MINUTES OF THE GENERAL MEETING
OF THE
HINCHINBROOK SHIRE COUNCIL
HELD IN THE COUNCIL CHAMBERS
INGHAM ON TUESDAY
30 AUGUST 2016
AT 9.00 AM

ATTENDANCE
- Present were Councillors R Jayo, ME Brown, DM Bosworth, KS Milton, AJ Lancini, MG Tack and WG Skinner
- Also present was the Chief Executive Officer (DA McKinlay), Executive Manager Engineering Services (J Stewart), Executive Manager Development and Planning (R Pennisi), Executive Manager Corporate Services (D Tombs), Executive Manager Environment and Community Services (T Tanase) and Executive Assistant (BK Edwards)

Media and Communications Officer, D Purnell was also present when the meeting commenced and Executive Support, C Fulton

Councillor DM Bosworth was not present when the meeting commenced

P RAYER
- Councillor Tack opened the meeting with prayer

1. MINUTES
- Moved Councillor Lancini
Seconded Councillor Skinner

Resolved that the Minutes of the General Meeting held on 26 July 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

Councillor DM Bosworth entered the meeting at 9.02 am

Moved Councillor Tack
Seconded Councillor Brown

Council Resolution - That the Report be received and noted. Carried - 300816-01

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

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution - That the Report be received and noted. Carried - 300816-02
2.1.3 **FINANCIALS**  
Consideration was given to a report of financial activities as at 30 July 2016.

Moved  Councillor Brown  
Seconded Councillor Milton

**Council Resolution** - That the Report be received and noted.  
Carried - 300816-03

2.1.4 **COUNCIL’S BANKING ARRANGEMENTS**  
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 regarding arrangement for Council’s banking services.

Officer Recommendation - That Council accept the opportunity to join the State Government’s contract for Banking Services for a period of 3 years.

Moved  Councillor Bosworth  
Seconded Councillor Brown

**Council Resolution** - That Council renew its current arrangement with Commonwealth Bank for a further three years commencing on 1 October 2016 in accordance with the provisions of Section 235 of the Local Government Regulation 2012 which allows contracts to be made with or under an arrangement with a government agency without inviting written quotes or tenders.  
Carried - 300816-04

2.1.5 **AUDIT COMMITTEE MEETING MINUTES**  
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 seeking endorsement of the Audit Committee Meeting Minutes of Meeting held on 19 May 2016.

Moved  Councillor Skinner  
Seconded Councillor Bosworth

**Council Resolution** - That Council receive and note the Audit Committee Meeting Minutes held on 19 May 2016.  
Carried - 300816-05

2.1.6 **AUDIT COMMITTEE POLICY**  
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 seeking approval of the Audit Committee Charter and the amended Audit Committee Policy.

Moved  Councillor Tack  
Seconded Councillor Milton

**Council Resolution** - That Council adopt the amended Audit Committee Policy.  
Carried - 300816-06

2.1.7 **ENTERTAINMENT AND HOSPITALITY POLICY**  
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 seeking approval of the amended Entertainment and Hospitality Policy - Compliance be approved.

Moved  Councillor Lancini  
Seconded Councillor Bosworth

**Council Resolution** - That the amended Entertainment and Hospitality Policy - Compliance as presented be adopted.  
Carried - 300816-07

2.1.8 **RELATED PARTY TRANSACTIONS**  
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 seeking approval of the Related Party Transaction Policy and note its obligations.

Moved  Councillor Lancini  
Seconded Councillor Skinner
Council Resolution – That Council adopt the Related Party Transaction Policy and note its obligations. Carried - 300816-08

2.1.9 COMPLAINTS
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 advising no complaints were received under the Administrative Action Complaints Management Procedure during the quarter ended 30 June 2016.

Moved Councillor Bosworth
Seconded Councillor Brown

Council Resolution – That the Report be received and noted. Carried - 300816-09

2.1.10 2017 ANNUAL SHOW DATE
Consideration of Report to Council from Executive Manager Corporate Services dated 9 August 2016 regarding Council’s preferred show holiday date for 2017.

Moved Councillor Lancini
Seconded Councillor Bosworth

Council Resolution – That Council resolve Friday 7 July 2017 be designated as the Ingham Annual Show Public Holiday 2017 and that Council advise the Office of Industrial Relations so that it may be officially gazetted. Carried - 300816-10

2.1.11 RECRUITMENT OF VACANT PERMANENT POSTIONS
Consideration of Report to Council from Executive Manager Corporate Services dated 16 August 2016 seeking approval to replace the position of Information Technology Manager.

