	$5,477.00	$0.00	$10,953.99
Chlorine and pH Analyser 1 - Ingham Supply	$6,408.29	$6,408.29	$0.00	$12,816.57
DN150mm Flow Meter	$3,063.93	$3,063.93	$0.00	$6,127.86
Altitude Valve - Low Level Reservoir Filling	$5,785.93	$5,785.93	$0.00	$11,571.85
Altitude Valve - Direct Feed to Water Tower	$5,056.79	$5,056.79	$0.00	$10,113.57
Altitude Valve - Forrest Beach Water Tower	$3,772.89	$3,772.89	$0.00	$7,545.78
Low Lift Generator	$23,739.27	$23,739.27	$0.00	$47,478.54

Project items	Royalties for the Regions funds	Council funds	Other funds	Total item cost
High Lift Generator	$25,635.52	$25,635.52	$0.00	$51,271.03
High Lift PS PLC	$7,979.20	$7,979.20	$0.00	$15,958.40
Total Project Cost	$1,173,188.72	$1,173,188.72	$0.00	$2,346,377.43

Attachments

- Project Photos
- Site Plan
- Project Completion Report
- Project Benefits Report

Statutory Environment

Local Government Act

Policy Implications

Budget Policy

Consulted With

Executive Manager Engineering Services

Financial and Resource Implications

- Capital Budget of $2,600,000 (50% Council, 50% State Government Royalties for Regions)
- 10 Year Forward Works Program
- The project came in under budget by $253,000.

Risk Management Implications

Forrest Beach now has two seperate sources of water supply in line with the other scheme areas in the shire. Prior to this project, the Forrest Beach community relied soley on the borefields at the Forrest Beach Water Treatment Plant.

Strategic Considerations

- Operational Plan Strategic Outcome: 3.2
  - A quality, aesthetically pleasing and well planned built environment that meets basic community needs.
- Operational Plan Strategic Outcome: 3.3
  - The provision of quality Infrastructure that supports the Shire's current and future needs.
  - 3.3.1 Ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal.

Officers Comment

The main lesson learnt from this project that can be taken forward to future projects across Council, is the need for more community consultation for stakeholders directly affected by the works. As this project required the affected landowners to contribute a 'Special Fee and Charge' it created some issues with the public as they felt they had not been informed about the project in detail and would have liked an opportunity to discuss their concerns with Council. This feedback from the community is defintely something that the Water and Sewerage Department will take onboard for future projects.

Project Photos

Installation of 250mm water main

Installation of 250mm valves

Installation of 250mm water main

Installation of 250mm water main

Installation of 250mm water main

Installation of 250mm water main

Hydrants & valves for Bosworths Road offtake

Installation of 150mm water main

New pipework at the Low Lift Station at the Water Treatment Plant

New pipework at the Low Lift Station at the Water Treatment Plant

Underpressure tapping into existing main

Connection into pipework at the Water Treatment Plant

Connection into pipework at the Water Treatment Plant

Connection into pipework at the Water Treatment Plant

Connection into pipework at the Water Treatment Plant

Connection into pipework at the Water Treatment Plant

Altitude valves controlling supply of water

Altitude valves controlling supply of water

New feed from Ingham in reservoir and recirculation line

New reservoir ladder and handrail

Recirculation pump

Installing recirculation line

Finalised pipework at the Low Lift Station

Recirculation line finalised

New generator at the low lift station

New vented door at the low lift station

150mm flow meter monitoring water transfer from the low lift to high lift

150mm flow meter monitoring water transfer from the low lift to high lift

New vented door for the high lift generator room

New vented window for the high lift generator room

High Lift Generator

Generator automatic transfer switch

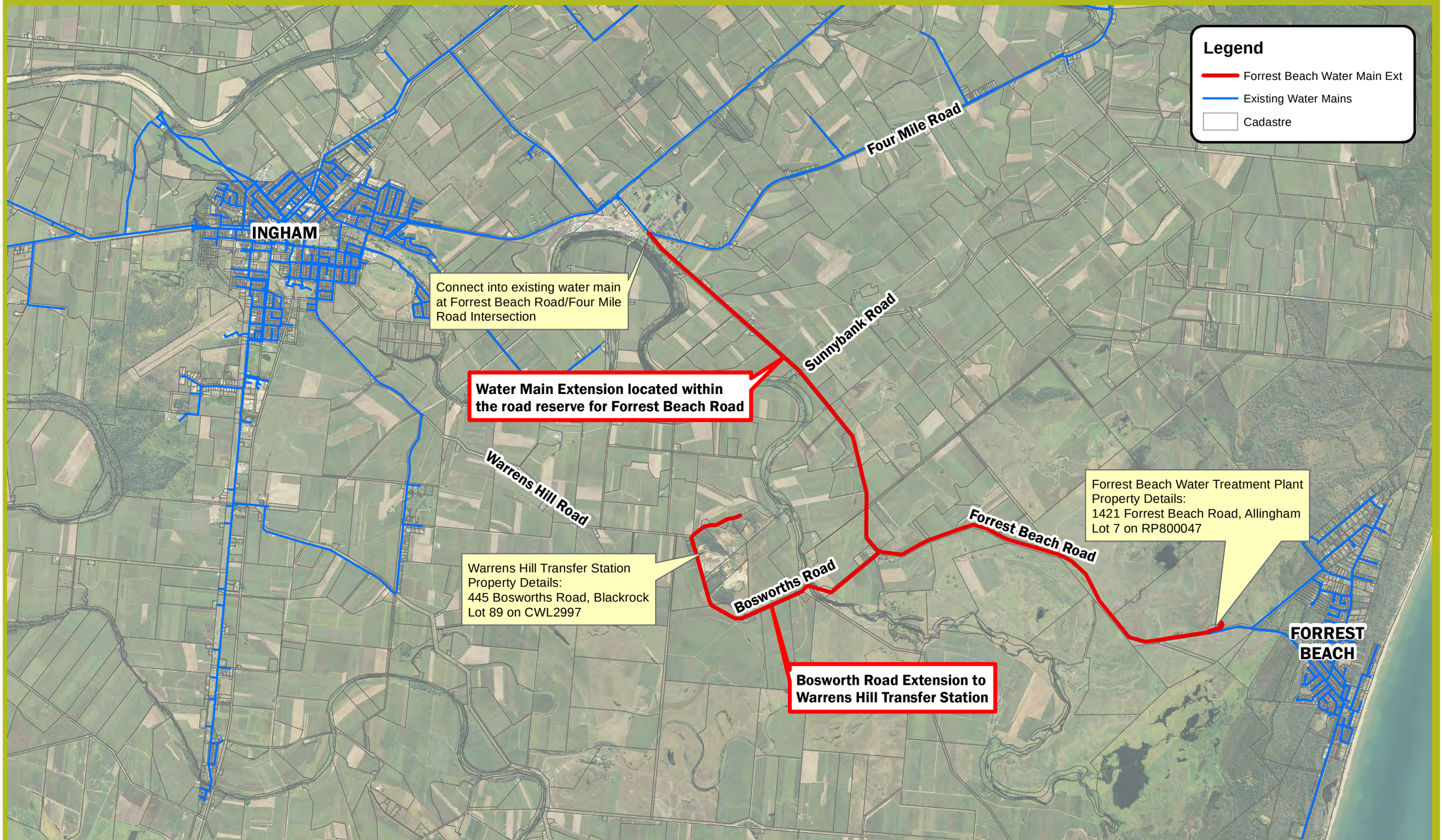
SCADA upgrades to the switchboard

Chlroine and pH Analysers

Official Opening

Official Opening

HINCHINBROOK SHIRE COUNCIL



HINCHINBROOK SHIRE COUNCIL

Data Sources & Acknowledgements

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Cadastral Information sourced from Department of Natural Resources and Mines is current as at 2014 and is accurate 1:50,000. Copyright Department of Natural Resources and Mines 2014

"This map is not to be resold or re-made as part of a commercial product"

1:50,000

0 450 900 1,800 2,700 3,600 Meters

N

Forrest Beach Water Security - Site Plan

Path: G:\projects\water\Forrest Bch Water Security\Forrest Beach Water Security - Site Plan.mxd
Complied By: monica1513 Date: 29/01/2016

PROJECT COMPLETION REPORT

Hinchinbrook Shire Council

Project: Forrest Beach Water Security

Project reference: R4R R4C HINC 0010

Date: 25 May 2016

Document Version: 1.0

1 Purpose of the project completion report

This document is designed to report on project outcomes and how the project has been delivered. Submission of this report is a requirement under the program funding agreement. It also provides an opportunity to comment on the management of the project and record lessons learnt and recommendations that can benefit future projects and programs.

2 Project description, purpose and deliverables

Provide a short project description and statements regarding how the project scope and deliverables from the detailed project plan have been met. Include a statement that the project works are complete and, if applicable, qualify any outstanding defects or issues.

Construction of the 250mm pipeline along Forrest Beach Road and the 150mm pipeline along Bosworth Road has been completed. The water was turned on to the Forrest Beach Reservoir on the 4 November 2015. All associated water connections for residents along the pipeline have been completed.

As part of the project there were several upgrades that were required at the water treatment plant. Below is a summary of these items, that have been completed.

- Installation of the recirculation pump at the High Lift Reservoir to maintain and monitor chlorine residuals in the tank.
- Installation of two chlorine and pH analysers, one monitoring the supply coming from Ingham and the other on the recirculation line for the High Lift Tank.
- Installation flow meters for process control and monitoring.
- Supply and installation of two new generators to secure the Forrest Beach Water Supply during a power failure/natural disaster/emergency.
- Painting of the external pipework.
- New ladder and handrail that meets height safety requirements to access reservoir filling line.
- Upgrades to the switchboards to include communications back to Council's SCADA monitoring system.

All works associated with the Forrest Beach Water Security Project are now complete.

3 Project dates

Planned Start Date (at signing of agreement):	9 January 2015	Planned Completion Date (at signing of agreement):	30/11/2016
Actual Start Date:	9 January 2015	Actual Completion Date:	22/04/2016

If there are differences between planned and actual dates, provide explanation for variance:

Completion and the commissioning of the 250mm water main from Ingham to the Forrest Beach Reservoir was completed within the expected timeframe, but it took longer then expected to install water connections to properties and finalise the works within the water treatment plant.

4 Budget summary and cost breakdown

Complete the budget summary below and **attach** an updated '**project cost breakdown**' template from the detailed project plan.

	Amount (excluding GST)
Original project budget:	$2,600,000
Approved program funding amount:	$1,300,000
Actual council contribution:	$1,173,188.72
Actual funding from other sources (and identify sources below): *[i.e. Australian Government $50,000; Xyz Pty Ltd $50,000]*	$1,173,188.72
Total actual project cost:	$2,346,377.43

If over or under budget, provide explanation for variance:

- The material costs for the pipeline was a large portion of the budget and the tendered price was well below the expected amount. Council believes this could be due to a low market at the time and utilising the Local Buy System.
- During construction there was minimal rainfall causing little interruption to the installation of the water main.
- Average length of pipe installed per day was higher then expected.

5 Regulatory requirements

Provide a list of all certifications (certificates/licences/permits/approvals) required by any acts, laws or regulations, where applicable. Include certifications from other relevant government entities and industry bodies including, but not limited to, certification by a Registered Professional Engineer Queensland (RPEQ) that the infrastructure developed by the Approved Project meets the relevant standards. **Attach** copies of all certification documents. If no certifications are required, please indicate.

Certification	Certifying body/entity	Status/comment
Road Corridor Permit	Department Transport and Main Roads	Permit was required for commencement of work. Detailed plans signed by an RPEQ was required for permit.

6 Photographs of completed works

Provide at least three (3) colour photographs of the completed works below, or **attach** copies.

See attached

7 Project signage and acknowledgement of funding contribution

Provide information on all program related signage requirements. Add rows to table if required.

Requirement	Status/comment
The organisation must acknowledge the State's funding contribution by erecting signage in accordance with the Funding Acknowledgement Guide at the Project Site.	Permanent sign has been installed at the corner of Forrest Beach Road/Four Mile Road. This sign has been approved by Main Roads to remain in place for 24 months after the completion of the project. Temporary corflute signs have been installed on the fence of the Forrest Beach Water Treatment Plant and the Warrens Hill Waste Transfer Station.

Provide a photograph of the plaque or other permanent sign acknowledging the contribution of the Queensland Government, or **attach** a copy.

Plaque is currently on order for the official opening ceremony on the 2 June 2016. See attached for photos of permanent signage

8 Communications

Provide a summary of any project-related media – both during the project and proposed or upcoming. Include relevant organisation reports/newsletters/media releases/events. **Attach** copies of any media clips/documents to this report, or provide web links. Add rows to tables if required.

- **Media/publications/events for reporting period**

Date	Media/publications/events
4/11/2015	Media Release: '*Water for Forrest Beach*'

- **Upcoming or proposed Media/publications/events**

Date	Media/publications/events
TBA	Media Release - Completion of the Forrest Beach Water Security Project Following Official Opening

9 Risks and issues

List any risks and/or issues that occurred, and had significant impacts on the project. For risks that eventuated, were any identified in the detailed project plan? Provide statements of how any risks/issues were managed.

Category	Risk/issue	How risk/issue was managed
Health/Safety	None	
Weather event		
Environment		
Native title/heritage		
Other (not listed above)		

10 Recommendations/comments (including lessons learnt)

Provide any recommendations or comments as a result of undertaking the project. How could Department and/or Council planning/management/procedures be improved? Describe lessons learnt during the project.

• More community consultation required before the commencement of construction. • The start date of the project was brought forward from July to April, which rushed the planning and procurement.

11 Attachments summary

Indicate which documents referred to in the above sections, are attached to this report (click on relevant checkboxes to insert a cross):

Section 4: Updated '**project cost breakdown**' template (from the detailed project plan)	☐
Section 5: Copies of all certification documents	☐
Section 6: Colour photographs of the completed works	☐
Section 7: Photograph of plaque or sign acknowledging the contribution of the Queensland Government	☐
Section 8: Copies of media clips/documents	☐

12 Declaration

This completion report has been prepared by:

Name:	Monica Accornero	Position title:	Project Manager (Forrest Beach Water Security Project) Technical Officer Assets and Infrastructure

I declare that the information contained within this report and its attachments is complete and accurate.

Signature:		Date:	26/5
Name:	Dan McKinlay	Position title:	Chief Executive Officer

Project Benefits Report

Please use the 'Guide to completing the project benefits report' to assist in completing this report.

1. Project details

Project name:	Forrest Beach Water Security		
Council:	Hinchinbrook Shire Council		
Funding round:	Round 4 (R4R)	Project code:	R4R R4C HINC 0010
Total project cost:	$2,346,377.43	Approved program funding:	$1,173,188.72

2. Project executive summary

Hinchinbrook Shire Council's (HSC) objectives under its water program are to provide consumers with a water supply that is of high quality, affordable and reliable with provisions to develop strategies to extend the service as required. In meeting these objectives, HSC identified Forrest Beach as an area requiring infrastructure development in order to provide Forrest Beach residents with a safe and reliable water supply. The project required the construction of a 12 km interconnecting water main between Forrest Beach and Ingham water supplies to meet the demands of the growing population of Forrest Beach. Forrest Beach is the only standalone bore water supply in the Hinchinbrook Shire and this project has provided residents with a safe, reliable and affordable water supply with interconnection to the Ingham Supply to augment. The project included:

i. installation of an 11.4 km DN 250 mm pipe along Forrest Beach Road from Victoria Mill to the Forrest Beach Water Treatment Plant and
ii. installation of a 3.7 km DN 150 mm pipe from Forrest Beach Road to the Warrens Hill Transfer Station on Bosworths Road.

As part of the project there were also be several upgrades to the water treatment plant to accommodate the new infrastructure, including:

- Installation of the recirculation pump at the High Lift Reservoir to maintain and monitor chlorine residuals in the tank.
- Installation of two chlorine and pH analysers, one monitoring the supply coming from Ingham and the other on the recirculation line for the High Lift Storage Tank.
- Installation flow meters for process control and monitoring.
- Supply and installation of two new generators to secure the Forrest Beach Water Supply during a power failure/natural disaster/emergency.
- Painting of the external pipework.
- New ladder and handrail that meets height safety requirements to access reservoir filling line.
- Upgrades to the switchboards to include communications back to Council's SCADA monitoring system.

3. Jobs supported

<table>
<tr><th colspan="4">Direct Jobs: During project construction/delivery</th></tr>
<tr><td></td><td>Number of FTE jobs</td><td>Duration (Number of days) per FTE job</td><td>Total Duration (Number of FTE jobs x Number of days)</td></tr>
<tr><td rowspan="4">How many direct jobs (as Full time Equivalent (FTE) days) were supported during project construction/activity?</td><td colspan="3">Council Employees:</td></tr>
<tr><td>0.3
6
4
3
2</td><td>365
210
120
60
7</td><td>109.5
1260
480
180
14
Total: 2043.5</td></tr>
<tr><td colspan="3">Contractors:</td></tr>
<tr><td>2
0.5
0.2
2
6
4
3</td><td>210
270
90
7
90
7
21</td><td>420
135
18
14
540
28
63
Total: 1218</td></tr>
<tr><td>Provide reasoning and assumptions made to determine answer above.</td><td colspan="3">Council Employees:
0.3 FTE for project management over the 12 month period.
6 FTE construction jobs for the peak construction period of 7 months.
4 FTE construction jobs for 4 months to undertake water connections and WTP upgrades
3 FTE for surveying works estimated total would be equivalent to 2 months full time
3 FTE for removal of spoil truck/loader operator for a period of 7 days.
Contractors:
2 FTE for a backhoe and excavator operator for the peak construction period of 7 months.
0.5 FTE for the vacuum excavator operator for a 9 month period (peak construction & water connections)
0.2 FTE for sand cartage (truck driver) for 90 days
2 FTE for spoil cartage (truck driver) for 7 days
6 FTE for the directional borers for a 3 month period
4 FTE for builders/concreters for a 7 day period
3 FTE for electricians for a 21 day period</td></tr>
<tr><th colspan="4">Direct Jobs: Following project completion</th></tr>
<tr><td colspan="2">How many direct jobs (as FTE jobs) will be supported by project facilities on an on-going basis?</td><td colspan="2">Nil</td></tr>
<tr><td colspan="2">Provide reasoning and assumptions made to determine answer above.</td><td colspan="2">The construction of the water main will in the longer term increase maintenance on the water and sewerage department as its an additional 15.2 km of water main, but it will not require the need for additional staff immediately after the completion of the project.</td></tr>
</table>

4. Description of benefits

Benefit 1 – Safe and Reliable Water Supply	
Description:	Safe and reliable water supply for the residents along the pipeline alignment and the Forrest Beach area. The area in the past has had known problems during prolonged periods of drought, affecting the quality and quantity of the water supply, particularly high iron levels in the treated water. The interconnection of the two schemes, will increase the capacity of the water supply to Forrest Beach, allowing for the potential growth of the community.
Measuring the benefit:	Hinchinbrook Shire Council undertakes regular monitoring of the water supply to ensure its quality meets the Australian Drinking Water Guidelines.
Baseline data:	<u>Water Quality:</u> Monthly water analysis of treated water over the past two years has shown the following exceedances of the aesthetic guideline set out in the Australian Drinking Water Guidelines for iron: • 3 exceedances in 2014 (samples taken monthly) • 5 exceedances in 2015 (samples taken monthly) <u>Water Quantity</u> Council's SCADA system monitors water consumption in the Forrest Beach area. During dry periods consumption is usually 1200 K per day, which is solely produced by the borefields. There is approximately 690 water connections in the Forrest Beach community. The water main has provided over 30 connections along the pipeline and there is capacity for future connections/developments.
Ongoing monitoring:	Monitoring is ongoing to meet the water supply regulations. If exceedances are identified Forrest Beach can be supplemented from the Ingham Supply to improve water quality.
Benefit 2 – Construction is an Economic Stimulus Package for the Community	
Description:	The construction of the water main has provided an economic stimulus for the local community. Local contractors have been used where possible in the hope to keep expenditure within the community.
Measuring the benefit:	The benefit from this can be observed within the community and will hopefully encourage expenditure in the community.
Baseline data:	From reviewing task transaction as at the claim date for Milestone 3 it is estimated that: • Approximately $530,000 (22%) of expenditure was to local contractors and suppliers (excludes purchases from Council's store) • Approximately $550,000 (23%) to Council's wages.

Ongoing monitoring:	Council is unable to perform monitoring on expenditure within the community. It is hoped to see an increase in spending within the community
Benefit 3 – Indirect Jobs	
Description:	Council utilised 3 labourers from the Works Department to undertake the project. This created 3 full time equivalent casual positions in the Works Department for the duration of the project.
Measuring the benefit:	Increased employment opportunities in the region.
Baseline data:	3 Full Time Equivalent Positions were created in Council's Works Department for the duration of the project.
Ongoing monitoring:	Nil
Benefit 4 – Resilience in Natural Disasters	
Description:	The pipeline will reduce the risk during a natural disaster as it will introduce the connection of Scheme 1 Ingham Water Supply, in the event that the Forrest Beach Water Treatment Plant is not operational or unable to be attended to by an operator due to isolation from flooding, storm surge, tidal inundation, etc.
Measuring the benefit:	If the Forrest Beach Water Treatment Plant becomes non-operational due to a natural disaster, the community is still connected to the Ingham Water Supply.
Baseline data:	Tropical cyclones pose a significant threat to the Hinchinbrook Region, particularly the coastal communities due to the potential for a storm surge. Data from the Bureau of Meteorology suggest that on average approximately 13 cyclones form in the Australian region with half of these occurring in the eastern region and about half of the total number of cyclones becomes severe.
Ongoing monitoring:	Storm Surge modelling to assess the vulnerability of the water treatment plant
Benefit 5 – Improved Safety at the Waste Facility	
Description:	With a potable water supply available at the Waste Transfer Station it will allow Council to install a handwash and eyewash facility for both the public and Council employees, have fire fighting capability and supply drinking water for employees.
Measuring the benefit:	Increase sanitation and public health. Currently no hand wash or eyewash facility available for the public.
Baseline data:	1 hand wash facility available for public use 1 eyewash facility available for public use
Ongoing monitoring:	Nil

HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

TENDER HSC 16/15 LUCINDA RESERVOIR REPAIRS

Executive Summary

The report outlines the findings of a tender review and recommendation to award tenders for HSC 16/15 Lucinda Reservoir Repairs. The tender was advertised in the Townsville Bulletin on Saturday, 2 April 2016 and on Council's Tenderlink portal. Offers were advertised to close on Tuesday, 26 April 2016, but were extended to Tuesday, 3 May 2016 due to requests from numerous tenderers. Council received ten offers before the closing date.

For Council Decision – Recommendation

That Council award contract HSC 16/15 Lucinda Reservoir Repairs to Townsville Engineering Industries for Option 3 at the tendered price of $448,959.50 (exclusive of GST).

That Council carry forward $350,000 from the 15/16 Water and Sewerage capital works budget to allow a total project budget of $500,000 in the 16/17 financial year.

Background

The Lucinda Reservoir is a 3.5ML steel reservoir that was previously used to store aqua ammonia and was handed to Council from the Port Authority in the late 90's. The exact age and structural details of the tank are unknown. The Lucinda Reservoir would be considered oversized for the Lucinda community but it has served its purpose providing 3-4 days backup storage for the community during planned and unplanned events.

In June 2015 GHD performed a condition inspection on the Lucinda Reservoir, located off Dungeness Road in Lucinda. From the inspection it was found that the internal walls, roof and roof trusses were in a poor condition with coating failure and corrosion present to nearly all areas of the tank. The worst corrosion was noted to the walls above the water line where significant rust nodules had formed and extended below the water line for an unknown depth. All external components of the tank were in good condition, as these had been repaired in 2011/2012. The condition inspection also noted that internal access to the tank is difficult due to the small 600mm diameter hatch at the top of the reservoir. From this inspection, it was determined that remediation repairs are required in order to extend the useful life of the reservoir given that the external surface was in good condition due to recent repairs.

Reservoir History - Project costs for previous repairs are as follows:

- External surface application of protective coating (2011/2012) - $175,671.00 (ex GST)
- Replacement of stairs (2011/2012) - $61,871.82 (ex GST)

Council engaged GHD to develop an adequate design to cost effectively repair the reservoir. Due to budget constraints Council requested three options be investigated. In summary these options included:

- Option 1:
  - Remove a portion of the roof section and install new roof section with access hatch.
  - Install new internal wall mounted divers platform.
  - New drainage valve and piping.
  - Application of protective coating system to floors, walls, trusses and ceiling.
- Option 2:
  - Cut and remove entire welded truss plate roof and install new room using ZAM products and installation of new access hatch.
  - Install new internal wall mounted divers platform.
  - Install new internal PFC ring beam if required.
  - New drainage valve and piping.
  - Application of protective coating system to tank walls and floors.

Author: *Monica Accornero*
Position: *Technical Officer*
Date: *19/05/16*

- Option 3:
  - Cut and remove entire welded truss plate roof and install new room using aluminium products and installation of new access hatch.
  - Install new internal wall mounted divers platform.
  - Install new internal PFC ring beam if required.
  - New drainage valve and piping.
  - Application of protective coating system to tank walls and floors.

Summary of Offers received (all figures are exclusive of GST):

	Company	Option 1	Option 2	Option 3
1	Australasian HMT Pty Ltd*	NA	NA	NA
2	Brice Engineers Pty Limited	$374,830.00	$555,330.00	$578,220.00
3	Casa Engineering*	$672,819.00	$691,927.00	$728,994.00
4	Dawsons Engineering NQ Pty Ltd	$366,027.41	$434,668.31	$481,020.11
5	Diamond Protective Coating Services Pty Ltd*	$902,000.00	$1,402,000.00	$1,702,000.00
6	Donvale Engineering Pty Ltd*	$385,000.00	$448,000.00	$478,000.00
7	Geelong Abrasive Blasting	$489,874.55	N/A	N/A
8	Queensland Painters Maintenance Services	$392,580.00	$568,125.00	$590,275.00
9	The Viking Unit Trust Tas EDMS Australia*	$606,867.25	$696,936.21	$749,667.31
10	Townsville Engineering Industries	$411,285.85	$403,742.99	$448,959.47

** Tenders were discounted from the detailed tender assessment after an initial assessment of the tender response documentation was reviewed due to incomplete tender documents, high tender pricing, insufficient company credentials or lack of suitable experience.*

Tender Evaluation

GHD conducted a Tender evaluation on behalf of Council and after reviewing the tendered prices, it was decided that Option 1 could be ruled out due to the small price difference between a protective coating system and replacing the whole roof. This ruled out Geelong Abrasive Blasting as they only submitted for Option 1 and their price is not competitive regardless of scope.

GHD's tender assessment (attached) recommended Townsville Engineering Industries (TEi) to be awarded the project for either Option 2 or 3. Townsville Engineering Industries was the cheapest of all for both options and are considered to have excellent experience in reservoir construction and maintenance.

The difference in cost between the two options is $49,738.12 (11.2%), taking this into account it is the preference of Water and Sewerage to go with Option 3 to replace the roof using aluminium products as this will be a better long term solution for Council. TEi has nominated Advanced Aqua Blasting as their sub-contractor for the internal coating. Advanced Aqua Blasting is a local company based in Ingham and have successfully completed several jobs for Council in the past.

Attachments

- GHD Report – Inspection of Lucinda Reservoir Condition Report (June 2015)
- GHD Report – Repairs to Lucinda Reservoir Tender Assessment Report (May 2016)
- GHD Report – Tender Sensitivity Analysis

Statutory Environment

Local Government Act

Policy Implications

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

Consulted With

Chief Executive Officer
Executive Manager Engineering Services

Financial and Resource Implications

Annual Works Program – 10 Year Forward Works Program

This project was allocated a $150,000 budget in the 15/16 financial year. The budget allocation of $150,000 was determined prior to the internal condition assessment from videos and assessments from diving contractors who clean the tank out annually and is not adequate to complete a full refurbishment. The repair works required are more far more extensive than expected and cannot be performed within the 15/16 budget allocation.

During the budget process for 16/17 financial year and prior to Tenders closing it was estimated that a further $150,000 would need to be allowed in the 16/17 financial year to allow a total project budget of $300,000.

Following the closing of tenders and evaluation became clear that this budget is not enough to carry out the recommended scope with the preferred contractor. It was intended that the proposed budget in 16/17 would be increased by way of carrying forward unspent capital works budget from the 15/16 program for water and sewerage.

Project expenditure 2015/16 is as follows:

		Budget	Actual
15/16	Consultancy Fees		$36,248.18
	Bypass Works		$20,400.00
	Reservoir Repairs		-
	Total	$150,000	$56,648.31

All figures Ex GST

Project Forecast 2016/17 is as follows:

		Budget	Actual
16/17	Project Carry Forward Budget 15/16	$90,000	
	Proposed Budget 16/17	$150,000	
	Preferred Contractor (Estimate of actual)		$448,959.50
	Contingency (10%)		$50,000
	Estimate of Shortfall 16/17	$260,000	
	Total	$500,000	$498,959.50

All figures Ex GST

Given the nature of the works, it can be expected that some variations may be required as the exact condition of the tank is yet to be determined. Upon blasting, the successful contractor may encounter areas where the tank requires areas that are in need of patch repairs or welding beyond what was identified in the tender documents.

Therefore a total project budget of $500,000 for the 16/17 financial year will be required (including a 10% contingency). Based on the forecast end of year finances for the project approx. $90,000 is expected to be carried forward from the 15/16 financial year to add to a proposed budget allocation for 16/17 of $150,000. This then leaves a shortfall of $260,000 for a total project budget of $500,000 to complete the project.

The shortfall is recommended to be allocated from the savings made in the 2015/16 financial year through the delivery of Engineering Capitals Projects under budget in the overall works program.

Risk Management Implications

Given the nature of the works, and examples of similar projects delivered previously it can be expected that some variations may be required to accommodate additional areas and scope where the tank may require further patching repairs or welding beyond what was identified in the tender documents. As such a contingency of no less the 10% of winning tender is recommended.

Council committing a total budget of $500,000 to the repairs to the Lucinda Reservoir will ensure the delivery of a safe potable water supply to the Lucinda community. Should the works not secure the required additional funding there is a risk the tank further deteriorates and may contribute to taste and water quality of the potable water supply.

Strategic Considerations

- Operational Plan Strategic Outcome: 3.2
  - A quality, aesthetically pleasing and well planned built environment that meets basic community needs.
- Operational Plan Strategic Outcome: 3.3
  - The provision of quality infrastructure that supports the Shire's current and future needs.
  - 3.3.1. Ensure a coordinated and integrated approach to infrastructure planning, implementation, maintenance and renewal.

Officers Comment

It should be noted that Water and Sewerage did also consider the option of completely replacing the Lucinda Reservoir with a new tank rather than commit to further rehabilitation works. A new tank of similar capacity constructed beside the existing tank, allowing the existing tank to be completely decommissioned is estimated to cost in the order of $1M to $2M with a lifespan of approx. 50years. Therefore the proposed internal rehabilitation and reconfiguration is considered better value for money as once completed it is estimated the asset will achieve 20 years of operation before further works are required.

GHD's tender assessment report has criteria for the use of Local Resources weighted at 20%. The assessment criterion was stated in the tender documents that went out to interested companies. Due to the nature of the work required, it was expected that no local contractors would be able to complete the scope of works themselves but would be able to sub contract to large engineering firms. This is in fact how the tendering process turned out.

Council also asked GHD to complete a Tender Sensitivity Analysis (attached) with the weighting for "Use of Local Resources'' reduced back to 5% with the extra 15% weighting added to the "Value for Money Criteria". This was requested to avoid confusion with the local preference clause of Council's purchasing policy allowing a 5% local assessment loading for local contractors when competing against external contractors. The result of the Tender Sensitivity Analysis confirmed Townsville Engineering Industries as the preferred contractor.

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

EXECUTIVE MANAGER DEVELOPMENT AND PLANNING ACTIVITY REPORT FOR MONTH ENDING 31 May 2016

Executive Summary

This Monthly Activity Report is to be presented at Council's Ordinary Meeting scheduled to be held on 28 June 2016 for Councillors information.

For Council Decision – Recommendation

That the report be received and noted.

Officers Comment

Nil

TYTO PRECINCT

Overall

All areas have been working extremely hard with standard operations and key events for the month being well attended and appreciated by the public at large including Tasman Turtle Picnic Day and the Hinchinbrook market Day. Outdoor umbrellas final installation still to be completed, those at the Paper Grove area yet to be completed held up due to wet weather, gorunds and events. TYTO staff visited local business to drop off new event flyers and the May-July Event Programmes.

TYTO Conference and Event Centre

May events have been very successful in attendance and it seems that the word has finally reached people.

- Hinchinbrook Market Day had 360 attendees. We had a great response in feedback and are regularly receiving phone calls from people interested in becoming stall holders and wanting further information for upcoming market days.
- Movie Magic was In-Flight at Forrest Beach. On the day there was a threat of rain however, it stayed clear for the event with 29 attendees. Positive feedback from all with residents from Forrest Beach expressing their gratitude.
- Tea & Trivia was a great success with 48 attendees on the day. Feedback forms were all positive and the event also gave us an opportunity to discuss with seniors future TYTO events which there has been a lot of interest.
- Due to predicted wet weather the decision was made to postpone Tasman Turtle Picnic Day from 21 May to the 28 May. The change of date did cause some last minute setbacks however, all in all the event was a success with wonderful feedback and a lot of visitors coming from Townsville and Cardwell as well to partake in the event. Attendance count on the day was 2442 total 2009 for main public attendees.
- Sunday Sessions has 83 attendees. After a busy weekend in the region it was great to see people still getting out and enjoying this event. With the shade of the umbrellas in the Amphitheatre now in place the event was enjoyed by all.
- Nutritional Workshop for Woman – This event is a part of the Get Out, Get Active initiative with Jaydon from Tweak Fitness running the weekly sessions. There has been some feedback from people within the community requesting evening workshops for men and woman which is something to look into for the future however, the current event is still receiving great feedback. The attendees of this current workshop have found them to be informative and interesting and have requested this to become a regular workshop.

- Functional Fitness over 40's – This event is also part of the Get Out, Get Active initiative with Jaydon from Tweak Fitness. The first event had 11 attendees with the interest quickly going as word was spread and marketing collateral continued to be distributed.

Hinchinbrook Shire Library inc Halifax Sub Branch and Double Daw Creative Studio

- In compliance with the Australian Library and Information Association (ALIA), Library and Information Week was held on 23-29 May

  'Discover More' at Hinchinbrook Shire Library this May. Library and Information Week ran from 23 to 29 May 2016. The week aimed to raise the profile of libraries and information service professionals in Australia. It gave libraries and information services the opportunity to showcase their resources, facilities, events, contacts and services through different programs and events to the community. This week was our chance to show our skills and our value to the community in a fun way! So whether it was participating in National Simultaneous Story Time, learning about us and our services, recording stories for future generations, multiple sessions of arts and crafts, or attending Australia's Biggest Morning Tea, patrons attended the Hinchinbrook Shire Library to see everything we have to offer!

- Preparations for First 5 Forever Inflight Programme.
-

Regional Art Gallery

- "2D 3D"- With a pinch of salt - Ingham Art Society annual exhibition. Ingham Art Society Members exhibition. 06 May 2016. Exhibition was well attended with approx 50 guests.
- The TYTO Regional Art Gallery was represented well at the Hinchinbrook Market Day with having a number of stalls on 05 May 2016. David Rowe did a drawing and painting workshop.
- Marine Debris Awareness Community Installation has been constructed by John Heard for the Turtle Picnic Workshop on Saturday 28 May.2016. John did a fantastic job with the large dream catcher. The grant was obtained from the Great Barrier Reef Marine Park Authority.
- Tasman Turtle's Picnic Day. Eco Cove, Tidy Turtle, Jolly Jellyfish, Hands on Wildlife, Noel and Stafford will be manning the Eco Cove display and workshops.
- RADF Funding application complete for funding 2016 - 2017. To be submitted to Arts Qld on June 2.
- Event planner started for NAIDOC Week activities and NAIDOC Exhibition. Main activities will be Exhibition Opening, Artist in Residence artwork unveiling, 2 x workshops Boomerang painting and screen printing workshops.
- New shop products have arrived. Linda Bates - New bird range and new jewellery range for gallery shop. Len Cook - New pottery range for gallery shop.

Visitor Numbers

TIWC – TYTO Information and Wetland Centre / TRAG – TYTO Regional Art Gallery / HSL – Hinchinbrook Shire Library / TCEC – TYTO Conference and Event Centre

Note:

HSL Numbers are not unique.

TCEC PAX numbers refer to actual and predicted attendance figures.
TCEC ROOM numbers refer to actual hires.
Cooper St Rest Area refers to bookings and is not included in the total.
Comparatives from a monthly perspective are now absolute, relative across the centre.

Variances

May figures have a positive 19.94% increase for the month equating to a positive 8.22% YTD with all outlets excluding TIWC experiencing healthy increases, the outstanding outlet being the Conferencing and Event which can be equated to the Signature Event – Tasman Turtle Picnic Day alongside the Hinchinbrook Market Day.

TIWC

Visitor numbers for May were 1600 which is a 10% decrease from 2015. This decrease was from Local and Regional Visitors. An increase experienced from Southern States and decrease from International visitors. Unknown reason for International decrease. May 2016 are on par with previous years.

TCEC

Total Conference Rooms bookins for the month of May were 20 a 33.33% increase for the month comparative to 2015. Total attendees for May 2015 were 1441 with 190 attendees being internal bookins. Subsequently there was a 62.44% increase in external attendance numbers for May 2016 in comparison to May 2015.

TRAG

A total of 813 visitors were recorded visiting the Gallery for May 2016. This is an increase of 7.25% or 55 visitors compared to 2015. The increase is likely to be due to the nature of the exhibition – as it was the local Art Society's exhibition with lots of new creative works – it is likely the patron count has grown as last year's crowd were drawn back along with new members joining the IAS, compared to Ingham Art Society's Exhibition 'Zephyr" in 2015.

HSL

A total of 11,026 visitors for May were recorded with an increase of 9% compared to last year. Please note due to a recalibration error an extra 136 have been added from earlier in the year. 818 patrons utilized the public computers and laptops in the month of May. This is an increase of 17.5% compared to May last year. Circulation numbers 13,895 that is an increase of 10% from the previous year for circulation.

RV Area

May 2016 has seen a slight increase of RV permits issued. 69 permits issued in 2016 verse 54 issued in 2015. A significant increase has been seen in length of stay and corresponding financial spend. 134 nights in 2016 verse 71 nights in 2015 an 88.73% increase from an 27.7% permit increase.

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTAL
TIWC 15/16	3823	3662	1967	1368	865	838	943	611	1113	1439	1600		18229
TIWC 14/15	3323	3355	1968	1905	902	919	901	578	813	1495	1778	2498	20435
% Difference 14/15 V 15/16	15.05	9.15	-0.05	-28.19	-4.10	-8.81	4.66	5.71	36.90	-3.75	-10.01	-100.00	-10.80
TRAG 15/16	1288	1495	1002	875	564	183	329	417	900	1244	813		9110
TRAG 14/15	621	1037	812	806	493	272	208	305	430	551	758	656	6949
% Difference 14/15 V 15/16	107.41	44.17	23.40	8.56	14.40	-32.72	58.17	36.72	109.30	125.77	7.26	-100.00	31.10
HSL 15/16 DOOR	10451	10262	9907	8767	8793	6368	7710	8875	11765	10794	11026	0	104718
HSL 14/15 DOOR	11916	8747	8330	9442	9202	6771	8926	10293	9255	9805	10005	9991	112683
% Difference 14/15 V 15/16	-12.29	17.32	18.93	-7.15	-4.44	-5.95	-13.62	-13.78	27.12	10.09	10.20	-100.00	-7.07
TCEC 15/16 PAX	698	9735	283	532	339	640	123	333	2085	1353	3331	0	19452
TCEC 14/15 PAX	309	7491	181	94	132	317	931	1229	429	524	1441	619	13697
% Difference 14/15 V 15/16	125.89	29.96	56.35	465.96	156.82	101.89	-86.79	-72.90	386.01	158.21	131.16	-100.00	42.02
TCEC 15/16 ROOM	17	9	9	12	13	6	6	11	10	19	20	0	132
TCEC 14/15 ROOM	7	7	4	4	4	4	5	10	11	15	15	13	99
% Difference 14/15 V 15/16	142.86	28.57	125.00	200.00	225.00	50.00	20.00	10.00	-9.09	26.67	33.33	-100.00	33.33
Cooper St Rest Area 15/16	260	227	111	0	0	0	0	0	2	32	69	0	701
Cooper St Rest Area 14/15	289	271	140	77	0	0	0	0	0	20	54	172	1023
% Difference 14/15 V 15/16	15.05	-16.24	-20.71	-100.00	0.00	0.00	0.00	0.00	0.00	60.00	27.78	-100.00	-31.48
TYTO Total 15/16	**16260**	**25154**	**13159**	**11542**	**10561**	**8029**	**9105**	**10236**	**15863**	**14830**	**16770**		**151509**
TYTO Total 14/15	**16169**	**20630**	**11291**	**12247**	**10729**	**8279**	**10966**	**12405**	**10927**	**12375**	**13982**	**13764**	**153764**
YTD/Annual Increase 15/16 v 14/15	**0.56**	**21.93**	**16.54**	**-5.76**	**-1.57**	**-3.02**	**-16.97**	**-17.48**	**45.17**	**19.84**	**19.94**	**-100.00**	**-1.47**

n/a not available at time of report preparation

Precinct Wide activities / events / displays for May

	ACTIVITIES & EVENTS
3,4,5,9,10,11,16,17,18,23,24,25 30,31	Artist in Residence – Troy Wyles-Whelan
1-30	Exhibition: In Memory of our Heroes 31st Battalion The Kennedy Regiment mini Museum
3,7,10,14,17,21,24,28,31	TYTO Wetlans Tours
3,7,10,14,17,21,24,28,31	Sugar Tacks – Heritage Display and Tour
4	Nutritional Workshop for Women
5,12,19,26	Functional Fitnes for over 40's
5,12,19,24	Story Time
5	Artist Workshop – David Rowe Drawings
5	Health New Baby Sessions – Group 1
5,12,19,26	eSkills Classes
5	Hinchinbrook Market Day
6-29	Exhibition Opening "2D 3D-with a pinch of Salt" Ingham Art Society Annual Exhibition
6	Movie Magic – Paper Planes
8,22	Freestyle AUDIO
12	Child Health New Baby Sessions – Group 2
19	Child Health New Baby Sessions – Group 3
21	Tasman Turtles Picnic Day
23-29	Library Week 2016
23	10 Things you Never Knew
25	National Simultaneous Story Time
26	Tea and Trivia for Seniors
27	eDay
27	TYTO Wetlands Early Morning Walk for Senors

29	Sunday Sessions
31	Baby Bop
Daily	Wetlands Interpretive Displays and Games
Daily	TYTO Parklands Inc Pincic Area
24	TYTO Sunday Session – Music Event
28	Tea and Trivia for Seniors

Precinct Wide activities / events / displays for June

ACTIVITIES & EVENTS	
01-30	Exhibition: In Memory of Our Heroes – 31st Battallion the Kennedy Regiment mini Museum
01,02,06,07,08,14,15,16,20,21,22	Artist in Residence – Troy Wyles-Whelan
01,08,15,22	Nutritional Workshop for Women
01,08,15,22,29	Travellers Table
02	Hinchinbrook Market Day
02,09,16,23	eSkills Classes
02,09,16,23	Functional Fitness for over 40's
03	Movie Magic-Ice Age 4
03-26	Exhibition Opening 'Tansparent-Watercolours in Queensland 1850s-1980s & Nich Gallery Exhibition '50 Beautiful Hats'
03-26	Niche Gallery Exhibition – '50 Beautiful Hats'
04,07,11,14,18,21,25,28	TYTO Wetland Tours
04,07,11,14,18,21,25,28	Sugar Tracks-Heritage Display and Tour
09,16,23,30	Story Time
12,26	Freestyle AUDIO
13-17	First 5 Forever-Inflight
14	Book Club
27	School Holiday Fun: Puzzle Me This

28	Boomerang Painting
28	Activate – Girls Only
28	Baby Bop
30	Tea and Trivia for Seniors
30	Cardio Tennis – Girls Only
Daily	TYTO Parklans Inc Picnic Area

Marketing Activity for May		
Brochure Distribution	Poster External	Duo Magazine
Event Programe	Facebook	HRE What's On
HSC Grapevine	Event Tasman Turtle Picninc Day	Promotion TYTO Inflight Children's Book Bin in Tiddaliks
Invitation to Exhibition Opening	Promotional Bags	Monuments
Media Realease	Website	Radio 4TO
Radio 103.1	Portable Library Monument	

TOWN PLANNING

- **Applications received**

Reconfiguring a Lot:	0
Material Change of Use:	0
Operational Works:	1
Building Works Assessable Against Planning Scheme:	0
Change to Existing Approval:	1
Request to Extend Development Approval :	0
Frontage, Side and Rear Siting Relaxation:	1
State Department Lease/Conversion Applications:	0
Total Application	**3**

TOWN PLANNING

- **Approvals issued**

Reconfiguring a Lot:	1
Material Change of Use:	0
Operational Works:	0
Building Works Assessable Against Planning Scheme:	0
Change to Existing Approval:	0
Request to Extend Development Approval :	0
Side and Rear Siting Relaxation	0
State Department Lease/Conversion Applications:	1
Total Approvals	**2**

ECONOMIC DEVELOPMENT AND TOURISM

- 04 May: EMDP Meet and Greet with new Councillors
- 04 May: SEDTO Launched Hinchinbrook Way Ambassador Films
- 05May: SEDTO meet with Mungalla
- 10 May: SEDTO meet with Hinchinbrook Way Ambassador Kate Carr
- 11-16 May: EMDP away on leave
- 17 May: SEDTO meet with Taylors Beach Progress Association
- 18 May: EMDP meet with DNRM Executive Director Andrew Buckley along side CEO and Executive team
- 24 May: EMDP attended Bambaroo Community Shed Meeting with Councilors, CEO and Executive team
- 25 May: SEDTO meet with Bridget Woods from Townsville Enterprise Limited
- 26 May: SEDTO attended Tourism & Events Queensland Conversations with Industry
- 27 May: EMDP attended REDROC meeting in Townsville – Made a presentation about the Hinchinbrook Way
- 27 May: EMDP attended RAI workshop in Townsville – NQ Pathfinder Project

Key actions:

1. Continue to develop the Hinchinbrook Way Website.

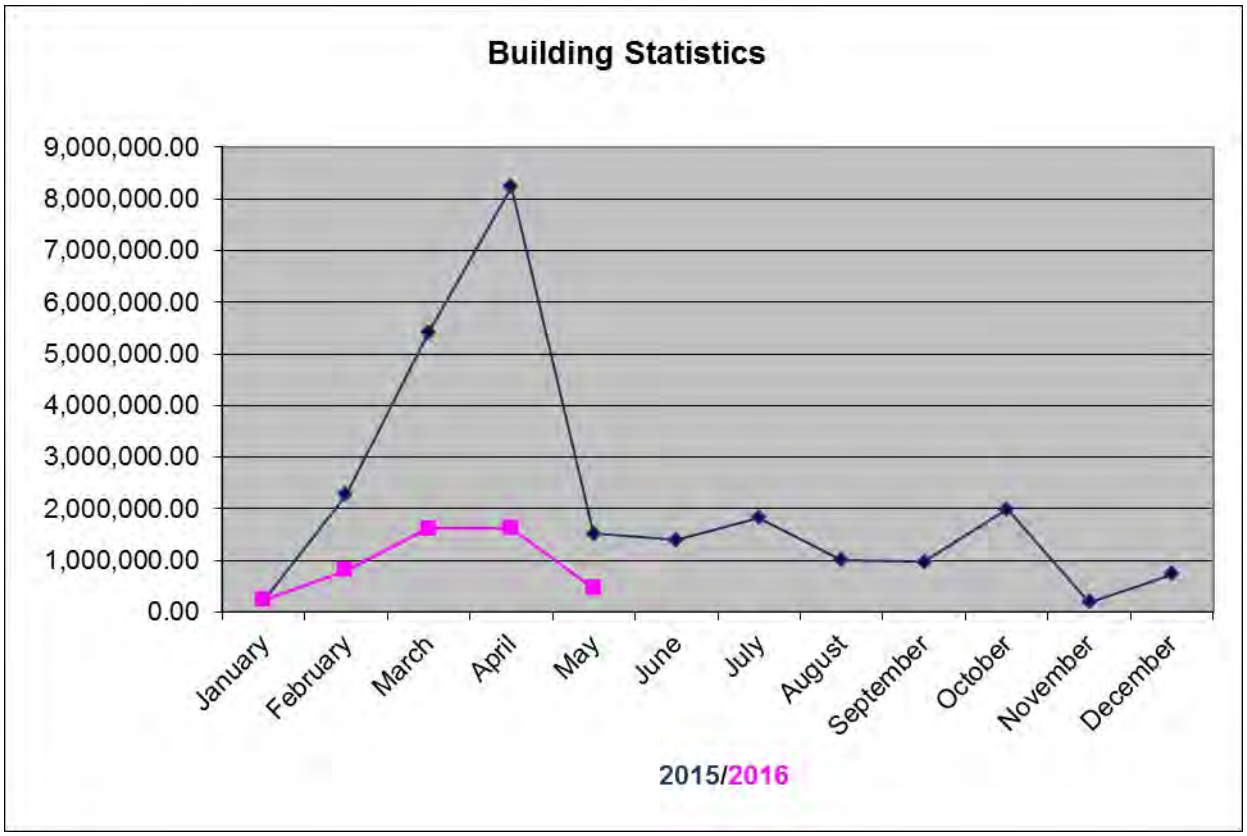
2. Continue to develop the Hinchinbrook Way walk for the CBD.
3. Continue to develop the Hinchinrbook Way Drive.

BUILDING AND PLUMBING

Plumbing Inspections April 2016

Finals	3	New Design	2
Rough In	6	Work on as-constructed plans	6
Drainage	2	Trade Waste Inspections	0
Slab	1	Sewer Main Locations	0
Bath	0	Disconnection of House Drain	0
Elevated Pipe Work	1	Backflow Inspections	0
Total	**13**	**Other**	

Building Status Report



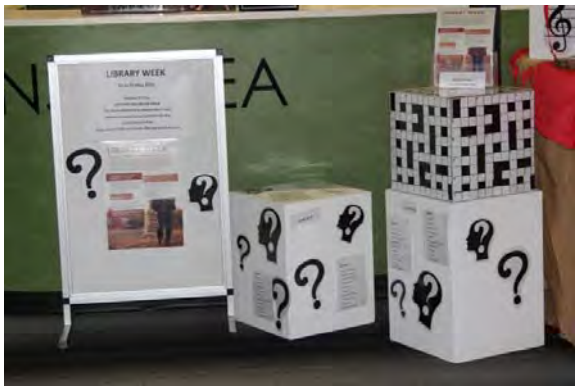
Development and Planning Capital Works Progress Report:

C	Construction	A	Assessment	P	Procurement

Project Description (Project Code) 2015/2016 Projects	Programme Estimate 2015/2016 HSC Budget	Other Source	Total	2015/2016 Expenditure	Comments & Project Timeline
Ingham CBD Redevelopment	$1,002,500	0	$1,002,500	$675,767	• Footpath works commenced outside the Council building. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: A A A A C C C C C C C C Actual: C C C C C C C C C C C C
Tourist Loop Signage	$40,000	$0	$40,000	$0	• Will progress when branding has been finalised.. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: A A A A C C C C C C C C Actual:
Tully Street Redevelopment	$150,000	QTIF Grant $150,000	$300,000	$312,967	• Quotations for the final design have closed. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast: A A A A C C C C C C C C Actual: C C C C
Laneway Beautification	$10,000	$0	$10,000	$0	

Project Description *(Project Code)* *2015/2016 Projects*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
					Jul Aug Sep Oct Nov dec Jan Feb Mar Apr May Jun Forcast: A C Actual
RV Tourist Parking Signage	$20,000	$0	$20,000	$0	• Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun *Forecast*: A C *Actual*
TYTO Ampitheatre Shade Cover	$55,000	$0	$55,000	$53,103	• Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun *Forecast*: A C *Actual*

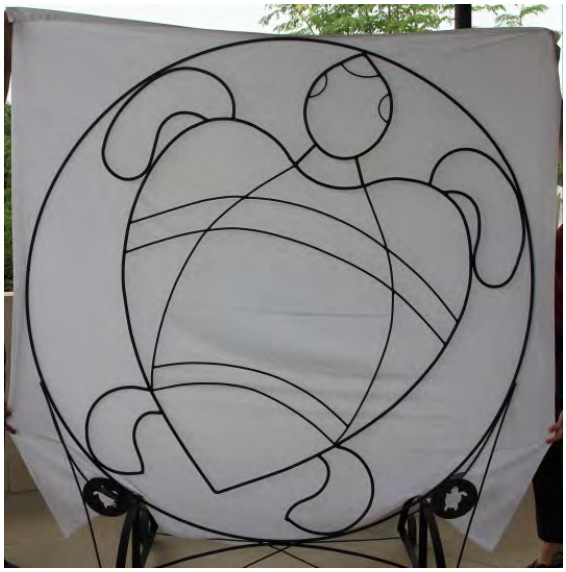
Library pictures taken during Library Week 23-29 May 2016.



Images from Tasman Turtle's Picnic Day, Hinchinbrook Markety Day, Function Fitness Over 40's, Tea & Trivia and Sunday Sessions

TYTO Information and Wetland Centre – Images from Volunteer Afternoon Tea

TYTO Regional Art Gallery Pictures – David Rowe's drawing workshop at The Hinchinbrook Market Day, 2D 3D – With a pinch of salt Exhibition Opening and Tidy Tirtle Sculpture that John Heard designed & created for the Tasman Turtle Picnic Day.



at a glance **JUNE.**

1/02/16-30/06/16
EXHIBITION: In Memory Of Our Heroes-31st Battalion The Kennedy Regiment mini Museum
WHERE: HSL 10AM-4PM

1/06/2016
Artist In Residence, Troy Wyles-Whelan
WHERE: NEXT TO TRAG @ PIAZZA 10AM-4PM

1, 8, 15, 22
Nutritional Workshop for Women
WHERE: TCEC 12PM-1PM

1, 8, 15, 22, 29
Travellers Table
WHERE: TP 5:30PM-7PM

2, 9, 16, 23
Functional Fitness for over 40's
WHERE: TP 5:30PM-6:30PM

2/06/2016
Story Time/Hinchinbrook Market Day session
WHERE: TP 10:30AM-11:30AM

2/06/2016
Artist Workshop: Troy Wyles-Whelan-Boomerang Painting
WHERE: TP 9AM-11AM

2/06/2016
Hinchinbrook Market Day
WHERE: TP 8:30AM-1:30PM

2, 9, 16, 23/06/2016
eSkills Classes
WHERE: HSL FROM 10AM

3/06/2016
Movie Magic-Ice Age 4
WHERE: INFLIGHT LUCINDA 6PM-9PM

3/06/2016
Exhibition Opening 'Transparent-Watercolours in Queensland 1850s-1980s' & Niche Gallery Exhibition '50 Beautiful Hats'
WHERE: TRAG 6:30PM-8PM

3/06/2016-26/06/2016
Exhibition: Transparent-Watercolours in Queensland 1850s – 1980s
WHERE: TRAG 10AM-4PM

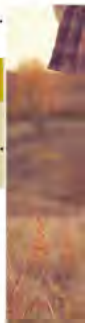
3/06/2016-26/06/2016
Niche Gallery Exhibition-'50 Beautiful Hats'
WHERE: TRAG 10AM-4PM

4, 7, 11, 14, 18, 21, 25, 28
Tours: TYTO Wetlands
WHERE: TIWC 9AM

4, 7, 11, 14, 18, 21, 25, 28
Tour: Sugar Tracks-Heritage Display and Tour
WHERE: HSL TUES & SAT 10AM

6, 7, 8/06/2016
Artist In Residence Troy Wyles-Whelan
WHERE: NEXT TO TRAG @ PIAZZA 10AM-4PM

9/06/2016
Story Time
WHERE: HSL 10:30AM-11:30AM



6 tyto.com.au MAY - JULY 2016

Strips of Advertsing for the Townsville Bulletin NQ Event Supplement

12/06/2016
Freestyle AUDIO
WHERE: DD 10AM-4PM

13-17/06/2016
First 5 Forever-Inflight
WHERE: SHIRE WIDE 2:30PM-4PM

14/06/2016
Book Club
WHERE: HSL 2:30PM-4PM

14, 15, 16/06/2016
Artist In Residence
Troy Wyles-Whelan
WHERE: NEXT TO TRAG @ PIAZZA 10AM-4PM

16/06/2016
Story Time
WHERE: HSL 10:30AM-11:30AM

20, 21, 22/06/2016
Artist In Residence
Troy Wyles-Whelan
WHERE: NEXT TO TRAG @ PIAZZA 10AM-4PM

23/06/2016
Story Time
WHERE: HSL 10:30AM-11:30AM

26/06/2016
Sunday Session
WHERE: TA 4:30PM-6:30PM

26/06/2016
Freestyle AUDIO
WHERE: DD 10AM-4PM

27/06/2016
School Holiday Fun: Puzzle Me This
WHERE: HSL 2PM-3PM

28/06/2016
Boomerang Painting
WHERE: TRAG 1PM-3PM

28/06/2016
Activate -Girls Only
WHERE: HSL 8:30AM-10AM

30/06/2016
Tea and Trivia for Seniors
WHERE: TCEC 10:30AM-12PM

30/06/2016
Story Time
WHERE: HSL 10:30AM-11:30AM

30/06/2016
Cardio Tennis-Girls Only
WHERE: INFLIGHT 5:30PM-6:30PM
INGHAM TENNIS ASSOC

LAST TUE OF MONTH
Baby Bop
WHERE: HSL 10:30AM-11:30AM

DAILY
Wetlands Interpretive Displays and Games
WHERE: TIWC 9AM-5PM

DAILY
TYTO Parklands inc Picnic Area
WHERE: TP 24 HOURS

DAILY
TYTO Wetlands
WHERE: TW 24 HOURS

CODE

DD	Double Daw Creative Studio
HSL	Hinchinbrook Shire Library
IN-FLIGHT	Events presented by TYTO throughout the Shire
TA	TYTO Amphitheatre
TCEC	TYTO Conference & Events Centre
TIWC	TYTO Information & Wetlands Centre
TP	TYTO Parklands
TRAG	TYTO Regional Art Gallery
TW	TYTO Wetlands

FREE BOOKS +

with your library visitor card
Available at Hinchinbrook Shire Library-TYTO

ACCESS TO LIBRARY SERVICES 24/7.
Pick up books in one town and drop them off in the next-or go E-book.

RLQ is your gateway to resources and services provided by local government and State Library of Queensland. Tourist Card membership is available to anyone travelling in rural Queensland.

Your RLQ Tourist Card gives you access to:

- books for all ages
- DVDs including movies, documentaries, TV series and children's titles
- audio books
- LOTE (Languages other than English)

Available to download:

- ebooks / emagazines /audio books / music
- online video courses and tutorials on business, software, technology and creative skills via lynda.com
- family history via Ancestry Library Edition (Available in the library only)

To see the list of participating RLQ libraries visit slq.qld.gov.au/services/membership and select the RLQ Tourist Card tab. Visit any of the libraries to join, borrow or return your library items.

tyto.com.au MAY-JULY 2016 11

Travellers Table

Relax and enjoy the company of like minded travellers over a twilight meal of seasonal fare. Meet the locals who call Hinchinbrook home, share their passion and secrets to discovering the story of The Hinchinbrook Way.

Every Wednesday June-August from 5.30pm – 7.00pm
at The Paper Grove in the picturesque TYTO Parklands.

Enjoy fresh succulent prawns or chicken, a selection of salads, dessert, music and a complimentary drink for $49.00pp. Alcoholic and non alcoholic beverages available for purchase thereafter.

Complimentary Drink Includes Standard Beer, Wine, Soft Drink Only.

Booking via TYTO Information and Wetlands Centre 4776 4792 or in person – booking must be made ideally 24hrs prior. We do have a couple of spare spots for those who happen upon us on the day!

$49pp
INCLUDES COMPLIMENTARY DRINK

NUTRITIONAL WORKSHOP FOR WOMEN

What you eat and drink is a big part of what keeps you fit and healthy. The nutritional workshops for woman are designed to discuss the misconceptions in regards to healthy eating, how to identify healthy foods, how to read food labels and how to eat to satisfy the demands of the body giving you a holistic approach to nutrition. The workshops will run from 12.00pm – 1.00pm so you can enjoy the workshops in your lunch breaks without interrupting the demands of your daily lifestyle.

Event: Nutritional Workshops for Women
Ages: Over 18 years
Time: 12.00pm – 1.00pm
Dates: **4,11, 18, 25 May | 1, 8, 15, 22 June**
Where: TYTO Conference and Events Centre
RSVP: Free of charge, please book at Hinchinbrook Shire Library or call 4776 4614

FUNCTIONAL FITNESS OVER 40

Get out and get active! Fun, interactive, group fitness sessions designed to promote good health and well being while incorporating exercises that will improve day to day skills and functions. The sessions give you a chance to work at your own intensity while being guided by an exercise professional in a relaxed environment.

Event: Functional Fitness over 40
Ages: Men and women over 40
Time: 5.30pm – 6.30pm
Dates: **5,12,19,26 May | 2,9,16,23 June**
Bring: Sports clothes, footwear, hat and water bottle
Location: Meet outside Hinchinbrook Shire Library, shaded area
RSVP: Free to attend, register your name at Hinchinbrook Shire Library @ TYTO 4776 4614

JOHN HEARD: Grasshopper

13 THINGS
to while away an hour or a day

TYTO is the eclectic, the unexpected; where the discovery of art, culture, nature and knowledge unfolds. It is a place of inspiration that honours, in name, the endangered Tyto Capensis Owl.

TYTO is so much more than a wetland... Year round it plays host to a fusion of events, activities, workshops and tours. A perfect place to while away an hour or a day. A serene one hour drive north of Townsville, in the heart of Hinchinbrook... TYTO is the ideal way to take time out.

1. **Artist in Residence** - Troy Wyles -Whelan, from the Warrgamay and Nawaigi people of Bagirrbarra (Herbert Valley) and a Traditional owner, is the artist-in-residence – April-June 2016. Through this twelve week programme, a sculptural installation depicting the wondrous stories and language of the region will unfold via Troy's storytelling with his paintbrush. Join him on the journey via workshops. 2. **Relax and soak in the beauty** of nature by one of the many lagoons that make up TYTO and the Wetlands. 3. **Get up close and personal with wildlife**... Watch at dusk and dawn as Agile Wallabies graze about on their green, green grasses of home. 4. **Discover** one of the 243 species of birds found at TYTO. We have 27.4% of Australian Bird species in one location! 5. **Tasman Turtle Picnic Day** 21 May 2016. A jam packed day for the family that'll keep the kids buzzing. 6. **Immerse yourself** in one of the many workshops presented in the TYTO Event programme from fine art to plain ol' fun. 7. Wander through the collective that is **Hinchinbrook Market Day**. Delight in regional produce, local preserves, baked goods to original works by art and craft enthusiasts. Chat to farmers, watch demonstrations, take part in workshops and purchase unique keepsakes. 8. **Marvel** at the latest Regional Art Gallery exhibition with the contemporary space showcasing local artisans and craft enthusiasts through an annual programme and retail outlet. Visit us and add a creative twist to your day! 9. **Back to Business**... Host an event in the Conference and Event Centre where we boast some of the most unique breakout spaces you'll find anywhere in the region. 10. **Commemorate with stories of conflict and compassion** both lauded and celebrated; captured and held in our hearts, in memory of our heroes at the 31st Battalion - The Kennedy Regiment mini Museum. 11. **Take a journey** that brings to life a yesteryear that shaped the great pioneering cane community of Hinchinbrook. Self or guided Tours. 12. **To thee I do wed**... Choose one of a myriad of beautiful function spaces with picture perfect natural backdrops to add to your day. 13. **Watch the sky burn** into the twilight while you relax and savour an antipasto plate with your favourite drop on the verandah at Tiddaliks Café.

OPEN 7 DAYS

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HINCHINBROOK, NORTH QLD

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HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

EXECUTIVE MANAGER DEVELOPMENT AND PLANNING MONTHLY STATUS REPORT – JUNE 2016

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 310516-34 – Organisation Chart – Recommended Change

That Council make the position of Senior Economic Development Officer permanent under Councils organisation structure and the Organisation Chart be amended accordingly.

Status:
June 2016 Update – The organisation chart has been updated.

Resolution Number – 310516-20 – Hinchinbrook Shire Council Building Certification Services

That Council seek quotations from Building Certifiers to provide services for two days a week for a period of two years with a further two year option.

Status:
June 2016 Update – Currently preparing documentation.

Resolution Number – 310516-19 – Hinchinbrook Shire Council Building Certification Services

That Council extend the contract of the current certifier to 30 September 2016 to provide building certification services to the local community.

Status:
June 2016 Update – Paperwork has been competed and Human Resources have been advised of the extension. HR currently preparing letter to extend the contract..

Resolution Number – 310516-18 – Preparation of a New Local Government Infrastructure Plan (LGIP)

That Council resolve to undertake the necessary actions to prepare and implement the Local Government Infrastructure Plan, in accordance with the requirements of the *Sustainable Planning Act 2009*.

Status:
June 2016 Update – Planning consultant advised of Council resolution. Planning work has been commenced.

Resolution Number – 310516-17 – Department of Natural Resources and Mines – Application for Allocation or Purchase of Road Reservation in Title – Lot 467 on CAR124101, Parish of Cordelia

That Council advise the Department of Natural resources and Mines that it has neither objection nor any requirements in relation to the application to the sale or allocation of the road reservation in title within Lot 467 on CAR124101, Parish of Cordelia.

Status:
June 2016 Update – Written advice provided to Department of Natural Resources and Mines on 1 June 2016.
Matter Closed

Author: Rosemary Pennisi
Position: Executive Manager Development and Planning
Date: 14 June 2016

Resolution Number – 310516-16 – Reconfiguring a Lot – Rearrangement of Boundaries – Eddleston Drive, Cordelia – Lot 1 on RP744173 and Lot 2 on RP703793, Parish of Cordelia

That Council grant approval for a Development Permit for the Reconfiguration of a Lot, being the realignment of boundaries, subject to a number of conditions.

Status:
June 2016 Update –Written advice provided to Applicant on 1 June 2016. Applicant has two years until 31 May 2018 to complete development permit.

Matter Closed.

Resolution Number – 230216-18 – The Hinchinbrook Way – Brand Book and Style Guide

That Council adopt *The Hinchinbrook Way Brand Book and Style Guide* and review the document prior to 23 August 2016.

Status:
June 2016 Update – Review to be differed for a further 3 months to November 2016.

May 2016 Update – Document has been adopted and the review schedule for August 2016.

March / April 2016 Update – Document has been adopted and the review schedule for August 2016.

Resolution Number – 230216-15 – Siting Relaxation Application – Michael James Keys – Lot 3 on RP724727, Parish of Cordelia – 2 Cassady Street, Ingham

This item was Lost.

Status:
June 2016 Update – Currently preparing documentation to take court action.

May 2016 Update – Applicant notified of decision refusal via official correspondence dated 2 March 2016. No response or appeal from Applicant received to date.

March / April 2016 Update – Applicant notified of decision refusal via official correspondence dated 2 March 2016. No response or appeal from Applicant received to date.

Resolution Number – 270116-24 – Request to Minister of Infrastructure, Local Government and Planning for Extension of Time for Preparation of New Local Government Infrastructure Plan (LGIP)

That Council resolve to:

(a) Request an extension from the Minister of Infrastructure, Local Government and Planning for the preparation of the Local Government Infrastructure Plan (LGIP) to 30 June 2018.

That Council note at which time, the existing Priority Infrastructure Plan and Adopted Infrastructure Charges Policy are required to be replaced by the new Local Government Infrastructure Plan and new Charges Policy for that Financial Year.

That Council Officers prepare the application to the Minister before 27 May 2016.

Status:
June 2016 Update – No official correspondence received to date.

May 2016 Update – Letter requesting an extension of time to be sent to the Department of Infrastructure, Local Government and Planning the week of 11 April 2016. No official correspondence response received to date.

March / April 2016 Update – Letter requesting an extension of time to be sent to the Department of Infrastructure, Local Government and Planning the week of 11 April 2016.

February 2016 Update – Currently preparing background documentation to request approval for the extension of time.

Resolution Number – 081215-23 – Draft Hinchinbrook Shire Planning Scheme – Submission for State Interest Checks

That the Draft Planning Scheme be submitted to the State Government for the State Interest Check Stage of the scheme preparation process.

Status:
June 2016 Update – The State response have been received. Council planning consultant is currently reviewing the recommendations and will brief Council regarding this on the 12 July 2016.

May 2016 Update – The draft scheme was lodged with State Government for State interest checks.

March / April 2016 Update – The draft scheme is being prepared for submission to the Department.

February 2016 Update – The draft scheme is being prepared for submission to the Department.

January 2016 Update – The draft scheme is being prepared for submission to the Department.

Resolution Number – 081215-21 – Orpheus Island Management Plan

That Council seek:

1. a review of passenger numbers under the *Orpheus Island Management Plan* by the Queensland Government

2. to invite representatives from SeaLink Queensland to discuss tourism opportunities within the Hinchinbrook Shire.

Status:
June 2016 Update – No further advice from the Queensland Government regarding to an increase in numbers allowed to visit Orpheus Island.

May 2016 Update – No further advice from the Queensland Government regarding to an increase in numbers allowed to visit Orpheus Island.

March / April 2016 Update – Mr Peter Victory from Sealink met with Council on 16 February 2016 to discuss potential ferry service to Hinchinbrook Island, Yanks Jetty and other tourism opportunities. The previous Mayor and Executive Manager Development and Planning (EMDP) met with representatives of the Department of Tourism and Events and Small Business, and the Department of National Parks Sports and Racing on 18 February 2016. The Departments advised that a review of passenger numbers to the island was being undertaken.

February 2016 Update – Council planning consultants, Milford Planning have been engaged to prepare the management plan.

January 2016 Update – Council planning consultants, Milford Planning have been engaged to prepare the management plan.

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

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

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

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

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

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

February 2016 Update – Expression of interested closed early 2016.

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

Resolution Number – 290915-30 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council proceed with the Tully Street redevelopment as per the following:

i. That Council proceed with design and construction works subject to funding under the Queensland Tourism Infrastructure Fund.

Status:
June 2016 Update – Works near completion, street furniture being finalised.

May 2016 Update – Works are progressing.

March / April 2016 Update – Work commenced on the Tully Street project on Wednesday 6 April 2016.

February 2016 Update – Finalising designs.

January 2016 Update – Early contractor involvement / risk and opportunity workshop will be held on Thursday 14 January 2016.

December 2015 Update – Secured Funding from QTIF. Flanagan's Consulting engaged for detailed design.

November 2015 Update – Pending funding from QTIF.

October 2015 Update – Pending funding from QTIF.

Resolution Number – 290915-29 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

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

i. Detailed design and construction of footpath replacement and enhancement, including shade covering along Lannercost Street frontage of the Council administration building.

Status:
June 2016 Update – Shade structure completed. Wayfinding signs being developed

May 2016 Update – Awaiting completion of the shade structure and wayfinding sign.

March / April 2016 Update – Works progressing with completion of the footpath within the next fortnight.

February 2016 Update – Works progressing.

January 2016 Update – Demolition works to commence on 12 January 2016 for Lannercost Street works. Flags to be relocated to building during demolition for trial period of three months.

December 2015 Update – Demolition works have commenced on Townsville Road (west).

November 2015 Update – Detailed design completed pending RCP from DTMR.

October 2015 Update – PCG has confirmed final design of footpath treatment and shade covering. Construction drawings will be delivered by mid October.

Resolution Number –290915-28 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

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

i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.

Status:
June 2016 Update – This matter is closed as of the last PCG meeting being 2 June 2016.

May 2016 Update – Currently awaiting painting of the building. Final design yet to be decided.

March / April 2016 Update – Currently awaiting painting of the building. Final design yet to be decided.

February 2016 Update – Draft design presented to the Style Guide Committee.

January 2016 Update – Revised design being prepared.

December 2015 Update – Revised design being prepared.

November 2015 Update – Revised design being prepared.

October 2015 Update – Preliminary design to be tabled at PCG on 15/10/2015.

Matter Closed

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

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

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

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

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

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

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

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

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

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

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

Resolution Number – 290915-25 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That Council seek the speed limit along Lannercost Street (between Townsville Road and Tully Street) be reduced from 60km per hour to 40km per hour.

Status:
June 2016 Update – No further progress at this stage.

May 2016 Update – No further progress at this stage.

March / April 2016 Update – No further progress at this stage.

February 2016 Update – No further progress at this stage.

January 2016 Update – No further progress at this stage.

December 2015 Update – No further progress at this stage.

November 2015 Update – No further progress.

October 2015 Update – No further action at this stage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

i. Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park

ii. Design and install tourist information signage in Rotary Park

iii. Design and install signage for Rotary Park to Lannercost Street walk

iv. Install Free Wi Fi network in Rotary Park

v. Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.

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

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

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

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

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

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

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

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

Resolution Number – 290915-20 –Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That the Project Control Group, including all Councillors, determines the configuration, budgeting and timing of all 2015 / 2016 Ingham CBD Redevelopment Priority Works associated with Rotary Park, TYTO to Town Walk, Tully Street and Lannercost Street Phase One.

Status:
June 2016 Update – No further action at this stage

May 2016 Update – No further action as this stage next PCG meeting Thursday 19 May 2016.

March / April 2016 Update – No further action as this stage

February 2016 Update – No further action as this stage

January 2016 Update – No further action as this stage.

December 2015 Update – No further action as this stage.

November 2015 Update – No further action at this stage.

October 2015 Update – No further action at this stage.

Resolution Number – 290915-18 – Hinchinbrook Island Management Plan

That Council seek:

1. The creation of new Marine Access Permit by the Queensland Government for the Georges Point service
2. Commencement of a tender process by the Queensland Government to facilitate a sustainable commercial walking tour and associated infrastructure on the Thorsborne Trail.

Status:
June 2016 Update – Proposed amendment to States draft Management Plan currently being prepared.

May 2016 Update – No further update from the State regarding this matter.

March / April 2016 Update – The State has advised that the review of the Hinchinbrook Island Management Plan will not be undertaken until around 12 to 18 months time.

February 2016 Update – Mayor, Executive Manager Development and Planning and Townsville Enterprise Limited Executive Manager Tourism and Events to meet with representatives from the Department of Tourism, Major Events, Small Business and the Commonwealth Games on 18 February.

January 2016 Update – Mayor and Executive Manager Development and Planning to meet with representatives from the Department of Tourism, Major Events, Small Business and the Commonwealth Games in mid February.

December 2015 Update – Mayor and Executive Manager Development and Planning to confirm a follow-up meeting with the Acting Deputy Director General of the Department of Tourism, Major Events, Small Business and the Commonwealth Games.

November 2015 Update – Correspondence issued to Hon. Kate Jones MP, Hon Steven Miles, MP, Andrew Cripps MP and Peter Russo MP. Deputation with Hon. Kate Jones MP on 5 November 2015 at NQ Economic Summit. Follow up meeting with key stakeholders, including traditional owners and national parks to be arranged in early 2016.

October 2015 Update – Correspondence issued to Hon. Kate Jones MP, Hon Steven Miles, MP, Andrew Cripps MP and Peter Russo MP.

Resolution Number – 270514-03 – Donna Amory – Reconfiguring a Lot

That Council advise Donna Amory that:

(a) A Development Application for Operational Works (roadworks, landscaping, stormwater and drainage works) reflecting the associated Development Permit for Reconfiguring a Lot (065/0150) will be prepared by Council in conjunction with the developer

(b) The Development Application fee ($230.00) will be waived.

Status:
June 2016 Update – Council's Planner is currently reviewing work to date and will advise further once this has been completed.

May 2016 Update – No further update at this stage.

March / April 2016 Update – No further update at this stage.

February 2016 Update – No further update at this stage.

January 2016 Update – No further update at this stage.

December 2015 Update – No further update at this stage.

November 2015 Update – No further update at this stage.

October 2015 Update – *No further update at this stage.*

September 2015 Update – No further update at this stage.

August 2015 Update – No further update at this stage

July 2015 Update – *No further update at this stage.*

June 2015 Update – No further update at this stage.

May 2015 Update – No further update at this stage.

April 2015 Update – No further update at this stage.

March 2015 Update – No further update at this stage.

February 2015 Update – No further update at this stage.

January 2015 Update – No further update at this stage.

December 2014 Update – No further update at this stage.

November 2014 Update – No further update at this stage.

October 2014 Update – No further update at this stage.

September 2014 Update –No further update at this stage.

August 2014 Update – No further update at this stage.

July 2014 Update – Operational works development application currently being prepared.

Resolution Number – 280114-28 – Unauthorised Construction and Habitation of Storage Sheds

That the matter lay on the table.

Status:
June 2016 Update – No further action to date due to other priorities.

May 2016 Update – No further action to date due to other priorities.

March / April 2016 Update – No further action to date due to other priorities.

February 2016 Update –No further action to date due to other priorities.

January 2016 Update – No further action to date.

December 2015 Update – The matter is due to be discussed with Councillors at their Briefing Session of 1 December 2015.

November 2015 Update – The matter is due to be discussed with Councillors at their Briefing Session of 1 December 2015.

October 2015 Update – *Planning and Development Co-ordinator is preparing a briefing for Council.*

September 2015 Update - Planning and Development Co-ordinator is preparing a briefing for Council.

August 2015 Update – Planning and Development Co-ordinator is preparing a briefing for Council.

July 2015 Update – *Planning and Development Co-ordinator is preparing a briefing for Council.*

June 2015 Update – Planning and Development Co-ordinator is preparing a briefing for Council.

May 2015 Update – Guidelines and policy will be developed during part 2 of the new Planning Scheme.

April 2015 Update – Guidelines and policy will be developed during part 2 of the new Planning Scheme.

March 2015 Update – Guidelines and policy will be developed during part 2 of the new Planning Scheme.

February 2015 Update – Guidelines and policy will be developed during part 2 of the new Planning Scheme.

January 2015 Update – Guidelines and policy will be developed during part 2 of the new Planning Scheme.

December 2014 Update – Guidelines and policy will be developed during part 2 of the new Planning Scheme.

November 2014 Update – Transferred from EMES Status Report. To be considered as part of the new Planning Scheme as Part Two.

October 2014 Update – No further action due to resourcing at this time. Illegal works is followed up as reported.

September 2014 Update – A number of recent complaints have been investigated to provide a basis for a recommendation.

August 2014 Update – The intention is to submit a Report confirming that Council Officers will only act on complaints and carry out compliance inspections as determined by the nature of the complaint and the impact on surrounding properties or community safety.

July 2014 Update – Represent Report to Council for fresh resolution.

June 2014 Update – Represent Report to Council for fresh resolution.

May 2014 Update – Council Officers will act on complaints and report back to Council if the issue is escalating.

April 2014 Update – Currently conducting a review to determine if the issue has grown over the past 3 years. The sample area under review is Forrest Beach.

March 2014 Update – No further action except where individuals lodge complaints.

February 2014 Update – This information has been passed onto our Building Certifier and Building Administration Officers prior to further action. Action on sheds in which no building applications have been lodged will continue.

Resolution Number – 151013-33 – Hinchinbrook Shire Flag

That Council delay development of the Shire Flag given the shire wide branding exercise is scheduled for execution in 2013 / 2014.

Further that development of a shire flag design is given consideration as part of the overall shire wide branding exercise.

Status:
June 2016 Update – No further action at this time.

May 2016 Update – The Shire flag will be progressed now that the Brand Style guide has been adopted.

March / April 2016 Update – The Shire flag will be progressed now that the Brand Style guide has been adopted.

February 2016 Update – Shire flag to be considered after the Draft Shire Brand book has been adopted.

January 2016 Update – Shire flag to be considered after the Draft Shire Brand book has been adopted.

December 2015 Update – Draft Shire Brand book will be ready for Councillor consideration and adoption at January 2016 General Meeting. Shire flag to be considered after this has been adopted.

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

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

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

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

July 2015 Update – *Awaiting completion of the Shire branding project.*

June 2015 Update – Awaiting completion of the Shire branding project.

May 2015 Update – Awaiting completion of the Shire branding project.

April 2015 Update – Awaiting completion of the Shire branding project.

March 2015 Update – Shire branding to be presented to Council on Tuesday 24 March 2015, including Shire flag.

February 2015 Update – To be confirmed following outcome of Economic Development Workshop on 3 March 2015.

January 2015 Update – Awaiting the progress of the Shire Wide Branding project.

December 2014 Update – Awaiting the progress of the Shire Wide Branding project.

November 2014 Update – Awaiting the progress of the Shire Wide Branding project.

October 2014 Update – Awaiting the progress of the Shire Wide Branding project.

September 2014 Update – Awaiting the progress of the Shire Wide Branding project.

August 2014 Update – Awaiting the progress of the Shire Wide Branding project.

July 2014 Update – Awaiting the progress of the Shire Wide Branding project.

June 2014 Update – Awaiting the progress of the Shire Wide Branding project.

May 2014 Update – Awaiting the progress of the Shire Wide Branding project.

April 2014 Update – Awaiting the progress of the Shire Wide Branding project.

March 2014 Update – The current shire flag has been discontinued from service.

February 2014 Update – Awaiting the progress of the Shire Wide Branding project.

January 2014 Update – No further progress to date.

December 2013 Update – No further progress to date.

November 2013 Update – No further progress to date.

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

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

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

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

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

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

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

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

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

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

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

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

August 2015 Update – Work progressing.

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

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

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

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

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

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

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

December 2014 Update – Senior Economic Development Officer has been developing the drive strategy. Information will be provided to Council at the Briefing Session on 2 December 2014.
November 2014 Update – Senior Economic Development Officer is working with TEL to finalise the tourist loop and register with DTMR.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

August 2013 Update – DTMR Townsville have approved the proposal but have sent it to Brisbane for final approval.

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

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

FESTIVAL AND EVENTS SPONSORSHIP APPLICATIONS 2016 / 2017

Executive Summary

Application submissions for 2016 / 2017 Festival and Events Sponsorship were reviewed by an Assessment Panel on 15 June 2016. A total of 14 applications were received seeking a total of $109,350 in sponsorship. The panel (Cr Mary Brown, Cr Andrew Lancini, Executive Manager Development and Planning, Rosemary Pennisi and Senior Economic Development and Tourism Officer, Ben Christie-Johnston) determined 13 applications had sufficient merit to be fully or partly funded (totalling: $92,100).

For Council Decision - Recommendation

1. That Council endorse in principle support for festival and events financial assistance to be provided to the following organisations in the sum indicated for in the 2016 / 2017 financial year, subject to the Budget provision being made in the yet to be adopted 2016 / 2017 Budget.

Organisation	Event	Amount
Macknade Bowls Club Incorporated	Tropical Mixed Fours, 9 July 2016	$200.00
Ingham Bowls Club Incorporated	Ingham Bowls Club Invitational Fours, 30 - 31 July 2016	$200.00
Ingham Tennis Association	Ingham Open Tennis Championships, 22 - 24 July 2016	$1,000.00
Gilroy Santa Maria Parents and Friends Association	Gilroy Santa Maria Gruelling Games	$1,200.00
Herbert River Jockey Club	Ingham Gold Cup, 3 September 2016	$2,000.00
Herbert River Jockey Club	November Race Day, 19 November 2016	$2,000.00
Ingham Sugar City Rodeo Incorporated	Sugar City Rodeo, 2 - 3 September 2016	$2,500.00
Lions Club of Ingham	2016 Q2 Zone 4 Convention, 11 -13 November 2016	$2,000.00
Lions Club of Ingham	Hinchinbrook Family Fishing Classic, 23 - 24 September 2016	$4,000.00
Herbert River Cricket Association	HRCA Over 40's T20 Challenge, 6 - 7 May 2016	$5,000.00
Ingham Rotary Club	Maraka Festival	$11,000.00
Herbert River Pastoral and Agricultural Association Incorporated	Ingham Show	$24,000.00
Australian Italian Festival Association Incorporated	Australian Italian Festival, 4 – 7 August 2016	$37,000.00
	Total Sponsorship 2016 / 2017	**$92,100.00**

2. That Council, during the Budget process, allow the unallocated amount of $2,900 to be provided for out of round applications during 2016 / 2017.

File: 079/0259
Author: Ben Christie-Johnston
Position: Senior Economic Development and Tourism Officer
Date: 21 June 2016

Background

During the 2013 / 2014 Budget process, Council identified the benefits of moving to an annual competitive grant process for assessing requests for assistance. The purpose of the proposed change was to introduce a system of assessment based on merit, benefits and outcomes of the event and also to allow the opportunity for new events to apply for assistance.

The new policy which was adopted in December 2013 requires organisations to apply at the same time for assistance for the following financial year. This allows Council to consider all requests and distribute the Budget based on the merit of each festival or event.

An advertisement was placed in the Herbert River Express (Saturday 23 April 2016) and on Council's website. Applications were open for approximately four weeks and closed on Monday 23 May 2016. An application kit was also forwarded to all recurrent festivals and events in the Shire.

The assessment used the sum of $95,000 as the amount that Council is likely to allocate for financial assistance in the 2016 / 2017 Budget. In total 14 applications were received requesting assistance valued in total at $109,350, with $94,850 of this sum being for cash assistance and $14,500 being for inkind support.

The panel initially assessed which category the characteristics of the proposed festival or event met. After appropriately categorising the events the panel then compared the amount being requested against the total cost of the event. A comparison was also made as to the number of people expected to attend from outside the Shire and the length of time of their stay, based on the time period of the event. Those attracting people for a longer period of time were deemed to have possibly more economic benefit for the Shire. A comparison was also made regarding the amount of assistance recommended and the numbers of visitors.

The policy also refers to the amount and type of marketing and promotion undertaken by the organisation for the event. More significance was given to festivals and events which were promoted outside the Shire.

After considering all applications, it was determined one application did not meet the policy due to insufficient information. The final amount recommended to be allocated for assistance was determined to be $92,100. Council during the Budget process may like to consider allowing the unallocated amount of $2,900 to be provided for out of round applications, providing scope to fund new events which arise during the financial year and which were not being planned for at the time of calling for applications.

Attachments

Attachment A: *Festival and Events Policy*

Statutory Environment

Local Government Act 2009

Policy Implications

The current policy refers to 'inkind support'; which has not been provided in the Assessment Panel's final recommendation. The merit of maintaining the 'inkind support' provision within the policy will be subject to review prior to December 2015.

Consulted With

Cr Mary Brown
Cr Andrew Lancini
Executive Manager Development and Planning, Rosemary Pennisi

Financial and Resource Implications

Budget provision of $95,000 will be required to be made in the 2015 / 2016 financial year to support festivals and events.

Risk Management Implications

Minimal risk

Strategic Considerations

Corporate Plan – Strategic Direction 4 and 5

Officers Comment

A total of one application was unfunded on the basis they did not achieve sufficient compliance with the Festival and Event Funding Policy. Correspondence will be issued seeking further information on the basis that Council support the recommendation to allow the unallocated amount of $2,900 to be provided for out of round applications during 2016 / 2017.

1. Policy Statement

The basis for support is the understanding that festivals and events contribute to the social and economic wellbeing of the community as a whole. Festivals and events enliven and enrich the communities in which they are held.

Festivals and events bring people together, supporting inclusive communities and have the potential to attract people from surrounding areas to participate at the festival or event. This attraction of persons from surrounding areas is the key attribute of a festival or event being seen as an economic driver for a community.

It is now recognised that festivals and events play an integral role in establishing a sense of place and contribute overall to the identity of a community. It is also recognised that festivals and events can be key drivers of community engagement and have a role to play in creating an inclusive community and in economic development.

Hinchinbrook Shire Council recognises that the benefits to the community of in region festivals and events include:

- Enhanced opportunities for inclusion
- Enhancement of civic pride and sense of place
- Enhanced opportunities for economic activity

Festivals and events held within the Hinchinbrook local government area have the potential to attract out of region visitors (participants and spectators) that may contribute to the general economy of the area. This is usually through ancillary purchases such as accommodation, meals, fuel and the like.

As such certain festivals and events may provide a direct benefit to local businesses.

Through this policy Council is able to consider supporting festivals and events which demonstrate these outcomes.

Support may take the form of a cash contribution or in-kind support through the provision of Council services, equipment and/or labour.

This Support for Festivals and Events Policy provides criteria for assessment of festivals and events that seek assistance from Council.

Council's overall aim is to support a varied and exciting annual festivals and events programme that focuses on the three core goals of:

- Enhanced opportunities for community inclusion
- Enhancement of civic pride and sense of place
- Enhanced opportunities for local economic activity

Applications from not for profit community organisations who are delivering a festival or event within the Hinchinbrook local government area will be called in the third quarter of each financial year. This would be for funding of festivals and events occurring in the following financial year. From the date of calling for applications there will be a minimum of a four week response period for organisations to submit applications.

This timing is determined as beneficial as it corresponds to the formation of the Council budget and will allow Councillors the opportunity to review all applications in light of other budgetary considerations. Final funding decisions will be handed down with the adoption of the budget.

2. Scope

This policy covers the following:

a. Support for new or one–off festivals and events

b. Support for established festivals and events – minor, moderate, major and regionally significant

3. Objective

The objective of this policy is to support a varied and exciting annual festivals and events programme that focuses on the three core goals of:

- Enhanced opportunities for community inclusion
- Enhancement of civic pride and sense of place
- Enhanced opportunities for local economic activity

Further the objective of this policy is to provide a mechanism for the equitable and timely assessment of requests for support of festivals and events.

The policy establishes guidelines for the application of Council resources to support festivals and events.

4. Responsibility

All requests for festival and event support are to be lodged with Council by way of an annual application process. The assessment panel will review the applications and make recommendations for Council consideration. The funding for events is subject to availability of budget as determined by Council annually.

Applications will only be accepted on the Hinchinbrook Shire Council Support for Festivals and Events Application Form.

5. Definitions

5.1 New or one-off festival and event support
Financial assistance for a festival or event within the Hinchinbrook Shire that is either a new festival or event or has been established for less than three (3) consecutive years..

5.2 Established festival and event support:
Financial assistance for events within the Hinchinbrook Shire that have been established and held for at least three (3) times out of six (6) previous years.

5.2.1 Minor Event

A festival or a event delivered by a not for profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these festivals and events include:

- No attendance/entrance fee – may charge fees for consumables such as food and beverage, rides, and entry fees to compete
- Aimed at a limited sector of the community eg a niche event held by a community organisation, a sporting club and therefore do not demonstrate great appeal to the wider community
- Usually held at a single site

- Undertake limited marketing and promotional activity - usually free activities such as word of mouth, signs on fences, notices in school newsletters
- Usually do not provide a catalyst for people outside of the region to travel to Hinchinbrook
- Are valued as part of the community fabric of our Shire
- Attract attendance of not less than 70 people
- Usually does not provide a capacity to generate over night commercial stays.

5.2.3 Moderate Festival or Event

A festival or event delivered by a not for profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these festivals and events include:

- No attendance/entrance fee – may charge fees for consumables like food and beverage, rides, and entry fees to compete
- Have broader appeal to the community
- Limited ability to provide a catalyst for people outside of the region to travel to Hinchinbrook
- Usually held at a single site
- Limited capacity to generate over night commercial stays
- Undertake some funded marketing and promotional awareness raising activity usually within the Hinchinbrook local government area
- Are valued as part of the community fabric of our Shire
- Attract attendance of not less than 500 people

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5.2.4 Major Festival or Event

A festival or event delivered by a not for profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these festivals and events include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged must then have no cost activities included once at the venue
- May charge fees for entertainment, food and beverage, rides, and entry fees to compete
- Must have broad appeal to the community
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook eg be a unique offering within a 300km radius
- Must have a planned and funded marketing and promotional awareness raising activity both within and external to the Hinchinbrook local government area
- Are valued as part of the community fabric of our Shire
- Significant capacity to generate overnight commercial stay
- Attract attendance of not less than 1000 people

5.2.5 Signature Regionally Significant Festival or Event

A festival or event delivered by a not for profit committee/ club /group which occurs on an annual basis in the Shire. Characteristics of these festivals and events include:

- May have a combination of no cost activities and costed activities
- When an entrance or gate fee is charged must then have no cost activities included once at the venue
- May charge fees for entertainment, food and beverage, rides, and entry to compete fees
- Must have broad appeal to the community and the surrounding region inclusive of Townsville
- Must provide a catalyst for people outside of the region to travel to Hinchinbrook and stay at least one night eg be a unique offering within a 300km radius and run over at least two consecutive days
- Must have multiple components usually delivered over more than one day
- Must have a planned and funded marketing and promotional awareness raising activity of not less that $5000 to target within and external to the Hinchinbrook local government area that specifically targets the Townsville residential population
- Are valued as part of the community fabric of our Shire
- Significant capacity to generate significant number of overnight commercial stay
- Attract attendance of not less than 5000 people

5.3 Matrix

The following matrix is provided for ease of reference when determining which category a festival or event may be representative of.

Festival / Event Category	Established	Fees and Charges	Target Attendance	Target Market	Marketing and Promotion	Duration / Format
New/One off	< 3 years	Free entry Some pay as you consume charges	Not<70	Untested	Very limited	Not < two hours
Minor	3 years plus	Free entry Some pay as you consume charges	Not<70	Local, specific niche	Very limited marketing activity to the targeted attendance group	Not < two hours Single activity event
Moderate	3 years plus	Free entry Some pay as you consume charges	Not<500	Whole of the Shire	Limited marketing activity within the Shire	Not < four hours Primarily a single event, may have additional features
Major	5 years plus	Entrance fee usually charged Some no cost component	Not <1000	300km drive radius	Funded marketing activity within and external to the Hinchinbrook local government area	Not < One day/night 8 hours Several events within a program
Signature Regionally Significant	5 years plus	Entrance fee usually charged	Not< 5000	300km drive radius	Professionally developed, funded marketing campaign not < $5000 in spend with targeted activity in the Shire and Townsville	Multiple days, not < two days Multiple events within a larger program

5.4 In Kind Assistance:
Use of Council's organisational resources including labour, facilities, plant and other equipment. The cost is calculated as the actual cost to Council.

5.5 Consumer Price Index (CPI):
The CPI Measures quarterly reflects changes in the price of a basket of goods and services. Capital City indexes used by the CPI are based on the 2006 Australian Standard Geographical Classification (ASGC) statistical divisions. The capital city indexes measure price movements over time in each city individually.

5.6 Scope of Support
Scope of support is the cash and in kind dollar amounts provided by Council. All amounts are exclusive of GST.

6. Support

Total budget allocation for the support of festivals and events will be determined annually by Council as part of the budget process. Given limited financial and other resources it is likely that not applications will receive the support requested.

Council does not undertake to support any nor all festivals and events. Nor does Council commit to supporting festivals and events to the level of support requested by the applicant. Any support agreed to which is not expended must be returned to Council at the time of acquittal and cannot be carried over to the next year

In some cases support may be granted for specific items related to the festival or event.

Support is gained through a merit based selection recommendation from the selection panel. The selection panel base their recommendations on:

- the information provided on the Hinchinbrook Shire Council Support for Festivals and Events Application form
- through knowledge of the event by members of the selection panel
- feedback from previous years
- current priorities of Council

The recommendation from the selection panel will be presented for adopted by resolution of Council.

Support is for a single year only. No promise, implied or otherwise, is given with regards support in future years.

6.1 Scope of Support

Refer to 5.3 Matrix for the defining characteristics of festivals and events

Festival or event type	Target Attendance	Total Support
New or One off	Not<70	Up to $200
Minor	Not<70	Up to $200
Moderate	Not<500	Up to $1500
Major	Not <1000	Up to $15000
Signature Regionally Significant	Not<5000	Up to $30000

7. Eligibility

Applications will only be accepted on the Hinchinbrook Shire Council Support for Festivals and Events Application Form. Applicants are to provide all supporting information and are urged to be realistic in their requests for funds.

Applications supported by two or more organisations or groups are encouraged and will be viewed favourably by the selection panel.

The level of assistance available through the program is limited by the Council's budget decisions and its priorities. No applicant can be guaranteed funding nor can an applicant be guaranteed funding to the full amount requested. It is important that each applicant consider these limitations when preparing the request for assistance.

Rejection of an application does not necessarily mean that the event or activity is not worthy of support.

Organisations must be incorporated and a copy of the Certificate of Incorporation must be enclosed with the application. A copy of the latest audited financial statement or "class 1"check this of the organisation must be enclosed with the application.

If the organisation is not incorporated, a sponsoring organisation must be obtained. A copy of the sponsor's Certificate of Incorporation must be enclosed together with a letter from the sponsor accepting responsibility for the event. A copy of the sponsoring organisation's latest audited financial statement must also be enclosed with the application.

Organisations must be based within the Hinchinbrook Shire or their event must be delivered within Hinchinbrook Shire boundaries.

Support is generally not available for high risk activities, activities that result in unruly behaviour or anti social practices.

8. Ineligible

Assistance will not be provided for events that are:

- primarily for the benefit of an individual
- primarily of a commercial nature
- that take place outside of the Shire
- that have not acquitted returns for previous years support

9. Selection Criteria:

All applications will need to demonstrate:

- Enhanced opportunities for community inclusion including community benefit from the planned festival or event
- Enhancement of civic pride and sense of place derived from the festival or event including a willingness to work co-operatively with other organisations where appropriate
- Other expected outcomes of the festival or event
- Other sources of support for the festival or event including but not limited to cash, labour and in kind support)

In addition Moderate, Major and Signature Regionally Significant festivals and events must demonstrate

- Enhanced opportunities for local economic activity including locally sourced supplies, materials and services, flow on economic benefit to sectors such as accommodation providers, service providers and the like

9. Legal Parameters

Local Government Act 2009

Incorporations Act (Queensland)

10. Associated Documents

- Hinchinbrook Support for Festivals and Events Procedures
- Hinchinbrook Support for Festivals and Events Application Form

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

RV SIGNS LOCATED AT WEST END OF LANNERCOST STREET

Executive Summary
As part of the Ingham CBD project the Project Control Group discussed and supported the provision of a long vehicle day parking area for RV's, caravans and Trailers/Boats in the centre median at the western end of Lannercost Street and away from existing businesses. It was determined that longer parking bays are necessary as no other parking bays had been allocated to allow these types of vehicles to stop, stay and access the CBD. It is generally believed that the CBD is missing out on business due to lack of parking spaces near the CBD for these vehicles and which would allow visitors to easily shop in town.

For Council Decision – Recommendation
That Council proceed with the installation of signage to direct long vehicle parking in the centre median to the west end of Lannercost Street and away from existing businesses, for day time parking and that the line marking of the existing bays be altered to accommodate the long vehicles.

Background
Council has already budgeted for the signs to be installed and line marking works in the area with a capital budget of $20,000 being provided in the 2015/2016 financial year.

Attachments
Artwork designs for proposed RV/long vehicle signage.

Statutory Environment
Local Government Act 2009

Policy Implications
Nil

Consulted With
Department Transport and Main Roads (DTMR) have given Council preliminary approval however advised that Council would be required to submit an application through the DTMR online portal.

Financial and Resource Implications
A capital budget provision of $20,000 has been allocated in the 2015/2016 financial year budget. It is recommended that this amount be carried forward to the 2016/2017 financial year.

Risk Management Implications
That long vehicles will not have a convenient place to pull up to shop in the CBD and an economic opportunity for the Shire is missed.

Author: Rosemary Pennisi
Position: Executive Manager Development and Planning
Date: 7 June 2016

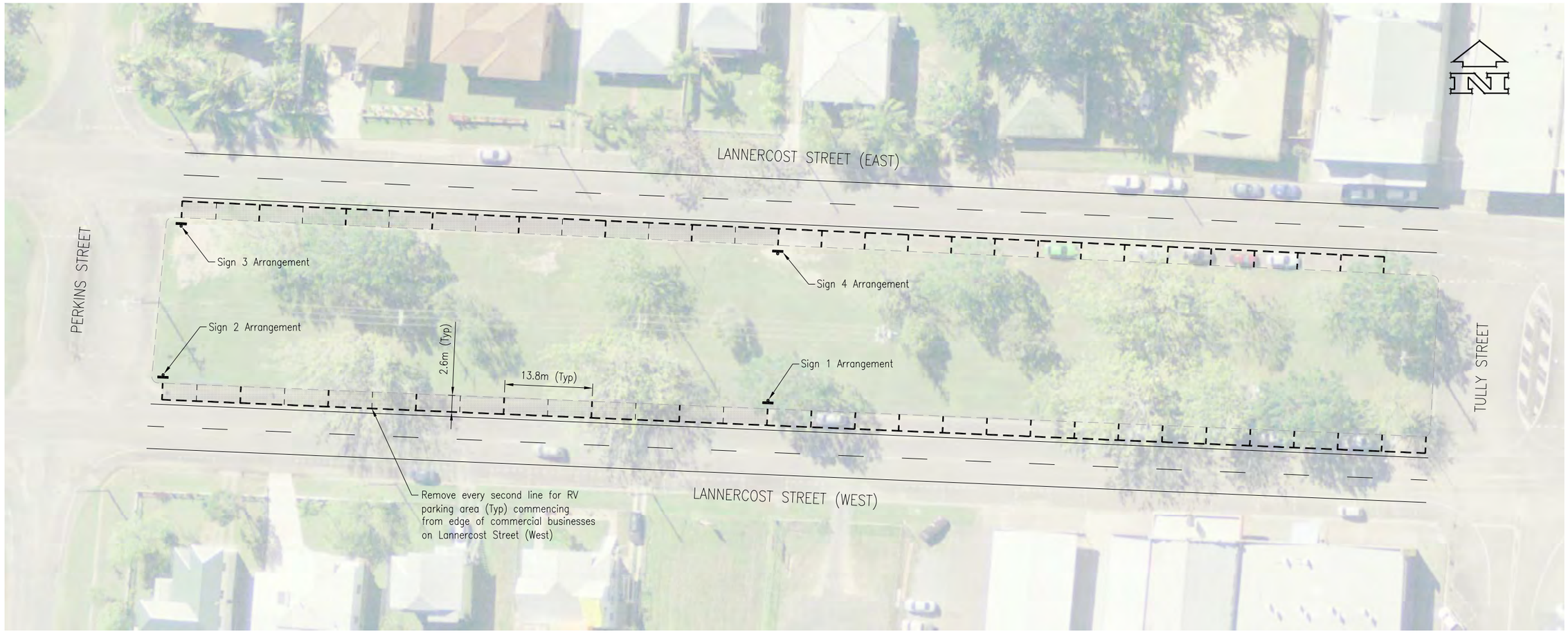
Strategic Considerations

Corporate Plan 5.1 Our Ingham CBD is attractive, alive and diverse.

Officers Comment

Council has for a number of years been considering the establishment of a parking area for long vehicles at the end of Lannercost Street. Previous plans involved altering the centre median and providing drive through and a larger parking area.

The current proposal if implemented would permit Council to establish a parking area easily accessible to the CBD and allow future investigation of other alternatives and to seek possible funding sources.



LAYOUT PLAN
NTS

NOTES:

1. Signs are to be fabricated and installed in accordance with the MUTCD and in conjunction with HSC Std Drg R018.
2. Linemarking to be removed as required. Method to be approved by HSC Works Engineer prior to commencing.
3. All locations are approximate and are to be confirmed onsite prior to commencing.

DRAFT

LEGEND:

Proposed RV Day Parking

Linemarking to remain

Linemarking to be removed

APPROXIMATE PARKING SCHEDULE

Description	Quantity
Existing Carparking Bays	57
Proposed Carparks to Remain	29
Proposed RV Parks	14

New R4–5L

Existing sign to remain

NO CAMPING OR OVERNIGHT PARKING

New custom sign (450x225mm)

SIGN 1 ARRANGEMENT

New R4–5R

NO CAMPING OR OVERNIGHT PARKING

New custom sign (450x225mm)

SIGN 2 ARRANGEMENT

New R4–5L

NO CAMPING OR OVERNIGHT PARKING

New custom sign (450x225mm)

SIGN 3 ARRANGEMENT

Existing sign to remain

New R4–5R

NO CAMPING OR OVERNIGHT PARKING

New custom sign (450x225mm)

SIGN 4 ARRANGEMENT

			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
				Associated Plans:	Checked:	Checked:		Date:___/___/___				LANNERCOST STREET- INGHAM
A	28/01/2016	Original		Plan No. 1 of 1			Date:___/___/___	RPEQ No. 16571				LONG VEHICLES PARKING AREA PARKING LAYOUT AND SIGNAGE

FILEPATH: O:\TECHNICAL SERVICES\DESIGN\7000\7502\RV PARKING & MERCER LANE SIGNAGE\DRAWINGS\SIGNAGE PLAN.DWG
DATE PLOTTED: Tuesday, 24 May 2016 2:20:04 PM

Job No -

Plan No -

A

LAYOUT PLAN
NTS

DRAFT

NOTES:

1. All signs are to be installed in accordance with the MUTCD and in conjunction with HSC Std Drg R018.
2. All signs are to be designed and fabricated in accordance with the MUTCD.
3. All locations are approximate and are to be confirmed onsite prior to commencing any works.