Moved Councillor Milton
Seconded Councillor Skinner

Council Resolution – That Council approve to replace the Information Technology Manager Position. Carried - 300816-11

2.2 ENGINEERING

2.2.1 ENGINEERING SERVICES ACTIVITY REPORT

Moved Councillor Skinner
Seconded Councillor Milton

Council Resolution – That the Report be received and noted. Carried - 300816-12

2.2.2 MONTHLY STATUS REPORT
Consideration of monthly Executive Manager Engineering Services Status Report for August 2016.

Moved Councillor Milton
Seconded Councillor Skinner

Council Resolution – That the Report be received and noted. Carried - 300816-13

2.2.3 WATER AND SEWERAGE WORKS PROGRAM REPORT
Consideration was given to a report of water and sewerage operations for the month of July 2016.

Moved Councillor Bosworth
Seconded Councillor Milton

Council Resolution – That the Report be received and noted. Carried - 300816-14
2.2.4 WORKS PROGRAM REPORT
Consideration was given to a report of civil operations for the month of July 2016.

Moved     Councillor Milton
Seconded  Councillor Skinner

Council Resolution - That the Report be received and noted.   Carried - 300816-15

2.2.5 DETAILED APPLICATION - BUILDING OUR REGIONS - ROUND 2 - HINCHINBROOK SHARED FOOTPATH CONNECTIVITY PROJECT
Consideration of Report to Council from Executive Manager Engineering Services dated 19 August 2016 requesting Council to support and ratify lodgement of the detailed application for the construction of shared footpaths throughout Ingham, interconnecting with existing footpath infrastructure.

Moved     Councillor Tack
Seconded  Councillor Bosworth

Council Resolution - That Council support and ratify lodgement of the detailed application, funded by the Department of State Government - Round 2 - Building our Regions via the Regional Capital Fund. Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure.

The detailed application consists of the construction of approximately 3.3km of shared footpaths, being 2.5m in width, allowing dual access by both pedestrians and cyclists. Total estimated project cost is $1.6 million, in which a 60% Council co-contribution of $960,000 is being sought.

The Expression of Interest consists of the following financial breakdown:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Contribution</td>
<td>$ 960,000</td>
</tr>
<tr>
<td>Funding Sought</td>
<td>$ 640,000</td>
</tr>
<tr>
<td>Total Estimated Project Cost</td>
<td>$1,600,000</td>
</tr>
</tbody>
</table>

The Council contribution of $960,000 has been proposed in the 2016/2017 Roads Capital Budget. $400,000 of this will be funded from 2015/2016 carryover.   Carried - 300816-16

2.2.6 ROUTE SPECIFIC PERMITS - RECREATIONAL VEHICLES
Consideration of Report to Council from Engineering and Compliance Technical Officer dated 5 May 2016 regarding the possibility of introducing Route Specific Permits for ATV/UTV's to be able to travel short distances along constructed road verges to beach areas.

Officer Recommendation - That Council decline to implement Route Specific Permits for Shire residents or Recreational All-Terrain Vehicles being operated in and near the coastal communities of Forrest Beach, Taylors Beach and Lucinda. Furthermore that Council advertise that it will not be issuing route specific permits for Recreational All-Terrain Vehicles.

Moved     Councillor Bosworth
Seconded  Councillor Tack

Council Resolution - That Council defer consideration of this Report pending conduct of a public consultation process. Carried - 300816-17

2.3 DEVELOPMENT AND PLANNING

2.3.1 ECONOMIC DEVELOPMENT AND PLANNING ACTIVITY REPORT

Moved     Councillor Brown
Seconded  Councillor Lancini

Council Resolution - That the Report be received and noted.   Carried - 300816-18
2.3.2 MONTHLY STATUS REPORT

Moved Councillor Brown
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried - 300816-19

The meeting adjourned for morning tea at 10.20 am and resumed at 10.33 am

2.3.3 HANSEN SURVEYS PTY LTD FOR SMITH, MONAGHAN & FRANK FRASER PTY LTD - RECONFIGURING A LOT – REARRANGEMENT OF BOUNDARIES – 2-16 LANNERCOST STREET AND 18-26 LANNERCOST STREET, INGHAM, LOT 11 ON SP272680 AND LOT 100 ON I2249, PARISH OF TREBONNE

Consideration of Report to Council from Planning and Development Manager dated 15 August 2016 in relation to an application made by Hansen Surveys Pty Ltd for Smith, Monaghan and Frank Fraser Pty Ltd, seeking a Development Permit for Reconfiguration of Land being the realignment of boundaries at 2-16 and 18-26 Lannercost Street, Ingham between Lot 11 on SP272680 and Lot 100 on I2249, Parish of Trebonne.