												HINCHINBROOK SHIRE COUNCIL	Job No -
												LANNERCOST STREET- INGHAM	Plan No -
A	28/01/2016	Original										PARKING AREA FOR LONG VEHICLES PROPOSED SIGNAGE PLAN	A

FILEPATH: O:\TECHNICAL SERVICES\DESIGN\7000\7502\RV PARKING & MERCER LANE SIGNAGE\DRAWINGS\SIGNAGE PLAN.DWG
DATE PLOTTED: Tuesday, 24 May 2016 2:20:55 PM

As Shown
Scale

LEVEL DATUM: AHD der

Associated Plans:

Plan No. 1 of 1

Drafted:

Checked:

Designed:

Checked:

Examined By Client:

Date:___/___ /___

Approved by Council's EMES:

Date:___/___ /___

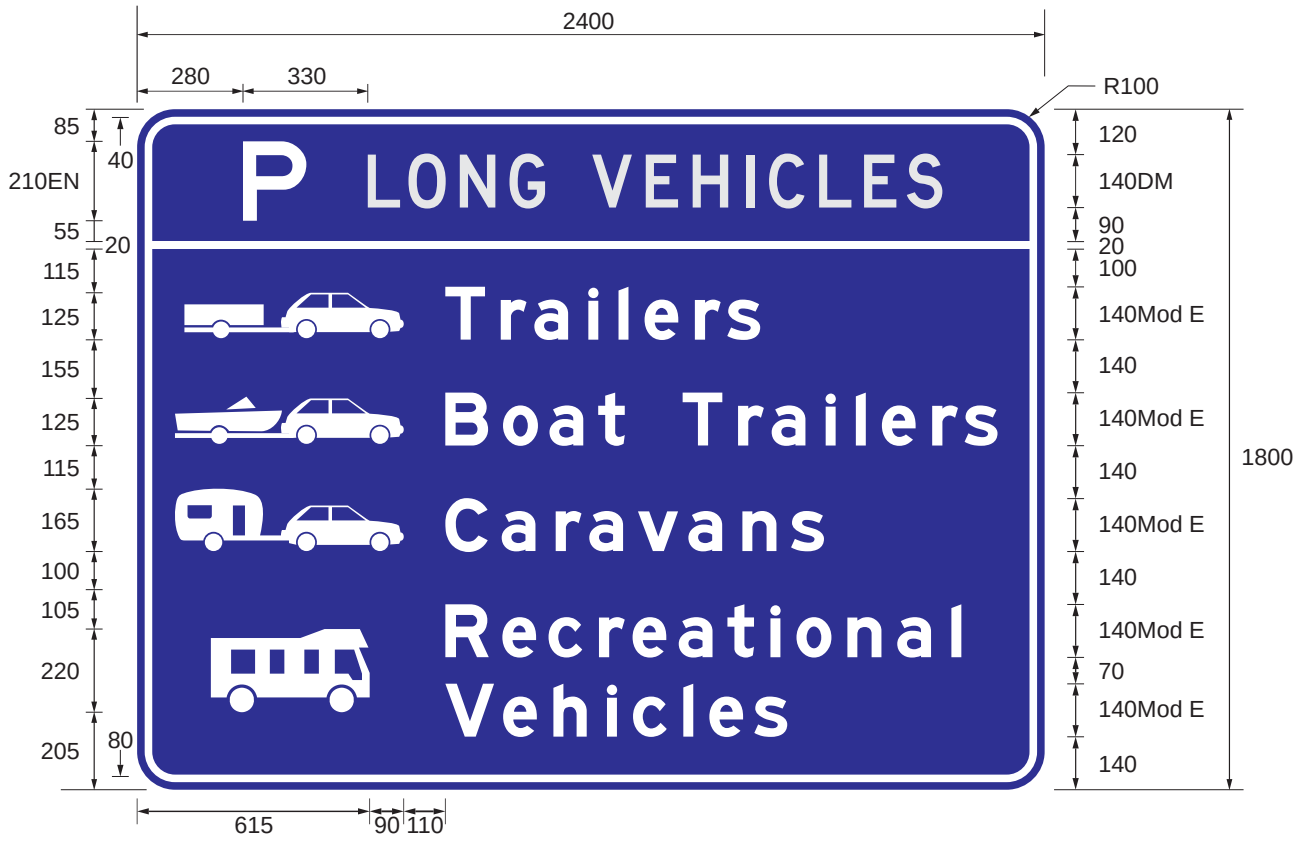
RPEQ No. 16571

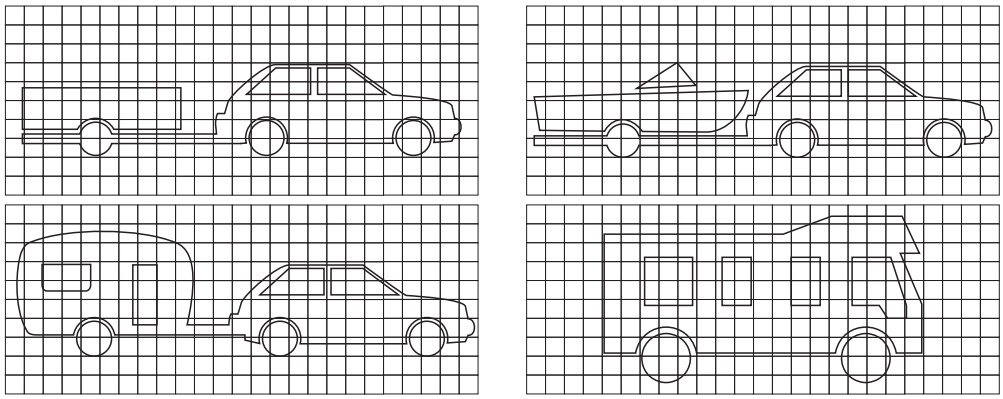
Survey Number XXXX

Field Books XXXX

Level Books XXXX

HINCHINBROOK SHIRE COUNCIL





Colour Legend

- Retroreflective blue
- Retroreflective white

Notes

1. This sign may be located at the entrance of a town or town business centre that has designated long vehicle parking.
2. Directional parking signs should be provided to guide vehicles to the designated parking area. Refer to TC2230.
3. Types of long vehicles shown on the sign may be varied as appropriate. For information on variations, contact the Principal Engineer (Traffic Engineering). Email :- *TrafficEngineering.support@tmr.qld.gov.au.*

Queensland Government

PARKING SIGN
"PARKING - LONG VEHICLES"

Department of Transport and Main Roads
Infrastructure Management & Delivery Division

ORIGINAL APPROVED AS OFFICIAL TRAFFIC SIGN

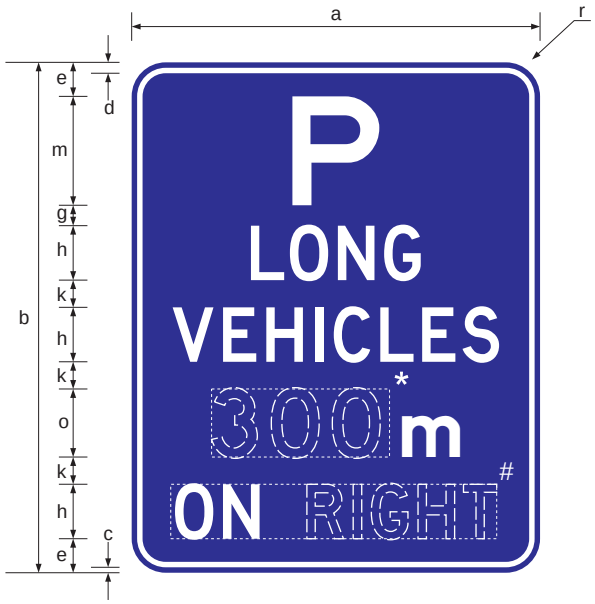
PRINCIPAL ENGINEER
(Traffic Engineering)

06/05/16
Date

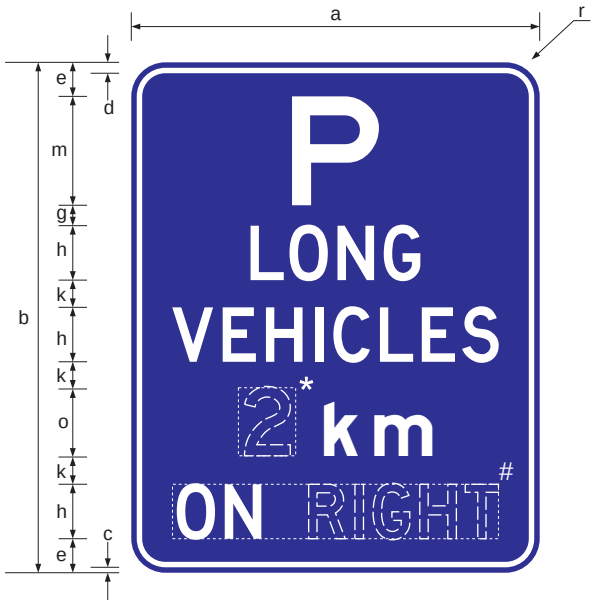
TC2229

A

Designed	Checked	Scale
TV 04/16	DJ 04/16	Not to Scale



TC2230_1R



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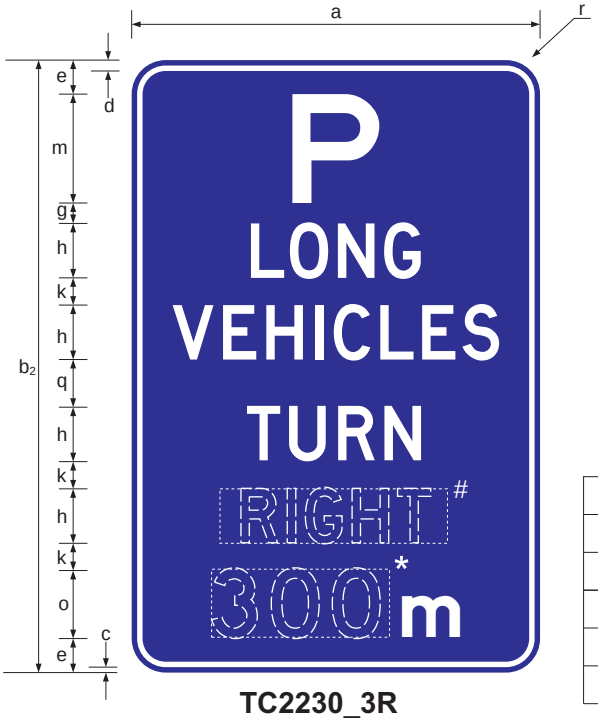


TC2230_3R

Left options

TC2230_1L

TC2230_2L

TC2230_3L

	a	b	b_1	b_2	c	d	e	f	g	h
SIZE A	600	750	500	900	8	16	50	210	30	80DN
SIZE B	900	1125	750	1350	12	24	75	315	45	120DN
	k	m		n	o			p	q	r
SIZE A	40	160EN		245	100DM / 60 LC			35	70	50
SIZE B	60	240EN		368	150DM / 90 LC			52	105	75

Colour Legend

Retroreflective blue

Retroreflective white

Notes

1. These signs are to be used where there is a requirement to guide drivers of long vehicles such as caravans, trailers and recreational vehicles to a designated parking area / bays.
2. *Insert appropriate distance in metres or kilometres as required. e.g. 300 or 2.
3. #Insert and vertically centre appropriate direction e.g. RIGHT or LEFT.
4. For other direction sign options and parking bay location sign, refer to page 2.
5. For advance guide sign describing long vehicles, refer to TC2229.

Queensland Government

PARKING SIGN

"PARKING FOR LONG VEHICLES"
"...m / km ON RIGHT / TURN RIGHT"

Department of Transport and Main Roads
Infrastructure Management & Delivery Division

APPROVED AS OFFICIAL TRAFFIC SIGN

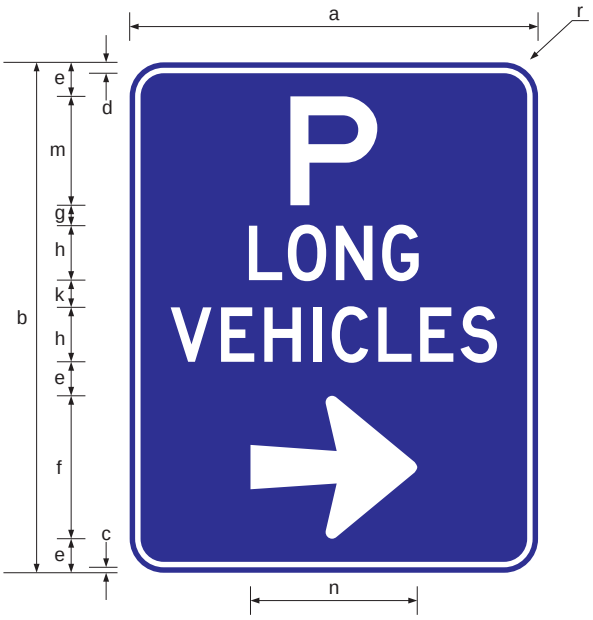
PRINCIPAL ENGINEER
(Traffic Engineering)

06/05/16
Date

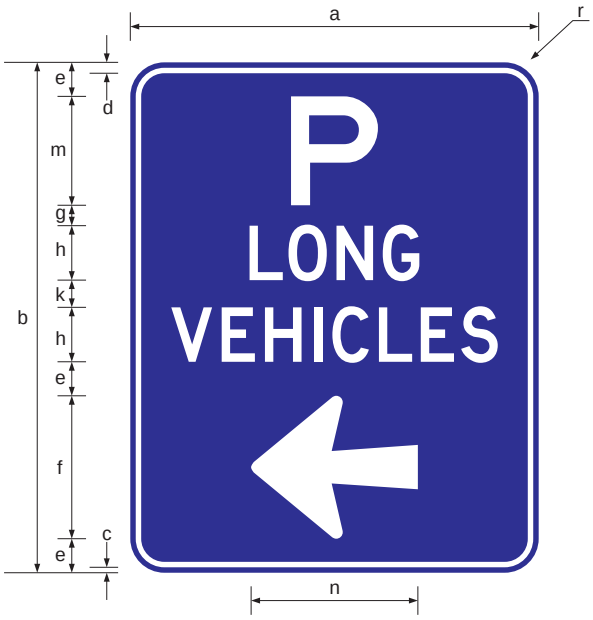
Designed	Checked	Scale
TV 05/16	DJ 05/16	Not to Scale

TC2230

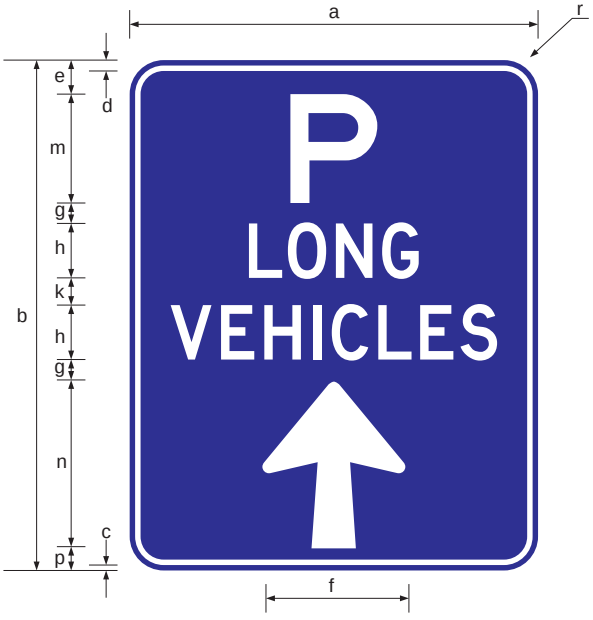
A



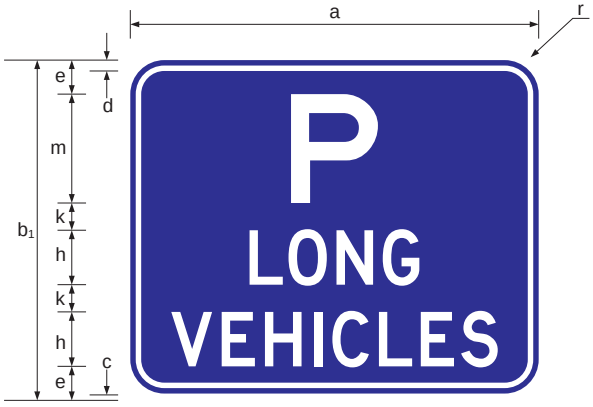
TC2230_4R



TC2230_4L

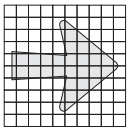


TC2230_4S



TC2230_5

Parking bay location sign



	a	b	b_1	b_2	c	d	e	f	g	h
SIZE A	600	750	500	900	8	16	50	210	30	80DN
SIZE B	900	1125	750	1350	12	24	75	315	45	120DN

	k	m	n	o	p	q	r
SIZE A	40	160EN	245	100DM / 60 LC	35	70	50
SIZE B	60	240EN	368	150DM / 90 LC	52	105	75

Colour Legend

Retroreflective blue

Retroreflective white

Queensland Government

PARKING SIGN

"PARKING FOR LONG VEHICLES"
"LEFT / RIGHT / STRAIGHT AHEAD"

Department of Transport and Main Roads
Infrastructure Management & Delivery Division

APPROVED AS OFFICIAL TRAFFIC SIGN

PRINCIPAL ENGINEER
(Traffic Engineering)

06/05/16
Date

Designed	Checked	Scale
TV 05/16	DJ 05/16	Not to Scale

TC2230

A

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

TRIAL OVERFLOW PARKING SITE FOR SELF-CONTAINED RECREATIONAL VEHICLES AT RESERVE FOR LOCAL GOVERNMENT PURPOSES – CARAVAN PARK, LOT 340 CWL2296, 3 LEICHHARDT STREET, ALLINGHAM

Executive Summary

Consideration for a three month trial of a temporary overflow parking site to accommodate self-contained recreational vehicles at the Reserve for Local Government Purposes – Caravan Park, Lot 340 CWL2296, 3 Leichhardt Street, Allingham.

For Council Decision – Recommendation

That Council accept the offer by the Forrest Beach Progress Association Inc to establish and manage a trial overflow parking site for a three month period from July to October 2016 to accommodate self-contained recreational vehicles (RV) at the site of the Reserve for Local Government Purposes - Caravan Park, Lot 340 CWL2296 at Leichhardt Street, Allingham and that a fee of $10 per vehicle per night be charged with 20% of commission on the monies collected being paid to Council to cover costs associated with site operations.

That Council prepare an agreement with the Forrest Beach Progress Association Inc setting out the roles and responsibilities of each party.

Background

History of Council consideration of the establishment of an RV Site in the shire.

- 2003 Council investigated the establishment of a possible dry weather site on Council controlled land adjoining the Ingham Showgrounds as a trial. Community sentiment at the time did not support this proposal and Council did not proceed with the trial.
- The recreational vehicle tourism market has continued to grow since 2003 and during 2009 Council again began to give consideration to looking at ways to realise benefits to tourism and the local economy.
- June 2009 - Campervan & Motorhome Club of Australia (CMCA) advise Council of their RV Friendly Town Scheme.
- 2009 – Presentations are made to Council regarding the economic benefits of the recreational vehicle tourist market by CMCA and Colin Balfour of Balfour Consulting.
- June 2010 – Council develops the Hinchinbrook Shire Growth Strategy which includes as one of the catalyst opportunities under Tourism a Drive Development Strategy and RV Parking and Facilities.
- October 2010 – Council requests a quote to undertake a feasibility study for Council to set up a motor home etc style park in the Shire with the view to applying for a grant to fund the study.
- March 2011 – Council advised that the application was unsuccessful.
- October 2010 - Campervan & Motorhome Club of Australia Ltd. Provides Council with a copy of the Rest Area Research conducted by Balfour Consulting which supports the economic benefits of having facilities in town.
- 8 December 2011 – Presentation to Council by Colin Balfour of Balfour Consulting regarding RV motorhome opportunities in the shire.
- 13 December 2012 - Council applies to the Tourism Industry Regional Development Grants to install parking for recreational vehicles near TYTO Information and Wetlands Centre.
- 15 March 2013 Advice received that Council's application to TIRF was unsuccessful.

Author: Rosemary Pennisi
Position: EMDP
Date: 14 June 2016

- 21 May 2013 - Council resolves to apply to the CMCA to establish Ingham as an *RV Friendly Town.* Council considers a low key trial RV parking site adjacent to TYTO.
- May 2013 – Councillor Tack canvasses local caravan park owners and business operators regarding the scope of the parking facility.
- 25 June 2013 – Council consults with Local Caravan Park Owners and Hinchinbrook Chamber of Commerce Industry and Tourism Inc. (HCCITI) regarding the proposed parking facility.
- 2 July 2013 – Council consults with representatives of the CMCA.
- 15 July 2013 – Some Councillors and Council Officers attend the North Qld Recreational Vehicle (RV) Seminar and Workshop.
- 20 August 2013 – After consideration of various information collected Council repeals its decision to apply to the CMCA to establish Ingham as an *RV Friendly Town,* pending further consideration.
- October 2013 - EMDP did a presentation to the Hinchinbrook Chamber of Commerce Industry and Tourism Inc regarding the history of Council's consideration of providing an RV friendly site in the shire.
- The Chamber resolved to form subcommittee to investigate the benefits and disadvantages of having an RV site in the shire and form a position regarding the matter.
- November 2013 – Councillors Tack and Molachino, and EMDP along with Chamber members attended a workshop held by the Department of Tourism, Major Events, Small Business and the Commonwealth Games to assist them in the preparation of the ***Queensland Camping Options Guideline.***
- The EMDP advised the Chamber at its meeting of the 18 March, that Council needed its response regarding their position on RV parking in the Shire.
- The Chamber subsequently resolved to support a trial RV parking project based on the Cooktown model for a period of 12 months.
- The ***Queensland Camping Options Guideline*** was released last week on 26 March 2014.
- May to November 2014 Council trials a site adjacent to the TYTO Information and Wetlands Centre Ingham.
- A survey of the Ingham business community and Hinchinbrook Chamber of Commerce, Industry and Tourism Inc indicated there was a high economic benefit to the town.
- Council decided that the benefits to local business warrants running the trial again during 2015 and 2016.
- 2015 Council is approached by the Forrest Beach Progress Association Inc (FBPA) requesting that a RV overnight parking area be established on the Reserve for Local Government Purposes - Caravan Park , Lot 340 CWL 2296, at 3 Leichhardt Street Allingham.
- The FBPA has discussions with members, local residents and owner and manger of the Forrest Beach Hotel/Motel.
- 2016 the level of general support from the community leads the Association to request from Council permission to undertake a trial of three months.

Attachments

Attachment A: Draft conditions of use
Attachment B: Site Location Plan
Attachment C: Draft survey of site users
Attachment D: Draft survey of the Allingham business community to be conducted after the trial has been completed

Statutory Environment

Local Government Act 2009

Policy Implications

Nil

Consulted With

Forrest Beach Progress Association Inc
Allingham residents and caravan park owners in the vicinity of the proposed site
EMECS regarding use of the site and provision of wheelie bins, access works and erection of the sign
CEO and EMCS regarding outline of the proposal
Previous consultation with the Campervan and Motorhome Club of Australia (CMCA)
Chamber of Commerce Industry and Tourism Inc

Financial and Resource Implications

There is $3,000 provision in the 2016/17 financial year budget for costs associated with Council´s RV Overnight Parking sites. Costs to be incurred include signage, provision of wheelie bins.

Council will receive a commission of 20% on the fees collected from the users of the site.

Risk Management Implications

Nil

Strategic Considerations

Corporate Plan

Officers Comment

There is some evidence that there is insufficient tourist accommodation for tourist type vehicles during the peak tourist period from April to October each year.

Anecdotal reports are that there are a number of self-contained recreational vehicles parking are still parking in various road reserves, and farm headlands around the shire and at beaches. Also the number of vehicles continuing to park at the Francis Creek Main Roads rest area from April onwards seems to support the view that another RV overnight parking site is required.

The Association has spoken with members, residents and business operators at Allingham and advise that there is general support for a RV overnight parking site to be trialled at the Reserve for Local Government Purposes – Caravan Park site.

To ascertain whether there is a need or demand to establish a recreational vehicle parking area at Allingham and if it does benefit the Allingham business community it is recommended that Council carry out further investigation of the matter by piloting a trial site. This would enable Council, Association and Allingham community to measure the extent of the issue and then make an informed decision as to the future direction of RV parking in the area.

The proposed site is the Reserve for Local Government Purposes – Caravan Park on a pilot three month basis to gauge the amount of usage it attracts. The suggested trial for Council consideration:

- Trial of a 48 hour free parking site
- Temporary period from July until October (3 months from the date of commencement)
- Provision of wheelie bins
- Installation of sign with the conditions of usage
- Promotional signage with a shire map showing the location of commercial caravan parks and top 5 things to do in the shire
- Forrest Beach Progress Association members to conduct a short survey of users each afternoon or early evening
- The issue of a parking metre style ticket to be displayed on the vehicle dashboard when it is at the site.
- A fee of $10 per van per night be charged

- A 20% commission of the fees collected by the Association be paid to Council each month.

A letter explaining the proposal has been sent to residents in the vicinity of the site and to the two caravan parks in the Lower Herbert area. At the time of writing this report three residents had requested additional information. Concerns raised included policing of the site for vehicles that do not comply with the requirements, the emptying of cassettes at the public toilet and decrease in amenity of the area.

One caravan park owner in the area has advised that they have strong objections to the proposed trail and stating that the proposed RV site would have a negative affect on their business and asking Council to reconsider approving the trial.

A response has also been received from the Manager of the same establishment asking about the regulation of the site and how this facility will assist their business and objecting to the proposed trial as they cater these types of vehicles. A meeting has been arranged with the Manager with Council Officers.

Four residents in the vicinity of the site have requested further information. One has advised they support a trial of the venture another one has responded stating that whilst they support the Council facilitating business development they object to the trial based on the following points:

1. Unfair Competition with Local Private Businesses

They say that there are a number of Caravan Parks in the Shire, and including Forrest Beach that offer a similar service (unpowered sites) but obviously at a higher rate and they contend that Council is only able to sponsor this proposed "discount" service via the following

- *Use of Public Lands, at no cost to itself, and on a basis not available to private operators*
- *Provision of un-costed support to the proposal, via meeting set up costs and ongoing costs such as management, compliance/enforcement and various operational expenses*
- *A generous interpretation of Planning Scheme requirements for undertakings such as this, and one we suspect that would be unlikely to apply to possible private operators.*

They do not believe that Council's should enter the area of utilising public facilities and funds to compete against private businesses.

2. Promotion of Uncontrolled Camping abutting Residential Areas and in Recreation Areas

Their concern is that the proposal is basically based on an "Honesty System" which they believe will be unlikely to work effectively in a real world situation and do not believe the proposed control measures can in-practice prevent non self-contained vehicles using the site nor restrict use to the designated area, particularly when the abutting areas (and those areas adjacent residences) are more attractive to camping.

They believe the proposal is likely to have the following undesirable outcomes

Disposal of Waste in and about the Designated area.

They not believe the proposed permitting system would be able to restrict use to fully self-contained vehicles. They believe the inevitable outcome would be discharge/dumping of grey water on the designated site and adjacent areas and in their opinion the possibly and likely use of the site by vehicles without toilets and the resulting unpleasant mess left by those answering the call of nature. As seasoned travellers such they say they know that this is an inevitable by product generated by the various non-toilet overnight sights located about the country. In saying this, they are aware of the intent to prohibit use by such vehicles. However, they say their experience is that many such users pay scant regard to permitting systems and instead place the onus back on the managing authority to ensure "rules" are not breached. They believe that many potential users will not even bother to obtain a permit, particularly outside the normal working hours when the difficulty of obtaining such is heightened. Given that the Progress Association representatives will not have the authority to enforce permit conditions, the compliance falls back to Council Compliance Officers. They respectfully submit that such Officers would be unlikely to make night time patrols, nor provide rapid response to complaints.

Unregulated Camping on Lands Abutting Residential Areas

They do not believe it to be possible to regulate the proposed overnighting via the proposed means and see it likely that potential overnighters would seek out more attractive and shaded areas, and in areas bordering residential property. This in turn is likely to create concerns for such residents via possible security matters and nuisance such as late night noise. They are aware that the permitting system does attempt to address these concerns, however their view is that the proposal is unworkable in a real world situation.

Should Council proceed with the trial then once it is ended Council can conduct a survey of the local Allingham businesses and nearby residents then assess the benefits and impacts on the local community and economy before deciding upon any further action regarding the establishment of a more permanent operation at the site.

The Department of Natural Resources and Mines has advised that the reserve's purpose is Local Government with a sub-purpose of Caravan Park. That as Council are the managers of the reserve and as the proposed use is consistent with the reserve purpose, the department will have no requirements for proposal regarding the Land Act.

The proposal also does not conflict with PUX/901/102 Caravan Park policy which encourages low cost accommodation and limiting the creation of competition to existing caravan parks.

If Council at that time decides to move to a more permanent arrangement then there would be a need to consider further matters such as the need to establish a suitable local law, requirements under the Land Act 1994, and development approvals for establishment of a RV site.

Conditions of Use
Forrest Beach Self Contained RV Parking Site – Permit Required

1. The Forrest Beach Self Contained RV Parking Site is open from 1 July to 1 October 2016. Permits are $10 per vehicle per night. Parking is strictly 48 hour maximum. Thereafter the following Caravan and Tourist Parks in Hinchinbrook Shire will welcome your patronage:

Palm Tree Caravan Park	49450 Bruce Highway Ingham	Ph: 4776 2403
Wanderers Holiday Village	49 Bruce Parade Lucinda	Ph: 4777 8213
Taylors Beach Holiday Park	89-99 John Dory Street Taylors Beach	Ph: 4777 8560
Forrest Beach Hotel & Caravan Park	1 Ash Street Forrest Beach	Ph: 4777 8700
Crystal Creek Caravan Park	Cnr Bruce Hwy & Barrilgie Rd Mutarnee	Ph: 4770 8198

2. Permits must be obtained from Forrest Beach Progress Association prior to setting up and must be displayed in your vehicle being clearly visible at all times. Unfortunately the facility to issue a permit after hours is not available. Entry to the area without a permit is prohibited.
3. **Vehicles are to be SELF-CONTAINED** on board toilets, shower, washing and cooking facilities must be contained within the vehicle.
4. Dogs must be kept on a lead at all times and any animal refuse removed. Owners please ensure that dogs are not a nuisance to others. Dogs should not be left for long periods unattended in vehicles where their barking/howling can cause a nuisance to neighbours. Dogs that have a tendency to snap or bite should be muzzled when out of their motor-home/caravan. Domestic animals are not permitted in the natural wetlands area at any time however we do allow them on a leash throughout the built environment and parklands of the precinct.
5. Use of Generators and washing of vehicles is not permitted.
6. Respect the rights of others at all times. Be considerate with your noise level (TV, socialising and music) especially after 9pm.
7. When in the rest area, do not hang washing from lines and/or tied to trees and poles. Keep all washing within the confines of your vehicle.
8. Always leave an area cleaner than you found it.
9. By obtaining a permit, you have agreed to these terms and conditions. Non compliance with these terms and conditions will result in a Council staff member asking you to move on. Should this occur your permit fees are non refundable.
10. Anyone who is found parked outside of the designated area or inside the designated area without authorisation may receive an on the spot fine.
11. Should any security or safety issues arise after hours please contact the Ingham Police directly on 4776 5500

Thank you for visiting the Hinchinbrook Shire and for respecting the rest area conditions of use

DRAFT

HINCHINBROOK SHIRE COUNCIL

Legend

- Road Names
- Cadastre

Road Register

- HSC
- MRD
- NOT

Proposed location
Trial 48hr
RV Parking Site

HINCHINBROOK SHIRE COUNCIL

Data Sources & Acknowledgements

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Proposed Trial 48hr RV Parking Site
Reserve for Local Government Purposes - Caravan Park

Path: G:\projects\admin\HayleyRoy\MARCH 2016.mxd
Complied By: hayley1667 Date: 10/06/2016

PO BOX 366 Ingham QLD 4850
Phone (07) 4776 4792

Forrest Beach Progress Association

Leichhardt Street Self Contained RV Parking Site QUESTIONNAIRE

Welcome to the Hinchinbrook Shire.
We value your feedback on the 2016 RV Parking Site

1) Is this your first visit to Hinchinbrook?
Yes ☐ No ☐

2) What is your Australian Post Code or Country of Origin? _____

3) What type of self contained vehicle are you travelling in?
☐ Motorhome ☐ Campervan ☐Caravan ☐Other _____

4) Do you think you would have visited and stayed
the night in Ingham if it had not been for the Rest Area? ☐ Yes ☐ No

5) Where did you stay prior to arriving in Forrest Beach? (Please specify which Caravan Park or Rest Area)

_____

6) Where do you intend on staying after leaving our Site? (Please specify which Caravan Park or Rest Area)

_____

7) How did you hear about this RV Site?

☐ Print Material ☐ Social Media ☐ Word of Mouth ☐Other _____

Your contribution to the Hinchinbrook economy - What do you plan/have to purchase in Hinchinbrook and approximately how much will you spend?

Groceries	$_____	Travelling Supplies	$_____	Fuel	$_____
Restaurant/Cafes	$_____	Tourism Activities	$_____	Other	_____
Caravan Parks	$_____				_____

Please rate this RV Parking Site and tick where appropriate

	Poor	Satisfactory	Good	Excellent
This rest area in Forrest Beach				
Was it easy to find?				

Please suggest any feedback which may help improve your fellow traveller's stay in the future

_____

_____

_____

Would you like to receive information on future events in the Hinchinbrook Shire? Yes ☐ No ☐

If yes please provide email address and name

_____

Thank you for your time and comments. This form can be returned to the Hinchinbrook Shire Council Office (Lannercost Street, Ingham).

DRAFT

HINCHINBROOK
SHIRE COUNCIL

Our Ref: 079/0197

DRAFT

Dear Sir/Madam

I refer to Council's letter dated [insert date] advising that Council intention to establish a temporary 48 hour free parking site to accommodate self-contained recreational vehicles (RV's) adjacent to the TYTO Wetlands and Information Centre parking area.

The trial period was for three months and commenced late July and is due to end on the 31 October 2016. As the trial is concluding next month Council wants to assess whether the trial RV parking site has had any economic benefit or negative effects for local businesses in the Shire.

Council will use the information to determine whether to discontinue the RV parking site at Forrest Beach or continue its operation either at Leichhardt Street or elsewhere in the shire.

I am seeking your response to the questions below by [insert date]. Please feel free to provide any further information or comments that you feel would assist Council in deciding the future of RV parking in the shire.

1. Has the RV Parking Site at Forrest Beach had a negative or positive impact on your business?
   ☐ Positive ☐ Negative

   Comments_____
   _____

2. Since the RV Parking Site Trial at Forrest Beach has been in place, have you seen an increase or decrease in numbers of people around town?
   ☐ Positive ☐ Negative

   Comments_____
   _____

3. Would you like to see the RV Parking Site Trial at Forrest Beach remain in place?
   ☐ Positive ☐ Negative

   Comments_____
   _____

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www.hinchinbrook.qld.gov.au
ABN: 46 291 971 168

4. Are there any other comments or information you would like to provide to Council

   Comments_____

   _____

   _____

Should you require any further clarification in relation to this matter, please do not hesitate to contact me on (07) 4776 4646 or email rpennisi@hinchinbrook.qld.gov.au.

Yours sincerely

Rosemary Pennisi
Executive Manager Planning and Development

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE PLANNING SCHEME

PLANNING ASSESSMENT REPORT

LAWRENCE JOSEPH SPROATS & JENNIFER EILEEN GINGER

MATERIAL CHANGE OF USE

ACCOMODATION BUILDING

28 ATKINSON STREET, INGHAM

MCU0003

1.0 EXECUTIVE SUMMARY

Council is in receipt of a development application seeking approval for the conversion of the residence located at 28 Atkinson Street, Ingham, into an Accommodation Building.

The Accommodation Building is to comprise of five bedrooms and residential unit for the habitation of the operators. Four Units are to be within the site's main structure with the fifth located within the existing storage shed.

The proposal is to be closely linked to the neighbouring Noorla Resort with the site's owners also owners of the resort. The accommodation is intended for use by people attending training or business events at the Noorla Resort.

There is minimal physical work associated with the proposal, given the nature of the existing building. The site was approved for a multiple dwelling in 2015, again proposing to re-use the existing building.

The proposal is considered consistent with the relevant codes and provisions of the Planning Scheme and Officers acknowledge the positive outcomes for the community attached with the proposal. On this basis, the application is recommended for approval, subject to conditions.

Summary of Application and Site Details	
Applicant:	Lawrence Joseph Sproats & Jennifer Eileen Ginger
Street Address:	28 Atkinson Street, Ingham, Queensland, 4850
RP Description:	Lot 37 on RP703720, Parish of Cordelia
Land Area:	1,285m^2
Plan Zoning:	Residential
Application Type:	Material Change of Use
Existing Use of Land	Single Residential Dwelling
Proposed Development:	Accommodation Building

2.0 SITE, LOCATION AND SURROUNDING LAND USES

The 1,285m^2 site is located at 28 Atkinson Street, Allingham. The subject site is a corner allotment in the Residential Zone, with road frontages to Atkinson Street and Neame Street. The land is presently improved by a large one-and-two storey building that was constructed as a medical centre and associated residence. When the medical centre ceased operation, this space was used as a second dwelling.

The site received approval in 2015 for use as a multiple dwelling, which involved re-partitioning the existing building to achieve an additional dwelling. This approval has not yet been acted upon.

The building is a distinctive red-brick design, with square flat roofs, square balconies and oversized brown fascia and trim.

Figure 1. Aerial photograph of the subject site

The outermost projections of the building are set back:

- 11.8m from Atkinson Street;
- 3.5m from Neame Street;
- 1.7m from the side boundary to the east; and
- 9.2m from the side boundary to the north.

The building includes a double garage and six (6) metre wide driveway centrally located on Neame Street. There is no existing access from Atkinson Street. The former medical centre and residence are essentially split either side of the garage, with a four (4) bedroom residence to the right (toward Atkinson Street) and a single storey former medical practice to the left (north). The second storey is presently limited to the south-east corner of the building and accommodates the four (4) bedrooms of the existing residence.

The finished floor level of the building is approximately 400mm from natural ground level, with small stairs accessing the building along each frontage. On the northern end of the site lies a small 15m^2 store, with a garden area and clothes drying terrace. The store is setback 2.2m from the northern boundary and 1.9m to the eastern boundary.

Figure 2. View to the subject site from Atkinson Street.

Figure 3. View to the subject site from Neame Street.

Figure 4. View to the northern end of the site from Neame Street.

The site is bounded to the east by a single storey (partially raised) dwelling at 26 Atkinson Street. Officers note that the windows of the bedrooms on the upper level of the subject building presently look down immediately onto this property and the backyard area. The boundary between the two properties is delineated by a 1.8m high timber panel fence and some small scale landscaping on the neighbouring property.

Figure 5. View to the common boundary with 26 Atkinson Street.

3.0 DEVELOPMENT PROPOSAL

The development application is seeking approval for an Accommodation Building, which is defined by the planning scheme as

> *Premises used for the accommodation of persons unrelated to the proprietor, comprising more than one dwelling unit. The use includes boarding house, hostel and workers camps including the temporary use of workers camps.*

The application has been made to convert the existing use, a residential dwelling, to an Accommodation Building, to accommodate students or business people attending Noorla Resort.

The facility will have the ability to accommodate up to 12 guests at any one time. The current layout of the building will be retained, although the shed located to the rear of the building will be converted to an additional room, to result in a total of five rooms.

It is understood that development will predominately operate Sunday night through to Friday lunchtime, with 'lights out' by 10:30pm each night. An average of 26 blocks of training occur annually, which will create the demand for the accommodation.

The applicant/ owner and his wife who will reside on-site, will service the rooms. No additional staff will be required.

In regards to parking and access, the site will accommodate four carparks. Given the vast majority of students will be picked up and transported by buses to the Noorla Resort, it appears likely that the proposed car parking will be sufficient to meet the likely demand.

4.0 CONSIDERATION UNDER THE CURRENT HINCHINBROOK SHIRE PLANNING SCHEME

An assessment against the 'applicable' provisions of the *Hinchinbrook Shire Planning Scheme 2005* has been undertaken below and which includes the following:-

An assessment against the 'applicable' provisions of the Hinchinbrook Shire Planning Scheme 2005 has been undertaken below and which includes the following:

1 Desired Environmental Outcomes
2 Definition of Use/s
3 Zone
4 Level of Assessment
5 Codes.

4.1 ZONE AND LEVEL OF ASSESSMENT

Type of Development	Zoning	Overlays	Level of Assessment
Material Change of Use • Accommodation Building	Residential	Flooding & Inundation Overlay Code	• Impact Assessable

4.2 DESIRED ENVIRONMENTAL OUTCOMES

The Desired Environmental Outcomes (DEOs) are the foundation of the Planning Scheme and the DEOs:

a. Represent the policy intent to be achieved through the Planning Scheme
b. Cover matters and conditions relating to the natural, built and human environments
c. Are expressions of the end states rather than means to ends.

The DEOs relate to the whole of the Shire and each DEO is sought to be achieved to the extent practicable having regard to each of the other DEOs. The desired environmental outcomes for Hinchinbrook Shire are as follows:

a. Agriculture, Diversification and Economic Development
b. Efficient, Flexible Urban Development and Infrastructure
c. Range of Living and Housing Opportunities
d. Biodiversity and Conservation.

Not all DEOs are relevant to the proposal. The DEO provisions that are relevant to this application are provided below, along with comments relating to how the application does or does not contribute to achieving the policy intent set by the planning scheme.

Desired Environmental Outcomes	Discussion
Agriculture, Diversification and Economic Development The Shire will have a sustainable and diverse economic base achieved through: (iii) the maintenance of Ingham as the principal cohesive commercial centre to meet the needs of Shire residents and visitors for administration, business, shopping, cultural and entertainment activities and services.	The proposed site is appropriately located as required by (iii) to see *the maintenance of Ingham as the principal cohesive commercial centre* to meet the needs of Shire residents and visitors for administration, business, shopping, cultural and entertainment activities and services.
Desired Environmental Outcomes	**Discussion**
Efficient, Flexible Urban Development and Infrastructure A Shire where development is: (i) adequately and efficiently serviced with necessary infrastructure including community facilities'… (iv) sustainable in terms of infrastructure capital costs, recurring costs and demand for services; (v) in keeping with the relaxed lifestyle, natural beauty and historical character of Hinchinbrook Shire and its localities, including scale, intensity, built form, visual impacts, and environmental impacts; (vi) responsive to the community's needs and interest in terms of the range of services, facilities and amenities, including sport and recreation facilities	The development achieves the outcomes required by this DEO, primarily though its use of an existing dwelling that is appropriately serviced to cater to the demand generated by the proposed use. The development is generally free from the constraining effects of flooding or inundation, or can be conditioned to be. The development is considered to be responsive to the community's needs and interest in terms of the range of services, facilities and amenities, including sport and recreation facilities through the providing an increase in accommodation available to students.
Desired Environmental Outcomes	**Discussion**
Range of Living and Housing Opportunities A Shire where a range of safe and attractive living options are provided through: (i) affordable housing choices in the towns and villages (iii) enhancing the local culture and community through the sensitive location of developments and urban design;	The development achieves the outcomes required by this DEO by fulfilling a need for additional short term accommodation. The development further achieves this DEO by causing no harm to existing housing stock or prohibiting new housing from commencing.

4.3 OVERALL OUTCOMES SPECIFIC OUTCOMES AND PROBABLE SOLUTIONS

4.2.1 RESIDENTIAL ZONE CODE: OVERALL OUTCOMES

	Overall outcomes	Discussion
(a)	A range of housing types are available in Hinchinbrook Shire to meet community needs, the design and siting of housing considers the location, flooding potential, the surrounding land uses and the intensity of the proposed use. The choice in housing types includes accommodation buildings, dwelling houses, duplex units, multiple unit residential buildings, caravan and mobile homes, relatives apartments and retirement villages;	Complies The development will contribute to a range of housing types available within the shire to the community, in particular students. The flood immunity of the proposed development is discussed in further detail below, but is generally considered acceptable.
(b)	Residential areas are protected from intrusive, incompatible land uses and built forms;	Complies The proposed use is considered consistent with the Residential zoning of the land. Conditions have been applied to ensure that the development will not result in detrimental impacts to the privacy and amenity of the neighbouring property at 26 Atkinson Street.
(c)	Building forms and materials employed in non-residential development in or adjacent to the Residential Zone generally are sympathetic to the form and materials uses in the existing residential development;	Not Applicable
(d)	Building forms are suitable for the climate and character of the Shire, as well as meeting the needs of a changing population;	Complies The development proposes the adaptive re-use of an existing red brick building.
(e)	The function of the rail corridor is protected. Noise sensitive development in proximity to the rail corridor is located or designed to reduce infiltration of rail noise; and	Not Applicable
(f)	Tourist accommodation in Allingham does not intrude on residential amenity and is more appropriately located on village or commercial zoned land.	Not Applicable

4.4 SPECIFIC OUTCOMES AND PROBABLE SOLUTIONS FOR THE RESIDENTIAL ZONE CODE

The proposal has been assessed against the applicable provisions of the residential zone code. An air photo of the site (Figure 1) and surroundings is provided, for ease of reference.

Residential Zone Code				
SPECIFIC OUTCOMES		ACCEPTABLE/PROBABLE SOLUTION		COMMENTS/COMPLIANCE
Self Assessable and Assessable Development				
Building Height				
01	The height of residential buildings is compatible with and complementary to the character of the urban environment.	S1	Residential buildings do not exceed a total of 7m, in height measured from natural ground level, except for buildings on land with frontage to Willow Street, land on the western side of Allamanda Avenue, where buildings can be no greater than 11m in height above ground level, at the principal road frontage.	Complies The existing dwelling provides for 6.375m measurement to the highest point of the roof.
Building Siting, Form and Design				
02	Residential building bulk maintains the character and amenity of the locality, through appropriate design and siting.	S2.1 S2.2 S2.3	Dwelling houses have a maximum site coverage of 50% per allotment. All other residential uses have a maximum site coverage of 40%. The length of walls or facades in residential buildings do not exceed 15m unless broken by variations or articulation of at least 1.5m.	Complies The development is located on existing allotment, and within built form that is considered consistent with the character and amenity of the locality.
Infrastructure Provision				
03	Premises have an appropriate level of infrastructure for the efficient functioning of the use.	S3.1 S3.2	All premises are connected to reticulated water and sewerage where available, or if water is unavailable, premises have a reliable supply of potable water, and if sewerage is unavailable, then septic water is to be disposed of in an approved on-site sewerage treatment and effluent disposal system. Electricity and telecommunications services are available and connected to the site.	Complies The development is currently provided with an appropriate level of infrastructure.
Assessable Development				
Building Siting, Form and Design				
04	To maintain privacy, sunlight and breezes to adjoining properties, residential buildings are set back from side and rear boundaries in proportion to the height of the building.	S4	None specified.	Complies No new structures are proposed which will detriment existing privacy, sunlight and breezes to adjoining properties, residential buildings
05	Residential buildings achieve an adequate level of privacy for inhabitants and neighbours.	S5.1 S5.2	The habitable rooms and balconies of residential buildings other than dwelling houses, do not overlook a habitable room or private open space of an adjoining dwelling unit, or are screened to prevent the loss of privacy. Residential building, other than dwelling houses, are provided with a screen fence on the side and rear boundaries of at least 1.8m in	Complies This provision can be suitably conditioned in the Decision Notice.

Residential Zone Code				
SPECIFIC OUTCOMES		ACCEPTABLE/PROBABLE SOLUTION		COMMENTS/COMPLIANCE
			height, but does not impeded the free flow of flood waters.	
06	Noise-sensitive development in proximity to the rail corridor is located or designed to reduce infiltration of rail noise.	S6	Development is sited 80m away from the operational rail corridor or is designed to reduce infiltration of rail noise.	Complies
07	Adequate vehicle parking and access is provided on the site.	S7.1 S7.2	Vehicle parking is provided in accordance with Schedule 4. Access and manoeuvring areas are provided in accordance with the standards specified in Schedule 4.	Generally complies. Schedule 4 requires 1 space per rooming unit, plus 1 space per 2 employees. The total car parking supply is 6 car parks, including the two accessed from Atkinson Street. This meets the supply requirements, as one room will be removed as a condition of approval (flooding). It is noted that two carparks are to be provided in tandem which does not strictly meet the policy in terms of access and manoeuvring. This is considered acceptable as the likely demand for carparking will be low for a use of this nature (as its attendees are solely from Noorla and may be parked there or use a bus).
Land Size and Dimension				
08	The land is of a size and dimension suitable for the intended use.	S8	The land has a minimum area and frontage for the intended use as listed in Schedule 5.	Complies
On-site Facilities				
09	Residential development is provided with attractive and functional on-site facilities including garbage bin areas, mailboxes, external storage areas, and clothes drying areas.	S9.1 S9.2 S9.3	Clothes drying areas have a 3m² site area per bedroom. Garbage bin areas are visually screened with landscaping. Mail boxes for multiple unit developments are located close to each ground floor dwelling entry, or a mail box structure is located close to the major pedestrian entrance to the site.	Complies – to the extent relevant.
Landscaping and Recreation Areas				
010	Landscaping and recreation space is provided on the premises, other than for dwelling houses, and is at an appropriate scale relative to the street and the	S10 (i) (ii)	Each dwelling unit provides:- 30m² landscape area per bedroom with at least 40% of total space in one (1) useable parcel being not less than 5m in width; and A 2m wide landscape strip, or	(i) Complies (ii) Does not comply and is not achievable given the location of the house. It is recommended

Residential Zone Code				
SPECIFIC OUTCOMES		ACCEPTABLE/PROBABLE SOLUTION		COMMENTS/COMPLIANCE
	height and bulk of buildings and structures on site.		fencing of 2m, in height to side and rear boundaries to block views of and from adjoining uses.	that a condition be imposed to ensure sufficient landscaping to the side boundary.
Infrastructure Provision				
O11	Premises have an appropriate level of infrastructure for the efficient functioning of the use while not impacting on adjoining land uses or the environment.	S11.1	The premises have frontage to a sealed road with kerbing and channelling. S11.2 All loading, unloading and storage areas are located and screened so as not to be visible from the street.	Complies
Lighting Nuisance				
O12	The operation of the activity does not cause undue disturbance to any person, activity or fauna because of the light it emits.	S12	The vertical illumination resulting from direct, reflected, or incidental light coming from a site does not exceed eight (8) lux when measured at any point 1.5m outside of the boundary of the property, at any level from ground level up.	Complies
Energy Efficiency				
O13	Buildings are designed and sited to:- ▪ Maximise indoor climatic comfort; ▪ Minimise energy requirements for cooling during the summer months by minimising the need for air-conditioning; ▪ Have adequate access to breezes and daylight in habitable rooms; ▪ Incorporate lighting to meet usage requirements while minimising energy usage; and ▪ Minimise the climatic environmental impact on adjoining properties.	S13.1	Where possible, private open space and habitable rooms have a northerly aspect. S13.2 East-west facing windows of habitable rooms are shaded by awnings, projections, solar window film, adjustable external opaque louvers, or roller blinds. S13.3 Buildings do not cast a shadow over an adjoining residential lot between the hours of 9:00am and 3:00pm on the 22nd June.	No new structures are proposed, all building works are internal. Therefore this requirement is not considered relevant.
Home Occupation				
O14	Home occupations are sympathetic to and compatible with the residential character of the locality by:- ▪ Maintaining a quiet residential environment; ▪ Maintaining the residential appearance of the street; ▪ Maintaining the low traffic flows in the residential street; and ▪ Ensuring the signage on the premises is small and unobtrusive.	S14.1	Activities on the premises do not involve:- (i) The display of goods; (ii) Hiring out of any item; or (iii) Repairing, servicing, cleaning, or loading, of motor vehicles; S14.2 The home occupation activity involves:- (i) The parking of no more than two (2) additional vehicles on the premises or any street frontage to the premises at any one (1) time; (ii) Only one (1) sign is provided on the site with a maximum face area of 0.3m^2, and	Not applicable, and does not comply given the nature of the use. However, the Home Occupation Acceptable Solutions provisions provide a reasonable indication of the appropriate scale, form and intensity of compatible non-residential development in the residential zone. However the Performance Criteria establish the broader principles for the use, and the development can be conditioned to generally comply particularly:

Residential Zone Code			
SPECIFIC OUTCOMES		ACCEPTABLE/PROBABLE SOLUTION	COMMENTS/COMPLIANCE
		containing only the name of the person carrying out the activity, the name of the business, and the type of business; and (iii) Is serviced using existing infrastructure facilities, including water supply, sewerage, or approved septic system, storm water drainage, and telecommunications.	▪ Operating conditions are recommended to deal with hours of operation, number of guests. ▪ Ensuring the signage on the premises is small and unobtrusive.
Multiple Unit Development in Allingham			
O15	Multiple unit development occurs in appropriate locations to minimise the likely impact on the residential population.	S15 Residential areas where the service road is a short street or cul-de-sac servicing less than fifteen (15) allotments. Multiple unit development fronting that service road will not exceed three (3) units.	Not applicable

4.2.2 FLOODING & INUNDATON CODE: SPECIFIC SOLUTIONS & PROBABLE SOLUTIONS

PLANNING SCHEME PROVISION	ACCEPTABLE/PROBABLE SOLUTION	COMMENTS/COMPLIANCE
Self Assessable and Assessable Development		
01 Development on land affected by flooding and inundation as indicated in Natural Feature Maps 6, 6a, 6b, 6c, 6d, 6e, & 6f, has reasonable flood immunity such that persons and property are not placed at unreasonable risk of injury or damage caused by flooding or inundation.	S1.1 FOR AREAS OUTSIDE OF HIGH HAZARD FLOODWAYS Development on land affected by flooding and inundation is undertaken in accordance with the following applicable control measures:- (i) All habitable floor levels of habitable buildings to be greater than or equal to the 1% AEP flood level (100 year) plus 300mm; and (ii) All floor levels of buildings used for commercial and industry purposes to be greater than or equal to the 1% AEP flood level (100 year). S1.2 FOR AREAS IN HIGH HAZARD FLOODWAYS Development that is residential (including community facilities), commercial, or industrial, in nature is not located on land classified as high hazard floodway.	Complies The allotment is within a high hazard depth area for flooding inundation. It appears that: ▪ The existing dwellings are above or very close to the 1 in 100 year ARI flood interval level. ▪ The store room (proposed as an accommodation room) is below the 1 in 100 year ARI flood interval level. The re-use of the existing dwellings is considered appropriate, given: ▪ the level of immunity of the existing dwellings; ▪ its location within existing built form used for residential purposes; ▪ the nature of the accommodation proposed, and the fact that it is unlikely to be used in the instance of flood. It is noted that the re-use of the store room for accommodation purposes cannot achieve the appropriate level of flood immunity, and on that basis it is recommended that a condition be included on the permit that limits the accommodation to the house only, not the store.
Assessable Development	*Probable Solutions*	*Probable Solutions*
02 Development on land affected by flooding and inundation as indicated in Natural Feature Maps 6, 6a, 6b, 6c, 6d, 6e, & 6f, does not result in adverse flood impact elsewhere in the vicinity of the development.	S2.1 FOR AREAS OUTSIDE OF HIGH HAZARD FLOODWAYS None specified. S2.2 FOR AREAS IN HIGH HAZARD FLOODWAYS	Complies Given the development does not involve new structures it is considered that the proposal achieves this outcome.

		Development that is residential (including community facilities), commercial, or industrial, in nature is not located on land classified as high hazard floodway.	
Flood Protection - Reconfiguring land			
03 Land that is within a residential, village, or commercial, zone and subject to flooding, as identified on flooding and inundation area maps 6, 6a, 6b, 6c, 6d, 6e, & 6f, has a reasonable flood immunity such that persons and property are not placed at unreasonable risk of injury or damage caused by flooding or inundation.	S3.1	FOR AREAS OUTSIDE OF HIGH HAZARD FLOODWAYS Minimum fill level to be equal to the 1% AEP flood level (100 year) for the land. S3.2 FOR AREAS IN HIGH HAZARD FLOODWAYS No filling of land classified as high hazard floodway.	Not Applicable.

5.0 REFERRAL AGENCY RESPONSES

The application did not require referral assessment.

6.0 OFFICER COMMENT

Residential Amenity

Given the proposal is to be located within an existing structure and its association with the neighbouring Noorla Resort, Officers are satisfied that the proposal provides a satisfactory standard of residential amenity. The proposal will maintain a similar impact to neighbours as would a similar residential use and so cannot be expected to detract from the existing amenity of the area.