Moved Councillor Lancini
Seconded Councillor Tack

Council Resolution - That Council approve a Development Permit for the Reconfiguration of a Lot, being the realignment of boundaries, subject to the following conditions:

Approved Plans

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

Timing of Effect

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

Existing Services

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

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

Lawful Point of Discharge

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

That any works as a result of the reconfiguration must not interfere with stormwater flow over or through the land. Carried - 300816-20
2.3.4 VAN RENSBURG NOMINEES PTY LTD - EXTENSION OF RELEVANT PERIOD FOR PROPOSED MATERIAL CHANGE OF USE: MULTIPLE UNIT DEVELOPMENT (4 X 1 BEDROOM UNITS) – 12 MARGINATA COURT, ALLINGHAM – LOT 20 ON SP238138, PARISH OF CORDELIA

Consideration of Report to Council from Planning and Development Manager dated 15 August 2016 in relation to an application by Van Rensburg Nominees Pty Ltd seeking a four year extension of approval for a multiple unit development (4 x 1 bedroom units) at 12 Marginata Court, Allingham.

Moved Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That Council approve the request to extend the Development Approval currency period for a further two years subject to the following updated conditions:

a) The following documents and drawings are the ‘approved plans’:

<table>
<thead>
<tr>
<th>Plan/Document Name</th>
<th>Received by Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Planning Report</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Waste water disposal report, as prepared by Neil Rupp Plumbing</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Site plan: Proposed Studio Units, Marginata Court, Forrest Sands Estate, Stage 3, DA-01, Dated 5 April 2012</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Floor plan: Proposed Studio Units, Marginata Court, Forrest Sands Estate, Stage 3, DA-02, Dated 5 April 2012</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Elevations: Proposed Studio Units, Marginata Court, Forrest Sands Estate, Stage 3, DA-03, Dated 5 April 2012</td>
<td>14 May 2012</td>
</tr>
</tbody>
</table>

b) Development must be carried out generally in accordance with the ‘approved plans’;

c) Provide a screened rubbish bin storage enclosure;

d) Provide suitable multiple letter-boxes adjacent to the front entrance of the property;

e) Provide a suitable screen fence at least 1.8m high around the perimeter of the development site, not including the front (street) boundary;

f) Payment of Council’s water infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;

g) Payment of Council’s parks infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;

h) Payment of Council’s transport infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment.

Carried – 300816-21

2.3.5 SITING RELAXATION APPLICATION – PE AND DA MACPHAIL – LOT 18 ON A77416, PARISH OF CORDELIA – 29 CASSIA STREET, ALLINGHAM

Consideration of Report to Council from Planning and Development Manager dated 15 August 2016 in relation to a Siting Relaxation Application made by PE and DA MacPhail for proposed garden shed and open carport to be located on the northern boundary of 29 Cassia Street, Allingham.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council approve the Siting Relaxation for the garden shed and open carport on land at 29 Cassia Street, Allingham, on the grounds that the proposed development can be considered to meet the relevant assessment criteria and approval is subject to the following conditions:
### Conditions of Development

The conditions of development for this preliminary permit are as follows:

<table>
<thead>
<tr>
<th>Time at which compliance with condition is required</th>
</tr>
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<tbody>
<tr>
<td><strong>General</strong></td>
</tr>
</tbody>
</table>

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; and
   (b) The following conditions of approval and the requirements of Council’s Planning Scheme.

   Except where modified by these conditions of approval.

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

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

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

4. Under section 287 (1)(d) of the Sustainable Planning Act 2009, The relevant period for any building approval is to be 12 months from the date the approval takes effect.

   Pursuant to section 272(3) of the Sustainable Planning Act 2009, you will not be required to refer your application to Council’s planners if you submit this response in its entirety when making the application to the assessment manager, so long as:
   (a) No changes are made to the proposal before the application is made to the assessment manager which would result in a different development to that which was presented to Hinchinbrook Shire Council; and
   (b) The development application must be made to the assessment manager within 12 months of the date of this referral agency response.

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**2.3.6 LEVEE BANKS MANAGEMENT IN HINCHINBROOK SHIRE**

Consideration of Report to Council from Planning and Development Manager dated 15 August 2016 regarding the management of levee banks in the Hinchinbrook Shire.

Moved Councillor Tack

Seconded Councillor Lancini

Council Resolution - That the Report be received and noted and that Council proceed with a public notification process alerting landholders to the provisions of the relevant legislation (Part 2, Division 1, Subdivision 1, Section 967 of Water Act 2000) and providing details of processes that must be adopted in the event a landowner seeks to construct a levee.

Carried - 300816-23
2.3.7 DRAFT HINCHINBROOK SHIRE PLANNING SCHEME - PLANNING ACT IMPACTS
Consideration of Report to Council from Planning and Development Manager dated 15 August 2016 regarding the restructure of the Hinchinbrook Shire Draft Planning Scheme to comply with the impending implementation of the Planning Act 2016 by mid-2017.

Moved   Councillor Skinner
Seconded Councillor Bosworth

Council Resolution - That Council -

a) complete a full restructure of the Hinchinbrook Shire Draft Planning Scheme to comply with the impending implementation of the Planning Act 2016 by mid-2017;

b) request the Department of Infrastructure, Local Government and Planning (DILGP):
   i. to assist the Council's preferred consultants in rewriting the Draft Planning Scheme to comply with the Planning Act 2016 requirements; and
   ii. to assist the Council financially in the redrafting of the Draft Planning Scheme.

Carried – 300816-24

2.4 ENVIRONMENT AND COMMUNITY SERVICES

2.4.1 ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT

Moved   Councillor Lancini
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted.  Carried - 300816-25

2.4.2 MONTHLY STATUS REPORT
Consideration of monthly Executive Manager Environment and Community Services Status Report for August 2016.

Moved   Councillor Lancini
Seconded Councillor Tack

Council Resolution - That the Report be received and noted.  Carried - 300816-26

2.4.3 FORMER INGHAM FIRE STATION – PROPOSED GIFT OF PROPERTY TO COUNCIL FOR HINCHINBROOK STATE EMERGENCY SERVICE AND RURAL FIRE SERVICE QLD TOOBANNA PURPOSES
Consideration of Report to Council from Management Officer Land and Property dated 15 August 2016 regarding the proposed gift of property situated at 45-47 McIlwraith Street, Ingham (Lot 1 on SP117199) to Council by Queensland Fire and Emergency Services / Public Safety Business Agency for Hinchinbrook State Emergency Services Unit use as a storage facility.

Moved   Councillor Lancini
Seconded Councillor Bosworth

Council Resolution - That Council advise that it does not accept the offer of property at 45-47 McIlwraith Street (Lot 1 on SP117199), Ingham by Queensland Fire and Emergency Service to Hinchinbrook Shire Council for Hinchinbrook State Emergency Services Unit use as storage facility.  Carried – 300816-27

2.4.4 REFUND FOR HOT WATER SHOWER ELECTRICITY COSTS – HINCHINBROOK AQUATIC CENTRE
Consideration of Report to Council from Executive Manager Environment and Community Services dated 21 August 2016 regarding request from Hinchinbrook Aquatic Centre Lessee for Council to pay or reimburse the costs of electricity related to heating water for hot showers at the.
Council Recommendation – That Council approve a payment of $700 (excl GST) to the Lessees of the Hinchinbrook Aquatic Centre to reimburse them for the electricity costs related to the provision of hot water showers to patrons for the period 19 August 2016 to 18 August 2017.

That Council implement a process to accurately determine the cost of power relating to hot water showers and refund the lessees for such cost, commencing 19 August 2017.

Moved Councillor Skinner  
Seconded Councillor Brown

Council Resolution – That Council resolve to accept responsibility for the payment of all of the electricity charges allocated to the amenities building in its own right and that arrangements be made for the independent spot metering of equipment owned and associated with the Lessees own operation within the canteen complex and that the Lessee be billed for such usage accordingly. Carried – 300816-28

2.4.5 HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – HITCH-N-RIDE HORSE SPORTS CLUB

Consideration of Report to Council from Management Officer Land and Property dated 29 July 2016 regarding an application for Community Grant from Hitch-N-Ride Horse Sports Club seeking financial assistance in the sum of $4,000 for the 2016/2017 financial year.