Impacts to Neighbouring Properties

Officers are satisfied that the new use will not result in a compromise of the existing privacy enjoyed by the neighbouring property at 26 Atkinson Street. The presence of a shed on the neighbouring property should also minimise privacy and general amenity impacts. Upstairs bedrooms are to remain a residential use and are not anticipated to produce additional impacts from the change in use to the ground floor story.

Car Parking and Access

The application meets the minimum car parking requirements as specified by Schedule 4 of the Planning Scheme. Schedule 4 nominates an allocation of 1 space per rooming unit, plus 1 unit per 2 employees.

It is noted that two carparks are to be provided in tandem which does not strictly meet the policy in terms of access and manoeuvring. This is considered acceptable as the likely demand for carparking will be low for a use of this nature, due to:

- All guests being associated with the Noorla Resort;
- Most Noorla attendees travel by bus (90%, according to the applicant); and
- Between the Noorla site and the proposed development there will not be a total increase in car parking demand.

Public Notification

This proposal was Impact Assessable and so required Public Notification. Officers are satisfied that Public Notification was conducted correctly and sufficient opportunity was given to the public to make submissions about the proposal. No submissions from the public have been received regarding the proposal and it must be concluded the public has no opposition to the proposals commencement.

7.0 CONCLUSION

The proposal for an Accommodation Building is considered to generally meet the requirements and provisions of the Planning Scheme, and on that basis is recommended for approval.

7.1 Budget Provision:

There is no impact on the Hinchinbrook Shire Council Budget unless a Council decision is contested.

7.2 Legislation Link - Act, Corporate Plan, Operational Plan:

Council is required to deal with and assess planning concerns with reference to the following Legislation, planning instruments and documents:-

Legislation	Local Planning instrument	Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Sustainable Planning Act 2009; and	*Hinchinbrook Shire Planning Scheme 2005*	Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle); and	Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle).

7.3 Consultation with internal departments

The application was internally referred on Friday 11 March, 2016, to Council's Water & Sewerage Department, Council's Building Certifier and Council's Infrastructure Engineer for comment.

Council's Water & Sewerage Manager, could not foresee any major implications of the use on Council's water & sewerage infrastructure network.

Council's Infrastructure Engineer, advised only a concern with on-street carparking, however providing adequate off-street parking was available the use does propose to create an impact on Council's road infrastructure network.
In addition to this, Mr Colin Gray commented that the proposed location for the new crossover access (to accommodate extra on-site carparking) was suitable.

Council's Building Certifier, did not provide comment.

7.4 Public Notification

The application was publicly notified in accordance with legislative requirements. Nil submissions were received from the notification process.

7.5 Infrastructure Charges

The application will trigger infrastructure charges for the additional demand created by accommodation aspect of the development. Credit will be given for the existing residence and the former medical centre use.

8.0 RECOMMENDATION

The proposal for an Accommodation Building is considered to generally meet the requirements and provisions of the Planning Scheme, and on that basis is recommended for approval subject to the following conditions:

Approved Plan(s)

1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s) and in accordance with the specifications, facts and circumstances as set out in the application submitted to Council, except where otherwise directed by conditions.

Timing of Effect

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

Approved Use

3. Unless otherwise approved by Council, the site is approved for an Accommodation Building and associated residential residence.

Limitation on Guests

4. All guests staying within the accommodation building must be attending the Noorla Resort for business or training, unless otherwise approved by Council.

Air-Conditioning Screens

5. Air-conditioning units located above ground level and visible from external properties and the street must be screened with appropriate materials to improve the appearance of the building. Such screening must be completed prior to the commencement of use.

Lawful Point of Discharge

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

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

Car Parking Spaces

7. Undertake the following internal works to the land at no cost to Council:

    a. Construct a sealed, dust free parking area suitable for two (2) vehicles in accordance with the approved drawing(s) and/or document(s) and in accordance with the specifications, facts and circumstances as set out in the application submitted to Council.

    The applicant is responsible for ensuring customers utilise the designated off-street parking areas such that there is no parking impact on Atkinson and Neame Streets, and the residential appearance of the streetscape is maintained.

Damage to Infrastructure

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

External Works

9. Undertake the following works external to the land at no cost to Council:

    a. Provide a concrete crossover, making appropriate provision for drainage in accordance with Council design specifications and requirements;

    b. Make good the kerb at any redundant crossovers;

    c. Repair any damage to existing kerb and channel, footway or roadway (including removal of concrete slurry from footways, roads, kerb and channel and stormwater gullies and drain lines) that may occur during and works carried out in association with the construction of the approved development.

    All works in the road reserve need to be properly separated from pedestrians and vehicles, with any diversions adequately signed and guarded. The external works outlined above require approval from Council and a plan of the works must be endorsed by the Chief Executive Officer prior to commencement of such works. Such work must be constructed in accordance with the endorsed plan to the satisfaction of the Chief Executive Officer prior to Commencement of Use or approval and dating of the Building Format Plan, whichever occurs first.

Landscaping

10. The applicant must provide the following landscaping/screen fence:

    a. Inclusion of landscaping with plants having a mature height of at least 2m between the accommodation building and neighboring residential allotments; and
    b. A 1.8 metre high solid screen fence along the boundary between accommodation units and the adjoining 26 Atkinson Street Ingham.

    The screen fence must be provided prior to the commencement of the use and all landscaping must be completed within 90 days of the Commencement of Use and is to be maintained at all time to the satisfaction of the Chief Executive Officer.

Storage of Machinery and Plant

11. The storage of any machinery, material and vehicles must not cause a nuisance to surrounding properties, to the satisfaction of the Chief Executive Officer.

Demolish Structures

12. All structures not associated with the approved development (including disused services and utilities) must be demolished and/or removed from the subject land prior to Commencement of Use.

Minimum Floor Levels

13. Floor levels in the new habitable room identified on the plan as bedroom 5, must be located 300mm above the Q100 flood immunity, plus any hydraulic grade effect (whichever is the greater), in accordance with FNQROC Development Manual and Planning Scheme requirements. Council's current records indicate existing ground levels of approximately 13.3 meters AHD.

    If floor levels of the height cannot be attained, the area identified as bedroom 5 is not to be used for accommodation purposes.

Ponding and/or Concentration of Stormwater

14. The proposed development is not to create ponding nuisances and/or concentration of stormwater flows to adjoining properties.

Refuse Storage

15. Refuse storage is required to service the site in accordance with Council requirements. The location of bins shall not create be such that they are unsightly from the street.

Details of Development Signage

16. Signage for the proposed development is limited to one sign with a maximum face area of 0.3m^2, unless otherwise approved by the Chief Executive Officer.

Reporting Officer:

George Milford
Consultant Town Planner
14 June 2016

Attachments

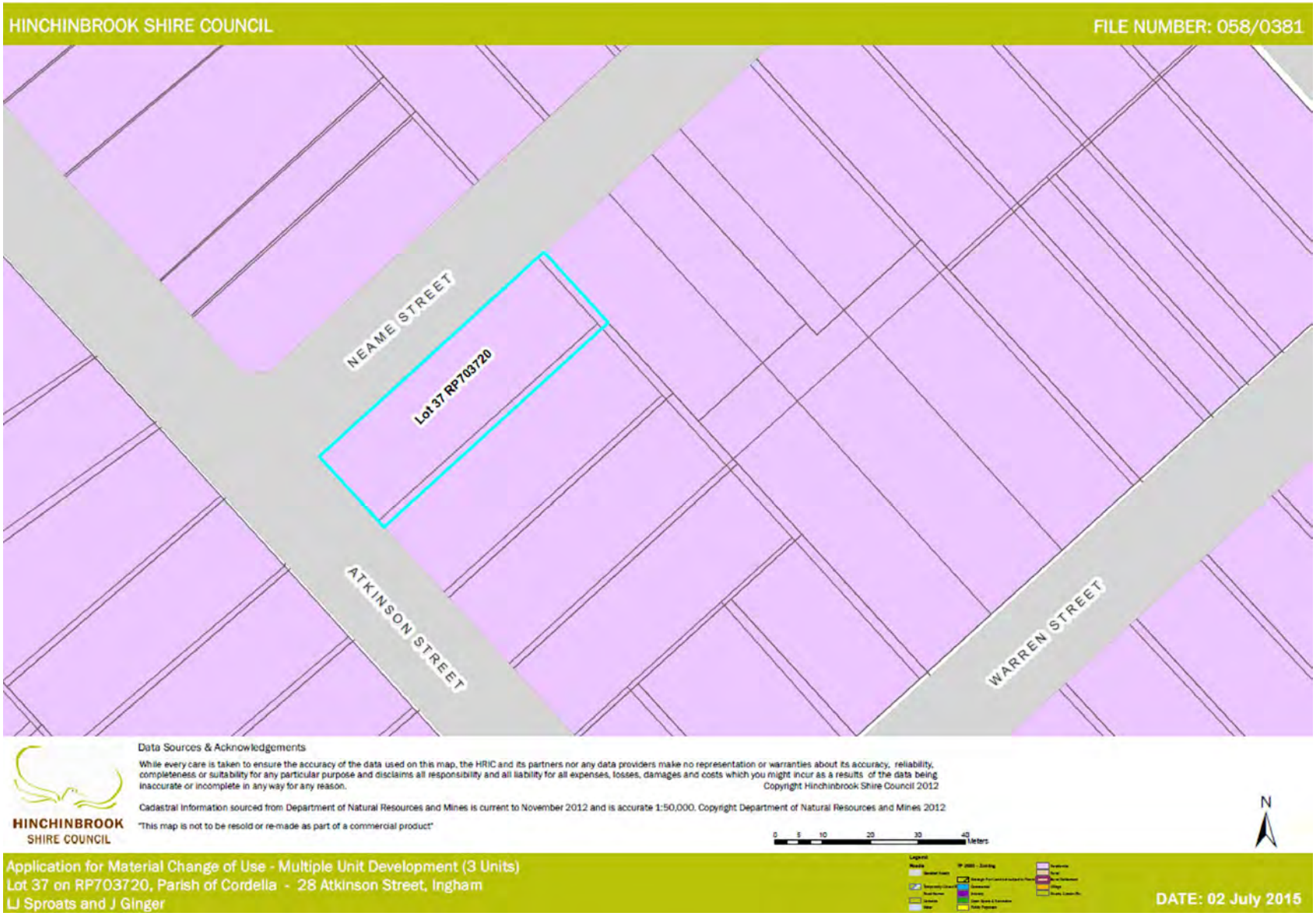
Attachment A: Locality Map

Attachment B: Zoning Map

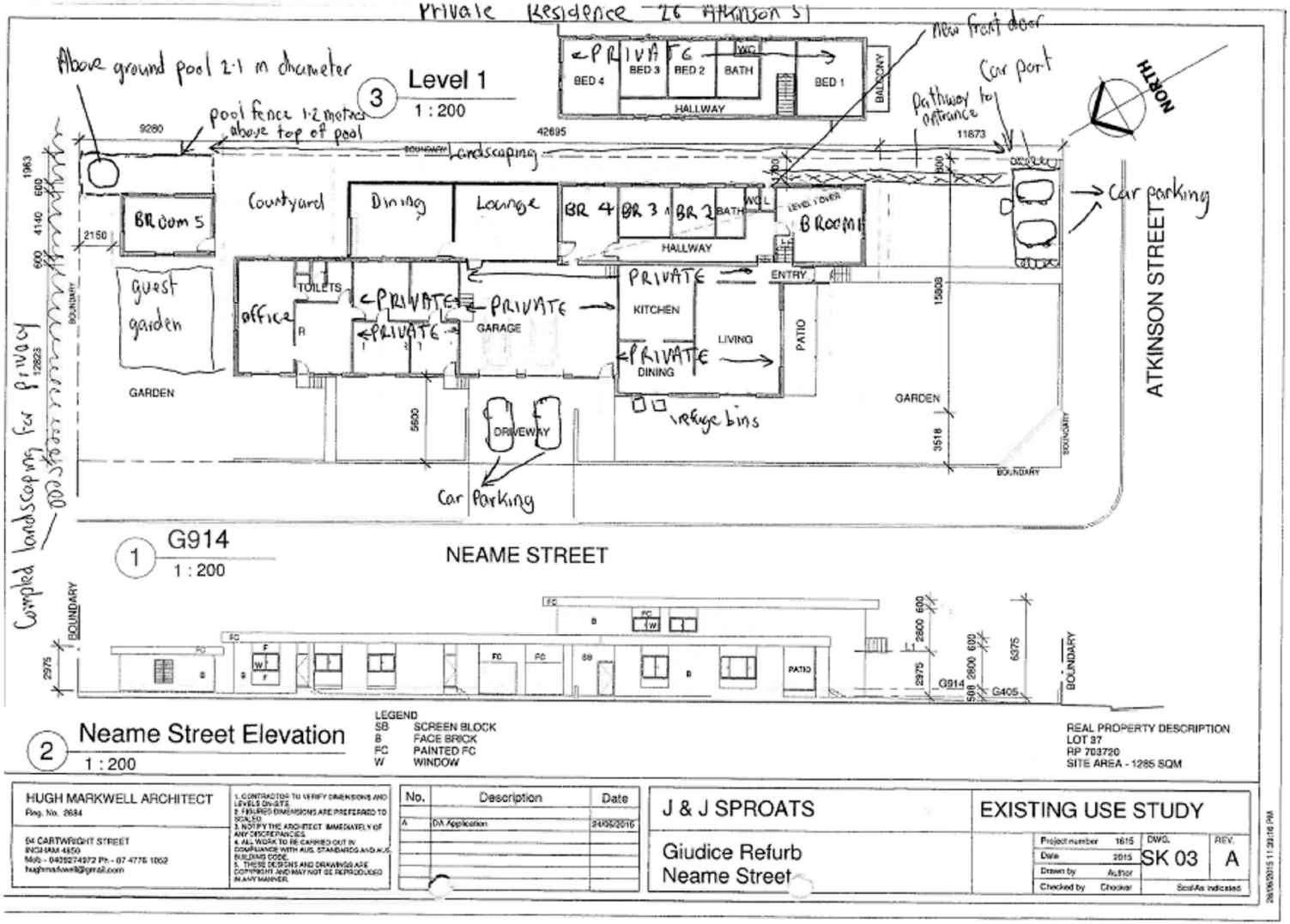
Attachment C: Applicant's Development Plan/s

Attachment A: Locality Map

Attachment B: Zoning Plan



Attachment C: Applicants Development Plan/s



HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE PLANNING SCHEME

PLANNING ASSESSMENT REPORT

MOBILE TELECOMMUNICATIONS BASE STATION

MATERIAL CHANGE OF USE:

UNDEFINED USE (TELECOMMUNICATIONS FACILITY)

MCU0005

1.0 EXECUTIVE SUMMARY

Council is in receipt of an application for a Telecommunications Facility on land located at 13 Abergowrie Road, Abergowrie and described as Lot 26 on A9113, Parish of Garrawalt. The applicant, Telstra Corporation Limited C/- Service Stream, seeks to construct a Mobile Telecommunications Base Station for use associated with the Telstra mobile phone network. The site is zoned Village under the *Hinchinbrook Shire Planning Scheme 2005* and is currently used by the applicant for a similar telecommunication purpose. Access arrangements to the site will be retained from the current Abergowrie Road/ Wombat Street location.

The development seeks to provide increased quality and coverage of telecommunication network for rural residents through the provision of additional infrastructure.

The development was noted as receiving two submissions, inclusive of one petition signed by seventeen residents of the Abergowrie locality. These residents were particularly concerned with visual amenity and potential health impacts. The applicant has provided a response to submissions received.

The proposed development is considered by Officers to be appropriate for the Village Zone, particularly the co-location with the site's existing use as a communication's facility.

The application is recommended for approval, subject to conditions.

Summary of Application and Site Details	
Applicant:	Telstra Corporation Limited C/- Service Stream
Street Address:	13 Abergowrie Road, Abergowrie
RP Description:	Lot 26 on A9113, Parish of Garrawalt
Land Area:	577m^2
Plan Zoning:	Village
Application Type:	Material Change of Use
Level of Assessment:	Impact Assessment
Existing Use of Land	Telecommunications Facility
Proposed Development:	Mobile Telecommunication Base Station

2.0 LOCATION AND SURROUNDING LAND USES

The subject site, being Lot 26 on A9113, Parish of Garrawalt, is currently used by the applicant, Telstra Corporation Limited (Telstra), as a Telecommunications Facility. The 577m^2 site contains a number of existing structures associated with the current use, including an equipment shelter accommodating communications equipment.

Surrounding uses in the area include predominately residential dwellings associated with the Abergowrie township, where the nearest residential dwelling is approximately 36m to the south, while in the wider locality a number of larger rural properties exist.

3.0 DEVELOPMENT PROPOSAL

The applicant seeks a development permit to establish a new Mobile Telecommunications Facility, inclusive of:

- a 30m monopole;
- three argus panel antennas located atop the monopole; and
- associated ancillary equipment, including mounts, headframe, feeders mast head amplifiers.

The existing equipment shelter will be used were possible.

The development application is made in response to Telstra's participation in the Federal Governments *Mobile Black Sport Programme.* This program is aimed providing rural and regional areas that currently experience poor telecommunications services with an improved service, capable of accommodating latest generation mobile devices.

Both the applicant and Council have undertaken a number of assessments of alternative candidate sites, which ultimately concluded the proposed site was most suitable on account of meeting a number of planning, property, engineering and radio coverage selection criteria. Importantly, the proposed use will be co-located with the existing equipment onsite, thereby consolidating uses and any potential impacts.

Council officers have held subsequent meetings with the applicant, following public notification, where it was suggested by and agreed to by the applicant that additional landscaping and requirements for painting the pole to reduce visual impact could be provided. Conditions to this effect have been included on the decision notice.

4.0 CONSIDERATION UNDER THE CURRENT HINCHINBROOK SHIRE PLANNING SCHEME

An assessment against the 'applicable' provisions of the *Hinchinbrook Shire Planning Scheme 2005* has been undertaken below and includes consideration of:

- The zoning and level of assessment;
- Desired Environmental Outcomes of the Planning Scheme; and
- The Village Zone Code.

It is noted that the Planning Scheme does not include a definition for a use of this nature, and therefore the application has been dealt with as an 'undefined use'.

4.1 ZONE AND LEVEL OF ASSESSMENT

Proposed Use and Development Type	Zoning	Overlays	Level of Assessment
Undefined Use (Telecommunications Facility) **Material Change of Use, being the start of a new use of the premises.**	Village	N/A	**Assessment Category:** Impact Assessment against the Planning Scheme.

4.2 DESIRED ENVIRONMENTAL OUTCOMES

The Desired Environmental Outcomes (DEOs) are the foundation of the Planning Scheme, and the DEOs:

a. Represent the policy intent to be achieved through the Planning Scheme
b. Cover matters and conditions relating to the natural, built and human environments
c. Are expressions of the end states rather than means to ends.

The DEOs relate to the whole of the Shire and each DEO is sought to be achieved to the extent practicable having regard to each of the other DEOs. The desired environmental outcomes for Hinchinbrook Shire are as follows:

a. Agriculture, Diversification and Economic Development
b. Efficient, Flexible Urban Development and Infrastructure
c. Range of Living and Housing Opportunities
d. Biodiversity and Conservation.

Not all DEOs are relevant to the proposal. The DEO provisions that are relevant to this application are provided below, along with comments relating to how the application does or does not contribute to achieving the policy intent set by the planning scheme.

Desired Environmental Outcomes	Discussion
Agriculture, Diversification and Economic Development The Shire will have a sustainable and diverse economic base achieved through: (i) The protection of Good Quality Agricultural Land from direct and indirect impacts from agricultural and all other land use activities, in accordance with the State Planning Policy 1/92. (iii) the maintenance of Ingham as the principal cohesive commercial centre to meet the needs of Shire residents and visitors for administration, business, shopping, cultural and entertainment activities and services. (vi) reducing pollution and its impacts through appropriate pollution control, the sensitive location of uses, buffering and traffic considerations.	The development will not result in any impact, direct or indirect, on Good Quality Agricultural Land, on account of its location and use. The development will improve mobile phone coverage within the Shire, primarily to meet the needs of the residents and visitors for administration, business, shopping, cultural and entertainment activities and services. The services will address safety concerns raised by the public and Council in relation to lack of coverage available to call emergency services.

Desired Environmental Outcomes	Discussion
Efficient, Flexible Urban Development and Infrastructure A Shire where development is: (i) adequately and efficiently serviced with necessary infrastructure including community facilities; (iv) sustainable in terms of infrastructure capital costs, recurring costs and demand for services; (v) in keeping with the relaxed lifestyle, natural beauty and historical character of Hinchinbrook Shire and its localities, including scale, intensity, built form, visual impacts, and environmental impacts; (vi) responsive to the community's needs and interests in terms of the range of services, facilities and amenities, including sport and recreation facilities.	The development can be serviced appropriately and is not expected to result in any significant increase in demand on Council services or infrastructure. The proposed facility is considered essential community infrastructure and provides community benefit through improved and enhanced telecommunications service and infrastructure.

Desired Environmental Outcomes	Discussion
Range of Living and Housing Opportunities A Shire where a range of safe and attractive living options are provided through: (i) affordable housing choices in the towns and villages (iii) enhancing the local culture and community through the sensitive location of developments and urban design;	The proposed facility will not impact the residential diversity within Abergowrie or the wider Shire and is not for residential purposes.

Desired Environmental Outcomes	Discussion
Biodiversity and Conservation A Shire where biodiversity values and outstanding natural and cultural heritage values are protected and maintained though: (i) The protection of World Heritage areas and values;	The proposed facility will not have adverse impacts on the natural environment.

4.3 VILLAGE ZONE CODE ASSESSMENT

As noted above, the proposed development is assessable against the village zone code.

Overall Outcomes	Response
(a) Villages serve a local service function and provide important convenience services to the surrounding rural communities. Villages are attractive and viable, with an appropriate level of essential services and infrastructure	**Complies** The development will: • provide an improvement in the quality of telecommunication service which is considered an *important convenience service* to the surrounding residents; and • result in an *appropriate level of essential services.*
(b) Development is focused and consolidated in the villages to sustain the existing services	**Complies** The developments co-location with an existing telecommunications facility means the facility will result in not only sustaining the existing services but an improvement in service too.
(c) The quiet rural amenity of the village is protected while accommodating rural industries and rural related services uses in appropriate locations	**Complies** It is acknowledge that the proposed facility will be an addition to the locality however it is not considered to significantly impact on the existing amenity of the area.
(d) The function of the rail corridor is protected. Noise sensitive development in proximity to the rail corridor is located or designed to reduce or infiltration of rail noise	**Not relevant.**

4.2.1 VILLAGE ZONE CODE: SPECIFIC OUTCOMES & PROBABLE SOLUTIONS

Table below provides an assessment of the proposal against the specific outcomes of the Village Zone Code.

Planning Scheme Provision	Acceptable Solutions/Probable Solutions	Comments/Compliance
Self Assessable and Assessable Development		
Building Height		
O1 The height of residential buildings is compatible with and complementary to the character of the urban environment.	S1 Residential buildings do not exceed a total of 7m in height, measured from natural ground level, except for buildings with frontage to western alignment to Patterson Parade southwards from Pearson Street in Lucinda, and western alignment to John Dory Street between Groper Street and Dolphin Crescent and western alignment to Dolphin Crescent in Taylors Beach, where buildings can be no greater than 11m in height above ground level at the principal road frontage.	**Not Applicable -** the proposal is not for the construction of a residential building.
Building Siting, Form and Design		
O2 Residential building bulk maintains the character and amenity of the locality, through appropriate design and siting.	S2.1 Dwelling houses have a maximum site coverage of 50% per allotment. S2.2 All other residential uses have a maximum site coverage of 40%. S2.3 The length of walls, or facades in residential buildings, do not exceed 15m unless broken by variations or articulation of at least 1.5m.	**Not applicable** - the proposal is not for the construction of a residential development.
Infrastructure Provision		
O3 Premises have an appropriate level of infrastructure for the efficient functioning of the use.	S3.1 All premises are connected to reticulated water and sewerage where available, or if water is unavailable, premises have a reliable supply of potable water, and if sewerage is unavailable then septic water is to be disposed of in an approved on-site sewerage treatment and effluent disposal system. S3.2 Electricity and telecommunications services are available and connected to the site.	S3.1 **Complies** – The proposal is to be unmanned and will not require the use of water for its daily operation. A water tank exists on site, which may service the site on the rare occurrence that water is required. S3.2 **Complies** – The site is serviced by existing power and telecommunication connections.

Planning Scheme Provision		Acceptable Solutions/Probable Solutions		Comments/Compliance
Assessable Development Only				
Building Siting, Form and Design				
O4	To maintain privacy, sunlight, and breezes to adjoining properties, and residential buildings are set back from side and rear boundaries in proportion to the height of the building.	S4	None specified.	**Not applicable** - the proposal is not for the construction of a residential development.
O5	Residential buildings achieve an adequate level of privacy for inhabitants and neighbours.	S5.1	The habitable rooms and balconies of residential buildings other than dwelling houses, do not overlook a habitable room, or private open space of an adjoining dwelling unit, or are screened to prevent the loss of privacy.	**Not applicable** - the proposal is not for the construction of a residential development.
		S5.2	Residential building, other than dwelling houses, are provided with a screen fence on the side and rear boundaries of at least 1.8m in height, but does not impede the free flow of flood waters.	
Vehicle Parking and Access				
O6	Adequate vehicle parking and access is provided on the site.	S6.1	Vehicle parking is provided in accordance with **Schedule 4**.	S6.1 **Complies** - the proposed development is to be unmanned with between 2 and 6 visits per year for scheduled maintenance. Existing parking on site is sufficient to service these small traffic volumes
		S6.2	Access and manoeuvring areas are provided in accordance with the standards specified in **Schedule 4**.	S6.2 – **Complies** – existing access and manoeuvring areas are sufficient to service this development.
On-site Facilities				
O7	Multiple unit residential development is provided with attractive and functional on-site facilities including garbage bin areas, mailboxes, external storage areas, car parking, and clothes drying areas.	S7.1	Clothes drying areas have a $3m^2$ site area per bedroom.	**Not applicable** - the proposal is not for the construction of a residential development.
		S7.2	Garbage bin areas are visually screened with landscaping.	
		S7.3	Mail boxes for multiple unit developments are located close to each ground floor dwelling entry, or a mail box structure is located close to the major pedestrian entrance to the site.	

Planning Scheme Provision	Acceptable Solutions/Probable Solutions	Comments/Compliance
Landscaping and Recreation Areas		
O8 Landscaping and recreation space is provided on the premises, other than for dwelling houses, and is at an appropriate scale relative to the street and the height and bulk of buildings and structures on site.	S8 Each dwelling unit provides:- (i) 30m^2 landscape area per bedroom with at least 40% of total space in one (1) useable parcel being not less than 5m in width; and (ii) A 2m wide landscape strip or fencing of 2m in height to side and rear boundaries to block views of and from adjoining uses.	**Not applicable** - the proposal is not for the construction of a residential development
Infrastructure Provision		
O9 Premises have an appropriate level of infrastructure for the efficient functioning of the use while not impacting on adjoining land uses or the environment.	S9.1 The premises have frontage to a sealed road with kerbing and channelling. S9.2 All loading, unloading and storage areas are located and screened so as not to be visible from the street.	S9.1 **Complies** – existing frontages will be maintained S9.2 **Complies** – The proposal is unmanned and does not include loading or unloading areas, no screening is required
Lighting and Noise Nuisance		
O10 The operation of the activity does not cause undue disturbance to any person, activity or fauna because of the light it emits.	S10 The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.	S10 **Complies** – the proposed facility does not include lighting on the structure.
O11 Noise sensitive development in proximity to the rail corridor is located or designed to reduce infiltration of rail noise.	S11 Development is sited 80m away from the operational rail corridor or is designed to reduce infiltration of rail noise.	**Not Applicable** - The proposed facility is not a noise sensitive development
Villages Generally		
O12 Development does not fragment or disrupt the existing pattern of land use by being either:- ▪ In-fill development within the village; or ▪ On the fringe of the village if it is the only viable option and can be connected to existing infrastructure.	S12 None specified.	S12 **Complies** – the development is wholly located within an existing Telstra facility, therefore further development of the site will not lead to increased fragmentation or disruption to the existing land use pattern.
O13 Development reflects and enhances the village character and is in keeping with the existing scale intensity of neighbouring land use and the village itself.	S13 None specified.	S13 **Complies** – The development is for crucial infrastructure and is located on a site already dedicated to providing telecommunication services to the area.

Planning Scheme Provision		Acceptable Solutions/Probable Solutions		Comments/Compliance
Halifax				
O14	Development in Halifax retains its current "main street" character by:- ▪ Limiting business activity to a clearly defined business centre focussed on Macrossan Street; and ▪ Retaining the current built form and landscape character.	S14.1	Retail or commercial development is contained within or immediately adjoining the existing business centre in Macrossan Street, between Alma Street and River Avenue.	**Not Applicable** – The proposal is not located in Halifax
		S14.2	Buildings located in the existing business centre in Macrossan Street, between Alma Street and River Avenue:-	
		(i)	Are retained wherever practical;	
		(ii)	Have a maximum height of two (2) storeys;	
		(iii)	Are built to the front road alignment; and	
		(iv)	Are provided with awnings for the full length of the building frontage and for the full width of the adjoining footpath.	
O15	The quiet amenity of the residential areas in the village is protected from impacts from industrial development.	S15	Industrial development is located to the east of Scott Street, between Lucinda Road and Andersen Street.	**Not Applicable** – The proposal is not located in Halifax

5.0 REFERRAL AGENCY RESPONSE

The application was not required to be referred to any concurrence or advice agencies.

6.0 PUBLIC NOTIFICATION AND SUBMISSIONS

Public Notification

Officers note that Brazier Motti Pty Ltd, responsible for carrying out public notification tasks on behalf of the applicant, did not comply with public notification requirements of the *Sustainable Planning Act 2009*. In particular, it was noted that although the public notification period commenced on the Monday 18 April 2016, the public notice sign was erected on site on Tuesday 19 April 2016. In accordance with s 299 (1)(b) of the *Sustainable Planning Act 2009*, the public notification period may only commence on the day after the last public notification task is carried out. This did not occur.

Notwithstanding the above, Council is afforded the ability under s 304 of the *Sustainable Planning Act 2009* to proceed with its assessment of the application even if some requirements of the public notification process are not complied with. Council must be satisfied that the non-compliance has (i) not adversely affected the awareness of the public of the existence and nature of the application and (ii) not restricted the opportunity of the public to make properly made submissions.

In this instance, officers are satisfied the non-compliance has not adversely affected the public awareness of the application nor restricted the opportunity to make properly made submissions.

Public Submissions

Council received two (2) submissions during the public notification period, including a petition of seventeen (17) signatures.

The matters raised by the Community are generally summarised and responded to in the below table. Council officers note the applicant was provided the submissions and has responded to issues raised, some of which has been used in the below table.

It is furthered noted by Council, that the submitters conceded they were not opposed to having increased quality and area of mobile service, which is fundamentally the purpose of the infrastructure proposed.

Issue Raised	Response
Impact on Health The submitters raised concerns with regard to the impact of electromagnetic energy (EME) on the surrounding community.	Council is satisfied, based on the information provided by the applicant and available, that the proposed development will not have adverse impacts on the surrounding community. The applicant has provided a number of supporting reports and information, both in the original development application and the response to submissions that demonstrate this.
Assessment of Alternate Sites The submitters requested that Council and the applicant consider alternate sites for the development.	As noted previously, the applicant, in consultation with Council have undertaken separate assessments of sites in the locality. It was considered that the proposed site offered the most appropriate location; on account of a number of variables, most notable the location of existing facility and infrastructure.

Visual Impact The submitters raised concerns with regard to the impact on visual amenity of Abergowrie.	Council notes that some visual impacts may result from the location of the monopole; however this impacts are largely unavoidable given the nature of the infrastructure proposed. It is recommended that the development be conditioned to mitigate this visual impact through landscaping and painting the infrastructure.

7.0 PLANNER COMMENTS

Land Uses

The location of the proposed Telecommunication Facility within the Village Zone is considered appropriate given its colocation with the existing use. The development is considered a natural augmentation of the site, which is consistent with the expanding operational requirements of the existing use. The development facilitates an improvement in mobile phone coverage to the area, which is considered beneficial to lifestyle and business.

Access

The development will not result in a change to existing access arrangements, with access currently being provided by Abergowrie Road. It is understood the sites existing access will be retained and utilised, with no additional works being required or requested by way of conditions of approval.

Amenity

Some concerns were raised by community, primarily relating to visual amenity. The applicant has conceded in their report that development may have some form of visual impact on account of the proposed 30m monopole. This visual impact can largely be attributed to two unavoidable characteristics of mobile phone towers:

(i) They are structures which generally protrude above other structures and obstructions such as trees; and
(ii) They need to be located at suitable heights in order to operate effectively.

Officers are of the view that it is reasonable to require landscaping around the pole, as well as its painting to achieve a better visual outcome.

8.0 CONCLUSION

It is considered that the proposal complies with the Hinchinbrook Shire Planning Scheme 2005, and the application meets the requirements of the Sustainable Planning Act 2009.

8.1 Budget Provision:

There is no impact on the Hinchinbrook Shire Council Budget unless a Council decision is contested.

8.2 Legislation Link - Act, Corporate Plan, Operational Plan:

Council is required to deal with and assess planning concerns with reference to the following Legislation, planning instruments and documents:-

Legislation	Local Planning instrument	Hinchinbrook Shire Council Corporate Plan	Hinchinbrook Shire Council Operational Plan
Sustainable Planning Act 2009; and	*Hinchinbrook Shire Planning Scheme 2005*	Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle);	Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle).

8.3 Consultation with internal departments

The application was referred to Council's Engineering Department for comment regarding access, and connection to infrastructure. In response, Council's Engineering Department raised no objection to the proposal and sought no further information.

8.4 Infrastructure Charges

The application does not trigger infrastructure charges under Council's *Adopted Infrastructure Charges Resolution 2013*.

9.0 RECOMMENDATION

Council resolve to approve the development application seeking a development permit for the proposed Material Change of Use – Undefined Use (Telecommunications Facility), subject to the following proposed conditions:

Approved Plans

1. Carry out the approved development generally in accordance with the approved drawing(s) and/or document(s), and in accordance with:-

    a. The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within technical reports; and

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

Lawful Point of Discharge

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

    Any works as a result of the material change of use must not interfere with stormwater flow over or through the land.

Sediment and Erosion Control

3. All soil and water management measures associated with construction activities, must be installed/implemented prior to discharge of water from the site, such that no external stormwater flow from the site adversely affects surrounding properties (in accordance with the requirements of the Environmental Protection Act 1994).

Damage to Infrastructure

4. In the event that any part of Council's infrastructure is damaged as a result of work associated with the development, Council must be notified immediately of the affected infrastructure and have it repaired or replaced at no cost to Council. All works must be completed prior to the Commencement of Use.

Visual Amenity

5. In order to minimise the visual impact of the proposed development:

   a) the subject site must be planted with a 2m wide landscaped buffer to the Wombat Street frontages to the site, prior to the commencement of the use and thereafter maintained;
   b) the side and rear property boundaries must be fenced with a 1.8m high timber paling fence;
   c) the proposed monopole must be painted or treated in a manner to reduce its visual impact.

   Details of (a) – (c) must be provided to Council for endorsement prior to the use commencing.

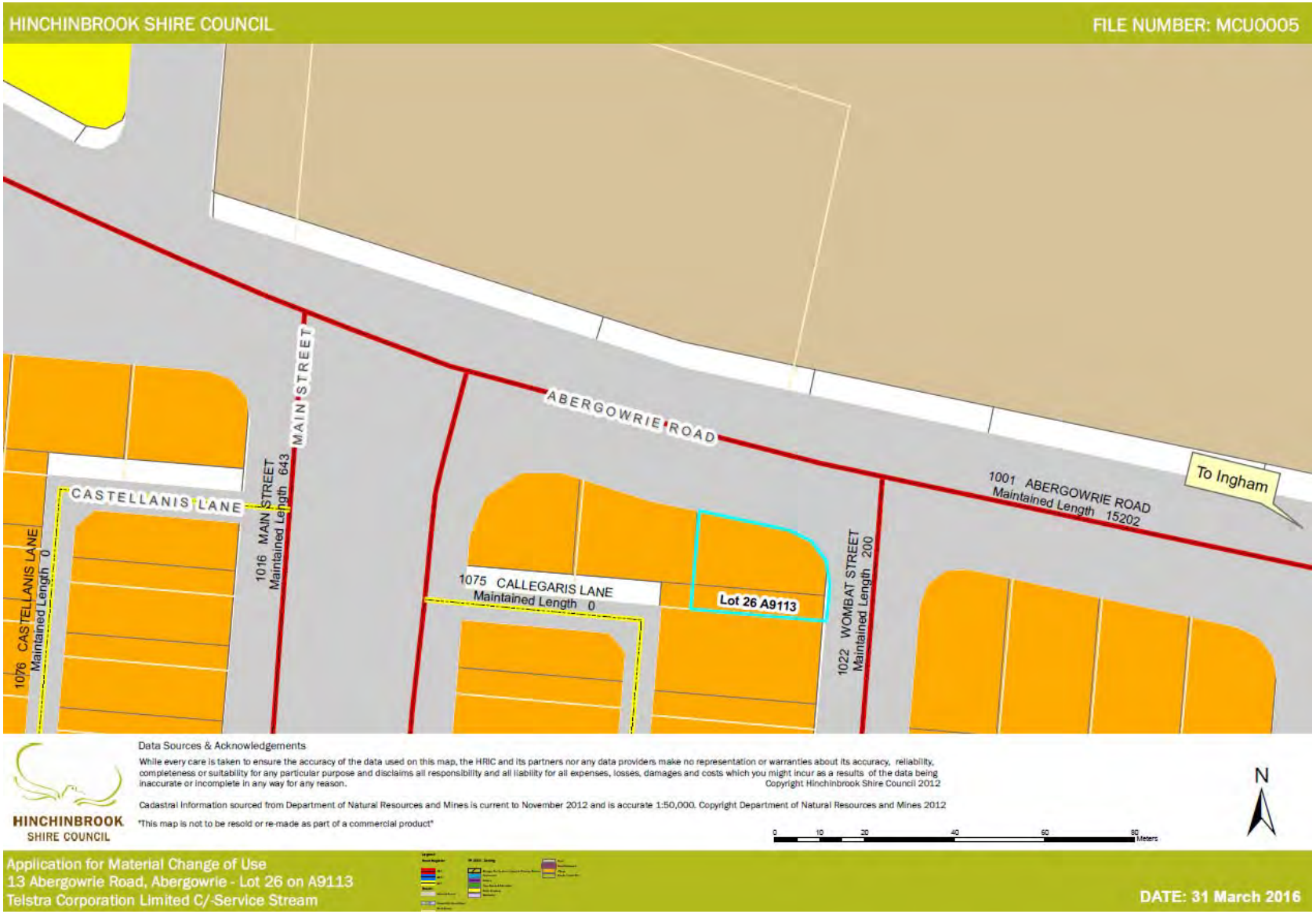
Attachments	
Attachment A:	Location Map
Attachment B:	Zoning Plan
Attachment C:	Applicants Plans

Reporting Officer

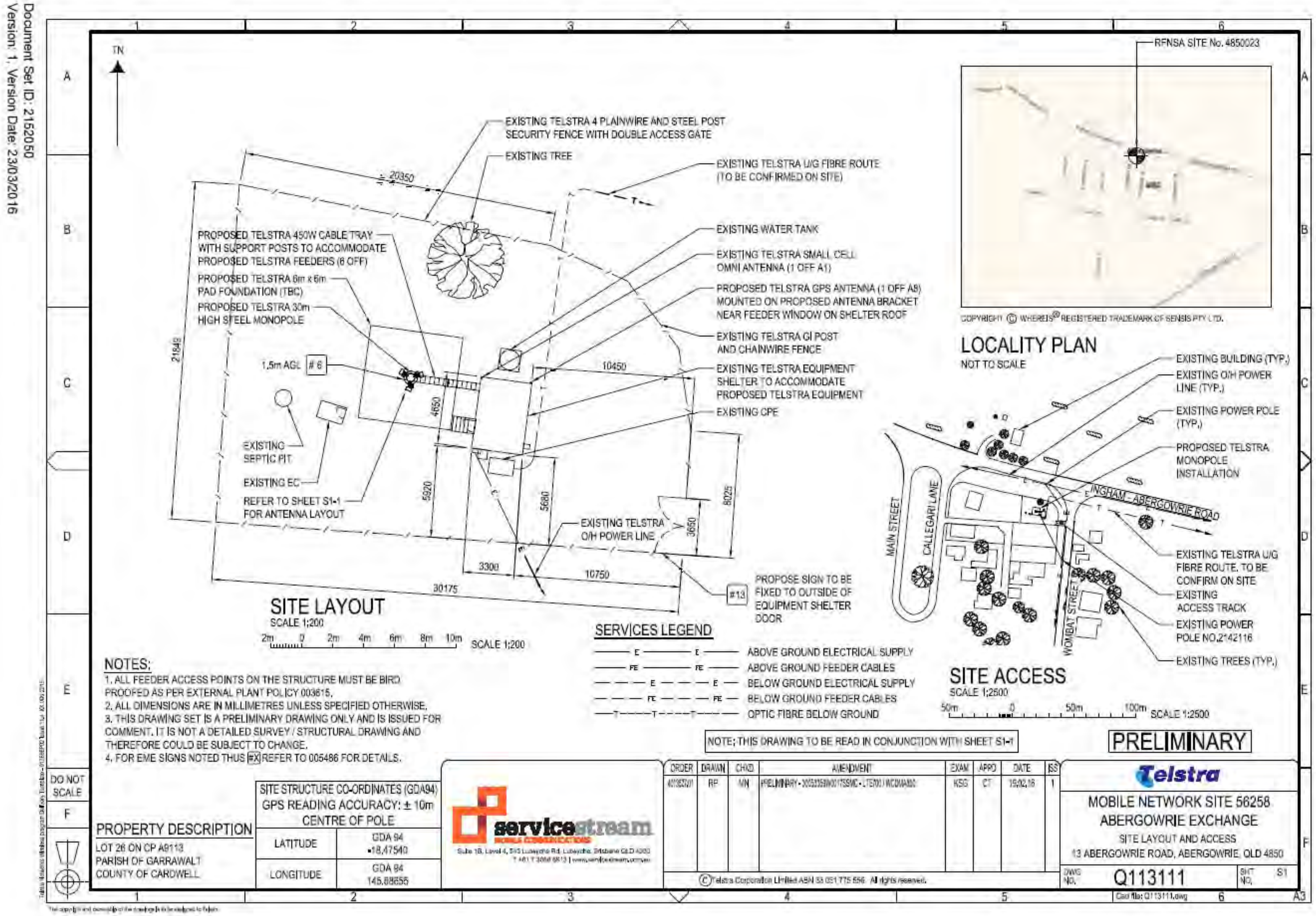
Rosemary Pennisi
Executive Manager Planning & Development
14 June 2016

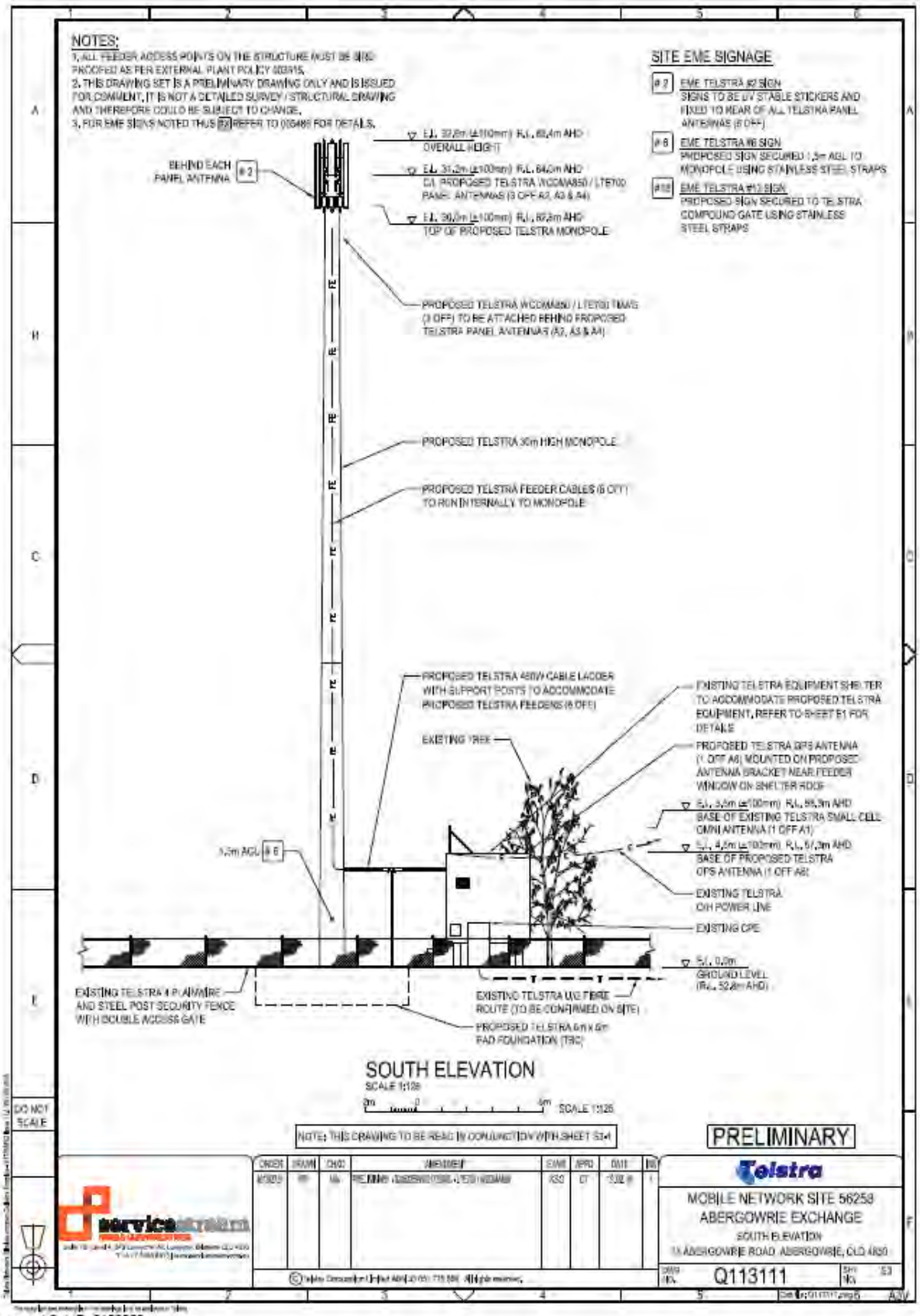
Attachment A: Property Location

Attachment B: Zoning Plan



Attachment C: Application Plans





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Version: 1, Version Date: 23/03/2016

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT FOR MAY 2016

Executive Summary

This Report is presented for the information of Council and includes an activity update for May 2016.

For Council Decision – Recommendation

That the Report be received and noted at the 28 June 2016 meeting.

Officers Comment

Nil

EHO INSPECTIONS

- Food premises - 5
- Public Health inspections - 2
- Environmental inspections - 0
- Complaints/Enquiries - Noise - 2, Odour - 1, Smoke/Dust - 1, Food – 2, Illegal dumping – 0, Waste – 2, Public health - 5
- Other Chemical disposal – 0, Environmental – 0, Flying foxes – 0, Deceased animal collection – 0, Miscellaneous – 2 (Installation of fuel tank on farm; BYO permit)

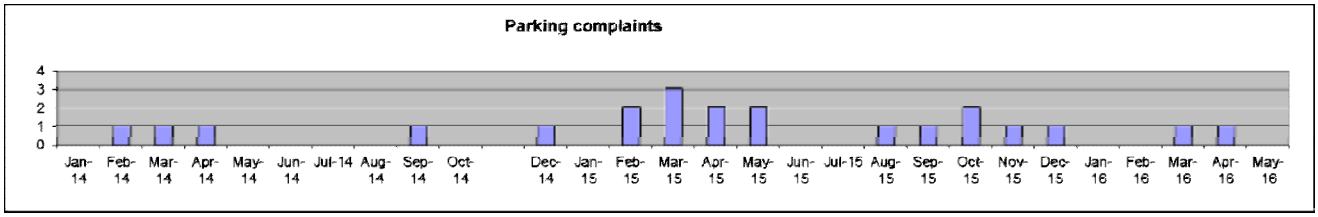
EHO PROJECTS

- Reef Guardian meeting in Townsville
- Updated and released Invitations to Quote for Management of Halifax Transfer Station
- State Government survey on activities relevant to the protection of the Great Barrier Reef

MISCELLANEOUS

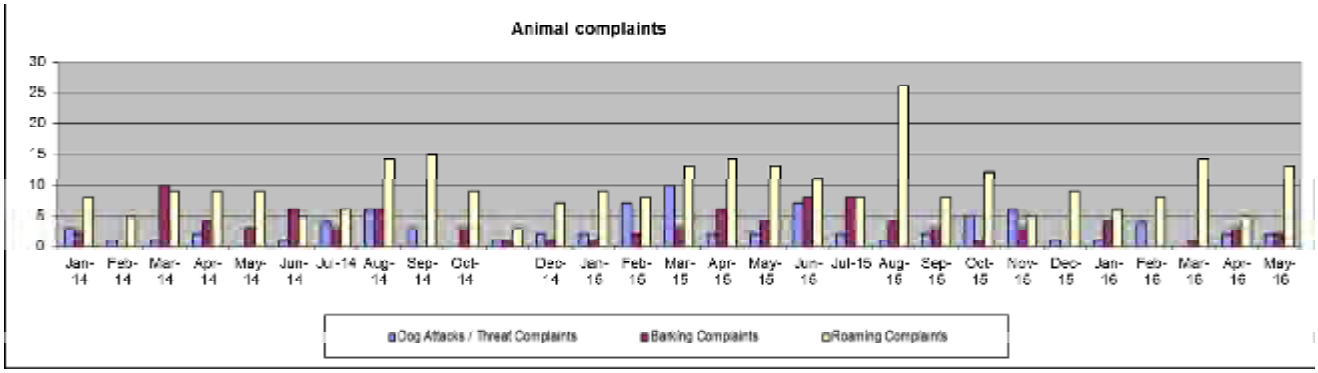
- Assist in the organisation of reorganisation of Warrens Hill Waste Facility to enable installation of emergency shower/eye wash
- Staff rosters
- Arrange skip bins for Tangaroa Blue's Orpheus Island cleanup and Seaforth cleanup
- Further investigation into training of weighbridge operators to obtain a Restricted Refrigerant Recovery Licence
- Shortlisting of Environmental Health Technical Officer/Environmental Health Oficer position

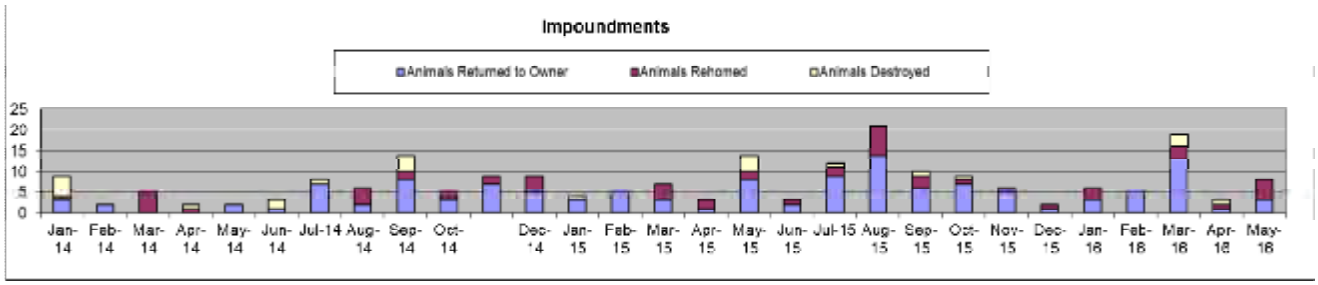
LOCAL LAWS



POUND OPERATION

- Number of dogs impounded - 8
- Number collected by owner - 3
- Number re-housed – 5
- Number destroyed - 0
- Roaming complaints - 13
- Dog attacks/threats - 2





PRESCRIBED ACTIVITY INSPECTIONS

- Inspections: 2

ROADSIDE VENDING INSPECTIONS

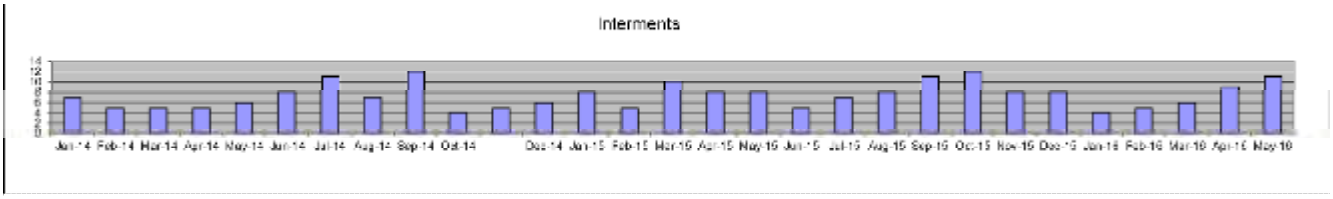
- Inspections: Nil

CEMETERY OPERATIONS

- Number of Services: 11

Other –

- Ongoing maintenance.
- Open spaces now being mowed by Council's Mowing Contractor, John D'Urso.