Moved Councillor Lancini  
Seconded Councillor Brown

Council Resolution - That Council resolve to offer Hitch-N-Ride Horse Sports Club the payment of $2,000 ex GST from the 2016/2017 Community Grants budget. Carried – 300816-29

2.4.6 COUNCILLOR OPPORTUNITIES – ATTENDANCE AT LAWMAC

Consideration of Report to Council from Executive Assistant dated 28 July 2016 regarding Councillor attendance at the Local Authority Waste Management Advisory Committee (LAWMAC) Conference in Ayr on 25 and 26 August 2016.

Moved Councillor Bosworth  
Seconded Councillor Milton

Council Resolution - That the Environment and Community Services Portfolio Councillor attend the LAWMAC Conference in Ayr with the Environmental Health Officer from Thursday 25 to Friday 26 August 2016. Carried – 300816-30

2.5 GOVERNANCE

2.5.1 OFFICE OF THE CEO ACTIVITY REPORT

Consideration of monthly Corporate Governance Activity Report for July 2016.

Moved Councillor Lancini  
Seconded Councillor Skinner

Council Resolution - That the Report be received and noted. Carried – 300816-31

2.5.2 MONTHLY STATUS REPORT

Consideration of monthly Chief Executive Officer Status Report for August 2016.

Moved Councillor Lancini  
Seconded Councillor Brown

Council Resolution – That the Report be received and noted. Carried – 300816-32

2.5.3 2016/2017 NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION (NQLGA) MEMBERSHIP FEE

Consideration of Report to Council from Mayor Ramon Jayo dated 16 August 2016 requesting Council to consider its current level of membership with the North Queensland Local Government Association (NQLGA).
Moved Councillor Bosworth  
Seconded Councillor Lancini

Council Resolution - That Council increase its membership for the 2016/2017 financial year from $250 (excl GST) to $350 (excl GST). Carried - 300816-33

2.5.4 COUNCILLOR OPPORTUNITIES – ATTENDANCE AT 2016 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) ANNUAL CONFERENCE AND MEDIA AND COMMUNICATIONS FORUM

Consideration of Report to Council from Executive Assistant dated 19 August 2016 advising the LGAQ's 120th Annual Conference will be held at the Gold Coast Convention and Exhibition Centre at Broadbeach from 18 to 20 October 2016, a Media and Communications Forum will also be held on Tuesday 18 October 2016.

Moved Councillor Bosworth  
Seconded Councillor Milton

Council Resolution - That the Mayor, available Councillors and the Chief Executive Officer attend the LGAQ Conference on the Gold Coast from Tuesday 18 to Thursday 20 October 2016. That interested Councillors attend the Media and Communications Forum on the Gold Coast on Tuesday 18 October 2016 with the Chief Executive Officer and Media and Communications Officer. Carried - 300816-34

2.5.5 HALF YEARLY CORPORATE PLAN AND QUARTERLY OPERATIONAL PLAN

Consideration was given to the Half Yearly Corporate Plan and Quarterly Operational Plan Report for the half year / quarter ending June 2016.

Moved Councillor Skinner  
Seconded Councillor Lancini

Council Resolution - That the Report be received and noted. Carried - 300816-35

2.5.6 COUNCILLOR ACTIVITY REPORT

Consideration of Councillor Activity Reports as at 30 July 2016 to ensure transparency and public scrutiny of Councillor workload.

Moved Councillor Milton  
Seconded Councillor Bosworth

Council Resolution - That the Report be received and noted. Carried - 300816-36

CONFIDENTIAL ITEMS

2.6 ECONOMIC DEVELOPMENT AND PLANNING

Moved Councillor Lancini  
Seconded Councillor Skinner

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 2.6.1 as it is a matter regarding employees. Carried

That pursuant to Division 3 Section 275 (1) (h) of the Local Government Regulation 2012, Council resolve to go into Closed Meeting to discuss Item 2.7.1 as it is other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage. Carried

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

Moved Councillor Skinner  
Seconded Councillor Bosworth
That Council return to Open Meeting.