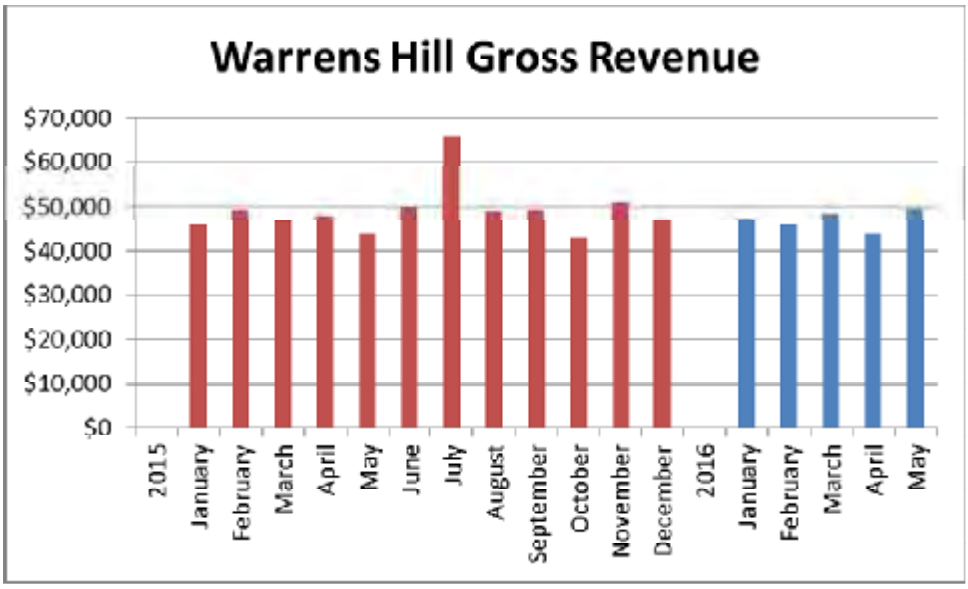


WASTE MANAGEMENT

- Warren's Hill for May

Gross Revenue -	$49,805
Total transactions –	1421
Total waste –	952 tonnes
Clean fill –	50 tonnes
Commercial and industrial waste –	245 tonnes
Construction and demolition -	3 tonnes
Commercial green waste -	58 tonnes
Domestic green waste -	47 tonnes
Halifax skip transfer -	7 tonnes
Household self haul waste -	31 tonnes
Commercial household waste –	282 tonnes
Oil Waste -	1324 litres
Regulated waste asbestos –	3.3 tonnes
Disaster waste -	0 tonnes
Vouchers green -	145
Vouchers household -	186

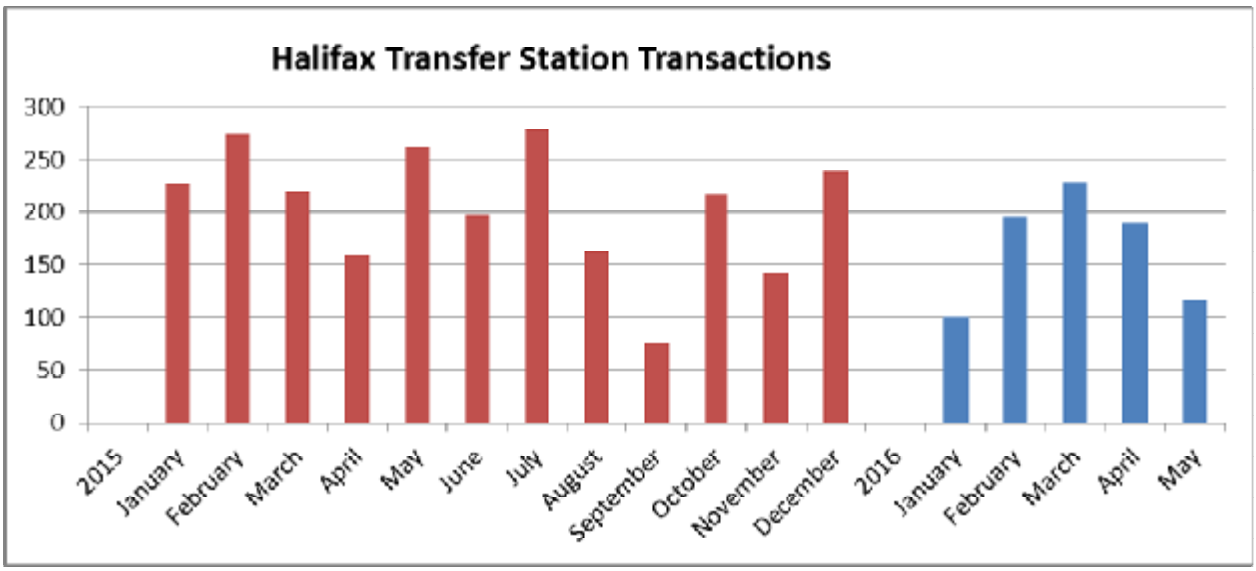
- Site works – nil



- Halifax for May

Batteries	1
Green waste	28
Household waste	14
Voucher household waste	34
Voucher Green waste	39
Steel	0
Waste oil	5 litres
Total transactions	116

- Site works – nil



NATURAL RESOURCE MANAGEMENT

Revegetation maintenance works have continued at sites along Palm Creek, with a new site planted at Mungalla and a number of small tree planted at the New Ingham cemetery.

The Hinchinbrook Community Feral Pig Management program has seen a continued reduction in feral pig activities over the last few months with only 21 pigs being controlled during May.

Weed management has focused on a number of key project sites including the Palm Creek project area where aerial spraying of aquatic weeds was undertaken and where the control of the emerging weed Candle bush has taken place. Other projects were continued such as TMR declared weed control, TYTO weed management and inspection for Hygrophila were undertaken.

The review of the Shire Pest management plan was carried out by key stakeholders to ensure key actions were undertaken and that the plan is now in line with the new Bio-security Act coming into to force on July 1, 2016.

HSC also attended the regional NAMAC committee meeting in Cook Town and also took part and presented at a Lantana and pest workshop as part of a field day coordinated by members of the Herbert Landcare and catchment group. There were 45 attendees on the day.

VECTOR CONTROL

Control activities: 54

Inspections: 7

CRMS: 2

Other: - Nil

COMMUNITY ASSETS - USES

Halifax Hall	Showgrounds	Shire Hall	Park use	Hinchinbrook Meeting Place
2	27	3	5	8

AQUATIC CENTRE

Attendance Figures:

For May:

- Squad - 6-10 swimmers for each of 7 available weekly sessions
- Adult Squad - 3 dedicated sessions with 12-18 swimmers a week
- Learn to swim - Nil
- School Swimming - Abergowrie College attended recently with 21 students undertaking final assessments for marine studies which included snorkeling and lifesaving skills and then using BBQ's for lunch. ISHS (8 students) are in the middle of a 4 week swimming evaluation program. Abergowrie College brought down 68 year 7 and 8 students for a fun day as part of a Catholic Education celebration day. All 3 of these pre arranged activities took place during our 10am - 2 pm closure period. We have always been available to open for pre arranged groups over the years in this split session season

- Physio Rehab - 2 providers with 2 sessions a week. Approx 57 attendees
- Public Swimmers - 480 Morning swimmers make up the bulk of this total with an average around 12 swimmers per day. Afternoons after 3pm average approx 5 swimmers daily. Weekends are hard to follow with swimmers in and out between 1030 and 1230. Numbers can be as low as 2 people over a 4 hour period but up to 27 (due to an unannounced party of 18). The 10-2 timeslot seems to be appropriate at this time

Maintenance by Council

For May:

- Kiddies pool pebbletex repaired
- New doors fitted to all showers and changerooms in the toilet blocks
- New disabiled access fold down chair fitted to assist swimmers when changing and showing

Other

- New pool fence still being fitted out over the past 5 weeks with 4 panels still to be delivered. Additional gate has been fitted at kiosk entrance
- The disabled access toilet that has approved for installation has been ordered with contractors this week inspecting a site near the BBQ area near the 25 metre pool
- Contractor to begin upgrade of 50 metre pool deck as soon as possible, dates and times to be confirmed. This upgrade will result in a potential closure of or restricted use of the 50 metre pool in the coming weeks
- Awaiting repair/replacement of the white vinyl covers of the 25 metre pool blankets due to local contractors not responding to Council's requests to quote. Townsville repairers being sought
- Meeting held with Executive Manager Environment and Community Services, Management Officer Land and Property, Carpenter and Townsville Engineer regarding possibilities to improve access to 25 metre pool. Report to be provided

PUBLIC OPEN SPACES

- The yearly student cross country event has again been held at Palm Creek Park and was a successful day
- Taylors Beach swimming enclosure net has been removed for cleaning and repairs
- The second and final cut of the 2015-2016 coconut de-nutting year is approximately 50% complete

PARK MAINTENANCE

- Maintenance of priority parks is still very high due to continuation of unseasonal warm weather

BIKE AND WALKWAYS

- Parks crews have "path tested" the new four-wheel "Mule" for spraying all the paths and the feedback was it is a very useful item of plant. It has cut down poisoning time by approximately 10%

MANAGEMENT ACTIVITY

Management activity focussed on financial review and development of a new budget proposal. This involved a review of the organisational structure and of the capacity of the department in its current structure to deliver on the increased expectations of council. Further work was done project managing sustainability projects (including tariffs and solar farm), parks maintenance strategy, Reef Guardian, Hinchinbrook Aquatic Centre disability upgrades and hydrotherapy proposal, contrating out of Halifax Transfer Station operation, native title, Pelorus Island goat project, Tiddaliks lease, enforcement (illegal huts), Lucinda swimming enclosure. Staff management and general operational management. Introductory portfolio meetings with four councillors.

Capital Works Progress Report:

Construction	Assessment	Procurement

Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
2014/2015 Carry Over Projects					
CBD Toilets	68,000	-	68,000	57,030 Completed	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun *Forecast* *Actual*
2015-2016 Capital Projects					
Solar Installation *Note: $55,000 will be carried over for Showgrounds Horse Sports Arena*	$80,000	-	$80,000	Nil	• Solar PV systems for Council facilities Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun *Forecast* *Actual*
Pool Shade Sails *(Repurposed for disability toilet block at 25m pool)*	$30,000	-	$30,000	Nil	• Funding repurposed to 25m pool unisex disabled amenities
CCTV cameras *(Near complete)*	$100,000	-	$100,000	$86,273 Completed	• Installation of four CCTV cameras in public areas to improve safety and security. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun *Forecast* *Actual*

Disability toilet block at 25m pool	$30,000	-	$30,000	Nil	• Pool shade sails funding repurposed for disability toilet block Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Project Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget	Other Source	Total	2015/2016 Expenditure	Comments & Project Timeline
Shire Hall Lift Replacement *(Will be insufficient funds. Move to 2016/17)*	$30,000	-	$30,000	Nil	• Move to 2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Showgrounds Horse Sports Arena (additional $190,000 needed in 2016/17): Reallocation of: *Solar* *Halifax Hall Roof Replacement* *Unisex Toilet at the Aquatic Centre*	$55,000 $30,000 $15,000	-	$100,000	$8,163	• Move to 2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Roof Over Loading Dock at the Store (quote approx.$22,000 – move to 16/17)	$8,000	-	$8,000	$2,772	• Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Netball Court Roof *(Pending)*	$10,000	-	$10,000	Nil	• Awaiting information from Netball Club regarding funding for construction of new building. Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual

Aerator at Botanic Gardens (Move to 2016/17)	$3,000	N/A	$3,000	Nil	• Move to 2016/17 Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
roject Description *(Project Code)*	Programme Estimate 2015/2016 HSC Budget	Other Source	Total	2015/2016 Expenditure	Comments & Project Timeline
GHD Installation of Groundwater Monitoring Bores	$32,000 (Revised to $28,380)	-	$32,000 (Revised to $28,380)	$ 27,774 Completed awaiting final expenditure	• Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
New Ingham Cemetery – Construction of slabs – 1 in beam section and 2 in lawn section.	$18,000	-	$18,000	$5,650 Beam completed. Awaiting Lawn construction	• Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
New Ingham Cemetery – Construction of Mausoleum Wall - 30 vaults	$122,000	-	$122,000	$14,475	• Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual
Halifax Transfer Station safety renovations	$25,000	-	$25,000	$4,165	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Forecast Actual

						Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun	
Renovations to HR Offices, 1st aid room and Soil Lab lunch room conversion(lunch room complete)	$35,000	-	$35,000	$7,124	*Forecast*																								
					Actual																								
					Forecast																								
					Actual																								
						Jul		*Aug*		*Sep*		*Oct*		*Nov*		*Dec*		*Jan*		*Feb*		*Mar*		*Apr*		*May*		*Jun*	
TYTO water fountain	$8,000	-	$8,000	$0	*Forecast*																								
					Actual																								
						Jul		*Aug*		*Sep*		*Oct*		*Nov*		*Dec*		*Jan*		*Feb*		*Mar*		*Apr*		*May*		*Jun*	
TYTO Upgrade lighting	$25,000	-	$25,000	$0	*Forecast*																								
					Actual																								
						Jul		*Aug*		*Sep*		*Oct*		*Nov*		*Dec*		*Jan*		*Feb*		*Mar*		*Apr*		*May*		*Jun*	
Shade covers at TYTO Amphitheatre	$55,000	-	$55,000	$53,103	*Forecast*																								
					Actual																								
Totals	$693,380	$	$693,380	$245,101																									

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

EXECUTIVE MANAGER ENVIRONMENT AND COMMUNITY SERVICES MONTHLY STATUS REPORT – JUNE 2016

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 310516-35 – Tenancy Agreement for Premises (Formerly Bee-By-The-Beach Shop) on Lot 510 on CP A7749, 6 Palm Street Allingham to Queensland Country Women's Association (Forrest Beach Branch) (QCWA)

That Council defer any decision on the long term future of the land and that in the interim the Qld Country Women's Association - Forrest Beach Branch, (QCWA) be authorised to retain occupancy of the premises on a month to month basis in accordance with the provision of Section 2.2 of the current lease entered into on 14 June 2013.

Status:
June 2016 Update – QCWA notified of Council resolution, monthly tenancy agreement created; awaiting their response in regards to monthly rental.

Resolution Number – 310516-28 – Animal Fees and Charges 2016 / 2017

That Council adopt the fees and charges relating to keeping of animals as presented and include them in the Register of Fees and Charges for 2016/2017.

Status:
June 2016 Update – Fees and charges were adopted at 31 May 2016 meeting.
Matter Closed

Resolution Number – 310516-27 – Dog Refuge – Forrest Beach

That Council not approve the request to build or acquire an animal refuge facility at Forrest Beach due to the availability of a secure Council operated and maintained short-term holding facility for dogs located at the Council Depot and of various animal rehoming organisations.

Status:
June 2016 Update – Resolved at 31 May 2016 meeting. Brittany Mundy has been notified of unsuccessful request for a dog refuge at Forrest Beach.
Matter Closed

Resolution Number – 310516-26 – Pest Survey Plan

That Council approve the Pest Survey Program to be conducted for the whole of the Hinchinbrook Local Government Area, valid for a period of three months commencing on 1 June 2016.

That Council note the purpose of the Program is to survey and map areas for the monitoring and control of declared pests.

Status:
June 2016 Update – Approved at 31 May 2016 meeting.
Matter Closed

Author: Tudor Tanase
Position: Executive Manager Environment and Community Services
Date: 14 June 2016

Resolution Number – 310516-25 – Halifax Clock

That Council approve the installation of a memorial clock at Halifax on the condition that the Lower Herbert Halifax Lions Club take responsibility for the installation, maintenance, upkeep and replacement/removal of the clock, subject to satisfactory arrangements with Council as to the location and siting of the clock.

Status:
June 2016 Update – Lions Club notified of resolution and Officers to progress this matter.

Resolution Number – 310516-24 – Hinchinbrook Shire Council Community Grants Funding Stream 2015 / 2016 – Herbert River Quilters

That Council resolve to offer Herbert River Quilting Club the payment of $1,734 ex GST from the 2015/2016 Community Grants budget.

Status:
June 2016 Update – Quilters notified of resolution, tax invoice requested for immediate payment.
Matter Closed

Resolution Number – 310516-23 – Hinchinbrook Shire Council Community Grants Funding Stream 2015 / 2016 – Ingham Kennel and Obedience Club Inc

That Council resolve to offer Ingham Kennel and Obedience Club Inc. the payment of $4,838 ex GST from the 2015/2016 Community Grants budget.

Status:
June 2016 Update – Club notified of resolution, tax invoice requested for immediate payment.
Matter Closed

Resolution Number – 260416-32 – TYTO Restaurant – Tiddaliks – Consideration regarding Exercising First Option Period for Lease

That Council approve a one year option period commencing 16 April 2016 expiring 15 April 2017 with a further 3 years option period available commencing 16 April 2017 expiring 15 April 2020, subject to agreement on rental to apply.

Status:
June 2016 Update – As per lease terms current market rental valuation commissioned and received. Meeting convened with lessees to discuss proposed rental fee. Lessee shall respond to Council with their wishes in regards to the rental fee before taking up 1st option period. Lessee notified Council officers the business has been advertised as on the market and several local parties have indicated interest. Lessee requested Council investigate the possibility of proposed new lessee installing a pizza oven on site.

May 2016 Update – Lessee notified of Council resolution and RNM directed to prepared deed of agreement for option period.

Resolution Number – 260416-23 – Petition – To Acquire a Stray Dog Refuge at Forrest Beach

That Council receive and note the Petition as presented.

Status:
June 2016 Update – Refer item 310516-27 as heard at the 31 May General Meeting.
Matter Closed
May 2016 Update – Report to Council being drafted for 31 May General Meeting.

Resolution Number – 260416-21 – Former Ingham Fire Station – Proposed Gift of Property to Council for Hinchinbrook Shire Emergency Service and Rural Fire Service Qld Toobanna Purposes

That the matter be deferred for consideration at the next General Meeting.

Status:
June 2016 Update – No further update – connect session 21 June 2016.

May 2016 Update – PSBS notified of Council resolution, awaiting SES representation at next available connect session.

Resolution Number – 260416-20 – Hinchinbrook Aquatic Centre – Establishment of Disabled Toilet Adjacent to 25m Pool

That Council approve repurposing of capital budget of $30,000 for shade structure over 50m pool to allow establishment of a single unisex disabled toilet supplied by Modus Australia of similar design to Shire Hall lane and Rotary Park amenities blocks, in close proximity to the 25m pool at the Hinchinbrook Aquatic Centre.

Status:
June 2016 Update – Further discussion in regard to location of amenities block held between stakeholders including lessee. Site inspected for prospective appropriate locations. Further consultation planned with concerned stakeholders. Contractors who supplied quotes shall be contacted to update quotes once final location decided.

May 2016 Update – Amenities block ordered and quotes sourced from local contractors for installation. Expected delivery of unit 6-8 weeks. Current lessee notified of resolution.

Resolution Number – 081215-29 – Mausoleum Wall – New Ingham Cemetery

That Council endorse in principle the construction of a mausoleum wall of 30 vaults at the New Ingham Cemetery at an estimated cost of $121,992, subject to reviewing the funding as part of the December 2015 budget review.

That subject to funding:

- the mausoleum wall be a double sided structure with three rows of five vaults each on each side.
- the mausoleum wall be placed in the eastern corner of the New Ingham Cemetery.
- maintenance of the mausoleum wall be carried out by the Council in perpetuity.

Status:
June 2016 Update – Contract awarded to Richard Peeke. Revised commencement date 20 June 2016. The construction shall not be complete by 30 June 2016.

May 2016 Update – Design approved and quotes sought and received from local contractors (6 sought and only one received) granite ordered. Expect commencement of facility during May dependent of weather.

March / April 2016 Update – Detailed design received from Structural Engineer – plan awaiting final approval by EMECS before going out to request for quote to supply and construct.

February 2016 Update – Included in budget review. Ongoing. Fee recommendation to be presented to Council at February General Meeting.

January 2016 Update – Awaiting budget review.

Resolution Number – 081215-28 – Dog Park

That Council approve the development of a Dog Park, subject to the following conditions:

1. that the construction of the Dog Park be funded and executed by the Ingham Dog Park Working Group

2. that the Dog Park be operated and maintained by Council

3. that the Dog Park be located in Palm Creek Park, east of Menzies Street, in the area known as "The Lakes".

Status:
June 2016 Update – Report carried over for June meeting.

May 2016 Update – Report to Council to be presented at 31 May 2016 meeting.

March / April 2016 Update – The Dog Park Working Group have had onsite meetings with Council and conducting further enquiries to local residents as to comments on having a Dog Park in their vicinity. Council waiting on reply back from the Dog Park Working Group.

February 2016 Update – EMECS, CEO and Councillors met with Pam Lane at location to discuss relocation of proposed site. Pam Lane to contact Council after sourcing further requirements. Ongoing.

January 2016 Update – Acknowledgement letter sent to Pam Lane. No further update.

Resolution Number – 081215-16 – Wanderers Holiday Village, Lucinda – Trustee Lease of Reserve for Local Government Purposes (Caravan Park) R.684 – Lot 403 on Crown Plan CWL3243

That Council approve draft Trustee Lease documents be drawn up and offered to Wanderfree Pty Ltd (White Castles Family Trust) over the Reserve for Local Government Purposes (Caravan Park) R.684 – Lot 403 on Crown Plan CWL3243 (total land area approx. 3.39ha), subject to the following terms:

- Compliance with all clauses for a Trustee Lease including requirement that Wanderfree Pty Ltd are responsible for all maintenance of the land and associated infrastructure for the term of the Trustee Lease. All water services within the facility from the water meter in, are the responsibility of the Lessee along with all sewerage lines directly servicing the facility; large sewerage lines and sewerage pump station are the responsibility of Council. Large storm water drains are Council responsibility and the specific facility storm water drains are the Lessee's responsibility; according to detailed plans to be included in the Trustee Lease document.
- Annual rental of $70,000 excl. GST with annual CPI increase as at March quarter included in Trustee Lease terms (calculated 1 May annually).
- Twenty year Lease term subject to Lessees commitment for capital improvements of no less than $600,000 to be completed within the first five years of the Lease period. Improvements to include rebuild of the amenities block and other caravan park specific infrastructure improvements.
- Minimum Public Liability insurance of $20,000,000.
- All expenses associated with Trustee Lease preparation, including Lease application, survey fees if required and registration with Department of Natural Resources and Mines of the Lease are paid by Wanderfree Pty Ltd.

Status:
June 2016 Update – Ministers consent received for issue of trustee lease, registration underway

May 2016 Update – No further update – current lessee approached to provide update – Council advised lease with lessees legal advisor.

March / April 2016 Update – Draft Trustee Lease with proposed Lessee for perusal and execution if appropriate.

February 2016 Update – In progress.

January 2016 Update – Preparation of lease documents in progress.

Resolution Number – 290915-43 – Ingham Showgrounds Covered Horse Sports Arena

That Council approve lodgement of a funding application by Council through the Department of National Parks, Sports and Racing – Get in the Game, Get Playing Plus funding stream for the construction of an open sided, covered horse sports arena approximately 46m wide x 85m long at a total cost of $850,000.

That Council approve reallocation of $290,000 of capital cost to fund Council's share of 34% over the 2015 / 2016 and 2016 / 2017 financial years as follows:

2015 / 2016 financial year	
• Unisex toilet at Hinchinbrook Aquatic Centre	$ 15,000
• Projects reallocated to 2016 / 2017 financial year	$ 55,000
• Halifax roof replacement	$ 30,000
	$100,000
2016 / 2017 financial year	
• Capital to be allocated as part of the 2016 / 2017 budget	$190,000
TOTAL COUNCIL CAPITAL ALLOCATION	$290,000

Status:
June 2016 Update – Ongoing.

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

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

February 2016 Update – In progress.

January 2016 Update – In progress.

December 2015 Update – In progress.

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

October 2015 Update – Expression of interest lodged with DNPSR.

Resolution Number – 290915-42 – Hinchinbrook Aquatic Centre Solar Power Project

That Council approve the purchase of a PV system from Lahtinen Electrical at a price of $20,961.96 (incl.GST) to be installed at the Hinchinbrook Aquatic Centre.

Status:
June 2016 Update – Council resolved to grant the installation of solar on the Aquatic Centre to Lahtinen Electrical on the condition that the quote is not varied and no additional costs are incurred other than any electricity costs which are to be invoiced directly to Council by Ergon. Start date yet to be determined.

May 2016 Update – Report to Council being drafted for 31 May General Meeting.

March / April 2016 Update – On hold.

February 2016 Update – Information to be provided to Councillor Briefing 9 February 2016.

January 2016 Update – Lahtinen is negotiating details with Ergon.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – Lahtinen advised.

Resolution Number – 290915-39 – Halifax Progress and Tourism Association Inc. Proposed Transfer of Interest –

Trustee Lease for Halifax Sports Reserve and Hall – Argaet Street, Halifax

That Council grant 'in principle' approval for issue of a Trustee Lease for the Sports Reserve and Hall located on Argaet Street, Halifax over Lot 191 on SP112466 and Lot 204 on CWL2068 (total land area 2.79ha) to Halifax Progress and Tourism Association Inc., subject to the following terms:

- compliance with all clauses for a Trustee Lease according to the Land Act 1994, including the requirement that Halifax Progress and Tourism Association Inc. are responsible for the maintenance and upkeep of the land
- five year Trustee Lease term at $20 excl GST per annum rental
- That the sports reserve and hall be made available to the wider community of Hinchinbrook Shire including private and community group bookings, free of charge and without biases, managed through an appropriate booking system
- minimum Public Liability insurance of $20,000,000 for the term of the Lease and copy of policy provided to Council annually by Halifax Progress and Tourism Association Inc.
- approval for rates rebate for Incorporated Associations for relevant water and property rates be granted to the Halifax Progress and Tourism Association Inc.
- that Council shall maintain the hall building with regards to general fair wear and tear but not due to damages incurred during usage
- that the cost of all damages, deemed due to negligence or by any other reason as a result of client use of the facility by Council, shall be met by Halifax Progress and Tourism Association Inc.

- that Halifax Progress and Tourism Association Inc. promptly report any general fair wear and tear maintenance items to Council.

Status:
June 2016 Update – No further update, no further correspondence from HPTA Inc. received.

May 2016 Update – HPTA notified of council's decision that the current resolution shall stand as is.

March / April 2016 Update – No further information available – matter in hands of the HPTA Inc.

February 2016 Update – To be provided at February General Meeting.

January 2016 Update – No further update.

December 2015 Update – Update to be provided at December Council meeting.

November 2015 Update – Halifax Progress Association attending Connect Session to put forward proposal regarding details of Trustee Lease.

October 2015 Update – HPTA advised.

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

That Council rename the Dungeness Park the *Bill Bursill Park*.

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

Status:
June 2016 Update – No further update.

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

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

February 2016 Update – In progress.

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

December 2015 Update – In progress.

November 2015 Update – In progress.

October 2015 Update – In progress.

September 2015 Update – In progress.

Resolution Number – 280715-25 –Hinchinbrook Meeting Place - Reserve for Botanical Gardens and Nursery R.635

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

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

Status:
June 2016 Update – Ongoing.

May 2016 Update – In progress.

March / April 2016 Update – In progress.

February 2016 Update – In progress.

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

December 2015 Update – No further update.

November 2015 Update – In progress. No further update.

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

September 2015 Update – Land repurpose in progress.

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

Resolution Number – 230615-35 –Information Technology North Queensland (ITNQ) – Ingham and Forrest Beach Water Towers

That Council grant 'in principle' approval for the installation of internet infrastructure on the Ingham Water Tower and the issue of a Licence Agreement for both the Ingham and Forrest Beach Water Towers upon the provision by ITNQ of:

- certified plans of the proposed infrastructure for installation
- written agreement from owner of existing infrastructure, should such infrastructure be repurposed for the installation of ITNQ equipment and upon the following conditions being met:
- that Council is satisfied the issue of interference to existing and proposed infrastructure is adequately addressed at installation and during all times of operation
- that Council is satisfied that ITNQ has sufficient insurance coverage for this activity
- that ITNQ address the requirement of being an identified legal entity in order to be able to be issued a Licence Agreement
- that the negotiation of Licence Agreement terms is carried out in due course and results in a mutually

acceptable agreement.

Status:
June 2016 Update – No further update.

May 2016 Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – In progress.

January 2016 Update – Response received from ITNQ requesting Council's patience regarding this matter. ITNQ currently resolving Council's identified issues.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further contact from ITNQ received.

July 2015 Update – Correspondence detailing Council resolution forwarded to ITNQ 26 June 2015.

Resolution Number – 260515-33 – Lucinda Swimming Enclosure Options

That Council advise the Lucinda Progress Association that it approves in principle the Association's proposal to modify the Lucinda swimming enclosure.

That Council in consultation with the Lucinda Progress Association review the costs to relocate posts, review deployment times of the net, and review future maintenance and monitoring procedures, with the aim to reduce risk to acceptable levels for Council staff and the public.

Status:
June 2016 Update – Net reinstalled on 2-3 June 2016. Working with LPA towards finalising the 2016/2017 swimming enclosure management plan.

May 2016 Update – Net has been redesigned and repaired. Several stay-wire anchors to be repositioned and net will then be reinstalled.

March / April 2016 Update – 2015/2016 Lucinda Swimming Enclosure Management Plan has been accepted and signed by the Lucinda Progress Association though the net is not in service at this time due to impending floating debris.

February 2016 Update – In progress.

January 2016 Update – Stinger net installed. Management Olan completed and Lucinda Progress Association to sign and return to Council.

December 2015 Update – In progress.

November 2015 Update – Net to be installed at the commencement of the stinger season.

October 2015 Update – Posts relocated and other minor work completed to allow for swimming enclosure reinstall.

September 2015 Update – LPA and Keita advised that Council will reimburse cost of post relocation as per Keita quote.

August 2015 Update – Discussed at Council Briefing Session on 11 August 2015.

July 2015 Update – Quote and proposal regarding works to be lodged by Lucinda Progress Association (LPA) as advised by Merv Castles 7 July 2015.

June 2015 Update – LPA (Terrie Patterson) advised of Council resolution and meeting being planned to progress this matter.

Resolution Number – 030215-01 – Anzac Memorial Upgrade

That Council fund paving works at the Ingham ANZAC Cenotaph site to enhance its visual amenity and usability by the public.

That the estimated cost of this work of $11,000 (excl GST) be allocated from the general budget.

Status:
June 2016 Update – Funds to be carried forward.

May 2016 Update – In progress. Council is still waiting for the confirmation on release of the $11,000.

March / April 2016 Update – Invoice received for $11,000, awaiting confirmation on release of payment.

February 2016 Update – Invoice to be requested from RSL for $11,000.

January 2016 Update – R.S.L. request second quote from different contractor. Discussions continuing.

December 2015 Update – Discussions continuing.

November 2015 Update – Parks and Gardens Management Officer has contacted RSL to remind them of the need to commence any desired projects in a timely manner and has agreed to meet with RSL after remembrance ceremony on 11 November to update on proposed works.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – Discussions with RSL indicated that they would prefer to delay works until after ANZAC Day 2015.

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

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

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

Status:

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

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

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

May 2016 Update – Ongoing.

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

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

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

February 2016 Update –No further update.

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

December 2015 Update – No further update.

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

October 2015 Update – Native Title negotiations in progress.

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

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

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

July 2015 Update – *Ongoing.*

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

May 2015 Update – No further update.

April 2015 Update – Ongoing.

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

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

January 2015 Update – No further update.

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

November 2014 Update – No further progress.

October 2014 Update – No further progress.

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

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

Resolution Number – 240614-28 – Trustee Permits under the Land Act 1994 to the Respective Hut Owners Within the Halifax Bay and Seaforth Community Purpose Reserves under the Control of the Hinchinbrook Shire Council

That Council approve the issue of trustee permits under the Land Act 1994 to the respective hut owners within Halifax Bay and Seaforth community purpose reserves under the control of Council.

That the particulars of the trustee permits are in accordance with the terms and conditions as set out in the agreement to offer a trustee permit and compliance with the requirements of offers for the term of three years attracting a rental figure in the sum of $663 per annum, applicable property rates, payment of $236.20 application fee and $187.20 permit registration fee.

Status:
June 2016 Update – Several once only opportunities to change ownership taken up in the Crystal creek reserve. Illegal and abandoned huts process ongoing.

May 2016 Update – Ongoing.

March / April 2016 Update – Ongoing.

February 2016 Update – EMECS met with a DEHP representative 5 February to do onsite inspections.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing. One illegal hut and two abandoned huts to be dealt with and final huts currently under permitting process. Process extended due to DNRM advising allowable for a 'once only' opportunity to change ownership of huts.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

June 2015 Update – Ongoing.

May 2015 Update – No further update.

April 2015 Update – Ongoing – Three more trustee permits issued in April 2015.

March 2015 Update – Ongoing.

February 2015 Update – Council has lodged nine Trustee Permits that meet the DNRM criteria for huts. Three huts under investigation for compliance currently and several more currently under investigation.

January 2015 Update – No further update.

December 2014 Update – In progress, awaiting DNRM submission of final AP plans.

November 2014 Update – In progress.

October 2014 Update – DNRM and Council officers have carried out joint inspections to check the current location and state of huts with a view of commencing the enforcement process.

September 2014 Update – Two further hut owners have come forward. Offers issued awaiting return before registering all applications.

August 2014 Update – Four of the eleven trustee permits have been received by Council before the offer expiry date of 31 July 2014. (extended from original 20 June expiry date).

July 2014 Update – Council advised DNRM that offers for trustee permit to occupy have been issued to Hut owners 5, 7, 10, 11, 14, 16 and 22 in accordance with the conditions as agreed between HSC & DNRM via registered mail. Permit offer expiration date has been extended to close of business on 31 July 2014.A meeting of all hut owners was convened at TYTO Conference Centre 6.30pm 28 June 2014 to address any concerns or information required to finalise the acceptance of offers.

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

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

Status:
June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

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

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.

July 2015 Update – Ongoing.

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

May 2015 Update – No further update.

April 2015 Update – No further update.

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – Discussions held with HCSC.

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

September 2014 Update –No further update.

August 2014 Update – No further update.

July 2014 Update – Report to Council for July meeting to approve process as advised by DEHP to seek an extension of land to create a buffer zone around the existing sub-surface irrigation system to facilitate the Environmental Authority Release Limits to be the same as those for the Standard Conditions of Approval. This action shall allow the Bio Cycle sewerage treatment plant results to comply with the release limit specified for nitrogen in the Environmental Authority.

June 2014 Update – No further update.

May 2014 Update – No further update.

April 2014 Update – No further update.

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

February 2014 Update – No further update.

January 2014 Update – No further update.

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

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

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

September 2013 Update – No further update.

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

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

Resolution Number – 210513-30 – Pelorus Island

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

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

Status:
June 2016 Update – No further update.

May 2016 Update – No further update.

March / April 2016 Update – No further update.

February 2016 Update – No further update.

January 2016 Update – No further update.

December 2015 Update – No further update.

November 2015 Update – No further update.

October 2015 Update – No further update.

September 2015 Update – No further update.

August 2015 Update – No further update.

July 2015 Update – No further update.

June 2015 Update – No further update.

May 2015 Update – No further update.

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

March 2015 Update – No further update.

February 2015 Update – No further update.

January 2015 Update – No further update.

December 2014 Update – No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further progress.

July 2014 Update – No further progress.

June 2014 Update – No further progress.

May 2014 Update – No further progress.

April 2014 Update – No further progress.

March 2014 Update – No further progress.

February 2014 Update – No further update.

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

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

November 2013 Update – No further progress.

October 2013 Update – Moved from Executive Manager Development and Planning to the new responsibility of

the Executive Manager Environment and Community Services who will progress on his return from leave.

September 2013 Update – No further update.

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

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

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

General Meeting 29/01/2010 – Foreshore Management Plans

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

Status:
June 2016 Update – In progress.

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

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

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

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

December 2015 Update – In progress.

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

October 2015 Update – No further update.

September 2015 Update – Formal request sent to Terrain.

August 2015 Update – No further update.

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

June 2015 Update – No further update.

May 2015 Update – No further update.

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

March 2015 Update – Terrain NRM are reviewing the matter.

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

January 2015 Update – No action by EMDP as yet.

December 2014 Update – No action by EMDP as yet.

November 2014 Update – No action by EMDP as yet.

October 2014 Update – No action by EMDP as yet.

September 2014 Update – No action by EMDP as yet.

August 2014 Update – No action by EMDP as yet.

July 2014 Update – No action by EMDP as yet.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – INGHAM MEALS ON WHEELS

Executive Summary

Application for Community Grant received from Ingham Meals on Wheels seeking financial assistance in the sum of $5,000 ex gst to assist with running costs for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Ingham Meals on Wheels the payment of $3,626 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/16 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200
Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowie	unallocated	1,000	500
Macknade State School P&C Assn	unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Ingham Meals on Wheels. have made application to Community Grants funding seeking financial assistance in the sum of $5,000 ex gst to assist in providing meals for the elderly residents of Hinchinbrook for the 2016/2017 financial year.

Attachments
Community Grant Application from Ingham Meals on Wheels

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Joan Garlando, President, Ingham Meals on Wheels

Financial and Resource Implications
This item has been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		**Requested**	**Budgeted**
Community Group			**2016/2017 Excl. GST**
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – INGHAM BLUECARE COMMUNITY

Executive Summary

Application for Community Grant received from Ingham Bluecare Community seeking financial assistance in the sum of $4,300 ex gst to assist with running costs for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Ingham Bluecare Community the payment of $4,330 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Townsville to Cairns Bike Ride	unallocated	1,000	200
Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowrie	unallocated	1,000	500
Macknade State School P&C Assn	unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Ingham Bluecare Community have made application to Community Grants funding seeking financial assistance in the sum of $4,330 ex gst to assist with providing additional nursing, lifestyle, allied health, respite, transport and home modification services for the residents of Hinchinbrook for the 2016/2017 financial year.

Attachments
Community Grant Application from Ingham Bluecare Community

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Jan Colson, Service Manager, Ingham Bluecare Community

Financial and Resource Implications
This item has been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		**Requested**	**Budgeted**
Community Group			**2016/2017 Excl. GST**
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – INGHAM ARTS FESTIVAL

Executive Summary

Application for Community Grant received from Ingham Arts Festival seeking financial assistance in the sum of $1,500 ex gst to assist with running costs for the Festival being held 21-26 August 2016/2017.

For Council Decision – Recommendation

That Council resolve to offer Ingham Arts Festival the payment of $1,467 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowrie	unallocated	1,000	500
Macknade State School P&C Assn	unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Ingham Arts Festival seeking financial assistance in the sum of $1,500 ex gst to assist with running costs for the Festival being held 21-26 August 2016/2017.

Attachments
Community Grant Application from Ingham Arts Festival

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Bernadette Mammino, Secretary, Ingham Arts Festival

Financial and Resource Implications
This item has been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		**Requested**	**Budgeted**
Community Group			**2016/2017 Excl. GST**
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – INGHAM ANIMAL RESCUE AND REHOMING

Executive Summary

Application for Community Grant received from Ingham Animal Rescue and Rehoming seeking financial assistance in the sum of $5,000 ex gst to assist with holding fundraising events for the group to carry out rescue and rehoming of lost and abandoned animals and to promote de-sexing of animals in association with Council and Ingham Tropical Veterinary Service for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Ingham Animal Rescue and Rehoming the payment of $1,500 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200
Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowie	unallocated	1,000	500
Herbert River Museum and Gallery Inc.	Unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

This is the first application lodged by the Ingham Animal Rescue and Rehoming Coordinator. Ingham Animal Rescue and Rehoming have made application for Community Grant seeking financial assistance in the sum of $5,000 ex gst to assist with holding fundraising events for the group to carry out rescue and rehoming of lost and abandoned animals and to promote de-sexing of animals in association with Council and Ingham Tropical Veterinary Service for the 2016/2017 financial year.

Attachments
Community Grant Application from Ingham Animal Rescue and Rehoming coordinator

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Samantha Long, Ingham Animal Rescue and Rehoming, Coordinator

Financial and Resource Implications
This item has not been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment

The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/17 budget. Budgeted and requested amounts detailed.

Community Grants Budget		**Requested**	**Budgeted**
Community Group			**2016/2017 Excl. GST**
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – HINCHINBROOK SPORTSFISHING CLUB INC

Executive Summary

Application for Community Grant received from Hinchinbrook Sportsfishing Club Inc. seeking financial assistance in the sum of $1,047 ex gst to assist with running costs for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Hinchinbrook Sportsfishing Club Inc. the payment of $600 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowie	unallocated	1,000	500
Herbert River Museum and Gallery Inc.	Unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Hinchinbrook Sportsfishing Club Inc. have made application for funding to assist with the annual fee for hire of the Showgrounds Clubhouse venue of $297 for the 2016/2017 period; funding to offset expenses associated with the GBRMPA Islands clean up weekend (fuel etc) in August 2016 of $250; catering and venue hire for Hinchinbrook Family, Kids and Community Educational Days for the 2016/2017 period.

Attachments
Community Grant Application from Hinchinbrook Sportsfishing Club Inc.

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Adam Royle, Hinchinbrook Sportsfishing Inc. President

Financial and Resource Implications
This item has not been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		**Requested**	**Budgeted**
Community Group			**2016/2017 Excl. GST**
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – HINCHINBROOK COMMUNITY SUPPORT CENTRE

Executive Summary

Application for Community Grant received from Hinchinbrook Community Support Centre seeking financial assistance in the sum of $63,909 ex gst. The requested amount is for three separate areas of service being $38,182 to assist with annual administrative running costs not supported by government funding; $22,727 to facilitate the Community Grants Officer position; and $3,000 as sponsorship for the Out and About Bus Service for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Hinchinbrook Community Support Centre the payment of $39,564 ex gst to assist with annual administrative running costs from the 2016/2017 Community Grants budget.

That Council resolve to offer Hinchinbrook Community Support Centre the payment of $20,000 ex gst to facilitate the Community Grants Officer position from the 2016/2017 Community Grants budget.

That Council resolve to offer Hinchinbrook Community Support Centre the payment of $3,000 ex gst as sponsorship for the Out and About Bus Service from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200
Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowrie	unallocated	1,000	500
Macknade State School P&C Assn	unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Hinchinbrook Community Support Centre seeking financial assistance in the sum of $63,909 ex gst. The requested amount is for three separate areas of service being $38,182 to assist with annual administrative running costs not supported by government funding; $22,727 to facilitate the Community Grants Officer position; and $3,000 as sponsorship for the Out and About Bus Service for the 2016/2017 financial year.

Attachments

Community Grant Application for annual administrative running costs from Hinchinbrook Community Support Centre

Community Grant Application for annual Community Grants Officer position from Hinchinbrook Community Support Centre

Community Grant Application for annual sponsorship for the Out and About Bus Service from Hinchinbrook Community Support Centre

Statutory Environment

Local Government Act 2009

Policy Implications

Community Grants Policy 2015

Consulted With

Dan McKinlay, Chief Executive Officer, Hinchinbrook Shire Council
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Linda McClelland, Manager, Hinchinbrook Community Support Centre

Financial and Resource Implications

These items have been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		Requested	Budgeted
Community Group			2016/2017 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined

			by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – HERBERT RIVER MUSEUM AND GALLERY INC

Executive Summary

Application for Community Grant received from Herbert River Museum and Gallery Inc. seeking financial assistance in the sum of $5,000 ex gst to assist with running costs for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Herbert River Museum and Gallery Inc. the payment of $3,853 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowie	unallocated	1,000	500
Macknade State School P&C Assn	unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Herbert River Museum and Gallery Inc. have made application to Community Grants funding seeking financial assistance in the sum of $5,000 ex gst to assist with running expenses for the museum and gallery for the 2016/2017 financial year.

As visitors to the museum are not charged an entry fee the museum relies on donations and raffles during the year to assist with running costs.

Attachments
Community Grant Application from Herbert River Museum and Gallery Inc.

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Robyn Mckee, Grants Officer, Herbert River Museum and Gallery Inc.

Financial and Resource Implications
This item has been specifically allocated in the 2016/2017 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
HCSC	annual		36,207	37,293	38,412	39,564	40,751	41,974	43,233	44,530	45,866
HR Museum & Gallery	annual		3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853	3,853
ECCLI	annual		1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
Meals on Wheels	annual		3,318	3,418	3,520	3,626	3,734	3,846	3,962	4,081	4,203
Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

Community Grants Budget		**Requested**	**Budgeted**
Community Group			**2016/2017 Excl. GST**
Hinchinbrook Community Support Centre (HCSC)	annual	38,182	39,564
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	22,727	20,000
Herbert River Museum and Gallery	annual	5,000	3,853
Ethnic Community Care (ECCLI)	annual	3,000	1,500
Blue Care	annual	4,300	4,330
Meals on Wheels	annual	5,000	3,626
Arts Festival	annual	1,500	1,467
Museum of Tropical Qld (2nd yr of 3yrs)	annual (3yrs)	7,800	7,800
Hinchinbrook Sportsfishing Club	unallocated	1,047	Not yet determined by Council
Ingham Animal Rescue and Rehoming	unallocated	5,000	Not yet determined by Council
Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – EVERGLOW COMMUNITY CARE LINKS INC.

Executive Summary

Application for Community Grant received from Everglow Community Care Links Inc. (formerly ECCLI) seeking financial assistance in the sum of $3,000 ex gst to assist with running costs for the 2016/2017 financial year.

For Council Decision – Recommendation

That Council resolve to offer Everglow Community Care Links Inc. the payment of $1,500 ex gst from the 2016/2017 Community Grants budget.

Background

The Community Groups below have been approved for allocated annual financial assistance over a period of recent years by Council resolution, with the approved figures included into the budget as indicated.

Financial year figures for 2015/2016 have been included in current and future budgets.

Detailed below are the 2015/2016 allocated and unallocated funds approved under the Community Grants funding stream.

Community Grants Budget		Requested	Budgeted/Approved
Community Group			2015/2016 Excl. GST
Hinchinbrook Community Support Centre (HCSC)	annual	42,000	38,412
HCSC Bus Service	annual	3,000	3,000
HCSC Community Grants Officer	annual	25,000	20,000
Herbert River Museum and Gallery	annual	5,000	4,000
Ethnic Community Care (ECCLI)	annual	3,000	1,620
Blue Care	annual	4,330	4,330
Meals on Wheels	annual	5,000	3,520
Arts Festival	annual	1,467	1,500
Museum of Tropical Qld	annual	7,800	7,800
Special Children's Annual Christmas Appeal	annual	250	250
ISHS Presentation Night	annual	40	40
Forrest Beach Progress Assn Inc.	unallocated	1,000	200
Lower Herbert Blue Light	unallocated	434	434
Hinchinbrook Beautiful Bodies	unallocated	1,160	1,160
Lion Club of Forrest Beach – Stinger Net Opening	unallocated	5,000	5,000
Australian Volunteer Coastguard Assn Inc.	unallocated	1,000	300
Lucinda Progress Assoc. Inc.	unallocated	700	400
Hinchinbrook Sport Fishing Club Inc.	unallocated	650	300
Ingham Relay For Life	unallocated	1,000	500
Ingham Community Kindergarten & Preschool	unallocated	1,000	1,000
Townsville to Cairns Bike Ride	unallocated	1,000	200

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 12 May 2016

Halifax Q.C.W.A	unallocated	500	300
Ingham District Senior Citizens Inc.	unallocated	800	500
Hinchinbrook Chaplaincy Community (SU QLD)	unallocated	749	400
St Teresa's College, Abergowie	unallocated	1,000	500
Macknade State School P&C Assn	unallocated	300	200
			Not yet approved by Council
Ingham Kennel and Obedience Club Inc.	unallocated	4,838	4,838
Herbert River Quilters Club	unallocated	1,734	1,734
Total		**$119,452**	**$102,438**

Everglow Community Care Links Inc. have made application to Community Grants funding seeking financial assistance in the sum of $3,000 ex gst to assist with providing additional toenail cutting services for the residents of Hinchinbrook for the 2016/2017 financial year.

Attachments
Community Grant Application from Everglow Community Care Links Inc.

Statutory Environment
Local Government Act 2009

Policy Implications
Community Grants Policy 2015

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Santina Cross, Regional Services Coordinator, Everglow Community Care Links Inc.

Financial and Resource Implications
This item has been specifically allocated in the 2016/17 Community Grants Budget.

Risk Management Implications
Nil

Strategic Considerations
Corporate Plan: Strategic Direction 4.3

Officers Comment
The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

			13/14yr	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
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Blue Care	annual		4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330	4,330
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Arts Festival	annual		1467	1467	1467	1467	1467	1467	1467	1467	1467
Museum of Tropical QLD	annual		5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
HCSC Bus Service	3 years		3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Special childrens Christmas Parties			200	200	200	200	200	200	200	200	200
ISHS Presentation Night			40	40	40	40	40	40	40	40	40

**Note 3% annual increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178

Total Community Grants Budget 2015/2016 $103,000

The following table represents annual funding applied for by community groups by 30 April 2016 closing date in the 2016/2017 budget. Budgeted and requested amounts detailed.

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Total		**$96,556 of $103,000**	**$85,140 of $103,000**

HINCHINBROOK
SHIRE COUNCIL

REQUEST FROM INGHAM MARAKA FESTIVAL TO DECLARE 'WET AREA' AT ROTARY PARK, INGHAM

Executive Summary

Request for Council declaration of 'wet area' for Ingham Maraka Festival at Rotary Park Saturday 29 October 2016 between the hours of 5pm and 11pm.

Ingham Maraka Festival is seeking Council to approve the declaration of a 'wet area' for the 2016 Ingham Maraka Festival at Rotary Park to facilitate the legal consumption of alcohol. The area requested is detailed on the attached plan and covers an area at Rotary Park, Ingham.

For Council Decision – Recommendation

That Council approve a permanent declaration of 'wet area' for Ingham Maraka Festival at Rotary Park for the festival in perpetuity between the hours of 5pm and 11pm in the area specified on the attached plan described as public park area at Rotary Park, Ingham.

Subject to the provision of consent in writing from Ingham Maraka Festival annually accepting responsibility for the following:

- The hours of trading will be from 5pm to 11pm;
- The Maraka Committee will have a volunteer to monitor usual requirements regarding minors and the consumption of alcohol to be restricted to the defined area;
- The consumption area will measure approximately 12 x 20 metres defined by temporary fencing at least 1m high;
- That Ingham Maraka Festival will pay all costs associated with the wet area notification process annually
- Only non glass products such as cans and disposable cups will be used.

Background

According to the Office of Liquor and Gaming Regulation, for the consumption of alcohol at a wedding, festival or similar event being held in a public place, the local Council may declare the area as a one off 'wet area' for the occasion or declare a permanent 'wet area' for a specific event held annually.

Drinking alcohol in a public place including on roads, footpaths, beaches and in parks is prohibited in Queensland under the Liquor Act 1992.

Having an area declared 'wet' for a private event where alcohol is not being sold negates the need for a liquor licence or permit.

If a Council does designate a wet area it must advertise this decision in a local newspaper and signs must be erected to identify the public area and specify the zone, days and times for liquor consumption and notify the local police of the details.

Attachments

Plan of Rotary Park, Ingham detailing proposed wet area

Maraka Committee, correspondence requesting wet area approval

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 18 May 2015

Statutory Environment

Liquor Act 1992

Local Government Act 2009

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012

Police Powers and Responsibilities Act 2000

Policy Implications

Nil

Consulted With

Senior Sergeant Geoff Bormann, Ingham Police

Jan Alderidge, Office of Liquor and Gaming Regulation

Tudor Tanase, Executive Manager Environment and Community Services

Financial and Resource Implications

There are no direct budget considerations as Ingham Maraka Festival will pay all costs associated with the wet area process annually, if approved by Council.

Risk Management Implications

Nil

Strategic Considerations

Corporate Plan: Strategic Direction four – 4.2 Provision of Recreation Opportunities

Officers Comment

Should Council declare a 'wet area' for the purpose of an event, the specified 'wet area' will, to all intents and purposes, be considered a 'licenced area' approved by Council for the Maraka event on an annual basis.

HINCHINBROOK SHIRE COUNCIL

HINCHINBROOK
SHIRE COUNCIL

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Data Sources & Acknowledgements

While every care is taken to ensure the accuracy of the data used on this map, the HRIC and its partners nor any data providers make no representation or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability for all expenses, losses, damages and costs which you might incur as a results of the data being inaccurate or incomplete in any way for any reason.

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Cadastral Information sourced from Department of Natural Resources and Mines is current to November 2012 and is accurate to 1:50,000.

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Drafted	Designed	Examined By Client
Checked	Checked	Date: ____ / ____ / ____

APPROVED	Map No
Date: ____ / ____ / ____	

Ingham Maraka Festival 'Wet Area'

G:\projects\health\Sarah\Master 20Sep13.mxd
Complied By: SRM Date: 14/08/2013

2016 INGHAM MARAKA FESTIVAL

SPONSORED BY THE SERVICE CLUBS OF INGHAM

PRESIDENT:	Ian MERRITT M: 0409 999 829	E: iangham@bigpond.com	Maraka Festival Committee
VICE PRESIDENT:	Karen CAVALLARO M: 0419 714 402	E: karcav@bigpond.com.au	PO Box 473
SECRETARY:	Peter REITANO M: 0407 167 108	E: peterreitano344@hotmail.com	Ingham Qld 4850
TREASURER:	Jim KIRCHNER M: 0419 477 446	E: Jim.Kirchner@wilmar.com.au	

17 May, 2016

Donna Olivero
Community Services Officer
Hinchinbrook Shire Council
25 Lannercost St
Ingham Qld 4850

Dear Mrs Olivero

The 2016 Ingham Maraka Committee would like to get HSC approval to operate a bar and enclosed consumption area in Rotary Park during the Mardi Gras to be held on Saturday 29 October. We recognize that a liquor permit is not required however understand that Rotary Park needs to be declared a wet area during the Maraka Mardi Gras at this and future Maraka Festivals, with the Mardi Gras always falling on the last weekend in October.

On Saturday 29 October 2016 :

- ✓ The consumption area will measure approximately 12 x 20 metres defined by temporary fencing at least 1m high;
- ✓ The area will be located in Rotary Park adjacent to the south bound lanes of Herbert St;
- ✓ The hours of trading will be from 5:00pm to 11:00pm;
- ✓ The 2016 Maraka Committee will have a volunteer crowd controller to monitor the usual requirements regarding minors and the consumption of alcohol to be restricted to the defined area;
- ✓ Only NON glass products such as cans and disposable cups will be used.

If you have any queries or wish to discuss this further, please contact the bar and consumption area supervisor, Ed Morris, who has an RSA on 0418743409 or morrisfarm@bigpond.com

The 2016 Maraka Festival Committee thanks the Hinchinbrook Shire Council for your past generosity and support, and looks forward to your continued association with the Festival.