2.6.1 REGIONAL EVENTS CO-ORDINATOR POSITION
Consideration of Report to Council from Executive Manager Development and Planning dated 18 August 2016 regarding the creation of a Council Regional Events Co-ordinator position to attract more cultural, sporting and recreational events to the region.

Officer Recommendation – That Council consider the following options:

1. Create a new full time position in the Organisational Structure for the Regional Events Co-ordinator position.
2. Restructure the current TYTO Conference and Events Co-ordinator position.
3. Maintain the current TYTO Conference and Events Co-ordinator position and hire a part-time Regional Events Co-ordinator for three days a week on a trial basis for 12 months.

Moved Councillor Brown
Seconded Councillor Skinner

Council Resolution - That Council's Executive Manager Development and Planning bring back a Report to Council reviewing the current TYTO Conference and Events Coordinator position encompassing taking on a shire wide events role.
Carried - 300816-37

2.7 ENVIRONMENT AND COMMUNITY SERVICES

2.7.1 PARTIAL REFUND OF CEMETERY FEES PAID
Consideration of Report to Council from Executive Manager Environment and Community Services dated 21 August 2016 regarding an application for refund of Cemetery Reservation Fee for reservation of Plot 16 at the New Ingham Cemetery, Catholic Division, Section 28.

Moved Councillor Bosworth
Seconded Councillor Lancini

Council Resolution - That Council resolve to refund 75% of the fee paid, being $498.75.
Carried - 300816-38

4. CONCLUSION - This concluded the business of the meeting which closed at 1.05 pm

APPROVED and adopted on 27 September 2016

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MAYOR
CORPORATE SERVICES ACTIVITY REPORT FOR MONTH ENDED 31 JULY 2016

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

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

Officers Comment

1. **Financial Health and Budget Summary**
   - See Financial Reports – note new format
   - Financial Performance on ‘operational matters’ shows that Council is, generally, operating in line with Budget and prior year.
   - Forecast Bank Balances show that we expect to maintain a stable and healthy Bank Balance over the next 6 months.

2. **Financial Direction**
   - No reasons are known that would jeopardise Council’s Long Term Financial Forecast, as included in its 2016/17 Budget.

3. **Divisional Matters**
   - Interviews for vacant Manager of Records and Customer Service due in August
   - IT Manager has resigned, effective 31 August
   - 2015/16 audit is underway.
4. **Works Currently in Progress**

Corporate Services Capital Progress Report:

<table>
<thead>
<tr>
<th>Project</th>
<th>Budget</th>
<th>Expenditure YTD</th>
<th>Expenditure Future</th>
<th>Total Expenditure</th>
<th>Expected Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covered fuel bowser</td>
<td>$19,000</td>
<td>$0</td>
<td>$19,000</td>
<td>$19,000</td>
<td>December</td>
</tr>
<tr>
<td>Sealed area behind Store</td>
<td>$19,000</td>
<td>$0</td>
<td>$19,000</td>
<td>$19,000</td>
<td>December</td>
</tr>
<tr>
<td>Covered signage area</td>
<td>$19,000</td>
<td>$0</td>
<td>$19,000</td>
<td>$19,000</td>
<td>December</td>
</tr>
<tr>
<td>Cement floor signage area</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
<td>$15,000</td>
<td>December</td>
</tr>
<tr>
<td>Replace battery at TYTO</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
<td>$15,000</td>
<td>October</td>
</tr>
<tr>
<td>Replace photocopier</td>
<td>$10,000</td>
<td>$0</td>
<td>$10,000</td>
<td>$10,000</td>
<td>March</td>
</tr>
</tbody>
</table>
EXECUTIVE MANAGER CORPORATE SERVICES MONTHLY STATUS REPORT – AUGUST 2016

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

Resolution Number - 260716-04 - Audit Committee Chair
That Council re-engage Mr Keith Parsons to a value no greater than $5,000, as a member and Chair of Audit Committee to 30 June 2017, subject to Mr Parsons maintaining an executive role at Townsville City Council and subject to the Chief Executive Officer of Townsville City Council continuing to support this arrangement.

Status:
August Update - Mr Parsons has been re-engaged on these terms. Matter Closed

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

July Update – No further update.
June Update – No further update.
May Update – No further update.
March / April 2016 Update – No further update.
February 2016 Update – No further update.
January 2016 Update – No further update.
December 2015 Update – No further update.
November 2015 Update – No further update.
October 2015 Update – No further update.
September 2015 Update – No further update.
August 2015 Update – No further update – financial year end activities are higher priority at the moment.
July 2015 Update – No further update.
June 2015 Update – No further update.
May 2015 Update – No further update – CSI is taking up all the time of Finance Staff. Current arrangements are...
continuing to work effectively.