Yours sincerely,

Peter Reitano
2016 Maraka Secretary
marakasecretary@gmail.com

Document Set ID: 2157725
Version: 1, Version Date: 17/05/2016

HINCHINBROOK
SHIRE COUNCIL

REEF GUARDIAN COUNCIL PROGRAM

Executive Summary

The Reef Guardian Council Program Memorandum of Understanding between the Great Barrier Reef Marine Park Authority (GBRMPA) and the Council is required to be renewed following the local government election.

For Council Decision – Recommendation

That Council adopt the Reef Guardian Council Program Memorandum of Understanding 2016–2020.

Background

The Reef Guardian Council Program has been developed as a vehicle for engendering community change to promote Great Barrier Reef protection through education, information sharing and involvement in on-the-ground actions.

Hinchinbrook Shire Council has participated in the Reef Guardian Council Program for several years. The goal of the program is to achieve better environmental outcomes for the Great Barrier Reef through local government actions in natural resource management and improvements in local government and community capacity.

Objectives:
To achieve the goal, the Reef Guardian Council Program has five main objectives:
1. to develop a mutually beneficial partnership between GBRMPA and local government bodies
2. to recognise and foster environmental stewardship for the Great Barrier Reef from local government and the general community
3. to raise awareness and encourage 'best management practice' in local government activities, while recognising that effective protection and management of the Great Barrier Reef requires partnerships at all levels of government and the community
4. promote and advocate local government actions in natural resource management
5. facilitate information sharing and exchange to improve local government capacity.

Through the Reef Guardian Council Program, the council and community can look at opportunities that:
- strengthen local economies
- promote councils' environmental efforts
- exposure to new and innovative ideas from other communities
- improved environment and beautification of living space (eg. better water, more trees)
- leverage for external endorsement, promotion, funding and/or marketing

Attachments

Reef Guardian Council Program Memorandum of Understanding 2016-2020
Map of the 16 Councils currently in the process of re-joining the program

Author: Paula Ingerson
Position: Environmental Health Officer
Date: 7 June 2016

Statutory Environment

Local Government Act 2009

Great Barrier Reef Marine Park Act 1975

Policy Implications

Nil

Consulted With

Reef Guardian Council project officers from the Great Barrier Reef Marine Park Authority
Tudor Tanase, Executive Manager Environment and Community Services

Financial and Resource Implications

No additional Council financial resources are required; however GBRMPA and Council will seek to promote the Council's activities under the program to attract further funding.

Risk Management Implications

Nil

Strategic Considerations

Using the Reef Guardian Council platform enables Council to highlight the wide range of environment related activities routinely carried out.
Corporate Plan 2.4 – 2.4.6 – Implement agreed activities from the Reef Guardian Action Plan by June 2016

Officers Comment

Hinchinbrook Shire Council is one of many councils located along the east coast of Queensland, or who have catchment areas that impact the Great Barrier Reef, participating in this program.

Australian Government
Great Barrier Reef
Marine Park Authority

HINCHINBROOK
SHIRE COUNCIL

Reef Guardian Council Program
Memorandum of Understanding
2016–2020

Between the Great Barrier Reef Marine Park Authority and Hinchinbrook Shire Council

Date ……

This Memorandum is made between the following parties:

The Commonwealth of Australia acting through the Great Barrier Reef Marine Park Authority (GBRMPA)

and

The Hinchinbrook Shire Council (the Council)

Context

This Memorandum is made in the following context:

A. GBRMPA is responsible for the management of the Great Barrier Reef Marine Park pursuant to section 7(1B) of the *Great Barrier Reef Marine Park Act 1975*.

B. GBRMPA has developed the Reef Guardian Council Program as a vehicle for engendering community change to promote the protection, restoration and management of the Great Barrier Reef through education, information sharing and active involvement.

C. GBRMPA has requested that the Council co-operate to achieve the objectives of the Program. The Council has agreed to co-operate with GBRMPA to achieve the objectives of the Program in accordance with the provisions of this Memorandum.

D. This Memorandum is not intended to create legally enforceable obligations between GBRMPA and the Council, except for the provisions of clause 11 (Promotional Material and Intellectual Property) and the Licence at Schedule B to this Memorandum.

Operative Provisions

The parties agree as follows:

1. Definitions and Interpretation

1.1 Definitions

Act means the *Great Barrier Reef Marine Park Act 1975*.

Action Plan means the Action Plan prepared by the Council in accordance with clause 8 of this Memorandum using the template at Schedule A to this Memorandum.

Council means the Hinchinbrook Shire Council.

Coastal Ecosystems means inshore, coastal and adjacent catchment ecosystems that connect the land and sea and have the potential to influence the health and resilience of the Great Barrier Reef.

GBRMPA means the Great Barrier Reef Marine Park Authority on behalf of the Commonwealth of Australia.

Highlights Report means the report by the Council in accordance with clause 7.1 of this Memorandum focusing on the progress of key projects identified in the Action Plan.

Licence means the Non Exclusive Deed of Licence to use the Reef Guardian Council Trademark attached at Schedule B to this Memorandum.

Local Government means a local government established under the *Local Government Act 2009* (QLD).

Marine Park means the Great Barrier Reef Marine Park.

Memorandum means this Memorandum of Understanding and any Schedules.

Program means the Reef Guardian Council Program.

Reef 2050 Long-term Sustainability Plan means the overarching framework for protecting and managing the Great Barrier Reef from 2015 to 2050. The Plan is a key component of the Australian Government's response to the recommendations of the UNESCO World Heritage Committee.

Reef Guardian Council Brand means the name, Trademark and design scheme of the Program which represents the Program's implicit values, ideas and integrity.

Reef Guardian Council Operational Team means the Reef Guardian Council Operational Team formed in accordance with clause 5.1, or an existing Council sub-committee which meets the criteria outlined in clause 5.1.

Reef Guardian School means a school that participates in the Reef Guardian Schools Program.

Reef Guardian Schools Program means the action-based school program developed by the GBRMPA to encourage behavioural change to protect the Marine Park.

Reef Guardian Council Steering Committee means a meeting of Mayors and CEOs convened by GBRMPA at least once a year to discuss shared issues and provide overall direction for the Program.

Reef Guardian Council Trademark means the Trademark which appears at Attachment 1 to the Licence.

Reef Guardian Council Working Group means a meeting of Council officers which is convened by GBRMPA at least once a year to share best practices, build capacity and discuss operational matters to be raised at the Steering Committee.

Secure Portal Website means the secure portal platform provided by GBRMPA for use by Reef Guardian Councils for the purpose of sharing information.

1.2 Interpretation

In this Agreement, unless the contrary intention appears:

a) words importing a gender include any other gender;

b) words in the singular include the plural and words in the plural include the singular;

c) clause headings are for convenient reference only and have no effect in limiting or extending the language or provisions to which they refer;

d) words importing a person includes a partnership and a body whether corporate or otherwise;

e) a reference to dollars is a reference to Australian dollars;

f) if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;

g) a reference to a contract, agreement, arrangement or understanding entered into by GBRMPA is a reference to such contract, agreement, arrangement or understanding being entered into by GBRMPA on behalf of the Commonwealth of Australia;

h) a reference to real or personal property held by GBRMPA is a reference to real or personal property held for and on behalf of the Commonwealth of Australia;

i) a reference to money received by GBRMPA is a reference to money received for and on behalf of the Commonwealth of Australia; and

j) a reference to a financial liability of GBRMPA is a reference to a financial liability of the Commonwealth of Australia.

2. Goal of the Reef Guardian Council Program

2.1 For the purposes of this Memorandum, natural resource management is concerned with the protection, restoration and enhancement of the environmental values and functions of coastal ecosystems in the Great Barrier Reef catchment for human purposes to obtain:

a) healthy functioning coastal ecosystems in the Great Barrier Reef catchment in which the ecological function integrity of soils, water, flora and fauna is maintained or enhanced wherever possible;

b) innovative and competitive industries that make use of natural resources, within their capability, to generate wealth for social and economic well-being; and

c) self-sustaining, proactive communities that are committed to the ecologically sustainable management of natural resources in their region.

2.2 The goal of the Program is to achieve better environmental outcomes for the Great Barrier Reef through Local Government actions in natural resource management and improvements in Local Government and community capacity.

3. Objectives of the Reef Guardian Council Program

3.1 The objectives of the Program are:

a) to recognise and promote Local Government actions in natural resource management, and facilitate information sharing and exchange to improve Local Governments' capacity to achieve better environmental outcomes for the Great Barrier Reef; and

b) to develop a mutually beneficial partnership between GBRMPA and Local Government bodies; and

c) to recognise and foster environmental stewardship for the Great Barrier Reef from Local Governments and the general community; and

d) to raise awareness and encourage 'best management practice' in Local Government activities, while recognising that effective protection and management of the Great Barrier Reef requires partnerships at all levels of government and the community.

4. Responsibilities of GBRMPA

4.1 GBRMPA will:

a) consult the Council in any development, review and amendment of the Program;

b) convene meetings of the Reef Guardian Council Working Group and the Reef Guardian Council Steering Committee at least once each year.

c) promote the Reef Guardian Council Brand;

d) actively promote the Council's activities listed in the Action Plan with particular emphasis on the role of these activities in helping to protect the Great Barrier Reef;

e) where relevant and practical, advocate the actions as highlighted in the Action Plan by:

(i) using its networks and influence to promote the Council's activities listed in the Action Plan; and

(ii) if requested, provide assistance to the Council in compiling project proposals or making funding applications where the proposal or funding is relevant to, or will provide a benefit to, the Program;

f) manage the Secure Portal Website to facilitate communication and sharing of ideas between all Reef Guardian Councils and GBRMPA; and

g) supply the Council with a Highlights Report template to enable Council staff to report progress against the Action Plan in accordance with clause 5.1(a)(vii).

5. Responsibilities of the Council

5.1 The Council will:

a) use its best endeavours to achieve the operational objectives through the guiding principles detailed in clause 9, by:

(i) attending meetings of the Reef Guardian Council Steering Committee and Reef Guardian Council Working Group;

(ii) forming a Reef Guardian Council Operational Team within the Council or utilising an existing Council institutional arrangement or structure with appropriate membership to implement the operational aspects of the Reef Guardian Council Program;

(iii) through these arrangements and in consultation with GBRMPA, developing and maintaining an Action Plan in the form outlined in Schedule A that is consistent with the Reef 2050 Long-term Sustainability Plan, and is provided to GBRMPA within the timeframes in clause 8;

(iv) ensuring that the Program objectives are reflected in the Council's business, and integrated into the Council's corporate planning process within 12 months of the commencement date or at the end of the term of this Memorandum, whichever is sooner;

(v) committing to working with the GBRMPA Communications team and the GBRMPA Stewardship team to identify and develop communication and partnership opportunities;

(vi) implementing the actions as listed in the Action Plan; and

(vii) providing an annual Highlights Report focusing on the progress of key projects identified in the Action Plan

b) contribute to the Secure Portal Website to facilitate communication and sharing of ideas between all Reef Guardian Councils and GBRMPA.

6. Mutual Responsibilities

6.1 The GBRMPA and the Council will:

a) exchange information, ideas and expertise relevant to the Program throughout the term of this Memorandum;

b) facilitate the exchange of information, ideas and expertise with other Local Government members of the Program;

c) cooperate in community education, interpretation and awareness raising from the key objectives in the Program;

d) seek to form partnerships with other Local Government bodies and natural resource management bodies with a view to benefiting the Program;

e) encourage and foster partnerships between the Council and Reef Guardian Schools, Fishers, Farmers and Graziers that may be in the Council's Local Government area;

f) report on activities listed in the Action Plan in accordance with clause 7; and

g) report on the program at the intervals outlined in the Action Plan (Schedule A).

7. Reporting Conditions

7.1 The Council will provide GBRMPA with a Highlights Report focusing on the progress of key projects identified in the Action Plan by 30 October each year;

7.2 Additional reporting will occur through an agreed arrangement between GBRMPA and the Council, and may include:

a) the Program outcomes, achievements and any monitoring results being reported in the Council's 'Annual Report' or 'State of the Environment' reporting;

b) the Program outcomes, achievements and any monitoring results being reported in GBRMPA's Annual Report, Great Barrier Reef Marine Park Outlook Report, and other media; and

c) a report generated by an independent organisation contracted by GBRMPA or the Council to provide a report on the Program.

8. Timeframes for Action Plan completion

8.1 In order to align the Action Plan completion process with Council budget processes and to encourage active participation in the Reef Guardian program, the following time frames will apply:

a) The Council will submit the Action Plan to GBRMPA by 30 September each year;

b) If the Council has not submitted an Action Plan in accordance with subparagraph 8.1(a), the Program Manager Reef Guardian Councils will follow up with the operational staff from the Council by 15 October;

c) If the Council has not submitted the Action Plan by 31 October, GBRMPA will contact the Council CEO. Any correspondence sent to the Council CEO will also be provided to members of the Reef Guardian Council Steering Committee from the Council;

d) If the Council does not provide an Action Plan within one month of correspondence being sent to the Council CEO, it will be considered an inactive Reef Guardian Council with a review to follow. This review will consist of exploratory discussions, between the GBRMPA Stewardship team and the Council concerned, to document the causes for the inactivity. These causes will be presented to the Reef Guardian Council Steering Committee for their consideration and recommended actions.

9. The guiding principles to achieve the objectives of the Program

9.1 The guiding principles for the objectives as provided in clause 3 include:

a) ensuring that planning requirements in developed and developing Local Government areas reflect the significant values of the adjacent Great Barrier Reef;

b) managing the impacts on coastal and marine ecosystems through the application of management plans to maintain biodiversity and ecosystem integrity;

c) influencing and involving the community through active involvement, education and information to promote and facilitate protection of the Great Barrier Reef; and

d) maintaining the integrity of the Great Barrier Reef through the monitoring of outcomes of actions to address catchment-based pollution sources.

10. Term

10.1 This Memorandum will commence from the date of execution of the Memorandum by the last party and will terminate on the earliest of the following:

(a) 30 days from the date upon which written notice is provided by one party to the other party that the Memorandum is terminated;
(b) on execution of a new Memorandum by the parties; or
(c) 180 days from the finalisation of an election process that decides the composition of the Council.

11. Promotional Material and Intellectual Property

11.1 All promotional material provided to the Council by GBRMPA in connection with the Program remains the property of GBRMPA. All promotional material must be returned to GBRMPA within 30 days after termination of this Memorandum.

11.2 The Council must ensure that the promotional material is used only for the purposes of the Program in accordance with this Memorandum.

11.3 All copyright and intellectual property in the Reef Guardian Council Trademark vests in GBRMPA.

11.4 GBRMPA will grant to the Council a royalty free non-exclusive licence for the Council to use the Reef Guardian Council Trademark for the purposes of the Program and in accordance with the Licence on the Council's provision of a duly executed Licence to GBRMPA.

11.5 The Council must ensure that the Reef Guardian Council Trademark is used strictly in accordance with:

a) the conditions and restrictions set out in the Licence; and

b) any directions provided to the Council by GBRMPA.

12. Approval to Display Information

12.1 The Council authorises GBRMPA to post the Action Plan on the Secure Portal Website for the purpose of sharing information between Reef Guardian Councils.

12.2 The Council authorises GBRMPA to post the following on the GBRMPA Website:

a) a hyperlink to the Action Plan; and

b) the annual Highlights Report,

for the purpose of sharing information between the Council and the wider community.

13. Variation

This Memorandum may only be varied by both parties agreeing in writing to any variations.

14. Management of the Reef Guardian Council Program

14.1 GBRMPA is responsible for the overall management of the Program.

14.2 The Council will manage its role in the Program through the Council's Reef Guardian Council Operational Team or through the institutional structures and arrangements as described in clause 5.1 (a)(ii), that meets the criteria outlined in clause 5.1.

14.3 The Council will:

a) review and update the Action Plan annually;

b) assist in the facilitation and management of funds derived from activities listed under the Action Plan;

c) liaise with other Local Governments where appropriate in seeking to meet the objectives of the Program, including developing further agreements with other Local Governments to assist in achieving the objectives of the Program;

d) ensure that the Memorandum is given appropriate consideration by the Council and that the aims and objectives of the Program are reflected in Council's Corporate Planning processes;

e) provide a contact point for schools that participate in the Reef Guardian Schools Program in the Council's Local Government area; and

f) provide support and advice to other Local Governments that are participating in the Program.

15. Management of the Reef Guardian Programs

15.1 GBRMPA is responsible for the overall management of the Reef Guardian Programs, which include:

- Reef Guardian Councils
- Reef Guardian Schools

- Reef Guardian Fishers
- Reef Guardian Farmers and Graziers

15.2 GBRMPA and the Council will encourage partnerships between the Council and other Reef Guardian participants in the Council's Local Government area on common elements of the respective participants' action plan; however, any further action plans arising from such partnerships will require the prior approval of GBRMPA.

16. Indemnity

16.1 The Council indemnifies GBRMPA from and against any:

a) cost or liability incurred by GBRMPA;

b) loss of or damage to property of GBRMPA; or

c) loss or expense incurred by GBRMPA in dealing with any claim against it including legal costs and expenses on a solicitor/own client basis and the cost of time spent, resources used or disbursements paid by GBRMPA,

arising from either:

d) a breach by the Council of this Memorandum; or

e) an act or omission involving fault on the part of the Council or its personnel in connection with this Memorandum.

16.2 The Council's liability to indemnify GBRMPA under clause 16.1 will be reduced proportionately to the extent that any act or omission involving fault on the part of GBRMPA or its personnel contributes to the relevant cost, liability, loss, damage or expense.

16.3 The right of GBRMPA to be indemnified under this clause 16 is in addition to, and not exclusive of, any other right, power or remedy provided by law, but GBRMPA is not entitled to be compensated in excess of the amount of the relevant cost, liability, loss, damage or expense.

17. Insurances

17.1 Council must effect and maintain Insurances

Before commencing to carry out its obligations under this Memorandum, the Council must have or take out:

a) a suitable insurance policy covering the Council against any liability, loss, damage, claim or proceeding whatsoever arising at common law or under any requirement relating to workers compensation as a result of personal injury to, or death of, any person employed by the Council in or about the performance of the services or the obligations of the Council under this Memorandum;

b) a professional indemnity insurance policy in respect of legal liability arising from a breach of professional duty by reason of any negligent act, error or omission by the Council or any of its employees, agents or contractors. The policy must be for an amount of not less than ten million dollars ($10,000,000.00) with a reputable insurance company; and

c) a public liability policy of insurance of not less than twenty million dollars ($20,000,000.00) with a reputable insurance company covering the insured in respect of any claim arising from the act or omission of the Council or its personnel.

17.2 Clause 17.1 continues in operation for so long as any obligations remain in connection with this Memorandum.

17.3 Inspection and Evidence of Insurance

The Council must, whenever required by GBRMPA, produce to GBRMPA a certificate of currency evidencing compliance with the Council's obligations under clause 17.1.

17.4 Failure to obtain Insurance

If the Council fails to obtain or maintain the insurances required by this Memorandum, GBRMPA may effect the insurances and deduct the cost of effecting that insurance from any moneys that may be or that may become payable to the Council under this Memorandum or may recover that cost as a debt due from the Council.

17.5 Effect of Insurance

The effecting of the insurances in accordance with this clause 17 will not in any way limit the liability or obligations of the Council under this Memorandum.

18. Costs

Each party is responsible for meeting its own costs of and incidental to this Memorandum.

19. Disputes

19.1 Where an issue arises between the parties in relation to any matter in this Memorandum, the nominated contact officers will meet to attempt to resolve the issue within 28 days. The nominated contact officers for the purpose of this Memorandum are:

GBRMPA

General Manager of Policy and Stewardship

The Council

The Chief Executive Officer of Council

This Memorandum of Understanding has been executed as a memorandum on the date shown above

SIGNED by the **COMMMONWEALTH OF AUSTRALIA** acting through the **GREAT BARRIER REEF MARINE PARK AUTHORITY** by its duly authorised delegate:

.....
Signature of Authorised Delegate

.....
Signature of witness

.....
Full name

.....
Full name

SIGNED for and on behalf of **HINCHINBROOK SHIRE COUNCIL** by its duly authorised delegate:

.....
Signature of Authorised Delegate

.....
Signature of witness

.....
Full name

.....
Full name

Schedule A - Council Action Plan Template

Schedule B

Non-Exclusive Deed of Licence of Reef Guardian Council Trademark

1. Parties

This Deed of Licence dated ……..……is made between the following parties:

The Commonwealth of Australia acting through the Great Barrier Reef Marine Park Authority
2-68 Flinders St
PO Box 1379 Townsville, Qld 4810

(GBRMPA)

and

Hinchinbrook Shire Council
PO Box 366
Ingham, Qld 4850
(the Licensee)

2. Ownership of Copyright and Intellectual Property

GBRMPA is and remains the owner of all copyright and intellectual property in the Reef Guardian Council Trademark ("the Trademark") that appears at Attachment 1 to this Deed.

3. Grant of rights

GBRMPA grants to the Licensee a non-exclusive, non assignable licence to use the Trademark only for the purposes fulfilling its obligations under the Reef Guardian Councils Memorandum of Understanding 2016-2020 between GBRMPA and the Licensee (the Memorandum) and in accordance with the terms of the Memorandum and this Deed and not for any commercial purpose.

4. Licensee's obligations

The non-exclusive licence granted in clause 3 is conditional upon the following:

a) the Trademark must be reproduced by the Licensee in full without any alterations or additions;

b) the Trademark must be used in the manner specified by the Director of the GBRMPA Communications and Parliamentary Section or other duly authorised person;

c) each proposed use, reproduction or copy of the Trademark by the Licensee, must be submitted to the Director of the GBRMPA Communication and Parliamentary Section for its prior approval which may be granted on such conditions as are acceptable to GBRMPA in its sole discretion.

5. Termination due to default

If the Licensee fails to perform or observe any obligation or undertaking under this Deed GBRMPA may terminate the licence by notice in writing to the Licensee. Where such default is capable of being remedied, GBRMPA will not exercise its right of termination unless :

(a) it has first given notice specifying the default and requiring the Licensee to remedy it within the time (not being less than 7 days) specified in the notice; and

(b) the Licensee has not remedied the fault within the time allowed.

6. Effect of Termination or expiry of the Memorandum

In the event of expiry or termination of the Memorandum, this Deed will also terminate and the Licensee will forthwith cease using the Trademark.

7. Variation

No variation to this Deed is binding unless it is agreed in writing and signed by the parties.

8. Proper Law

This Deed will be construed according to the laws of the State of Queensland and the parties agree to submit to the jurisdiction of the courts of the State of Queensland

SIGNED SEALED AND DELIVERED by the **Commonwealth of Australia** acting through the **GREAT BARRIER REEF MARINE PARK AUTHORITY** by its duly authorised delegate

.....	.....
Signature of Authorised Delegate	Signature of witness
.....	.....
Full name	Full name

SIGNED SEALED AND DELIVERED for and on behalf of **Hinchinbrook Shire Council** by its duly authorised delegate

.....
Signature of Authorised Delegate

.....
Full name

.....
Signature of witness

.....
Full name

Attachment 1

The Trademark

Reef Guardians
Cook
Douglas
Mareeba
Cairns
Cassowary Coast
Hinchinbrook
Townsville
Burdekin
Whitsundays
Mackay
Isaac
Rockhampton
Central Highlands
Livingstone
Gladstone
Bundaberg

HINCHINBROOK
SHIRE COUNCIL

HALIFAX TRANSFER STATION

Executive Summary

The Halifax Transfer Station is a Council owned and operated waste transfer station. Invitations for Expressions of Interest (EOI) for the operation of the Halifax Transfer Station were advertised in the Herbert River Express on 13 May 2016 with a closing date of 6 June 2016. One Expression of Interest has been received from NQ employment.

For Council Decision – Recommendation

That the management and operation of the Halifax Transfer Station be contracted to NQ Employment for a period of three years with an option to extend for a further three years.

Background

The Halifax facility is a waste transfer station and drop off facility for re-usable/recyclable material such as green waste, steel, waste oil, drumMUSTER drums, fertiliser bags and batteries. It is open to the public for a total of 30 hours per week over Friday, Saturday and Sunday.

The scope of the Request for EOIs included provision of labour for the day to day operation of the facility, organisation of services, record keeping, data provision, implementation of Council adopted fees and charges, and participation in any Council conducted waste initiatives. The only EOI received from NQ Employment largely reflects this scope. The requested variations being that NQ Employment retain the income from the sale of recyclable materials including steel and batteries the value of which was approximately $1,000 in the 2015/2016 financial year, however this income is market dependent.

NQ Employment have submitted an offer to operate the facility for an annual contract sum of $79,500. GST is not payable as they are a social enterprise for taxation purposes. The contract sum will increase annually in accordance with CPI, or as negotiated between the parties. The proposed initial contract term in the Invitation document is for a period of three years with an option to extend for a further three years.

NQ Employment is a locally based not for profit organisation committed to finding mutually satisfying employment between employers and jobseekers with disability, injury, health condition or barrier to employment. NQ Employment is federally funded by the Department of Social Services (DSS). Under their contract they are required to be Quality Assured against the National Standards for Disability Services, and are audited each year.

All of their offices are linked closely to the community and have long established connections which improves their ability to find suitable employment and training opportunities for jobseekers.

NQ Employment has been delivering quality employment services for people with a disability for more than 26 years since it was first established in 1989. NQE is now the only locally based service provider in the Townsville Employment Service Area (Hinchinbrook, Townsville, Charters Towers & Burdekin area). NQ Employment's experience, local knowledge and connections with employers enhance their performance outcomes in assisting jobseekers into sustainable employment.

NQ Employment propose to install facilities to conduct a recycling facility for furniture, bric-a-brac, and general household and shed items, the proceeds of which will be retained by NQ Employment. This is an excellent initiative as it will be a recycling option available for Hinchinbrook residents.

Council will continue to:

- incur the costs of:

Author: Paula Ingerson
Position: Environmental Health Officer
Date: 9 June 2016

- transfer of waste skips to Warrens Hill landfill;
- mulching of green waste;
- removal of Recovered Waste for which no income is received, such as waste oil and gas bottles;
- removal of comingled recyclables;
- major maintenance work;
- telephone, electricity and water charges (based on previous usage).

- recover income from:

- gate fees.

It is recommended that NQ Employment be contracted to manage and operate the Halifax transfer station as:

- North Queensland Competitive Employment Service Ltd, trading as NQ Employment and NQ Green Solutions has the relevant experience and a proven track record in waste management and the engagement of disadvantaged jobseekers through the operation of their social enterprise NQGS. NQGS has been delivering a successful community recycling venture under contract with the Townsville City Council since 2011. The recycle shop is located at the Harvey's range landfill with the main operation of the venture being to reduce, re-use and recycle waste before it enters landfill and to create jobs for the disadvantaged.

- With more than 26 years of experience in the delivery of disability employment services, NQ Employment has long established networks, partnerships and connections in North Queensland. They have linkages with a number of services to allow jobseekers the best opportunity to gain employment outcomes.

- NQ Green Solutions also operates Burdekin Lawn Care which is Ayr's mobile business for all garden maintenance needs. Burdekin Lawn Care employs job seekers who may have a disadvantage or disability. Similarly, profits go back to the business and give job seekers employment experience.

- Council is significantly hit by salary and wage penalty rates because of the days and times that the facility is open to the public.

- A statistician's report produced by the Queensland Treasury based on 2014 data, stated that 5% of Hinchinbrook's residents are disability pensioners, compared to the State average of 4.4%.

- A survey was conducted in 2015 to gauge the satisfaction of the community with Council's waste facilities. One quarter of respondents indicated a desire for improved recycling opportunities eg. a recycling shop.

- The employee who manned the facility retired in April 2016 so there are no staffing issues to take into consideration.

- The relevant Union has been notified of the proposed change and preliminary indications are that they have no concern with this project.

Attachments

Invitation to Submit an Expression of Interest – Halifax Transfer Station Operations HSC 15/35-2
Expression of Interest from NQ Employment

Statutory Environment

Waste Reduction and Recycling Act 2011

Policy Implications

Nil

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services
Executive Management Team

Financial and Resource Implications

Current Operations 2015/16

		Estimated Actuals
Income		
Gate fees	$3,525	
Steel	$922	
Mulch	$25.45	**$4,500**
Expenses		
Salaries & wages		74,000
Materials & equipment		3,000
Ergon		1,260
Telstra		387
Advertising		130
Software configuration (Mandalay)		2000
Removal of re-usable material		169
Contractor services (pushing waste)		2000
Plumbing		300
Stationary		21
De-gassing of refrigeration/air con equip.		500
Internal plant hire		49
Mulching green waste		12,277
MAMS skip service		31,000
		$127,093
Cost to Council		**$122,593**

Forecast Operations after handover

Income		
Gate fees	$3,000 (decreased due to virtual voucher system being expanded to the Halifax facility)	
Steel	$0	
Mulch	$0	**$3,000**
Expenses		
Contractor		79,500
Ergon		1,300
Telstra		400
Mulching green waste		12,500
MAMS skip service		31,000
		$124,700
Estimated Cost to Council		**$121,700**

Risk Management Implications

Prior to taking on the operation of the facility NQ Employment will provide Council with a Work Method Statement produced by a professional consultant addressing all relevant Workplace Health and Safety considerations.

The facility has recently undergone significant renovations ensuring that the facility is safe for workers and the public.

Strategic Considerations

Corporate Plan Strategy 1.4, Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs.

Corporate Plan Strategy 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.

Operational Plan Strategy 4.3, Community Partnership Support: This project is an ideal example of a partnership between Council and a local community group designed to improve the social well-being of valued members of the local community.

Officers Comment

It is common for Council's both small and large to contract the management of waste facilities to community groups. Unseen benefits include:

- the significant benefit of the introduction of a recycle shop in Hinchinbrook
- the community benefit with NQ Employment working closely with Ingham Disability Services and
- the removal of the time-consuming staff administration duties to ensure the facility is manned since the retirement of the permanent staff member.

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

OFFICE OF THE CEO ACTIVITY REPORT FOR MONTH ENDING 31 MAY 2016

Executive Summary

This Report is presented for the information of Council and includes an activity update for the month ending 31 May 2016.

For Council Decision – Recommendation

That the Report be received and noted.

Officers Comment

Nil

CAPITAL WORKS CURRENTLY IN PROGRESS

- See attached

MEDIA ENGAGEMENT

- Three media releases sent in May 2016
- Media enquiry update May 2016: Two

HUMAN RESOURCE SERVICES

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

Advertised Vacancies:

- Infrastructure Engineer 101311 – 5 years fixed term full time
- Graduate Media & Communications & Website Administration Officer 100071 – Permanent full time

New Employees:

- 5 x Labourers - Casual

Employee Resignations:

- Three employees resigned. Two permanent and one temporary.

Training:

- HRS recommenced Performance Management Training in CSI on 16 and 17 May 2016.

Queensland Training Awards:

Hinchinbrook Shire Council is officially in the top two finalists for North Queensland Training awards after HRS submitted a nomination in April in relation to Apprentices and Trainees.

Organisational Structures:

HRS has updated the manual and system operated organisational structures for budget preparation and finalisation.

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 14 June 2016

Apprenticeships and Traineeships:

HRS conducted the second session with MRAEL, apprentice and trainees and to check progress with their studies and to ensure they are happy in the work environment. All reports indicate that all are happy in their current work environment and are continuing to enjoy the work.

Personnel Files:

Revamping of employee personnel files (hard copy) continues, consisting of dividing all paperwork into related groups making it easy to identify the history of actions within each separate category. This not only aids periodic reviews or audits ensuring that the necessary documents have been completed and filed, and date sensitive documents have not expired, but also meets best practice standards. This is going to be a lengthy process as Human Resources staff are only working on files as time allows.

WORKPLACE HEALTH AND SAFETY

- Incident Reports

  See attached spreadsheet
- Hazard Reports

  Nil
- Public Liability Claims

  Nil
- Workers Compensation and Rehabilitation

  See attached spreadsheet
  - no new claims lodged
  - 0 current claims
- WHS Training
  - Advanced Resuscitation – delivering by I.C.E Training
  - Working in Confined Spaces – delivered by Alliance Safety
  - MUTCD – Level 2 Refresher – delivered by Industry Training
  - CPR Training – delivered by I.C.E Training
  - Grinder Safety Training – delivered by Blackwoods.

PARTNERSHIP, REGIONAL AND STATE ACTIVITIES

- North Queensland Regional Organisation of Councils - NQROC
  - 27 May – Mayor and CEO attended meeting in Townsville
- Far North Queensland Regional Organisation of Councils – FNQROC
  - Nil

EMERGENCY DISASTER MANAGEMENT

- Activities
  - Nil
- Training
  - Nil

PROJECTS

- CSI Project
  - Assetic: 'My Predictor' training has now been completed. Go live scheduled for first week in June 2016.
  - Mobility: Investigating option of purchasing further tablets for Council to utilise available mobility functionality. 'Go Live' scheduled for early June 2016.
  - My Leave: Scheduled to be implemented end June 2016.
  - HR:
    1. My Details, My Training, My Pay: User Acceptance testing of these items is currently being finalised. Go live scheduled for end June 2016.
    2. Performance Management: Executive preparation of templates to be used has been completed. Refresher training for HR resources has now been completed.
  - BI Rapid: No further requirements at this stage.
  - ECM: Working with T1 to resolve issues in regard to final 7,000 records that have not been successfully rendered – this issue has now been resolved. No further ECM requirements at this stage.
- P & R: An issue has been raised regarding connected content as within P&R, there are currently issues with security and duplication of documents. Updates have now been completed to resolve this issue – HSC currently completing final testing to confirm.
- Secure Folders for HR/Payroll: Similar to Lockyer Valley, HR and Payroll require a secure folder set up within the CSI system to store their confidential documents – currently being investigated with T1.

MANAGEMENT ACTIVITY

- Conference Attendance
  - Nil
- Training Attendance
  - Nil
- Meeting Attendance

  In addition to the meetings already documented the CEO attended the following meetings:-
  - 4 May – CSI Steering Committee Meeting
  - 5 May – Inspection of ratepayers drain
  - 5 May – Yabulu update teleconference
  - 5 May – Budget discussions with Council
  - 6 May – Budget discussions with Council
  - 9 May – LGIAsuper Introduction Meeting
  - 10 May - Budget discussions with Council
  - 13 May – Meeting with resident regarding rates
  - 16 May – Meeting with Water Connections Tour participants
  - 17 May – Councillor Briefing Session
  - 17 May – Chamber of Commerce Meeting
  - 18 May – Meeting with DNRM
  - 18 May – Meeting with Andrew Cripps MP, Tim Nicolls MP and Deb Freckington MP
  - 19 May – Workplace Health and Safety Committee Meeting
  - 19 May – Audit Committee Meeting
  - 19 May – Budget discussions with Council

- 19 May – Ingham CBD Project Control Group Meeting
- 20 May – Meeting with Win a Wedding proponents
- 23 May – Meeting regarding CCIA bike ride
- 23 May – Meeting with LGAQ regarding industrial relations
- 24 May – Councillor Connect Session
- 26 May – Budget discussions with Council
- 27 May – Meeting with Ports Corporation General Manager in Townsville
- 31 May – General Meeting
- 31 May – Meeting with Mayor and DILGP

- Events
  - 4 May – Councillors Meet and Greet with external staff
  - 5 May – Councillors Meet and Greet with internal staff
  - 18 May – Breakfast with Andrew Cripps MP, Tim Nicolls MP and Deb Freckington MP
  - 24 May – Bambaroo Community Shed Meeting

MAYORAL DISCRETIONARY FUND

- Nil

LATE BUSINESS ITEMS FROM GENERAL MEETINGS

- GENERAL MEETING - 26 APRIL 2016

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

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

Action - Outcome of investigations to be provided to Council.

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

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

3.2 COUNCILLOR ANDREW LANCINI – HINCHINBROOK SHIRE LANEWAY AND ROTARY PARK PUBLIC TOILETS

Councillor has received complaints regarding the bad odour in the toilets and no toilet seats on the bowls and nowhere to dry hands. Executive Manager Environment and Community Services to take complaint on board. Councillor Maria Bosworth raised that there are no mirrors provided either. Executive Manager Environment and Community Services advised his Department will investigate the cleaning of the toilets schedule. Soap dispensers were stolen and not replaced and stainless steel toilet bowls were provided as they are vandal proof.

Action – Schedule of cleaning toilets to be investigated.

May Update - Random inspections are carried out to assess the cleanliness of the toilets. Cleaning has been found to be up to standard in most cases; occasionally staff shortages and competing priorities may result in delays in cleaning (e.g. when staff have to be sent to the cemetery to assist with burials).

MATTER CLOSED

April Update – Public toilets at Rotary Park and Shire Hall Lane have been randomly inspected over the last weeks. It was found that they were overall in a good state of cleanliness, not smelly, and partly fitted with plastic seats (the two seats disability compliant cubicles at Rotary Park).

Generally, plastic seats are omitted from regular toilets to prevent vandalism and facilitate cleaning. Apart from the seat being made of stainless steel rather than plastic, there is no difference in shape and size and thermal discomfort can hardly be an issue in our climate. The male cubicle in Shire Hall Lane has a separate urinal, so do Rotary Park toilets.

The toilets in Shire Hall Lane had an electrical fault identified and fixed a few weeks ago which explains the reported lighting problem. It is noted that both toilet blocks are checked and cleaned seven days a week, however the cleaner has no control over what happens during the day.

3.3 COUNCILLOR MARIA BOSWORTH – WARREN'S HILL TRANSFER STATION

The question was raised as to when the dump will be connected with water.

Action – Date to be provided to Council.

May Update – Warren's Hill has been connected to mains water. The hand basin and absorption trench at the skips is due to be finalised before 30 June 2016. MATTER CLOSED

April Update – The Warren's Hill Waste Management Facility is in the process of being connected to the water mains. This is subject to repositioning some of the infrastructure to allow easier and more cost efficient operation. In particular, waste oil and batteries shed are being relocated to allow the installation of a safety shower and eye wash without the need for directional boring underneath the weighbridge and the risk of damaging the weighbridge's electrical systems. Also, a hand wash basin and grey water absorption trench are being installed at the transfer station (skips) for the benefit of our clients. It is expected that these works will be complete by 30 June 2016.

3.5 MAYOR RAMON JAYO – CANECUTTER MEMORIAL

Consideration of donation of a Canecutter Memorial from Mario Torrisi to Council. Council to determine a suitable location for the Memorial to be displayed.

Action - Refer to the Chief Executive Officer to follow up a suitable location.

May Update – The Ingham CBD Project Control Group considered this matter at its meeting held on 16 June 2016 as follows:

It was agreed between all parties that the following preferred options be approved:

1. That the installation be named: *The Herbert River Cane Cutter*
2. That the Herbert River Cane Cutter statue be incorporated into the Hinchinbrook Way Walk
3. That the statue be installed on the southern side of the Lannercost Street median pedestrian crossover shelter located opposite the Canegrowers building
4. That the statue be installed on a small plinth (100mm-200mm high)
5. That lighting be incorporated into the design
6. That an interpretive sign as per the Hinchinbrook Way walk design standard be prepared and installed
7. That the acknowledgement of monetary contributions towards the statue's construction be incorporated into a new complimentary installation to be designed and installed by Council

8. That Council officers consult with Mario Torrisi, Pat Lynch, Mark Spina and local representatives from Canegrowers and Wilmar regarding interpretative content for signage and final design of acknowledgement installation

9. That Council consider and approve the above described works within the scope of the Ingham CBD project

10. That Council request that monetary contributions collected by Mario Torrisi that exceed the purchase value of the statue be allocated towards costs for the above described installation works and additional complimentary works.

April Update – Memorial was collected from Potters Society and placed in secure storage at Council's Depot. Report to be completed for June General Meeting.

Office of the CEO Capital Progress Report:

P	Procurement

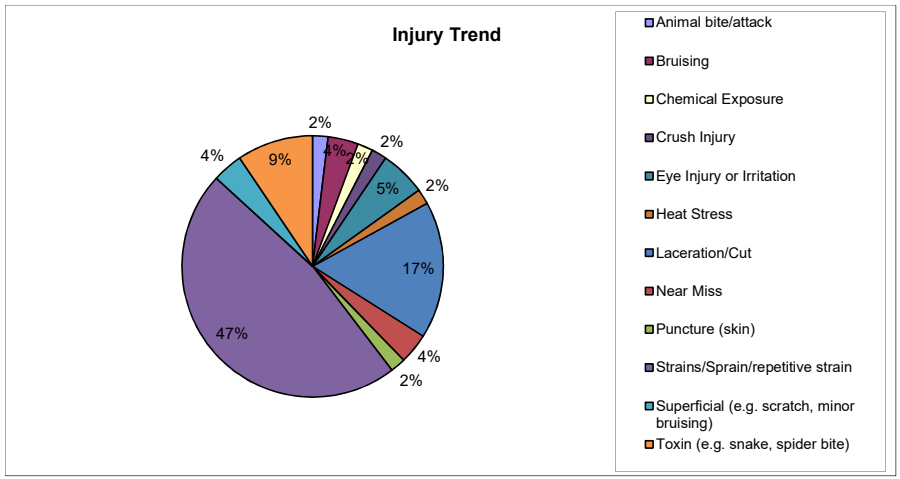
Project Description *(Project Code)*	Programme Estimate 2015/2016			2015/2016 YTD Expenditure	Comments & Project Timeline
	HSC Budget	Other Source	Total		
CSI Project (includes $60,000 carryover).	$760,000	$0	$760,000	May 2016 $572,784	
Emerging projects (if required)	$500,000	$0	$500,000	May 2016 $5,529	

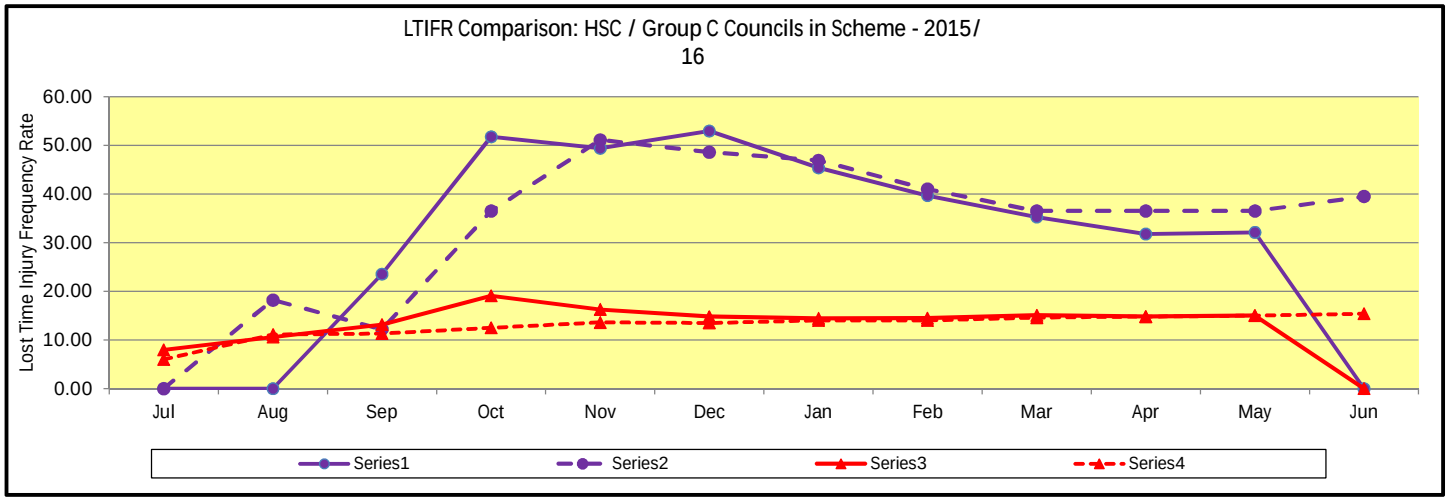
	Jul	*Aug*	*Sep*	*Oct*	*Nov*	*Dec*	*Jan*	*Feb*	*Mar*	*Apr*	*May*	*Jun*
Forecast												
Actual												

	Jul	*Aug*	*Sep*	*Oct*	*Nov*	*Dec*	*Jan*	*Feb*	*Mar*	*Apr*	*May*	*Jun*
Forecast												
Actual												

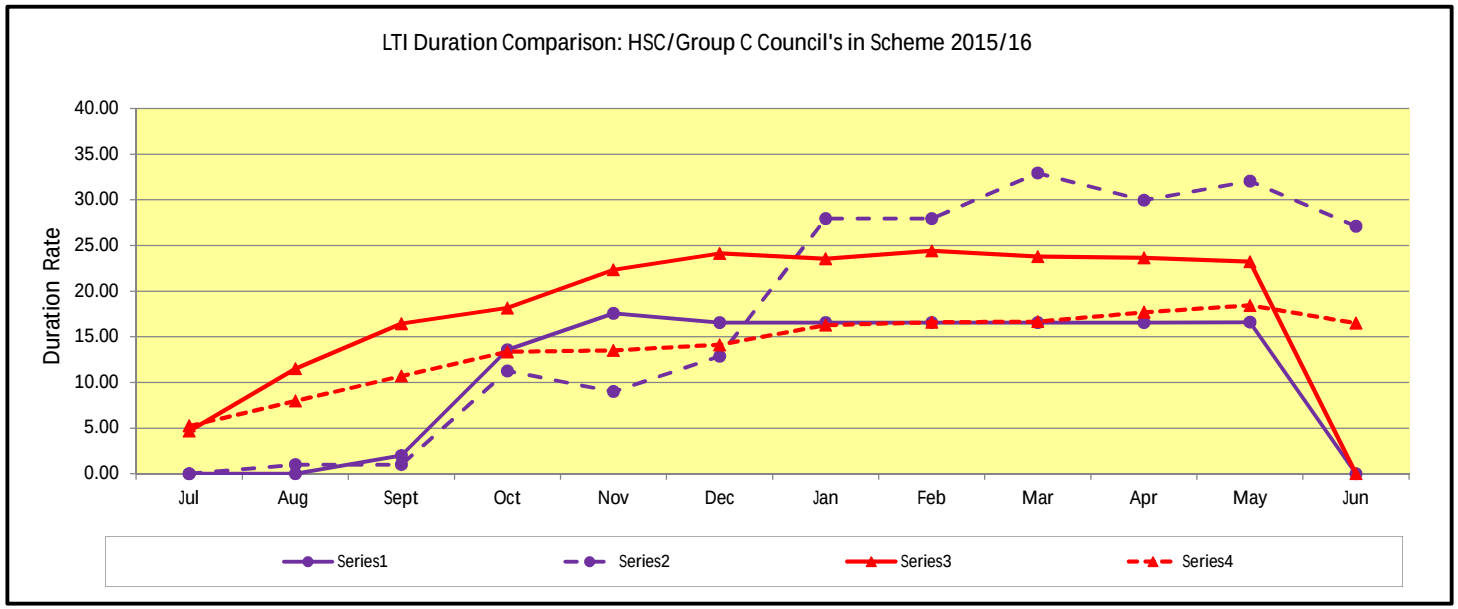
Nature of Injury 2015/2016

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals	Injury trend
Amputation													0	0%
Animal bite/attack				1									1	2%
Bruising			1						1				2	4%
Burn													0	0%
Chemical Exposure										1			1	2%
Concussion													0	0%
Crush Injury			1										1	2%
Dermatitis													0	0%
Dislocation													0	0%
Eye Injury or Irritation		1	1		1								3	6%
Fracture													0	0%
Heat Stress					1								1	2%
Infection													0	0%
Internal Injury													0	0%
Irritation (Skin)													0	0%
Laceration/Cut		1	1		3	1	1		1		1		9	17%
Multiple													0	0%
Near Miss			1	1									2	4%
Noise Induced Hearing Loss													0	0%
Psychological													0	0%
Puncture (skin)										1			1	2%
Strains/Sprain/repetitive strain	2	3	5	6	2	2		3	2				25	47%
Superficial (e.g. scratch, minor bruising)								2					2	4%
Systemic													0	0%
Toxin (e.g. snake, spider bite)	2	2									1		5	9%
Totals	4	7	10	8	7	3	1	5	4	2	2	0	53	100%





LGW Data		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC LTIFR YTD		0.00	0.00	23.53	51.76	49.41	52.94	45.37	39.70	35.29	31.76	32.08	0.00
HSC LTIFR 2014-2015		0.00	18.20	12.20	36.50	51.10	48.60	46.90	41.00	36.50	36.50	36.50	39.50
Group C LTIFR YTD (Councils with wages $10-20 mil)		7.94	10.58	13.14	19.09	16.26	14.78	14.43	14.47	15.05	14.78	15.00	0.00
Group C LTIFR 2014-2015		6.0	11.1	11.3	12.5	13.6	13.5	14	14	14.6	14.8	15.0	15.40



LGW Data		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
HSC Duration Rate YTD LGW data.		0.00	0.00	2.00	13.57	17.57	16.56	16.56	16.56	16.56	16.56	16.60	0.00
HSC Duration Rate 2014 - 2015		0.0	1.0	1.0	11.3	9.0	12.9	27.9	27.9	32.9	30.0	32.1	27.1
Average duration rate for Group C		4.67	11.50	16.44	18.16	22.33	24.14	23.54	24.40	23.77	23.65	23.23	0.00
Duration Rate Group C 2014 - 2015		5.2	8.0	10.7	13.4	13.5	14.1	16.3	16.6	16.7	17.7	18.4	16.5

Workers Comp and Rehabilitation 2015/2016

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Totals
New Claims (accepted)	2	2	4	3	1	0	0	1	0	0	0		13
Lost Time Injuries	1	1	4	3	1	0	0	1	0	0	0		11
Medical Treatment Only	0	3	0	0	2	1	0	1	0	0	0		7
Time Lost (hours) Workers Comp	29	264.5	264.5	421.5	250	153	34	119	8.5	0	0		1391
Suitable duties (hours) Rehab	42.5	98	36.5	42.5	204	309	0	0	0	0	0		732.5

HINCHINBROOK SHIRE COUNCIL

REPORT TO COUNCIL

OFFICE OF THE CHIEF EXECUTIVE OFFICER MONTHLY STATUS REPORT – JUNE 2016

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number – 310516-33 – Councillor Opportunities – Attendance at North Queensland Local Government Association (NQLGA) Conference

That the Mayor, Deputy Mayor and the Chief Executive Officer attend the NQLGA Conference in Cloncurry from Wednesday 27 July to Friday 29 July 2016.

Status:
June 2016 Update – Flights and accommodation booked and awaiting release of paperwork from NQLGA to register Mayor, Deputy Mayor and Chief Executive Officer's attendance.

Resolution Number – 310516-13 – Notice of Motion – Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That the following resolution passed by Council at its General Meeting on 29 September 2015 relating to *Item 2.3.10 – Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)* stating:

- That Council change the location of the Piazza to align with the existing Lannercost Street pedestrian crossover.

- That Council locate the Piazza to align with the existing western Lannercost Street pedestrian crossover. The commencement of the Lannercost Street Phase Two works (Piazza) is subject to finalising the centre median layout and parking with the Department of Transport and Main Roads and endorsement by the Ingham CBD Redevelopment Project Control Group and Council."

be repealed.

Status:
June 2016 Update – Decisions removed from CBD Project Control Group agenda. No further action to be taken.
Matter Closed

Resolution Number – 310516-12 – Notice of Motion – Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)

That the following resolution passed by Council at its General Meeting on 29 September 2015 relating to *Item 2.3.10 – Ingham CBD Redevelopment – 2015 / 2016 Priority Works (Scope Change)* stating:

" That Council seek the speed limit along Lannercost Street (between Townsville Road and Tully Street) be reduced from 60km per hour to 40km per hour."

be repealed.

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 14 June 2016

Status:
June 2016 Update – Decisions removed from CBD Project Control Group agenda. No further action to be taken.
Matter Closed

Resolution Number – 260416-33 – Councillor Maria Bosworth – Stop in Hinchinbrook Initiative

That Council respond to Brian Fenoglio advising as follows:

1. That Council will prepare and distribute advertising material to a maximum value of $2,500 conditional upon evidence of the initiative being accepted by retailers and agreement towards self-administration being produced to Council with all advertising material incorporating the Hinchinbrook Way logo.

2. That Council agree to reallocate the sum of $2,500 from current year budget.

Status:
June 2016 Update – Council has funded $1,500 to Robert Clark to administer the "Shop the Hinchinbrook Way – Coffee's on Us" initiative. Meeting of interested participants held on Wednesday 8 June 2016.

May 2016 Update – Advice provided to Brian Fenoglio regarding Council's decision. Letter yet to be forwarded to all retailers seeking their involvement in initiative.

Resolution Number – 260416-28 – Election of the Local Government Association of Queensland's (LGAQ) Policy Executive District Representatives 2016 - 2020

That Council nominate Councillor Jenny Hill from Townsville City Council as District Number 9 representative for the LGAQ Policy Executive Committee.

Status:
June 2016 Update – No further update at this stage.

May 2016 Update – Council's nomination for Councillor Jenny Hill forwarded to LGAQ by required date. Voting form has now been received and Council voted in favour Councillor Jenny Hill.

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

That Council agree to:

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

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

May 2016 Update – No further update at this stage.

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

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

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

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

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

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

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

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

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

2015 / 2016 BUDGET ADJUSTMENTS

Executive Summary

Throughout each financial year, circumstances arise that require Council's Budget to be reviewed and amended. The following changes are presented to Council. Most of these items should contribute to the Shire's economic development.

Once approved, the 2015 / 2016 Budget will be amended. It is anticipated that a number of these initiatives will be viewed as "special projects" and unspent budget allocations will be requested for carry over into 2016 / 2017.

For Council Decision – Recommendation

That Council approve the following adjustments to the 2015 / 2016 Budget:

- Additional Materials and Services Expenditure..... $224,740
- Additional Capital Expenditure.....$ 50,000

Background

The following initiatives, together with their respective requested Budgets, are presented to Council for approval:

1. International Fishing Series
   Increase Materials and Services Expenditure Budget .....$ 50,000
2. Marketing Contractor
   Increase Materials and Services Expenditure Budget .....$ 40,000
3. Tropical Coast Tourism
   Increase Materials and Services Expenditure Budget .....$ 25,000
4. Additional Billboard Signage
   Increase Materials and Services Expenditure Budget .....$ 10,000
5. "Shop the Hinchinbrook Way – Coffee's on Us" Initiative
   Increase Materials and Services Expenditure Budget .....$ 3,500
6. Regional Australia Institute Pathfinder Program
   Increase Materials and Services Expenditure Budget .....$ 2,500
7. Business Incubation / Facilitation Encouragement
   Increase Materials and Services Expenditure Budget .....$ 30,000
8. Financial Health Review
   Increase Materials and Services Expenditure Budget.....$ 45,000
9. Southern Atherton Tablelands Irrigation Development and Flood Mitigation Scheme
   Increase Materials and Services Expenditure Budget ..... $ 17,000
10. Show Committee - Painting Horse / Stallion Stables
    Increase Materials and Services Expenditure Budget.....$ 1,740
11. Construction of additional Vehicle Cage in the Administration Building carpark
    Increase Capital Expenditure Budget .....$ 50,000

    TOTAL $274,740

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 20 June 2016

These additional costs can be covered from other savings within the 2015 / 2016 Budget as follows:

12.	Savings - Election costs	$ 30,000
13.	Savings - Consultancy Budget	$ 120,000
14.	Additional Interest earned	$ 200,000
	TOTAL	$350,000

Further comments in relation to these expenditure initiatives as follows:

International Fishing Series - $50,000

Securing the hosting of the International Fishing Series in Hinchinbrook is a monumental step forward towards an exciting future for the Shire, demonstrating a seismic shift towards making tourism the number one growth industry for the Shire.

Since the adoption of the new Economic Development Strategy and Hinchinbrook Way brand, Council has focused significant resources and time into attracting the attention of investors to develop Hinchinbrook as a world class authentic tourism destination. During this time Council has established working relationships with a diversity of tourism developers, including adventure tourism operators and major event producers. Through telling a consistent and engaging regional story through the Hinchinbrook Way brand, Council has successfully attracted the attention from the producers of the International Fishing Series and demonstrated the capacity to collaboratively deliver a major world class event for the Shire!

What is the International Fishing Series
The International Fishing Series is the pinnacle fishing event, presented to a TV audience of over 25 million viewers.

In 2016, the best anglers from China, Japan and South Korea will converge on the Hinchinbrook Region for four intense days of world class competitive fishing culminating in the leading nation being crowned the 2016 International Fishing Series Champions. The event will be captured in six 24 minute episodes and broadcast in four different versions and languages to an audience of 25 million across Australian and 14 Asian markets. 15% of content for the series will be customised to tell the Hinchinbrook Way story, immersing the best anglers in the world into Hinchinbrook's history, culture, experiences, locations and way of life.

The Hinchinbrook Shire Council's investment in this major global event leverages significant sponsorship from automotive, marine and tourism industry to deliver a world class event positioning the Hinchinbrook Region as the mecca for recreational fishing.

The Value of Recreational Fishing
Recreational Fishing expenditure by international tourists in Australia has grown by 36% in the past three years. This is driven by the emerging class that are trending away from consumption of goods towards to consumption of authentic experiences; that is from Having to Being. This growing tourism market already contributes over $7 Billion into the Australian economy and those that fish when travelling account for over 28.5 million visitor nights throughout Regional Australia each year.

Marketing Contractor - $40,000

In the context of rapidly declining population and local economy, Council has identified tourism as a key growth industry for the Shire and recognises the importance of delivering a sophisticated and contemporary marketing strategy that complements the development of the local tourism industry.

Over the coming 12 months, Council's marketing contractor will work with Council's Economic Development and Tourism team to increase visitation to the Shire through targeted marketing under the Hinchinbrook Way brand; this will include new TV advertising campaigns and print, web, billboard and social media campaigns. The marketing contractor will also play a pivotal role in the design and presentation of business development workshops throughout the Shire.

The success of the Hinchinbrook Way since its launch demonstrates the value in investing in professional marketing which can deliver a cutting edge campaign reframing Hinchinbrook as North Queensland's greatest tourism asset. The investment in a marketing contractor provides a focus on continuing to deliver a strong Hinchinbrook Way marketing campaign, whilst enabling Council's Senior Economic Development and Tourism Officer an increased scope to focus on developing and delivering major economic development and tourism development projects for the Shire.

Tropical Coast Tourism - $25,000

This is to cover 12 month membership to Tropical Coast Tourism which is a local tourism organisation for the Cassowary Coast area and includes the Mission Beach area. This would assist with our Shire promotions from the Far North Queensland region. This is particularly relevant with our strategy to promote the Hinchinbrook Way and creates a linkage to the Cairns region.

Additional Billboard Signage - $10,000

A new billboard strategy will reflect a new drive tourism strategy with a strong focus on the 500km drive tourism market. A series of new billboards are likely to be installed from Airlie Beach north and form part of a holistic marketing campaign to generate longer visitation stays within the Shire. The new billboards will seek to raise the profile of the Hinchinbrook Way and direct traffic to both the website and encourage visitation to the local information centre

"Shop the Hinchinbrook Way – Coffee's on Us" initiative $3,500

This initiative is to assist local businesses to promote their products and services to locals and visitors who travel through the Shire. $2,500 of the cost is for direction promotional material and $1,000 is to assist with a person to coordinate the project on behalf of the business community.

Regional Australia Institute Pathfinder Program - $2,500

The Regional Australia Institute (RAI) will assist Townsville City Council and surrounding Local Government areas that are part of the Regional Economic Development Regional Organisation of Councils (REDROC) by providing new thinking on the future of the region and an objective view of the areas where action can yield the best returns.

This project will enable Townsville City Council and the other REDROC members to establish practical, collaborative initiatives that can achieve positive change and drive a prosperous future for the region. The Pathfinder project will provide Townsville City with a *Global Positioning Strategy* and a supporting *Priority-Driven Action Plan* for the City. Pathfinder will also provide REDROC with the *Global Positioning Strategy* and a supporting *Priority-Driven Action Plan* which sets out agreed actions to be taken across the Region to advance the Strategy and achieve the benefits identified.

Business Incubation / Facilitation Encouragement - $30,000

This will enable the facilitation of a series of workshops for local businesses. This is consistent with other initiatives aimed at driving improvement in the Shire's economic performance.

Financial Health Review - $45,000

This will enable an independent financial health review to be conducted and a new Council outlook to be developed. This review will include our Long Term Financial Forecast, Council's performance against the consultant's database of updated LGAQ Better Councils Performance Benchmarking and other relevant analyses, including Council's status regarding service reviews, asset management cycles, rating and revenue capacity and practices.

Southern Atherton Tablelands Irrigation Development and Flood Mitigation Scheme - $17,000

This is the balance of contribution identified in the Memorandum of Understanding between the organisations involved. $8,000 of the amount associated with this initiative has been paid already. $750,000 grant funding for a feasibility study has been successful.

Show Committee - $1,740

Previously Council provided the Show Committee equipment to paint the horse / stallion stables which last occurred approximately 10 to 12 years ago.

The stables are again in need of painting and the Show Committee are prepared to repeat the above arrangement. The Committee have purchased paint, rollers etc and will be completing the task at their earliest convenience.

Construction of Additional Vehicle Cage in the Administration Building Carpark - $50,000

This initiative is to enable more pooled vehicles to operate from Lannercost Street. There is currently an exercise occurring to reduce the number of vehicles that currently have private or commuter use and is part of Council's efficiency exercise. Therefore more vehicles can be locked up on Council premises rather than staff taking these vehicles home. There is a fairly quick payback period in relation to this expenditure.

Attachments
Nil

Statutory Environment
Local Government Regulation 2012

Policy Implications
Council approval for these items is required to comply with Budget Policy.

Consulted With
Executive Team
Councillors

Financial and Resource Implications

Overall additional expenditure identified totalled $274,740, more than offset by operational savings identified.

These adjustments largely have no impact on the Long term Financial Forecast.

Risk Management Implications
Nil

Strategic Considerations
Nil

Officers Comment
The budget adjustments identified are largely one off expenditures. Many are relevant to the economic development area and council's efficiency drive and the desire to increase employment and future growth within the Shire.

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

ARC UP ELECTRICITY INCREASE CAMPAIGN

Executive Summary

Rural and Regional Queensland households, small business and farmers have no option other than to obtain their electricity supply from Ergon Energy. It has been estimated that electricity prices have increased by 93% since 2009.

This Report seeks Council's support in relation to the "Arc Up" campaign to immediately cut electricity prices for all Ergon Consumers by 33% followed by a complete review of the existing pricing practices of the regional Queensland electricity market.

For Council Decision – Recommendation

That Council support the "Arc Up" campaign to immediately cut electricity prices for all Ergon Consumers by 33% followed by a complete review of the existing pricing practices of the regional Queensland electricity market.

Background

This campaign was started off and driven by irrigation and farming groups on the basis that soaring electricity power prices, which have tipped to double again in the next five years, are financially strangling Queensland's regional business, farmers and households. Prices are set to rise in July for large and small business, farmers and households, with the largest rise set to be up to 11.5%.

In a report to the Queensland Parliament last year by the Alliance of Electricity Consumers it was stated that between 2006 / 2007 and 2015 / 2016 the network component of an average household bill has increased by more than 300%.

Attachments

ARC Up pamphlet

Statutory Environment

Nil

Policy Implications

Nil

Consulted With

NQROC
Debra Burden - spokesperson for the ARC Up campaign

Financial and Resource Implications

For the 2016 / 2017 Budget, Council has increased its electricity budget by $135,000 (12%)

Author: Dan McKinlay
Position: Chief Executive Officer
Date: 16 June 2016

Risk Management Implications
Nil

Strategic Considerations
Electricity price increases significantly impact Council's ten year financial forecast.

Officers Comment
The Arc Up campaign has been supported by the North Queensland ROC.

A number of Councils and organisations across Queensland also support the campaign.

ARC UP!

STOP the rip-off electricity prices in regional Qld

facebook.com/ARCupQld

arcupqld

Add YOUR voice

#arcup

ARC UP!

ARC UP TO END RIP-OFF ELECTRICITY PRICES

A UNITED community voice is demanding an end to rip-off electricity prices in regional Queensland, with the "ARC UP" campaign targeting the State Government's use of Ergon Energy and Powerlink as cash cows.

Its demand: to immediately CUT electricity prices for all Ergon consumers by a minimum 33 per cent followed by a complete review of the current pricing practices with the overall goal of returning Queensland to being the state that has the cheapest power in Australia. ARC UP joint spokesperson Debra Burden said "Affordable electricity will send a clear message that Queensland is open for business."

The campaign started off by being driven by irrigation and farming groups, say soaring power prices - tipped to double again in the next five years - are financially strangling Queensland's regional business, farmers and households.

Another rise is due within months. Government regulator the Queensland Competition Authority (QCA) is now recommending increases in July for large and small business, farmers and households, with the largest rise set to be up to 11.5 per cent.

The ARC UP campaign is demanding immediate action from the Palaszczuk Government, which rode into victory in 2015 on the promise of keeping energy assets in public ownership. The State owns 100 per cent of both Ergon Energy, the power utility that holds a monopoly in regional Queensland, and Powerlink, which runs the state's electricity transmission network.

The State Government has the power to drop prices by 33% today.

Mr Shane Knuth, Katter's Australian Party State Member for Dalrymple in regional Queensland, is supporting the community group by sponsoring a Private Member's Bill in State Parliament.

"Since 2007, electricity prices in Queensland have increased by 96 per cent and electricity prices have been identified as having the largest impact on the cost of living," Mr Knuth said "A significant reduction on current charges is not only possible, but absolutely essential for our future prosperity.

"Prices can be cut without job losses, reduced service levels or slower responses to natural disasters," he said.

Hugh Grant who sits on the Consumer Challenge Panel, set up by the Australian Energy Regulator (AER), said Ergon Energy and Powerlink were reaping financial benefits beyond the dreams of any private operation, with the Queensland networks' prices around twice the efficient level".

Dale Holliss, ARC UP joint spokesperson and Manager of the Bundaberg Regional Irrigators Group, said five years of talking has delivered little.

"What we now know is that Governments have the power to cut prices but hide behind acronyms in order to confuse and confound the public.

"Compared to 2007, farmers in Queensland are paying 96% more for the electricity needed to run their irrigation pumps. Ergon's power prices today are completely unsustainable, and continuing to rise for farmers by around 10.3 per cent in July? It's crazy. It's costing jobs, costing communities, and it's destroying what should be one of the most successful sectors in the state - agribusiness."

"Soon this regions greatest export won't be food, it'll be jobs."

The Alliance of Electricity Consumers (AEC), in a report to the Queensland Parliament last year, said: "Between 2006/7 and 2015/16 the network component of an average household bill has increased by more than 300 per cent, while wholesale energy prices have remained relatively stable."

"Last financial year the Queensland Government stripped $3.2 billion dollars in dividends from Ergon and PowerLink. The Government has used electricity as a cash cow for too long and in doing so has damaged the economy, cost jobs and negatively impacted the voters of Queensland. Our united group is instigating the ARC UP campaign for the benefit of all consumers in regional Queensland" said Debra Burden ARC Up joint spokesperson and General Manager of Canegrowers Burdekin.

Debra Burden: Joint spokes person for the ARC UP Campaign

ARC UP!

CCIQ Powering business potential

12 May 2016

Debra Burden
Arc Up
PO Box 933
AYR QLD 4807
Via email: admin@arcupqld.org

Dear Debra,

Thank you for meeting with us to discuss the upcoming "Arc Up" campaign. The Chamber of Commerce and Industry Queensland (CCIQ) has been actively involved in advocating lower electricity prices for small businesses across Queensland for many years.

CCIQ currently has significant concerns about the impact that ongoing electricity price increases will have on business profitability and competitiveness.

Additionally, CCIQ believes the small business community are becoming disillusioned by the energy sector particularly given the State Government's commitments to ease the cost of electricity for small business have not come to fruition.

Given the difficult trading environment in regional Queensland at present, businesses are very reluctant to pass increases onto customers for fear of losing trade. Yet at the same time most businesses have already reduced their electricity usage as much as possible, forcing businesses to try and absorb these unsustainable increases.

Continued increases will result in reducing business costs in areas including capital expenditure and employment levels that will further damage the economy. In some instances there is little doubt that rising electricity prices will push some businesses permanently into the red with forced closures.

As such, CCIQ wishes to support Arc Up in their campaign to immediately cut electricity prices for all Ergon consumers by 33 per cent followed by a complete review of the current pricing practices of the regional Queensland electricity market.

CCIQ looks forward to working with Arc Up with the aim of returning regional Queensland to a competitive and productive economy through affordable electricity prices.

Yours sincerely

Nick Behrens
Director - Advocacy

Chamber of Commerce & Industry Queensland
Industry House, 375 Wickham Terrace, Brisbane, Qld, 4000
T 1300 731 988 F 07 3831 3195 E info@cciq.com.au
EAL 1300 731 988 ABN 55 009 662 060
cciq.com.au

MP Shane Knuth with ARC UP representatives

Bernie Treston

State President of Independent Retirees

"This letter is to express strong support for the Private Member's Bill being sponsored by Queensland MP Shane Knuth to reduce electricity prices for all regional Queensland by a minimum of 33% and a full review of the future pricing process for regulated tariffs."

"The shameless money grab by the Queensland Government at the expense of ordinary households, pensioners, farmers and businesses has to end.."

ARC UP!

Andrew Cappello, Chairman of Mackay Sugar Ltd and Chairman of Pioneer Valley water Co-operative Limited

"Upwardly spiralling electricity costs are having a major and increasingly negative impact on production of sugar can in the Mackay Region. Irrigation in this area is supplementary and is vital in dry periods to provide some stabilisation for the agricultural economy."

Banora International Group:

"... profitability of Tourism Suppliers is at an all time low and a 10% increase in electricity at this time is unfeasible. We urge you to consider not allowing this to move forward."

"Businesses are struggling..."

Genesis Engineering:

" Please Please Please do not increase electricity tariffs. My business in Far North Queensland is really struggling. No work and no Government spending so no income."

"An electricity increase will literally send me broke..."

What can you do?

1. Like the **ARC UP** Facebook page and add your voice by telling your story. #arcup
2. Ask your friends, family, colleagues and local groups to support the campaign by liking the **ARC UP** Facebook page
3. Write to the Premier, the Treasurer and the Minister for Energy and let them know the impact the cost of electricity is having on you and your local business. You can download a template letter from the ARC UP Facebook page.
4. Send a letter to the Editor to say you support ARC UP and why
5. Download the **ARC UP** poster from the Facebook page and display it in your window, at work, in your car window
6. Add **#arcup** to your Twitter account and target the Premier and local MPs, plus the media

For more information, please contact:

Dale Holliss: 0417 009 236 OR admin@arcupqld.org

Debra Burden: 0417 709 435 OR debra_burden@canegrowers.com.au

The Premier and Minister for the Arts

The Hon Annastacia Palaszczuk MP

Level 15, Executive Building,

100 George Street
BRISBANE QLD 4000

PO Box 15185
City East
Queensland 4002

Email: thepremier@premiers.qld.gov.au

The Treasurer

The Hon Curtis Pitt MP

Level 9, Executive building,

100 George Street

BRISBANE QLD 4000

Email: treasurer@ministerial.qld.gov.au

The Minister for Energy, Biofuels and Water Supply

The Hon Mark Bailey MP

Level 15, Capital Hill,

85 George Street

BRISBANE QLD 4000

Email: energyandwatersupply@ministerial.qld.gov.au

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

COUNCILLOR OPPORTUNITIES – ATTENDANCE AT AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA) CONFERENCE

Executive Summary
The Australian Local Government Women's Association (ALGWA) Conference will be held in Brisbane from Thursday 28 July to Friday 29 July 2016. Early registration closes on Thursday 30 June 2016.

For Council Decision – Recommendation
That Councillor Maria Bosworth attend the ALGWA Conference in Brisbane from Thursday 28 July to Friday 29 July 2016.

Background
On occasion the ALGWA State Conference has been attended by a Hinchinbrook Shire Councillor.

Attachments
ALGWA State Conference Flyer

Statutory Environment
Local Government Regulation 2012

Councillors Expenses Reimbursement and Facilities Policy

Policy Implications
There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at conferences.

The Councillors Expenses Reimbursement and Facilities Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillors attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

Consulted With
Chief Executive Officer, Mayor and Councillors

Financial and Resource Implications
Provision will be made in the 2016 / 2017 Budget for Councillors individual conference attendance and training

Risk Management Implications
Not applicable

File: 007/0004
Author: Belinda Edwards
Position: Executive Assistant
Date: 30 May 2016

Strategic Considerations

Corporate Plan – Strategic Direction Three – Responsive and Responsible Local Representation

Operational Plan 2015 / 2016 – Strategic Direction Three – 3.3 Influencing other levels of Government – Membership of LGAQ and participation in relevant discussions and agendas

Officers Comment

The Program for the Conference has not yet been received however registration is open and the appropriate Councillor will be registered as soon as Council resolves Councillor Bosworth's attendance.

The estimated costs associated with attendance at the ALGWA Conference are as follows:-

¨ Early bird registration *(payment to be received on or before 30 June 2016)*	$ 580 / person
¨ Accommodation ($134 / person / night @ 2 nights)	$ 268 / person
¨ Travel (approximately $200 each way)	$ 400 / person
¨ Miscellaneous (food and incidentals)	$ 100 / person
Approximate TOTAL	$1,348 / person

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION

#ALGWA2016

Disruption, Agility and Resilience

Inspiring Women's Leadership in Local Government

REBECCA HERSANT

DR JEANETTE YOUNG

LOUISE DUDLEY

Thought Leadership – inspirational insights and shared experiences from accomplished leaders

Professional Development – interactive 'real world' exercises with key take-away's

Networking – learn from like-minded peers, expand your professional network

QUEENSLAND STATE CONFERENCE | BRISBANE 28-29 JULY

Early Bird closes 30 June

Speakers include

Louise Dudley
CHIEF EXECUTIVE OFFICER
QUEENSLAND URBAN UTILITIES

Dr Jeanette Young
QUEENSLAND CHIEF HEALTH OFFICER

Megan Houghton
DIRECTOR-GENERAL,
DEPARTMENT OF TOURISM, MAJOR EVENTS, SMALL BUSINESS & THE COMMONWEALTH GAMES

Stewart Gillies
LEADERSHIP AND COMMUNICATION CONSULTANT
REDSKY

Nicole Revell
MANAGER WORKFORCE ANALYTICS
SUNCORP GROUP

Shannon Roberts
ASSOCIATE DIRECTOR
HUDSON TALENT MANAGEMENT

HOSTED BY
BRISBANE CITY

AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION QUEENSLAND BRANCH

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

LGAQ CIVIC LEADERS SUMMIT

Executive Summary
The LGAQ Civic Leaders Summit will be held at Benowa from Wednesday 13 July to Friday 15 July 2016.

For Council Decision – Recommendation
That Mayor Ramon Jayo and Chief Executive Officer Dan McKinlay attend the LGAQ Civic Leaders Summit at Benowa from Wednesday 13 July to Friday 15 July 2016.

Background
The Mayor and Chief Executive Officer attended the biennial 2012 Civic Leaders Summit at the Sunshine Coast held in July 2012.

The Mayor and Chief Executive Officer also attended the biennial 2014 Civic Leaders Summit on the Sunshine Coast held in May 2014.

Attachments
LGAQ Civic Leaders Summit Registration Brochure / Program

Statutory Environment
Local Government Regulation 2012

Councillors Expenses Reimbursement and Facilities Policy

Policy Implications
There is no Councillor Conference Attendance Policy as such, only that a resolution is required for attendance at conferences.

The Councillors Expenses Reimbursement and Facilities Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillors attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.

Consulted With
Chief Executive Officer, Mayor and Councillors

Financial and Resource Implications
Provision will be made in the 2016 / 2017 Budget for Councillors individual conference attendance and training

File: 007/0004
Author: Belinda Edwards
Position: Executive Assistant
Date: 14 Jun 2016

Risk Management Implications
Not applicable

Strategic Considerations
Corporate Plan – Strategic Direction Three – Responsive and Responsible Local Representation

Operational Plan 2015 / 2016 – Strategic Direction Three – 3.3 Influencing other levels of Government – Membership of LGAQ and participation in relevant discussions and agendas

Officers Comment
The Civic Leaders Summit is an event for Queensland's civic leaders to listen to and work with respected figures from politics, government, media, academia and industry over two days. The Summit theme, The Winning Team, will encourage a focus on the common purpose and synergies that civic leaders need to build to ensure the continued economic and social health of the communities they represent.

The estimated costs associated with attendance at the Summit are as follows:-

¨ Full registration	$1,375 / person
¨ Accommodation ($190 / person / night @ 2 nights)	$ 760 / person
¨ Travel (approximately $240 each way)	$ 480 / person
¨ Miscellaneous (food and incidentals)	$ 100 / person
Approximate TOTAL	$2,715 / person

LGAQ

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

CIVIC LEADERS SUMMIT

THE WINNING TEAM

13 - 15 July 2016

RACV Royal Pine Resort, Ross Street, Benowa

SPONSORS

Hastings Deering CAT

IT'S HOW WE CONNECT

PRESIDENT'S INVITATION

The LGAQ Civic Leaders Summit is a unique event for Australian local government. The summit is a chance for you, Queensland's civic leaders, to listen to and work with respected figures from politics, government, media, academia and industry over two days. This year's summit will feature contributions and insights from a diverse line up of speakers, including public policy expert Professor Ann Tiernan. Summit facilitator Madonna King will again bring out the best in all of us with her enthusiasm, savvy and remarkable breadth of knowledge of what drives the state's political and policy leaders.

The summit theme, The Winning Team, will encourage us to focus on the common purpose and synergies that civic leaders need to build to ensure the continued economic and social health of the communities they represent.

As with past summits the days of learning are framed by a wonderful casual dinner on Level 21 at the Videre Restaurant, RACV Resort which overlooks the city sky line of the Gold Coast. The summit dinner will take place in the Convention Centre Lobby and will feature stand-up comedian Cal Wilson.

The Civic Leaders Summit is unlike any other LGAQ event - no media, no outsiders, no trade booths. Just peer-to-peer fellowship and learning. It's designed just for you.

Margaret de Wit
PRESIDENT

WEDNESDAY 13 JULY 2016

11.00AM REGISTRATION

12.00PM LUNCH

1.00PM–4.30PM WORKSHOP 1:
Feeding the Beast: how to manage a ravenous media in the digital age

WORKSHOP 2:
Delivering Sustainable Productivity and Efficiency in Local Government.
(Details for the workshop are included in separate flyer)

7.00PM CASUAL DINNER
Videre Restaurant, Level 21, RACV Royal Pine

THURSDAY 14 JULY 2016

8.30AM REGISTRATION
Tea and Coffee

9.00AM WELCOME
Cr Tom Tate
Mayor, Council of the City of Gold Coast

9.05AM SUMMIT OPENING
Acting President, LGAQ

9.15AM NOW THE FUN STARTS – WHAT OUR CIVIC LEADERS CAN AND CAN'T DO – MYTH AND FACT
Mr Tim Fynes-Clinton, Managing Director, King & Company
Mr Greg Hallam PSM
Chief Executive Officer, LGAQ

10.15AM MORNING TEA

10.45AM POLITICAL LEADERS UP CLOSE
Professor Ann Tiernan, Political Scientist, School of Governance and International Relations, Griffith University
Mr Steve Wardill, Courier Mail State Political Editor

11.30AM BUILDING CHAMPION TEAMS – LEADING BY EXAMPLE
Sir Graham Henry KNZM,
former Coach, New Zealand All Blacks

12.30PM LUNCH

1.15PM BETTER COUNCILS, BETTER COMMUNITIES AND THE BIG THREE
Mr Greg Hoffman PSM, General Manager Advocate, LGAQ
Mr Glen Beckett, General Manager Assist, LGAQ
Mr Tony Goode, Workforce Strategy Executive, LGAQ

1.30PM PROMOTING YOUR CITY OR SHIRE
Cr Paul Pisasale, Mayor, Ipswich City Council
Cr Margaret Strelow, Mayor, Rockhampton Regional Council
Cr Alf Lacey, Mayor, Palm Island Aboriginal Shire Council

2.45PM STALKING THE HALLS OF POWER AND BRINGING HOME THE BACON
Hon Paul Lucas, former Deputy Premier
Mr Joshua O'Keefe, Team Leader, Intergovernmental Relations, LGAQ

3.30PM AFTERNOON TEA

4.00PM FIRST TERM MAYORS

4.45PM SEGMENT STREAM SESSIONS
SEQ/Coastal councils
Resource councils
Rural and Remote councils
Indigenous councils

5.30PM CLOSE

6.00PM PRE-DINNER DRINKS

7.00PM DINNER
Convention Centre Lobby
Entertainment: Comedian Cal Wilson

10.00PM DINNER CONCLUDES

FRIDAY 15 JULY 2016

8.00AM COFFEE AND TEA ON ARRIVAL

8.30AM STATE EXPECTATIONS OF THE CLASS 2016
Hon Jackie Trad MP, Deputy Premier, Minister for Infrastructure, Local Government and Planning, Minister for Trade and Investment

9.00AM QUEENSLAND TREASURY CORPORATION
Mr Philip Noble, Chief Executive Officer, Queensland Treasury Corporation

9.30AM WATCH DOG ROUND UP
Mr Alan MacSporran QC, Chair, Crime and Corruption Commission
Mr Phil Clarke, Ombudsman
Mr Andrew Greaves, Auditor-General

10.15AM MORNING TEA

10.45AM MAYORAL MENTORS, ETHICS ADVISOR AND OTHER LGAQ SUPPORT
Mr Peter Maguire, Mayoral Mentor
Mr Wayne Kratzmann, Mayoral Mentor
Mr Bob Abbot, Mayoral Mentor
Hon Joan Sheldon AM, Ethics Advisor

11.30AM WHY PLANS AND GOOD INTENTIONS FAIL
Mr Mark McCrindle
Media Commentator, Social Researcher, Demographer and Trends Analyst

12.00PM SUMMIT CHAIR WRAP UP
Ms Madonna King, Summit Chair

12.20PM SUMMARY AND CLOSE
Acting President, LGAQ

12.30PM LUNCH

VENUE:

RACV Royal Pine
Ross Street, Benowa
13 - 15 July 2016

ACCOMMODATION:

RACV Royal Pine
Please call 07 5597 8700 to speak directly with the Reservations team or email royalpines_groupres@racv.com.au stating your name, conference group and dates of stay.

Rates are as follows per night:

Mountain View Room	$200
Superior Room	$230
Superior Spa	$290
Executive Suites	$400
Torquay Suites	$500
Breakfast	$24

SUMMIT REGISTRATION (GST INCL):

Full Registration **$1375**
Includes; Conference Program and Presentations

Dinner Registration
13 July 2016 – Videre Restaurant **$110**
14 July 2016 – Summit Dinner **$140**

Please refer to the registration cancellation policy on **www.lgaq.asn.au** when making your registration.

Registration please click here

LGAQ
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

WEDNESDAY 13TH JULY 2016

WORKSHOPS

ATTENDANCE COST INCLUDED IN SUMMIT FEE

WORKSHOP 1

FEEDING THE BEAST: HOW TO MANAGE A RAVENOUS MEDIA IN THE DIGITAL AGE

Managing the media is a complex, daunting and often perilous task for community leaders. Understanding what you're dealing with is the first step to taming this clever and cantankerous beast. This workshop will inform participants about the recent changes in the media industry from the perspective of both journalists and proprietors and advise them on what to expect over the next term. It will also cover strategies to employ to maintain positive engagement with the community at a time when social media and developments in digital technology mean everyone, including your harshest critics, has become a potential publisher.

WORKSHOP 2

DELIVERING SUSTAINABLE PRODUCTIVITY AND EFFICIENCY IN LOCAL GOVERNMENT.

This interactive session will challenge the most senior leaders in Local Government on their thinking when it comes to driving a productivity and efficiency agenda. Building smart towns and cities is impossible without first addressing productivity challenges.

Planning, designing, implementing, harvesting and sustaining efficiency & productivity benefits represents a major Cultural and Change Program that has to be led from the very top of every council. However, to truly succeed, your efficiency programme must be underpinned by effective structures, business practices and governance protocols.

This workshop will highlight a number of successful approaches which have been delivered both here in Australia and the UK. The workshop will critically analyse successful case studies and will share with you the lessons that can be learned and applied in your own council.

BROAD AREAS THAT WILL BE COVERED

- Highlighting successful delivery models for efficiency and productivity
- Workshopping "success factors and lessons" to see what we can learn and apply locally to our councils & communities
- Harnessing the community in service planning & delivery - thereby building the foundations to create smarter communities

WHAT THE BENEFITS OF ATTENDING WILL BE

- Understanding operating models and practices to lock in sustained and continued efficiency and productivity
- Exploring tools and methods to apply to drive efficiency and productivity
- Better understanding of UK and Australian operating models and their success stories
- Understanding your role in community leadership and opportunity for smarter communities
- This workshop will be delivered by the senior team from Propel – leaders in transforming the way in which council's engage with their communities.

HINCHINBROOK
SHIRE COUNCIL

REPORT TO COUNCIL

INGHAM CBD REDEVELOPMENT PROJECT CONTROL GROUP MEETING MINUTES

Executive Summary
Council is required as part of the Ingham CBD Redevelopment Project Control Group Terms of Reference to endorse the Project Control Group's Meeting Minutes.

For Council Decision – Recommendation
That Council receive and note the Ingham CBD Redevelopment Project Control Group Meeting Minutes held on 3 March 2016, 19 May 2016 and 2 June 2016.

Background
As per the Project Control Group's Terms of Reference, minutes of the meetings held are to be endorsed by Council.

Attachments
3 March 2016, 19 May 2016 and 2 June 2016 Project Control Group Meeting Minutes

Statutory Environment
2014 – 2019 Corporate Plan – 5.1 – Our Ingham CBD is attractive, alive and diverse
2015 / 2016 Operational Plan – 5.1 – CBD refresh and associated actions

Policy Implications
Not applicable

Consulted With
Not applicable

Financial and Resource Implications
Not applicable

Risk Management Implications
It is important that the project is progressed through a Project Control Group to ensure timely and cost effective implementation. Group meeting minutes progressing through to Council's General Meeting ensures transparency of project.

Strategic Considerations
Not applicable

Officers Comment
Not applicable

Author: *Dan McKinlay*
Position: *Chief Executive Officer*
Date: *14 June 2016*

HINCHINBROOK
SHIRE COUNCIL

INGHAM CBD REDEVELOPMENT

PROJECT CONTROL GROUP MINUTES

Thursday 3 March 2016 at 3.00pm

Council Chambers

Attendance: Mayor Rodger Bow, Deputy Mayor Patrick Lynch and Councillors Lawrence Molachino, David Carr, Wally Skinner and Marc Tack, CEO Dan McKinlay, EMES James Stewart, EMECS Tudor Tanase, SEDTO Ben Christie-Johnston, MCO Kristyn Spano and Acting IE Elin Shephard

Apologies: Councillors Sherry Kaurila, David Carr and Marc Tack and EMDP Rosemary Pennisi

AGENDA ITEMS	MINUTES
1. Minutes of Previous Meeting – 18 February 2016	Dan McKinlay Moved and Councillor Molachino Seconded That the Minutes of the previous meeting held on 18 February 2016 be approved and sent to a General Meeting for Council's information.
2. Minutes of Communication Strategy Meeting – 25 February 2016	Councillor Molachino Moved and Councillor Lynch Seconded That the Minutes of the Communication Strategy Meeting held on 25 February 2016 be approved for information.
3. Council resolutions arising from Ordinary Meeting dated 29 September 2015. 3.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following: • Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park • Design and install tourist information signage in Rotary Park • Design and install signage for Rotary Park to Lannercost Street walk • Install Free Wi Fi network in Rotary Park	06/10/2015 - General note that we need to keep the message up regarding other Engineering projects. 29/10/2015 - The Minutes from the Rotary Park Stakeholders Meeting held on Wednesday 28 October 2015 were considered. 12/11/2015 - Members reviewed the draft Rotary Park commercial lease EOI document. SEDTO noted members suggestions and additions: • EOI opening 9 December 2015 • Closing 29 January 2016 • Aim to give final report to General Meeting in February 2016

• Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.	• Desirable outcome business to be operating on site by no later than end of April 2016. The Final EOI document to be presented to PCG at next meeting. *Councillors Skinner and Lynch entered the meeting at 3.13pm* 26/11/2015 – The meeting considered the draft EOI document and discussed in particular the following: • Overview • Assessment criteria • Deliverables • Lease agreement A Media release is to coincide the advertisement of the EOI stating pertinent points. 21/01/2016 - EOI document (Rotary Park Activation – Tourism Development Opportunity) approved for public release at 8 December 2015 General Meeting. EOI opened 9 December 2015 and closes 3 February 2016. No submissions received to date. 04/02/2016 – EOI closed Wednesday 3 February 2016. SEDTO advised that good and genuine interest was received with only two EOI's submitted. These EOI's were not conforming and one of the concerns raised was the uncertainty surrounding the cost of the commercial lease and feedback was provided back to Council regarding confusion of what the EOI actually was. A Media Release will be published. Moved Councillor Lynch Seconded Councillor Molachino That this matter lay on the table. 18/02/2016 – No further action until the new Council commences. 03/03/2016 – No further action until the new Council commences.
3.2That Council proceed with the 2015 / 2016 Ingha i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street.	12/11/2015 - Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – SEDTO advised Dot Dash will visit in February and design will be provided to next PCG meeting. 04/02/2016 – Dot Dash with be visiting on Monday 8 and Tuesday 9 February 2016. 18/02/2016 – SEDTO advised Heath Pedrola from Dot Dash went through loop walk layout and document will be considered at the next Style Guide Committee Meeting. 03/03/2016 – No further Style Guide Meetings held to date.

3.3 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following: i. Develop and implement a signage design guide for way-finding devices and information signs throughout Ingham.	06/10/2015 - Previous document referred example of mosaic local signs. Precinct Markers required for Tully, Lannercost, Herbert and Cartwright Streets. PCG generally accepted the direction of wayfinding design to date. EMES to check on maintenance implications of new proposed signage. 12/11/2015 - Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – SEDTO provided a powerpoint presentation regarding an overview on the Tully Street redevelopment, wayfinding and Lannercost Street. Wayfinding signage examples shown were: • Lannercost Street – yellow • Cartwright Street – blue • Tully Street – green These will be at the detailed design stage within a month for the CBD Style Guide Committee (Councillors Skinner and Lynch) to review. Signage for Mercer Lane to be reviewed as part of the Loop Walk Signage. 04/02/2016 – EMES advised that Design Department has designed the Mercer Lane signage and sought clarity on the design. DTMR will have requirements. Suggest stencilled or stamped signage on the footpath. SEDTO advised that Dot Dash will be arranging for wayfinding signs and CEO mentioned it would be good to be consistent. It was suggested that in the short term a simple fix could be that signage be installed with wording such as "*Mercer Lane Mosaic".* 18/02/2016 – SEDTO advised that the loop walk will be on track to be installed by 17 June 2016 and way finding signage will be aligned with the loop walk. *Acting IE entered the meeting at 3.06pm* 03/03/2016 – SEDTO advised that the loop walk will be on track to be installed by 17 June 2016 and way finding signage will be aligned with the loop walk. SEDTO further advised that DotDash has sent the final copy of layout which Style Guide Committee has viewed. Bianka Vidonja-Balanzategui will work on the historical content. Works will commence early next week.
3.4 That Council seek the speed limit along Lannercost Street (between Townsville Road and Tully Street) be reduced from 60km per hour to 40km per hour.	12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – Nil to report. 04/02/2016 – EMES advised no movement will occur until Works at the front of the Council building are complete.

	18/02/2016 – Nil to report. DTMR have provided advice that they in principle support the reduction in speed. 03/03/2016 – Nil to report. No movement will occur until works at the front of the Council building are complete.
3.5That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.	06/10/2015 • Alignment of entry statement to be angled to allow viewing for both northbound Townsville Road travellers and westbound Lannercost Street travellers. • Proposed signage still being reviewed looking at alternate design with more of a natural consistent colour (similar to example "o" in dot Dash document) with individual letter colours. • Also noted that we did consult with Indigenous community and this needs to be considered with entry statement deliberations. Maybe interactive board / sign. Could also consider indigenous aspect to be included on Council building. 15/10/2015 - A teleconference occurred was held with Heath Pedrola from Dotdash who went through details regarding the Entry Statement sign. He advised that a lighting consultant is to review the Department of Transport and Main Roads (DTMR) lighting standards. 29/10/2015 - A colour version of the Entry Statement has been confirmed. 12/11/2015 - SEDTO advised that submissions have been advertised calling for Public Arts Committee Members. 26/11/2015 – Nil to Report. 21/01/2016 – SEDTO advised Public Art Committee (PAC) recommended an Expression of Interest (EOI) for entrance statement for PCG to review and adopt. 04/02/2016 – PCG advised that they would provide feedback to SEDTO if any changes were required otherwise the EOI could be released as planned. The EOI was released on Monday 1 February 2016 and closes Monday 21 March 2016. A Media Release will be published regarding the EOI. 18/02/2016 – SEDTO advised 1 submission has been received so far and 5 enquiries to date. 03/03/2016 – The meeting noted that the EOI does not close until Monday 21 March 2016. SEDTO advised 1 submission has been received to date. 1 artist has sought a site inspection and 2 other artists have enquired. A number of local artists have also sought clarification.
3.6That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:	06/10/2015 - Still under consideration. Looking at matching retro aspect with local photos eg Wallaman Falls. Currently working with Nikki Swan. 12/11/2015 – Nil to report.

i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.	26/11/2015 – Nil to report. 21/01/2016 - SEDTO advised that in the coming weeks, lighting on the top of the building will be finalised along with flags. These will be trialled (3 months) during the construction phase. The admin building wraparound quotes are currently going out. $25,000 budget has been identified within current maintenance budget. Some painting to occur on the Council building – lighter colours. 04/02/2016 – SEDTO advised that the Style Guide Committee will review. 18/02/2016 – SEDTO advised preliminary version provided was accepted in principle and recommended by Style Guide Committee. Council also reviewed the preliminary version at the recent Connect Session. The preliminary version is to be presented also to the Public Art Committee. 03/03/2016 – The Public Art Committee has not yet met to consider the preliminary version.
3.7 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. Detailed design and construction of footpath replacement and enhancement, including shade covering along Lannercost Street frontage of the Council administration building.	06/10/2015 - Dealing with DTMR regarding bike lane along Townsville Road. Significant conversation has taken place in relation to four proposed carparks along Townsville Road. PCG generally accepted design changes necessary to facilitate a DTMR bike lane along Townsville Road (north bound lane). The changes are subject to consultation with impacted businesses and are as per the following – a) Changing the lane to one way (westbound). Consultation to occur with businesses impacted. b) Provision of loading zone parking for toilets. c) Installation of bollards at southern end of pavement (intersection of laneway at Townsville Road). PCG generally accepted the proposed amendments to the siting and design of the Council building shade structure as per the option attached to the email from Richard Garnham dated 6 October 2015. PCG generally accepted the proposed amendment to pavement materials to align with featured structures (shade cover) as per the email to Council from Richard Garnham dated 6 October 2015. All other pavement will be as per the confirmed Master Plan Style Guide for Lannercost Street. 15/10/2015 - The Council flag poles be re-located to the top of the Shire Hall building. EMES advised that works will commence on the Commonwealth Bank side, then on the Council side footpath, then the Entry Statement and finally the shade awning (noting some additional RCP requirements). EMES advised that the most recent issue is in relation to the Telstra pits on the Commonwealth Bank side and is currently working through a solution in relation to this.

	29/10/2015 - Planning to commence footpath on Commonwealth Bank side week commencing 2 November 2015. 12/11/2015 - EMES advised works commenced and are on schedule. Footpath commencing week commencing 16 November 2015. Lahtinen's Electrical have been engaged for electrical works, Bartolini for concreting and works being coordinated with Parks and Gardens for landscaping. Aiming to commence on Council side within next two weeks otherwise the Works crew will need to be diverted. SEDTO advised that WHS has no issue with installation of guide wires for access to the flag poles on the Council building. 26/11/2015 – EMES displayed a design of the awning which will be cantilevered to the existing Council building awning and designs of the Commonwealth Bank side footpath and Council footpaths. The Council flag pole relocation on the top of the Shire Hall building will be trialled for two months. 21/01/2016 – SEDTO provided update on flags, lighting, painting, building upgrades and also precinct markers. EMES advised that the works in front of the Council building are progressing well with no major issues identified. 04/02/2016 - EMES advised that difficulties are being experienced obtaining quotes from local contractors. Engineering will treat the Tully Street project regarding procurement the same. Council will call a public meeting with contractors following the completion of this project to iron out any problems that have arisen. Works will also continue into the weekend for completion of part of the footpath. No further advice has been received from DTMR regarding the awning. 18/02/2016 – EMES advised works progressing and priorities are to focus on front of building i.e. stone work at front entrance and on walls. The Commonwealth Bank side will also be completed. Other remaining works to be completed is the front awning and precinct marker. EMES advised that all hard and soft landscaping will be completed prior to the Election and the front awning after the Election. Acting IE advised that she has reviewed all architectural drawings in relation to the freestanding awning and has scheduled the works. In relation to the top sheet above the awning and the panels underneath it is anticipated that these will have to be supplied from Townsville but with the aim for local contractors to install.

	EMES advised that the awning has been designed to a cyclone rated standard by SMEC. 03/03/2016 – EMES advised that works are progressing and stone paving are yet to be completed. Concrete pour was completed this week. *EMECS entered the meeting at 3.12pm* The EMES will investigate the lane behind the Council building and whether or not it should be reduce to one lane as planned. The EMES further advised that regarding the awning, local contractors were offered to quote. No local contractors decided to submit quotes for this job and verbal comments were received that they are too busy, not interested but would like to be kept in mind for future works. One email received from a contractor formally advised that they are not interested in quoting. EMES will use the same document to send to Townsville firms for quotes. SMEC Engineers are willing to sign off on the awning design structure. Acting IE advised that she has contacted contractors and addressed questions raised.
3.8That Council proceed with the Tully Street redevelopment as per the following: i. That Council proceed with design and construction works subject to funding under the Queensland Tourism Infrastructure Fund.	06/10/2015 - Consultation has occurred with A C Glass and Blanco's Quality Meats. EMES will provide more details regarding design to future PCG. 15/10/2015 - A final public announcement for Tully Street has now been confirmed where Council will receive a $150,000 grant. Clarification being sought under funding agreement as to whether Council needs a principal contractor or whether it can be handled inhouse. 12/11/2015 - Consultancy quotes to be received week commencing 16 November and then an assessment will be carried out. 26/11/2015 – EMES advised a Report to Council will be provided to the December General Meeting regarding Tully Street. Early contractor design meeting will commence next week. Construction phase will be delivered by work packages in late January 2016. 21/01/2016 – SEDTO provided an update in relation to the Tully Street design. The Tully Street Redevelopment - Early Contractor Involvement / Risk and Opportunity Workshop was held on 14 January 2016 for local contractors to attend and identify the cost, programming and constructability of the proposed scope of works to minimise risk and maximise opportunities.

	It was decided to go with Arbour design and SEDTO detailed this. There will be one good quality arbour provided at this point in time encompassing shade and rain protection. CBD Style Guide Committee will review at future meeting for consideration by PCG. 04/02/2016 – EMES advised that he has spoken to three business owners in Tully Street who are generally satisfied and have no significant issues. All systems are go regarding finalisation of the designs. Flanagans and construction deadlines regarding funding guidelines are not a problem. 18/02/2016 – SEDTO advised that this was discussed at the recent Style Guide Meeting and Connect Session. It was agreed that the pavement will be the same style as the CBD Master Plan. It was agreed that the Tully Street Arbour be constructed with the bird design found in TYTO (bird cut out). SEDTO advised that the potential cost estimates for Tully Street construction would be estimated to be a minimum of $295,000 to a maximum of $330,000. PCG will be further advised in relation to this. 03/03/2016 - Acting IE advised that the civil and landscaping package will be sent out Friday 4 March 2016 and electrical and light structure package will go out next week.
3.9That Council locate the Piazza to align with the ex Council.	06/10/2015 - No further update. 15/10/2015 – No further update. 29/10/2015 – No further update. 12/11/2015 – No further update. 26/11/2015 – EMES advised that Minister Warren Truss advised at the National Roads Summit in Ballarat announcement will be made in early December. 21/01/2016 – EMES advised that Council's applications under the State Government Building our Regions Infrastructure Fund; and Federal Government National Stronger Regions were unsuccessful. EMES provided a debrief on the funding programs recommendations received for Council's funding applications which were submitted. CEO recommended that Council not apply for Round 3 of National Stronger Regions funding as Council would have to identify 50% of its own money which is not budgeted. It is also not appropriate to present a Report to Council requesting further unbudgeted funding at this point in time. The piazza funding can be considered as part of Council's 2016 / 2017 capital allocation.

4. Stakeholders – involvement in committee / sub-meetings *Communications Sub-Committee to consider an appropriate way to keep JCU up to date regarding progress of the project.*	06/10/2015 – Nil to report. 15/10/2015 – PCG resolved that a small working group be formed to review the Entry Statement signage. 29/10/2015 – SEDTO provided a briefing on the CBD Redevelopment to the Chamber of Commerce Meeting on 20 October 2015. Representatives in relation to Sister City "Conzano" sign to provide comment to EMDP. 12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – EMDP advised representations were made regarding the Sister City "Conzano" sign and the CBD Style Guide Committee would consider the sign during deliberations. 04/02/2016 – EMDP advised that this would be raised at the next Communication Strategy Committee Meeting. 18/02/2016 – SEDTO advised that the Communications Strategy Committee will continue to update JCU. 03/03/2016 – SEDTO will contact the Conzano representatives when the signage is ready. EMDP to follow up the Conzano representatives.
5. Consideration of PCG – Public Art Sub Committee: i. Committee members ii. Selection process iii. PASC objectives iv. PASC roles and responsibilities v. Media release	29/10/2015 – PCG considered the Terms of Reference for the Public Art Committee and some minor amendments were noted. 12/11/2015 – PCG noted that EOI has been called and closes on 20 November 2015. 26/11/2015 – Applications from Diane Purnell, Jacob Cassady, David Rowe, Christine Stevensen and Jordan Russo were considered and the meeting resolved that the 5 applicants be accepted to be appointed to the Panel. 21/01/2016 - EMDP advised the Public Art Committee met on 20 January 2016. Expressions of Interest for the CBD art is to be finalised early next week and circulated to Council. 04/02/2016 – SEDTO advised that the Public Art Committee will run competitions for the wraparound artwork as well as the arbour. 18/02/2016 – SEDTO advised that the Committee will next meet in early March 2016. 03/03/2016 – It was noted that the Public Art Committee has not yet met.
6. Car Parking Strategy *To remain a Standing Item*	06/10/2015 – In progress. End of October date noted. 29/10/2015 - PCG received a viewing of time lapse cameras set up in Lannercost Street over a one week period. A number of interesting observations as follows arose: • Average stay in carparks – 20 to 30 minutes

	• Very few parked for 2 hours or more • Area near the Hinchinbrook Hotel was well utilised • Saturday mornings were well utilised. The investigations indicated: • Council carpark is well utilised • Johnstone Street carpark is underutilised with the shaded area being more popular. PDM will continue to differentiate between staff and customers in Lannercost Street. 12/11/2015 - Nil to report. 26/11/2015 – PDM is currently working on a Report to Council to be tabled at the December General Meeting. It was suggested that the Strategy be made available on the CBD website once adopted at the General Meeting. 21/01/2016 – SEDTO advised that Car Parking Strategy received and noted at 8 December 2015 General Meeting. Car Parking Strategy has now been uploaded to CBD website. Two of the recommendations are currently being reviewed: (i) Large parking RV's and caravans locations. Signage Committee to review (ii) Reducing parking time from 2 hours to 1 hour on spaces adjacent to pedestrian footpaths on north and south of Lannercost Street. 04/02/2016 – SEDTO advised that a Report to Council will be tabled at Council's 23 February General Meeting regarding RV's. 18/02/2016 – SEDTO advised that the RV Report is still in progress and will not be provided to the 23 February General Meeting but tabled at the next PCG Meeting. 03/03/2016 – SEDTO advised that the RV Report is not yet available and will be considered at the next Council meeting in April 2016.
7. General Business • Local Contractors Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.	12/11/2015 – Further media release to be issued when local contractors commence. 26/11/2015 – Nil to report. 21/01/2016 – It was noted that local contractors are being used for aspects of current Lannercost Street works e.g. concreting. 04/02/2016 – See item 4.7 18/02/2016 – EMES advised that Council continues to work with the local contractors to maximise their use and obtain a good quality outcome. 03/03/2016 – EMES advised that as well as structural elements for the precinct marker, there are sign writing and lighting elements and he proposes to obtain a quote from local contractors.

Next Meeting:	To be advised
Meeting Closed:	The meeting closed at 3.40 pm
Minutes Recorded by:	Belinda Edwards

HINCHINBROOK
SHIRE COUNCIL

INGHAM CBD REDEVELOPMENT

PROJECT CONTROL GROUP MINUTES

Thursday 19 May 2016 at 3.00pm

Council Chambers

Attendance: Mayor Ramon Jayo, Deputy Mayor Mary Brown and Councillors Marc Tack, Andrew Lancini, Maria Bosworth and Kate Milton, CEO Dan McKinlay, EMES James Stewart, EMECS Tudor Tanase, EMDP Rosemary Pennisi and Acting IE Elin Shephard

Apologies: Councillor Wally Skinner and SEDTO Ben Christie-Johnston

AGENDA ITEMS	MINUTES
1. Minutes of Previous Meeting – 3 March 2016	Dan McKinlay Moved and Councillor Tack Seconded That the Minutes of the previous meeting held on 3 March 2016 be approved and sent to a General Meeting for Council's information.
2. Minutes of Public Art Committee Meeting – 13 April 2016	Rosemary Pennisi Moved That the Minutes of the Public Art Committee Meeting held on 13 April 2016 be approved for information.
3. Council resolutions arising from Ordinary Meeting dated 29 September 2015. 3.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following: • Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park • Design and install tourist information signage in Rotary Park • Design and install signage for Rotary Park to Lannercost Street walk • Install Free Wi Fi network in Rotary Park • Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.	06/10/2015 - General note that we need to keep the message up regarding other Engineering projects. 29/10/2015 - The Minutes from the Rotary Park Stakeholders Meeting held on Wednesday 28 October 2015 were considered. 12/11/2015 - Members reviewed the draft Rotary Park commercial lease EOI document. SEDTO noted members suggestions and additions: • EOI opening 9 December 2015 • Closing 29 January 2016 • Aim to give final report to General Meeting in February 2016 • Desirable outcome business to be operating on site by no later than end of April 2016.

	The Final EOI document to be presented to PCG at next meeting. *Councillors Skinner and Lynch entered the meeting at 3.13pm* 26/11/2015 – The meeting considered the draft EOI document and discussed in particular the following: • Overview • Assessment criteria • Deliverables • Lease agreement A Media release is to coincide the advertisement of the EOI stating pertinent points. 21/01/2016 - EOI document (Rotary Park Activation – Tourism Development Opportunity) approved for public release at 8 December 2015 General Meeting. EOI opened 9 December 2015 and closes 3 February 2016. No submissions received to date. 04/02/2016 – EOI closed Wednesday 3 February 2016. SEDTO advised that good and genuine interest was received with only two EOI's submitted. These EOI's were not conforming and one of the concerns raised was the uncertainty surrounding the cost of the commercial lease and feedback was provided back to Council regarding confusion of what the EOI actually was. A Media Release will be published. Moved Councillor Lynch Seconded Councillor Molachino That this matter lay on the table. 18/02/2016 – No further action until the new Council commences. 03/03/2016 – No further action until the new Council commences. 19/05/2016 – EMDP explained to the new Council that further enquiries occurred after the EOI's closed. The project has now stalled and has been placed on the backburner. SEDTO to provide a short presentation to Council at next PCG meeting to allow Council to give further direction on the proposal. $116,000 has been budgeted for project.
3.2That Council proceed with the 2015 / 2016 Ingha i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street.	12/11/2015 - Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – SEDTO advised Dot Dash will visit in February and design will be provided to next PCG meeting. 04/02/2016 – Dot Dash with be visiting on Monday 8 and Tuesday 9 February 2016. 18/02/2016 – SEDTO advised Heath Pedrola from Dot Dash went through loop walk layout and document will be considered at the next Style Guide Committee Meeting.

	03/03/2016 – No further Style Guide Meetings held to date. 19/05/2016 – EMDP advising that in relation to the loop walk information for the walk stories has been received from Bianka Vidonja-Balanzategui and SEDTO and DotDash have edited the stories which Bianka has confirmed. Dot Dash will now progress the layout. Signage to be purchased in mid June. EMDP to circulate signage images to Councillors prior to next PCG meeting.
3.3 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following: i. Develop and implement a signage design guide for way-finding devices and information signs throughout Ingham.	06/10/2015 - Previous document referred example of mosaic local signs. Precinct Markers required for Tully, Lannercost, Herbert and Cartwright Streets. PCG generally accepted the direction of wayfinding design to date. EMES to check on maintenance implications of new proposed signage. 12/11/2015 - Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – SEDTO provided a powerpoint presentation regarding an overview on the Tully Street redevelopment, wayfinding and Lannercost Street. Wayfinding signage examples shown were: • Lannercost Street – yellow • Cartwright Street – blue • Tully Street – green These will be at the detailed design stage within a month for the CBD Style Guide Committee (Councillors Skinner and Lynch) to review. Signage for Mercer Lane to be reviewed as part of the Loop Walk Signage. 04/02/2016 – EMES advised that Design Department has designed the Mercer Lane signage and sought clarity on the design. DTMR will have requirements. Suggest stencilled or stamped signage on the footpath. SEDTO advised that Dot Dash will be arranging for wayfinding signs and CEO mentioned it would be good to be consistent. It was suggested that in the short term a simple fix could be that signage be installed with wording such as "*Mercer Lane Mosaic".* 18/02/2016 – SEDTO advised that the loop walk will be on track to be installed by 17 June 2016 and way finding signage will be aligned with the loop walk. *Acting IE entered the meeting at 3.06pm* 03/03/2016 – SEDTO advised that the loop walk will be on track to be installed by 17 June 2016 and way finding signage will be aligned with the loop walk.

	SEDTO further advised that DotDash has sent the final copy of layout which Style Guide Committee has viewed. Bianka Vidonja-Balanzategui will work on the historical content. Works will commence early next week. 19/05/2016 – Update to be provided at next PCG Meeting.
3.4That Council seek the speed limit along Lannercost Street (between Townsville Road and Tully Street) be reduced from 60km per hour to 40km per hour.	12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – Nil to report. 04/02/2016 – EMES advised no movement will occur until Works at the front of the Council building are complete. 18/02/2016 – Nil to report. DTMR have provided advice that they in principle support the reduction in speed. 03/03/2016 – Nil to report. No movement will occur until works at the front of the Council building are complete. 19/05/2016 – EMES advised that the concept of reducing 2 lanes along Lannercost Street (between Townsville Road and Tully Street) into 1 was in the original concept plan. The Committee agreed that the speed limit along Lannercost Street (between Townsville Road and Tully Street) remain at 60km per hour. A Rescission Notice of the original decision to be considered at the May General Meeting.
3.5That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.	06/10/2015 • Alignment of entry statement to be angled to allow viewing for both northbound Townsville Road travellers and westbound Lannercost Street travellers. • Proposed signage still being reviewed looking at alternate design with more of a natural consistent colour (similar to example “o” in dot Dash document) with individual letter colours. • Also noted that we did consult with Indigenous community and this needs to be considered with entry statement deliberations. Maybe interactive board / sign. Could also consider indigenous aspect to be included on Council building. 15/10/2015 - A teleconference occurred was held with Heath Pedrola from Dotdash who went through details regarding the Entry Statement sign. He advised that a lighting consultant is to review the Department of Transport and Main Roads (DTMR) lighting standards. 29/10/2015 - A colour version of the Entry Statement has been confirmed.

	12/11/2015 - SEDTO advised that submissions have been advertised calling for Public Arts Committee Members. 26/11/2015 – Nil to Report. 21/01/2016 – SEDTO advised Public Art Committee (PAC) recommended an Expression of Interest (EOI) for entrance statement for PCG to review and adopt. 04/02/2016 – PCG advised that they would provide feedback to SEDTO if any changes were required otherwise the EOI could be released as planned. The EOI was released on Monday 1 February 2016 and closes Monday 21 March 2016. A Media Release will be published regarding the EOI. 18/02/2016 – SEDTO advised 1 submission has been received so far and 5 enquiries to date. 03/03/2016 – The meeting noted that the EOI does not close until Monday 21 March 2016. SEDTO advised 1 submission has been received to date. 1 artist has sought a site inspection and 2 other artists have enquired. A number of local artists have also sought clarification. 19/05/2016 – The PAC Committee will next meet on 27 May 2016 regarding the EOI and EMDP will provide a report to the next PCG meeting.
3.6 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.	06/10/2015 - Still under consideration. Looking at matching retro aspect with local photos eg Wallaman Falls. Currently working with Nikki Swan. 12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 - SEDTO advised that in the coming weeks, lighting on the top of the building will be finalised along with flags. These will be trialled (3 months) during the construction phase. The admin building wraparound quotes are currently going out. $25,000 budget has been identified within current maintenance budget. Some painting to occur on the Council building – lighter colours. 04/02/2016 – SEDTO advised that the Style Guide Committee will review. 18/02/2016 – SEDTO advised preliminary version provided was accepted in principle and recommended by Style Guide Committee. Council also reviewed the preliminary version at the recent Connect Session. The preliminary version is to be presented also to the Public Art Committee. 03/03/2016 – The Public Art Committee has not yet met to consider the preliminary version. 19/05/2016 – EMDP advised that the Council building wraparound proposal will be presented to the next PCG meeting. $25,000 budgeted but not committed.

3.7 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. Detailed design and construction of footpath replacement and enhancement, including shade covering along Lannercost Street frontage of the Council administration building.	06/10/2015 - Dealing with DTMR regarding bike lane along Townsville Road. Significant conversation has taken place in relation to four proposed carparks along Townsville Road. PCG generally accepted design changes necessary to facilitate a DTMR bike lane along Townsville Road (north bound lane). The changes are subject to consultation with impacted businesses and are as per the following – a) Changing the lane to one way (westbound). Consultation to occur with businesses impacted. b) Provision of loading zone parking for toilets. c) Installation of bollards at southern end of pavement (intersection of laneway at Townsville Road). PCG generally accepted the proposed amendments to the siting and design of the Council building shade structure as per the option attached to the email from Richard Garnham dated 6 October 2015. PCG generally accepted the proposed amendment to pavement materials to align with featured structures (shade cover) as per the email to Council from Richard Garnham dated 6 October 2015. All other pavement will be as per the confirmed Master Plan Style Guide for Lannercost Street. 15/10/2015 - The Council flag poles be re-located to the top of the Shire Hall building. EMES advised that works will commence on the Commonwealth Bank side, then on the Council side footpath, then the Entry Statement and finally the shade awning (noting some additional RCP requirements). EMES advised that the most recent issue is in relation to the Telstra pits on the Commonwealth Bank side and is currently working through a solution in relation to this. 29/10/2015 - Planning to commence footpath on Commonwealth Bank side week commencing 2 November 2015. 12/11/2015 - EMES advised works commenced and are on schedule. Footpath commencing week commencing 16 November 2015. Lahtinen's Electrical have been engaged for electrical works, Bartolini for concreting and works being coordinated with Parks and Gardens for landscaping. Aiming to commence on Council side within next two weeks otherwise the Works crew will need to be diverted. SEDTO advised that WHS has no issue with installation of guide wires for access to the flag poles on the Council building. 26/11/2015 – EMES displayed a design of the awning which will be cantilevered to the existing Council building awning and designs of the Commonwealth Bank side footpath and Council footpaths. The Council flag pole relocation on the top of the Shire Hall building will be trialled for two months.

	21/01/2016 – SEDTO provided update on flags, lighting, painting, building upgrades and also precinct markers. EMES advised that the works in front of the Council building are progressing well with no major issues identified. 04/02/2016 - EMES advised that difficulties are being experienced obtaining quotes from local contractors. Engineering will treat the Tully Street project regarding procurement the same. Council will call a public meeting with contractors following the completion of this project to iron out any problems that have arisen. Works will also continue into the weekend for completion of part of the footpath. No further advice has been received from DTMR regarding the awning. 18/02/2016 – EMES advised works progressing and priorities are to focus on front of building i.e. stone work at front entrance and on walls. The Commonwealth Bank side will also be completed. Other remaining works to be completed is the front awning and precinct marker. EMES advised that all hard and soft landscaping will be completed prior to the Election and the front awning after the Election. Acting IE advised that she has reviewed all architectural drawings in relation to the freestanding awning and has scheduled the works. In relation to the top sheet above the awning and the panels underneath it is anticipated that these will have to be supplied from Townsville but with the aim for local contractors to install. EMES advised that the awning has been designed to a cyclone rated standard by SMEC. 03/03/2016 – EMES advised that works are progressing and stone paving are yet to be completed. Concrete pour was completed this week. The EMES will investigate the lane behind the Council building and whether or not it should be reduce to one lane as planned. The EMES further advised that regarding the awning, local contractors were offered to quote. No local contractors decided to submit quotes for this job and verbal comments were received that they are too busy, not interested but would like to be kept in mind for future works. One email received from a contractor formally advised that they are not interested in quoting. EMES will use the same document to send to Townsville firms for quotes. SMEC Engineers are willing to sign off on the awning design structure. Acting IE advised that she has contacted contractors and addressed questions raised.

	19/05/2016 – Acting Works Engineer advised the shade awning will be installed on Sunday 6 June 2016. The orange precinct marker for Lannercost Street will also be installed during this time.
3.8 That Council proceed with the Tully Street redevelopment as per the following: i. That Council proceed with design and construction works subject to funding under the Queensland Tourism Infrastructure Fund.	06/10/2015 - Consultation has occurred with A C Glass and Blanco's Quality Meats. EMES will provide more details regarding design to future PCG. 15/10/2015 - A final public announcement for Tully Street has now been confirmed where Council will receive a $150,000 grant. Clarification being sought under funding agreement as to whether Council needs a principal contractor or whether it can be handled inhouse. 12/11/2015 - Consultancy quotes to be received week commencing 16 November and then an assessment will be carried out. 26/11/2015 – EMES advised a Report to Council will be provided to the December General Meeting regarding Tully Street. Early contractor design meeting will commence next week. Construction phase will be delivered by work packages in late January 2016. 21/01/2016 – SEDTO provided an update in relation to the Tully Street design. The Tully Street Redevelopment - Early Contractor Involvement / Risk and Opportunity Workshop was held on 14 January 2016 for local contractors to attend and identify the cost, programming and constructability of the proposed scope of works to minimise risk and maximise opportunities. It was decided to go with Arbour design and SEDTO detailed this. There will be one good quality arbour provided at this point in time encompassing shade and rain protection. CBD Style Guide Committee will review at future meeting for consideration by PCG. 04/02/2016 – EMES advised that he has spoken to three business owners in Tully Street who are generally satisfied and have no significant issues. All systems are go regarding finalisation of the designs. Flanagans and construction deadlines regarding funding guidelines are not a problem. 18/02/2016 – SEDTO advised that this was discussed at the recent Style Guide Meeting and Connect Session. It was agreed that the pavement will be the same style as the CBD Master Plan. It was agreed that the Tully Street Arbour be constructed with the bird design found in TYTO (bird cut out). SEDTO advised that the potential cost estimates for Tully Street construction would be estimated to be a minimum of $295,000 to a maximum of $330,000. PCG will be further advised in relation to this.

	03/03/2016 - Acting IE advised that the civil and landscaping package will be sent out Friday 4 March 2016 and electrical and light structure package will go out next week. 19/05/2016 – EMES advised that the Tully Street upgrade is going well. The project is possibly 2 to 3 weeks away from completion. Landscaping issues occurring and being managed without any cost increases nor significant delay. Original contracted landscaper has unfortunately gone out of business and Keita will now install plants cheaper.
3.9 That Council locate the Piazza to align with the ex Council.	06/10/2015 - No further update. 15/10/2015 – No further update. 29/10/2015 – No further update. 12/11/2015 – No further update. 26/11/2015 – EMES advised that Minister Warren Truss advised at the National Roads Summit in Ballarat announcement will be made in early December. 21/01/2016 – EMES advised that Council's applications under the State Government Building our Regions Infrastructure Fund; and Federal Government National Stronger Regions were unsuccessful. EMES provided a debrief on the funding programs recommendations received for Council's funding applications which were submitted. CEO recommended that Council not apply for Round 3 of National Stronger Regions funding as Council would have to identify 50% of its own money which is not budgeted. It is also not appropriate to present a Report to Council requesting further unbudgeted funding at this point in time. The piazza funding can be considered as part of Council's 2016 / 2017 capital allocation. 19/05/2016 – As Council was not successful with funding Council. A Rescission Notice will be considered at the May General Meeting. Style Guide to be presented to next PCG meeting also.
4. Stakeholders – involvement in committee / sub-meetings *Communications Sub-Committee to consider an appropriate way to keep JCU up to date regarding progress of the project.*	06/10/2015 – Nil to report. 15/10/2015 – PCG resolved that a small working group be formed to review the Entry Statement signage. 29/10/2015 – SEDTO provided a briefing on the CBD Redevelopment to the Chamber of Commerce Meeting on 20 October 2015. Representatives in relation to Sister City "Conzano" sign to provide comment to EMDP. 12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – EMDP advised representations were made regarding the Sister City "Conzano" sign and the CBD Style Guide Committee would consider the sign during deliberations.

	04/02/2016 – EMDP advised that this would be raised at the next Communication Strategy Committee Meeting. 18/02/2016 – SEDTO advised that the Communications Strategy Committee will continue to update JCU. 03/03/2016 – SEDTO will contact the Conzano representatives when the signage is ready. EMDP to follow up the Conzano representatives. 19/05/2016 – To be looked at as part of the loop walk. EMDP to check.
5. Consideration of PCG – Public Art Sub Committee: i. Committee members ii. Selection process iii. PASC objectives iv. PASC roles and responsibilities v. Media release	29/10/2015 – PCG considered the Terms of Reference for the Public Art Committee and some minor amendments were noted. 12/11/2015 – PCG noted that EOI has been called and closes on 20 November 2015. 26/11/2015 – Applications from Diane Purnell, Jacob Cassady, David Rowe, Christine Stevensen and Jordan Russo were considered and the meeting resolved that the 5 applicants be accepted to be appointed to the Panel. 21/01/2016 - EMDP advised the Public Art Committee met on 20 January 2016. Expressions of Interest for the CBD art is to be finalised early next week and circulated to Council. 04/02/2016 – SEDTO advised that the Public Art Committee will run competitions for the wraparound artwork as well as the arbour. 18/02/2016 – SEDTO advised that the Committee will next meet in early March 2016. 03/03/2016 – It was noted that the Public Art Committee has not yet met. 19/05/2016 – The PAC Committee will next meet on 27 May 2016 regarding the EOI and EMDP will provide a report to the next PCG meeting.
6. Car Parking Strategy *To remain a Standing Item*	06/10/2015 – In progress. End of October date noted. 29/10/2015 - PCG received a viewing of time lapse cameras set up in Lannercost Street over a one week period. A number of interesting observations as follows arose: • Average stay in carparks – 20 to 30 minutes • Very few parked for 2 hours or more • Area near the Hinchinbrook Hotel was well utilised • Saturday mornings were well utilised. The investigations indicated: • Council carpark is well utilised • Johnstone Street carpark is underutilised with the shaded area being more popular. PDM will continue to differentiate between staff and customers in Lannercost Street. 12/11/2015 - Nil to report.

	26/11/2015 – PDM is currently working on a Report to Council to be tabled at the December General Meeting. It was suggested that the Strategy be made available on the CBD website once adopted at the General Meeting. 21/01/2016 – SEDTO advised that Car Parking Strategy received and noted at 8 December 2015 General Meeting. Car Parking Strategy has now been uploaded to CBD website. Two of the recommendations are currently being reviewed: (i) Large parking RV's and caravans locations. Signage Committee to review (ii) Reducing parking time from 2 hours to 1 hour on spaces adjacent to pedestrian footpaths on north and south of Lannercost Street. 04/02/2016 – SEDTO advised that a Report to Council will be tabled at Council's 23 February General Meeting regarding RV's. 18/02/2016 – SEDTO advised that the RV Report is still in progress and will not be provided to the 23 February General Meeting but tabled at the next PCG Meeting. 03/03/2016 – SEDTO advised that the RV Report is not yet available and will be considered at the next Council meeting in April 2016. 19/05/2016 – EMDP advised that in relation to the parking at the end of Lannercost Street, MRD have advised that the RV parking wording cannot be used and long vehicle parking wording has to be used instead. Awaiting MRD approval. Report to be referred to Council's June General Meeting.
7. General Business • Local Contractors Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.	12/11/2015 – Further media release to be issued when local contractors commence. 26/11/2015 – Nil to report. 21/01/2016 – It was noted that local contractors are being used for aspects of current Lannercost Street works e.g. concreting. 04/02/2016 – See item 4.7 18/02/2016 – EMES advised that Council continues to work with the local contractors to maximise their use and obtain a good quality outcome. 03/03/2016 – EMES advised that as well as structural elements for the precinct marker, there are sign writing and lighting elements and he proposes to obtain a quote from local contractors. 19/05/2016 – CEO advised that Council is using local contractors at Tully Street and did utilise locals for parts of Lannercost Street.

• Canecutter Memorial	Discussion was held regarding a suitable location to site the memorial. Possible locations to be considered by members at the June General Meeting.
• Shire flags on building	Relocation of the Shire flags from the top of the building to be eventually worked into the Entry Statement design.
• Tourism Directional Signage	EMES advised that the tourism directional signage is at the final stages of MRD approval. EMES further advised that there are 60 regulatory signs to be installed altogether. EMDP advised they are currently developing the tourism loop route and DotDash is doing the design. EMDP to bring back the signage to PCG Committee to confirm before signs are ordered.

Next Meeting: Thursday 2 June 2016

Meeting Closed: The meeting closed at 4.24 pm

Minutes Recorded by: Belinda Edwards

HINCHINBROOK
SHIRE COUNCIL

INGHAM CBD REDEVELOPMENT

PROJECT CONTROL GROUP MINUTES

Thursday 2 June 2016 at 3.00pm

Council Chambers

Attendance: Mayor Ramon Jayo, Deputy Mayor Mary Brown and Councillors Marc Tack, Andrew Lancini, Wally Skinner and Kate Milton, CEO Dan McKinlay, EMES James Stewart, EMECS Tudor Tanase, EMDP Rosemary Pennisi, SEDTO Ben Christie-Johnston and Acting IE Elin Shephard

Apologies: Councillor Maria Bosworth

AGENDA ITEMS	MINUTES
1. Minutes of Previous Meeting – 19 May 2016	Councillor Brown Moved and Councillor Lancini Seconded That the Minutes of the previous meeting held on 19 May 2016 be approved and sent to a General Meeting for Council's information.
2. Minutes of Public Art Committee Meeting – 29 April 2016 and 27 May 2016	That the Minutes of the Public Art Committee Meetings held on 29 April 2016 and 27 May 2016 be received and noted.
3. Council resolutions arising from Ordinary Meeting dated 29 September 2015. 3.1 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following: • Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park • Design and install tourist information signage in Rotary Park • Design and install signage for Rotary Park to Lannercost Street walk • Install Free Wi Fi network in Rotary Park • Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.	06/10/2015 - General note that we need to keep the message up regarding other Engineering projects. 29/10/2015 - The Minutes from the Rotary Park Stakeholders Meeting held on Wednesday 28 October 2015 were considered. 12/11/2015 - Members reviewed the draft Rotary Park commercial lease EOI document. SEDTO noted members suggestions and additions: • EOI opening 9 December 2015 • Closing 29 January 2016 • Aim to give final report to General Meeting in February 2016 • Desirable outcome business to be operating on site by no later than end of April 2016. The Final EOI document to be presented to PCG at next meeting.

	26/11/2015 – The meeting considered the draft EOI document and discussed in particular the following: • Overview • Assessment criteria • Deliverables • Lease agreement A Media release is to coincide the advertisement of the EOI stating pertinent points. 21/01/2016 - EOI document (Rotary Park Activation – Tourism Development Opportunity) approved for public release at 8 December 2015 General Meeting. EOI opened 9 December 2015 and closes 3 February 2016. No submissions received to date. 04/02/2016 – EOI closed Wednesday 3 February 2016. SEDTO advised that good and genuine interest was received with only two EOI's submitted. These EOI's were not conforming and one of the concerns raised was the uncertainty surrounding the cost of the commercial lease and feedback was provided back to Council regarding confusion of what the EOI actually was. A Media Release will be published. Moved Councillor Lynch Seconded Councillor Molachino That this matter lay on the table. 18/02/2016 – No further action until the new Council commences. 03/03/2016 – No further action until the new Council commences. 19/05/2016 – EMDP explained to the new Council that further enquiries occurred after the EOI's closed. The project has now stalled and has been placed on the backburner. SEDTO to provide a short presentation to Council at next PCG meeting to allow Council to give further direction on the proposal. $116,000 has been budgeted for project. 02/06/2016 – That SEDTO bring EOI back to the next PCG for consideration. That the quotations for signage be sought on the same basis reflecting the design of the Hinchinbrook Way arrival nodes. Number of signs will be dependant on costs. The JCU design was presented and noted and the JCU studies for Rotary Park will be available at www.inghamcbd.com.au It was also noted that funding applied from QTIF was unsuccessful equalling $100,000.

3.2 That Council proceed with the 2015 / 2016 Ingha i. Design and install signage to create a loop walk along existing pathway networks from TYTO Information and Wetland Centre to Lannercost Street.	12/11/2015 - Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – SEDTO advised Dot Dash will visit in February and design will be provided to next PCG meeting. 04/02/2016 – Dot Dash with be visiting on Monday 8 and Tuesday 9 February 2016. 18/02/2016 – SEDTO advised Heath Pedrola from Dot Dash went through loop walk layout and document will be considered at the next Style Guide Committee Meeting. 03/03/2016 – No further Style Guide Meetings held to date. 19/05/2016 – EMDP advising that in relation to the loop walk information for the walk stories has been received from Bianka Vidonja-Balanzategui and SEDTO and DotDash have edited the stories which Bianka has confirmed. Dot Dash will now progress the layout. Signage to be purchased in mid June. EMDP to circulate signage images to Councillors prior to next PCG meeting. 02/06/2016 – That PCG approve the conceptual signage for the Hinchinbrook Way Walk and approve progression to request for quotations and construction.
3.3 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works as per the following: i. Develop and implement a signage design guide for way-finding devices and information signs throughout Ingham.	06/10/2015 - Previous document referred example of mosaic local signs. Precinct Markers required for Tully, Lannercost, Herbert and Cartwright Streets. PCG generally accepted the direction of wayfinding design to date. EMES to check on maintenance implications of new proposed signage. 12/11/2015 - Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – SEDTO provided a powerpoint presentation regarding an overview on the Tully Street redevelopment, wayfinding and Lannercost Street. Wayfinding signage examples shown were: • Lannercost Street – yellow • Cartwright Street – blue • Tully Street – green These will be at the detailed design stage within a month for the CBD Style Guide Committee (Councillors Skinner and Lynch) to review. Signage for Mercer Lane to be reviewed as part of the Loop Walk Signage. 04/02/2016 – EMES advised that Design Department has designed the Mercer Lane signage and sought clarity on the design. DTMR will have requirements. Suggest stencilled or stamped signage on the footpath. SEDTO advised that Dot Dash will be arranging for wayfinding signs and CEO mentioned it would be good to be consistent.

	It was suggested that in the short term a simple fix could be that signage be installed with wording such as "*Mercer Lane Mosaic".* 18/02/2016 – SEDTO advised that the loop walk will be on track to be installed by 17 June 2016 and way finding signage will be aligned with the loop walk. 03/03/2016 – SEDTO advised that the loop walk will be on track to be installed by 17 June 2016 and way finding signage will be aligned with the loop walk. SEDTO further advised that DotDash has sent the final copy of layout which Style Guide Committee has viewed. Bianka Vidonja-Balanzategui will work on the historical content. Works will commence early next week. 19/05/2016 – Update to be provided at next PCG Meeting. 02/06/2016 – On Wednesday 8 June the precinct markers will be installed in Tully Street and Lannercost Street. An update to be provided by SEDTO at the next PCG.
3.4 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. The development of an entrance statement within the centre median strip at the corner of Townsville Road and Lannercost Street subject to further consideration by the Project Control Group.	06/10/2015 • Alignment of entry statement to be angled to allow viewing for both northbound Townsville Road travellers and westbound Lannercost Street travellers. • Proposed signage still being reviewed looking at alternate design with more of a natural consistent colour (similar to example "o" in dot Dash document) with individual letter colours. • Also noted that we did consult with Indigenous community and this needs to be considered with entry statement deliberations. Maybe interactive board / sign. Could also consider indigenous aspect to be included on Council building. 15/10/2015 - A teleconference occurred was held with Heath Pedrola from Dotdash who went through details regarding the Entry Statement sign. He advised that a lighting consultant is to review the Department of Transport and Main Roads (DTMR) lighting standards. 29/10/2015 - A colour version of the Entry Statement has been confirmed. 12/11/2015 - SEDTO advised that submissions have been advertised calling for Public Arts Committee Members. 26/11/2015 – Nil to Report. 21/01/2016 – SEDTO advised Public Art Committee (PAC) recommended an Expression of Interest (EOI) for entrance statement for PCG to review and adopt. 04/02/2016 – PCG advised that they would provide feedback to SEDTO if any changes were required otherwise the EOI could be released as planned.

	The EOI was released on Monday 1 February 2016 and closes Monday 21 March 2016. A Media Release will be published regarding the EOI. 18/02/2016 – SEDTO advised 1 submission has been received so far and 5 enquiries to date. 03/03/2016 – The meeting noted that the EOI does not close until Monday 21 March 2016. SEDTO advised 1 submission has been received to date. 1 artist has sought a site inspection and 2 other artists have enquired. A number of local artists have also sought clarification. 19/05/2016 – The PAC Committee will next meet on 27 May 2016 regarding the EOI and EMDP will provide a report to the next PCG meeting. 02/06/2016 – The meeting approved the public art entrance design as presented, subject to further public consultation. That the preferred design be referred to DTMR.
3.5 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following: i. Design and installation of tourism promotional signage on the Council administration building on the Townsville Road frontage subject to further consideration by the Project Control Group.	06/10/2015 - Still under consideration. Looking at matching retro aspect with local photos eg Wallaman Falls. Currently working with Nikki Swan. 12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 - SEDTO advised that in the coming weeks, lighting on the top of the building will be finalised along with flags. These will be trialled (3 months) during the construction phase. The admin building wraparound quotes are currently going out. $25,000 budget has been identified within current maintenance budget. Some painting to occur on the Council building – lighter colours. 04/02/2016 – SEDTO advised that the Style Guide Committee will review. 18/02/2016 – SEDTO advised preliminary version provided was accepted in principle and recommended by Style Guide Committee. Council also reviewed the preliminary version at the recent Connect Session. The preliminary version is to be presented also to the Public Art Committee. 03/03/2016 – The Public Art Committee has not yet met to consider the preliminary version. 19/05/2016 – EMDP advised that the Council building wraparound proposal will be presented to the next PCG meeting. $25,000 budgeted but not committed. 02/06/2016 – The meeting noted that it is no longer recommended for the Shire Hall building wrap to be implemented.
3.6 That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works – Lannercost Street Phase One as per the following:	06/10/2015 - Dealing with DTMR regarding bike lane along Townsville Road. Significant conversation has taken place in relation to four proposed carparks along Townsville Road.

i. Detailed design and construction of footpath replacement and enhancement, including shade covering along Lannercost Street frontage of the Council administration building.	PCG generally accepted design changes necessary to facilitate a DTMR bike lane along Townsville Road (north bound lane). The changes are subject to consultation with impacted businesses and are as per the following – a) Changing the lane to one way (westbound). Consultation to occur with businesses impacted. b) Provision of loading zone parking for toilets. c) Installation of bollards at southern end of pavement (intersection of laneway at Townsville Road). PCG generally accepted the proposed amendments to the siting and design of the Council building shade structure as per the option attached to the email from Richard Garnham dated 6 October 2015. PCG generally accepted the proposed amendment to pavement materials to align with featured structures (shade cover) as per the email to Council from Richard Garnham dated 6 October 2015. All other pavement will be as per the confirmed Master Plan Style Guide for Lannercost Street. 15/10/2015 - The Council flag poles be re-located to the top of the Shire Hall building. EMES advised that works will commence on the Commonwealth Bank side, then on the Council side footpath, then the Entry Statement and finally the shade awning (noting some additional RCP requirements). EMES advised that the most recent issue is in relation to the Telstra pits on the Commonwealth Bank side and is currently working through a solution in relation to this. 29/10/2015 - Planning to commence footpath on Commonwealth Bank side week commencing 2 November 2015. 12/11/2015 - EMES advised works commenced and are on schedule. Footpath commencing week commencing 16 November 2015. Lahtinen's Electrical have been engaged for electrical works, Bartolini for concreting and works being coordinated with Parks and Gardens for landscaping. Aiming to commence on Council side within next two weeks otherwise the Works crew will need to be diverted. SEDTO advised that WHS has no issue with installation of guide wires for access to the flag poles on the Council building. 26/11/2015 – EMES displayed a design of the awning which will be cantilevered to the existing Council building awning and designs of the Commonwealth Bank side footpath and Council footpaths. The Council flag pole relocation on the top of the Shire Hall building will be trialled for two months. 21/01/2016 – SEDTO provided update on flags, lighting, painting, building upgrades and also precinct markers. EMES advised that the works in front of the Council building are progressing well with no major issues identified.

	04/02/2016 - EMES advised that difficulties are being experienced obtaining quotes from local contractors. Engineering will treat the Tully Street project regarding procurement the same. Council will call a public meeting with contractors following the completion of this project to iron out any problems that have arisen. Works will also continue into the weekend for completion of part of the footpath. No further advice has been received from DTMR regarding the awning. 18/02/2016 – EMES advised works progressing and priorities are to focus on front of building i.e. stone work at front entrance and on walls. The Commonwealth Bank side will also be completed. Other remaining works to be completed is the front awning and precinct marker. EMES advised that all hard and soft landscaping will be completed prior to the Election and the front awning after the Election. Acting IE advised that she has reviewed all architectural drawings in relation to the freestanding awning and has scheduled the works. In relation to the top sheet above the awning and the panels underneath it is anticipated that these will have to be supplied from Townsville but with the aim for local contractors to install. EMES advised that the awning has been designed to a cyclone rated standard by SMEC. 03/03/2016 – EMES advised that works are progressing and stone paving are yet to be completed. Concrete pour was completed this week. The EMES will investigate the lane behind the Council building and whether or not it should be reduce to one lane as planned. The EMES further advised that regarding the awning, local contractors were offered to quote. No local contractors decided to submit quotes for this job and verbal comments were received that they are too busy, not interested but would like to be kept in mind for future works. One email received from a contractor formally advised that they are not interested in quoting. EMES will use the same document to send to Townsville firms for quotes. SMEC Engineers are willing to sign off on the awning design structure. Acting IE advised that she has contacted contractors and addressed questions raised. 19/05/2016 – Acting Works Engineer advised the shade awning will be installed on Sunday 6 June 2016. The orange precinct marker for Lannercost Street will also be installed during this time. 02/06/2016 – Shade structure will be delivered to site this Sunday for installation next week. Pedestrian access will still be provided and will be notified through social media.

	One lane closure will occur for the week. Precinct marker will be installed in the same week. The meeting approved the rubbish bins designs as presented and will progress to quotations and construction.
3.7 That Council proceed with the Tully Street redevelopment as per the following: i. That Council proceed with design and construction works subject to funding under the Queensland Tourism Infrastructure Fund.	06/10/2015 - Consultation has occurred with A C Glass and Blanco's Quality Meats. EMES will provide more details regarding design to future PCG. 15/10/2015 - A final public announcement for Tully Street has now been confirmed where Council will receive a $150,000 grant. Clarification being sought under funding agreement as to whether Council needs a principal contractor or whether it can be handled inhouse. 12/11/2015 - Consultancy quotes to be received week commencing 16 November and then an assessment will be carried out. 26/11/2015 – EMES advised a Report to Council will be provided to the December General Meeting regarding Tully Street. Early contractor design meeting will commence next week. Construction phase will be delivered by work packages in late January 2016. 21/01/2016 – SEDTO provided an update in relation to the Tully Street design. The Tully Street Redevelopment - Early Contractor Involvement / Risk and Opportunity Workshop was held on 14 January 2016 for local contractors to attend and identify the cost, programming and constructability of the proposed scope of works to minimise risk and maximise opportunities. It was decided to go with Arbour design and SEDTO detailed this. There will be one good quality arbour provided at this point in time encompassing shade and rain protection. CBD Style Guide Committee will review at future meeting for consideration by PCG. 04/02/2016 – EMES advised that he has spoken to three business owners in Tully Street who are generally satisfied and have no significant issues. All systems are go regarding finalisation of the designs. Flanagans and construction deadlines regarding funding guidelines are not a problem. 18/02/2016 – SEDTO advised that this was discussed at the recent Style Guide Meeting and Connect Session. It was agreed that the pavement will be the same style as the CBD Master Plan. It was agreed that the Tully Street Arbour be constructed with the bird design found in TYTO (bird cut out).

	SEDTO advised that the potential cost estimates for Tully Street construction would be estimated to be a minimum of $295,000 to a maximum of $330,000. PCG will be further advised in relation to this. 03/03/2016 - Acting IE advised that the civil and landscaping package will be sent out Friday 4 March 2016 and electrical and light structure package will go out next week. 19/05/2016 – EMES advised that the Tully Street upgrade is going well. The project is possibly 2 to 3 weeks away from completion. Landscaping issues occurring and being managed without any cost increases nor significant delay. Original contracted landscaper has unfortunately gone out of business and Keita will now install plants cheaper. 02/06/2016 – Tully Street nearing completion – 90%. The Circle of Life design near completed.
4. Stakeholders – involvement in committee / sub-meetings *Communications Sub-Committee to consider an appropriate way to keep JCU up to date regarding progress of the project.*	06/10/2015 – Nil to report. 15/10/2015 – PCG resolved that a small working group be formed to review the Entry Statement signage. 29/10/2015 – SEDTO provided a briefing on the CBD Redevelopment to the Chamber of Commerce Meeting on 20 October 2015. Representatives in relation to Sister City "Conzano" sign to provide comment to EMDP. 12/11/2015 – Nil to report. 26/11/2015 – Nil to report. 21/01/2016 – EMDP advised representations were made regarding the Sister City "Conzano" sign and the CBD Style Guide Committee would consider the sign during deliberations. 04/02/2016 – EMDP advised that this would be raised at the next Communication Strategy Committee Meeting. 18/02/2016 – SEDTO advised that the Communications Strategy Committee will continue to update JCU. 03/03/2016 – SEDTO will contact the Conzano representatives when the signage is ready. EMDP to follow up the Conzano representatives. 19/05/2016 – To be looked at as part of the loop walk. EMDP to check. 02/06/2016 – Further discussions to take place in relation to the Conzano sign.
5. Consideration of PCG – Public Art Sub Committee: i. Committee members ii. Selection process iii. PASC objectives iv. PASC roles and responsibilities v. Media release	29/10/2015 – PCG considered the Terms of Reference for the Public Art Committee and some minor amendments were noted. 12/11/2015 – PCG noted that EOI has been called and closes on 20 November 2015. 26/11/2015 – Applications from Diane Purnell, Jacob Cassady, David Rowe, Christine Stevensen and Jordan Russo were considered and the meeting resolved that

	the 5 applicants be accepted to be appointed to the Panel. 21/01/2016 - EMDP advised the Public Art Committee met on 20 January 2016. Expressions of Interest for the CBD art is to be finalised early next week and circulated to Council. 04/02/2016 – SEDTO advised that the Public Art Committee will run competitions for the wraparound artwork as well as the arbour. 18/02/2016 – SEDTO advised that the Committee will next meet in early March 2016. 03/03/2016 – It was noted that the Public Art Committee has not yet met. 19/05/2016 – The PAC Committee will next meet on 27 May 2016 regarding the EOI and EMDP will provide a report to the next PCG meeting. 02/06/2016 – Recent PAC meeting minutes provided to meeting. Future PAC meetings to be convened where appropriate. The meeting thanks the PAC members for their contribution.
6. Car Parking Strategy *To remain a Standing Item*	06/10/2015 – In progress. End of October date noted. 29/10/2015 - PCG received a viewing of time lapse cameras set up in Lannercost Street over a one week period. A number of interesting observations as follows arose: • Average stay in carparks – 20 to 30 minutes • Very few parked for 2 hours or more • Area near the Hinchinbrook Hotel was well utilised • Saturday mornings were well utilised. The investigations indicated: • Council carpark is well utilised • Johnstone Street carpark is underutilised with the shaded area being more popular. PDM will continue to differentiate between staff and customers in Lannercost Street. 12/11/2015 - Nil to report. 26/11/2015 – PDM is currently working on a Report to Council to be tabled at the December General Meeting. It was suggested that the Strategy be made available on the CBD website once adopted at the General Meeting. 21/01/2016 – SEDTO advised that Car Parking Strategy received and noted at 8 December 2015 General Meeting. Car Parking Strategy has now been uploaded to CBD website. Two of the recommendations are currently being reviewed:

	(i) Large parking RV's and caravans locations. Signage Committee to review (ii) Reducing parking time from 2 hours to 1 hour on spaces adjacent to pedestrian footpaths on north and south of Lannercost Street. 04/02/2016 – SEDTO advised that a Report to Council will be tabled at Council's 23 February General Meeting regarding RV's. 18/02/2016 – SEDTO advised that the RV Report is still in progress and will not be provided to the 23 February General Meeting but tabled at the next PCG Meeting. 03/03/2016 – SEDTO advised that the RV Report is not yet available and will be considered at the next Council meeting in April 2016. 19/05/2016 – EMDP advised that in relation to the parking at the end of Lannercost Street, MRD have advised that the RV parking wording cannot be used and long vehicle parking wording has to be used instead. Awaiting MRD approval. Report to be referred to Council's June General Meeting. 02/06/2016 – EMDP to provide Report on RV parking to the 28 June 2016 General Meeting.
7. General Business • Local Contractors Maximise use of local contractors (subject to purchasing policy) including graphic designers, printing etc.	12/11/2015 – Further media release to be issued when local contractors commence. 26/11/2015 – Nil to report. 21/01/2016 – It was noted that local contractors are being used for aspects of current Lannercost Street works e.g. concreting. 04/02/2016 – See item 4.7 18/02/2016 – EMES advised that Council continues to work with the local contractors to maximise their use and obtain a good quality outcome. 03/03/2016 – EMES advised that as well as structural elements for the precinct marker, there are sign writing and lighting elements and he proposes to obtain a quote from local contractors. 19/05/2016 – CEO advised that Council is using local contractors at Tully Street and did utilise locals for parts of Lannercost Street. 02/06/2016 – No further update at this stage.
• Canecutter Memorial	Discussion was held regarding a suitable location to site the memorial. Possible locations to be considered by members at the June General Meeting. 02/06/2016 – The committee recommends that the canecutter be placed at the Canegrowers pedestrian crossing within the covered walkway. The meeting noted that EMDP and SEDTO arrange a meeting with the canecutter committee.

• Shire flags on building	Relocation of the Shire flags from the top of the building to be eventually worked into the Entry Statement design. 02/06/2016 – EMECS to bring back further information to the next PCG meeting regarding the Shire flags.
• Tourism Directional Signage	EMES advised that the tourism directional signage is at the final stages of MRD approval. EMES further advised that there are 60 regulatory signs to be installed altogether. EMDP advised they are currently developing the tourism loop route and DotDash is doing the design. EMDP to bring back the signage to PCG Committee to confirm before signs are ordered. 02/06/2016 – No further update at this stage.

Next Meeting: Thursday 16 June 2016

Meeting Closed: The meeting closed at 4.20 pm

Minutes Recorded by: Belinda Edwards

HINCHINBROOK
SHIRE COUNCIL

COUNCILLOR ACTIVITY REPORT

AS AT 31 MAY 2016

MAYOR RAMON JAYO
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/05/2016				FB Surf Life Savers Remembrance Ceremony		10.30am - 11.00am
01/05/2016				FB Surf Life Savers Reopening of Clubhouse and Annual Dinner and Presentation of Trophies		4pm to 8:30pm
03/05/2016					2016 Harvesting Forum	9am - 1pm
03/05/2016					Deputation with resident and Deputy Mayor	2pm - 3pm
04/05/2016					Internal meeting regarding Subdivision	8:30am - 9am
04/05/2016					Mayoral Meeting	9am - 10am
04/05/2016					Win News Interview - The Hinchinbrook Way	10am - 10:30am
04/05/2016		HRSAC Meeting				10:30am - 12am
04/05/2016					Meet and Greet Council Staff BBQ at Depot	12am - 1pm
04/05/2016			ECM training			2pm - 2:30pm
04/05/2016				The Hinchinbrook Way Official Launch		6pm - 7:30pm
05/05/2016					On Site Drain inspection - Stone River	9am - 10am
05/05/2016					Deputation - Personnel from Combat Training Centre Townsville	
05/05/2016					Meet and Greet Lunch Internal Staff	12am - 1pm
05/05/2016	Budget Discussions - CEO and Executive Managers					1pm - 5pm
06/05/2016	Budget Discussions - CEO and Executive Managers					9am - 1pm
06/05/2016					Deputation with resident	2pm - 2:30pm
09/05/2016					Meeting with Productivity Board	8am - 9am
09/05/2016					Onsite deputation with resident	12:30am - 1:30am
09/05/2016					Internal meeting regarding CBD Revitalisation	2.30pm to 3.30pm
10/05/2016	Budget Discussions - CEO and Executive Managers					9am - 5pm
11/05/2016					Canegrowers Demonstration Meeting with TMR, Police NHVR & Industry Officials re Movement of Excess Dimension Vehicles and Combinations	8:30am - 2pm
11/05/2016				Volunteer Week Afternoon Tea - TYTO Parkland		2pm - 4pm
12/05/2016					Deputation with resident	9am - 9:30am
12/05/2016					Meeting with Royal Military College Duntroon Major	10am - 10:30am
12/05/2016					Deputation with resident	12am - 1pm
12/05/2016					Deputation with resident and Real Estate Agent	2pm - 3pm
12/05/2016					Union rep discussions	4:15pm to 5pm
13/05/2016					Macknade State School talk with Students	9am - 10am
13/05/2016					Deputation with resident	3pm to 3:30pm
16/05/2016					Meet & Greet - Water Connections Tour representatives	11.00am - 12.30pm
16/05/2016					Internal meeting regarding Airport Fence	1.00pm - 2.00pm
16/05/2016					Internal meting regarding rating comparisons	2.00pm - 3.00pm
16/05/2016					Discussions with resident onsite	3.00pm - 3.30pm
17/05/2016	Councillor Briefing Session					9.00am - 5.00pm
17/05/2016					Renewable Energy Expert Study Forum - Townsville	6.00pm - 8.00pm
18/05/2016				ISHS Beacon Charter Signing		9.30am - 11.00am
18/05/2016					Meeting with A Cripps MP, T Nicholls MP & D Frecklington MP	12.00pm - 1.30pm
18/05/2016					Internal meeting regarding Forrest Beach Concept Plan	1.30pm - 2.30pm
18/05/2016				Child Injury Prevention Day		2.00pm - 2.30pm

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19/05/2016					Meeting with Shop the Hinchinbrook Way Coordinator	8.15am - 9.00am
19/05/2016		Audit Committee Meeting				9.00am - 1.00pm
19/05/2016	Budget Discussions - CEO and Executive Managers					1.00pm - 3.00pm
19/05/2016		CBD PCG Meeting				3.00pm - 5.00pm
19/05/2016				Gilroy Santa Maria Open Day		5.30pm - 6.30pm
23/05/2016				Participate in RMC-D Army Exercise		8.00am - 9.30am
23/05/2016					Meeting with HCSC Grants Officer	1.00pm - 2.00pm
24/05/2016	Cr Connect Session					9.00am - 5.00pm
24/05/2016	Special Meeting					10.15am - 10.30am
24/05/2016				Bambaroo Community Shed Meeting		5.30pm - 6.30pm
25/05/2016					Meeting with Wilmar	8.00am - 8.30am
25/05/2016					Mayoral Meeting	9.00am - 10.00am
25/05/2016					Internal meeting regarding tractor changeover	10.30am - 11.30am
25/05/2016					Meeting with Shop the Hinchinbrook Way Coordinator	12.30pm - 1.00pm
25/05/2016					Budget Discussions - CEO & Deputy Mayor	2.00pm - 3.00pm
25/05/2016		ANZAC Day wind up meeting				5.30pm - 6.00pm
26/05/2016					Deputation with resident	8.00am - 9.00am
26/05/2016					Meeting with Ingham Bowls Club representative	10.30am - 11.00am
26/05/2016	Budget Discussions - CEO & Executive Managers					2.00pm - 5.00pm
27/05/2016		REDROC Meeting, Townsville				9.00am - 11.00am
27/05/2016		NQROC Meeting, Townsville				11.00am - 1.00pm
27/05/2016					Onsite meeting with Ports Corp, Townsville	2.30pm - 3.30pm
28/05/2016				Tasman Turtle Picnic Day		11.00am - 4.00pm
29/05/2016				Relay for Life - Closing Ceremony		8.00am - 8.30am
29/05/2016				Bent Rods - Show n Shine - Opening		9.30am - 10.00am
31/05/2016					Meeting with D/Mayor and CEO	8.30am - 9.00am
31/05/2016	General Meeting					9.00am - 2.30pm
31/05/2016					Meeting with DILGP	2.30pm - 3.30pm
31/05/2016				Domestic Violence Awareness Month - Candle Lighting Ceremony		6.30pm - 7.30pm

COUNCILLOR MARY BROWN
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
01/05/2016				Battle of Coral Sea Memorial Cardwell		10.00am -12 md
03/05/2016	Budget Meetings					09.00 am - 12.30pm
03/05/2016		Meeting - John Schmidt				02.00-03.00 pm
04/05/2016					Lunch - HSC Outdoor Staff	12.00 pm - 1.00 pm
04/05/2016		Hinchinbrook Way Launch				06.00 pm - 08.00pm
05/05/2016					Lunch - HSC Indoor Staff	12.00 pm - 1.00 pm
05/05/2016	Budget Meetings					1.00 pm - 5.00 pm
06/05/2016	Budget Meetings					09.00am - 01.00 pm
10/05/2016	Budget Meetings					09.00 am - 12.30pm
11/05/2016				Ingham High School - Speech Ajudicate		12.30pm - 01.30pm
11/05/2016		Tyto Volunteers - Paper Grove				02.00 pm - 03.30 pm
16/05/2016					Water Management Meeting with Department	11.00am-01.00pm
17/05/2016	Councillor Breifing					09.00am - 05.00pm
18/05/2016		Economic Development & Planning Portfolio Meeting				02.00pm - 05.00pm
19/05/2016		CBD Project Control Group				03.00pm - 05.00pm
20/05/2016		Meeting - Rachael Kurtz				04.15pm - 05.15 pm
24/05/2016	Councillor Connect/Special					09.00am - 05.00 pm
24/05/2016	Special Meeting					10.15am - 10.30am
24/05/2016				Bambaroo Shed Meeting		05.30 pm - 07.30 pm
31/05/2016	Council General Meeting					09.00am-05.00pm

COUNCILLOR MARIA BOSWORTH
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
25.5.16				Anzac Dawn March		4am-8am
4.5.16					Depot BBQ	12pm - 1.30pm
4.5.16					Cr discussion in Mayor's Office	1.30pm - 3pm
4.5.16				2 Coffee Promo		3pm - 5pm
5.5.16	Budget discussions					12pm - 5pm
6.5.16	Budget discussions					9am - 1pm
6.5.16				2 Coffee Promo		2pm - 3pm
6.5.16				Salvation Army		3pm - 4pm
6.5.16				Ingham Motel		4pm - 5pm
10.5.16	Budget discussions					9am - 4pm
13.5.16				WISH		9am - 11.30am
17.5.16	Briefing Session					9am - 4pm
18.5.16					Beacon ISHS	9am - 11.20am
18.5.16		Pool Inspection				11.20am - 12pm
18.5.16					HSC Meet Minister	12pm - 2pm
18.5.16					HSC Computer Fault	2pm - 4pm
19.5.16	Budget discussions					1pm - 3pm
19.5.16		CBD Meeting				3pm - 4.30pm
19.5.16				2 Coffee Promo		4.30pm -5.30pm
23.5.16				ISS Yr3&4 Talk		9am -10am
24.5.16	Connect Session					9am - 4pm
24.5.16	Special Meeting					10.15am - 10.30am
25.5.16		Show Meeting				7.30pm-9pm
26.5.16	Budget discussions					2pm-5pm
31.5.16	HSC General Meeting					9am-5pm
31.5.16				Netball March Past		6pm-8.30pm

COUNCILLOR ANDREW LANCINI
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
04/05/2016					Lunch with Council staff	12pm - 1pm
04/05/2016				Hinchinbrook Way launch		6pm - 6:40pm
05/05/2016		HRIT Meeting				9am - 12pm
05/05/2016	Budget meeting					
06/05/2016	Budget Meeting					9am - 12pm
09/05/2016		Landcare Meeting				12pm-3:30pm
10/05/2016	Budget meeting					9am-12pm
17/05/2016	Council Brief, Council Budget					9am - 5pm
18/05/2016				Ingham High School (Beacon)		9am - 10:30pm
18/05/2016		Development and Planning Meeting with EMDP				2pm - 5pm
19/05/2016				Halifax Museum Blessing		10am - 11am
19/05/2016	Council Budget					9am - 12pm
19/05/2016		CBD Meeting				3pm - 4pm
24/05/2016	Connect Session					9am - 5pm
24/05/2016	Special Meeting					10.15am - 10.30am
26/05/2016	Council Budget					2pm - 5pm
31/05/2016	General Meeting					8:30am onwards

COUNCILLOR KATE MILTON
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
04/05/2016					Works dept meet and greet	12pm - 1.30pm
04/05/2016				Hinchinbrook Way launch		6pm - 8pm
05/05/2016					Internal staff meet and greet	12pm - 1pm
05/05/2016	Budget discussions					1pm - 5pm
06/05/2016	Budget discussions					9- am - 1pm
09/05/2016		Landcare and Catchment meeting				12pm - 3pm
10/05/2016	Budget discussions					
11/05/2016		Pest and Weed				8.30 am - 2pm
11/05/2016				Tyto Volunteer week		2pm - 4pm
17/05/2016	Briefing/ Budget					9am - 5pm
17/05/2016		Chamber meeting				5.30pm -7.30pm
17/05/2016				Meeting Andrew Cripps		12 - 1.30pm
19/05/2016				Halifax Museum Blessing		10 am - 11.20am
19/05/2016	Budget discussions					1 pm - 3 pm
19/05/2016		CBD meeting				3pm - 5pm
20/05/2016		Landcare field day				8am - 1.15pm
20/05/2016					Wedding discussions/ Rosemary Pennisi, Cr. Brown, Rachael Coco	4pm-5pm
20/05/2016					Meeting with Donal Bosworth	5.30pm - 6.30pm
24/05/2016	Council connect					9am - 5pm
24/05/2016	Special Meeting					10.15am - 10.30am
24/05/2016				Bambaroo shed meeting		5.30-pm - 6.30pm
26/05/2016		Engineering				8am -10.30pm
26/05/2016	Budget discussions					2pm - 5pm
26/05/2016				Free wedding at TYTO group meeting		5.30pm 8pm
31/05/2016	General meeting					9am -54.30pm

CR. WALLY SKINNER
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
28-Apr		LHCLG - Wetlands Alliance Insulator Creek				4
03-May		Engineering Services briefing				2
04-May						2
05-May		HRIT meeting				4
05-May					Meet and Greet Office Based Staff	1
05-May	Budget discussions					3
06-May	Budget discussions					4
10-May	Budget discussions					4
16-May					Water Commission Forum	2
17-May	Councillor Briefing					7
19-May	Budget discussions					2
20-May		Lantana Control Forum LHCLG				8
24-May	Councillor Connect					8
24-May	Special Meeting					15 mins
24-May				Community Shed Meeting Bambaroo		2
26-May		Engineering Services briefing				5
26-May	Budget discussions					3
31-May	Council General Meeting					8

CR. MARC TACK
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR

DATE	COUNCIL MEETING / DEPUTATION DAY / WORKSHOP	MEMBER MEETING e.g. List of Crs Portfolio	CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING	COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS	OTHER (Council related only)	TIMES ATTENDED
06/05/2016	Budget Meeting					9.00am - 1.00pm
06/05/2016		HCSC Meeting				1.30pm - 4.00pm
10/05/2016	Budget Discussions					9.00am - 5.00pm
11/05/2016				Ingham State High School		12.00pm - 2.00pm
11/05/2016			TYTO Volunteers Afternoon Tea			2.000m - 4.00pm
17/05/2016	Councillor Briefing Session					9.00am - 12.00pm
17/05/2016		Meet Local Member				12.00pm - 2.00pm
19/05/2016		Audit Committee Meeting				9.00am - 1.00pm
19/05/2016	Budget Meeting					1.00pm - 3.00pm
19/05/2016		CBD Meeting				3.00pm - 5.00pm
20/05/2016				Safe Families Event		2.00pm - 6.00pm
24/05/2016	Councillor Connect					9.00am - 5.00pm
24/05/2016	Special Meeting					10.15am - 10.30am
25/05/2016		Consumer Health Group				9.00am - 11.00am
25/05/2016		HCSC Meeting Housing				11.00am - 1.00pm
26/05/2016	Budget Meeting					2.00pm - 5.00pm
31/05/2016	General Meeting					9.00am - 4.00pm