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

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

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

January 2015 Update - No further update.

December 2014 Update - No further update.

November 2014 Update – No further update.

October 2014 Update – No further update.

September 2014 Update – No further update.

August 2014 Update – No further update.

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

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

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

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

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

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

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


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

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

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

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

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

June 2013 Update – No action taken due to budget preparation.
CORPORATE SERVICES FINANCE SUMMARY FOR MONTH ENDING 31 JULY 2016

Executive Summary
This Report is presented for the information of Council and includes the Finance Summary for the month ending 31 July 2016.

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

Officers Comment

1. Overview

- Financial Performance Statement shows the following key July activity
  - First 6 month rates and utility revenue recorded
  - $0.5m urban fire levies received (within “Other Income”) that will be passed on
  - No Grants received (2015 : )$1m FAGS received
  - Annual insurance paid
  - $96k sponsorships/ donations paid (Australian Italian Festival, Ingham Show being the main two).
  - Each Division has provided its own analysis and ‘traffic light’ report
- Various year end adjustments will not be finalised until August.
- Various ‘expenditure items’ previously scheduled to be spent, and budgeted, in 1516 may be requested to be carried over to 2016/17 next month.
- Future movements in Bank Balance appear healthy.
- Forecast Statement of Financial Performance is in line with current year budget
### HSC Operating Budget Snapshot

**As at end of July 2016**

<table>
<thead>
<tr>
<th>Area</th>
<th>Exec Manager is comfortable with Budget status?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td>Y (Yes), U (Uncertain) or N (No)</td>
<td></td>
</tr>
<tr>
<td>CEO Office</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Council General</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Elected Members</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>DIRECTORATE TOTAL</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>CORPORATE SERVICES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stores</td>
<td>y</td>
<td></td>
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<tr>
<td>Finance</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Management Accounts</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>IT</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Records &amp; Front Counter</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>Director Office</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>DIRECTORATE TOTAL</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>DEVELOPMENT AND PLANNING</td>
<td></td>
<td></td>
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<tr>
<td>Economic Development</td>
<td>y</td>
<td></td>
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<tr>
<td>Festivals &amp; Events</td>
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<td></td>
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<tr>
<td>Town Planning</td>
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<td></td>
</tr>
<tr>
<td>TYTO</td>
<td>y</td>
<td></td>
</tr>
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<td>Building Services Reg</td>
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<tr>
<td>Building Certifications</td>
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<td></td>
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<tr>
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<td></td>
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<tr>
<td>Local laws/cemeteries</td>
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<td></td>
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<td>Facilities</td>
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<tr>
<td>SES</td>
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<td>Community Services</td>
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<td>Disaster Management</td>
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<td>Waste Management</td>
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<td>Open Spaces</td>
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<td>DIRECTORATE TOTAL</td>
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<tr>
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<td>Workshop/Fleet</td>
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<td>Sewerage</td>
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<tr>
<td>RMPC</td>
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<tr>
<td>DIRECTORATE TOTAL</td>
<td>y</td>
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</tr>
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</table>
# HSC Financial Performance for month ended July 2016

## Operational Activities

<table>
<thead>
<tr>
<th>Excluding NDRRA</th>
<th>2015/16 as per management reports</th>
<th>2016/17 Budget</th>
<th>2016/17 Full Year Forecast</th>
<th>Forecast as % of Budget</th>
<th>Last Year YTD</th>
<th>Core Activities</th>
<th>Development and Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total CEO Corporate Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Environment and Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>11,307</td>
<td>11,516</td>
<td>0</td>
<td>8,194</td>
<td>994</td>
<td>0</td>
<td>2,328</td>
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<tr>
<td>Fees and charges</td>
<td>214</td>
<td>168</td>
<td>0</td>
<td>67</td>
<td>66</td>
<td>31</td>
<td>4</td>
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<tr>
<td>Private Works</td>
<td>23</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Grants</td>
<td>1,013</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Other</td>
<td>180</td>
<td>621</td>
<td>0</td>
<td>614</td>
<td>2</td>
<td>(1)</td>
<td>6</td>
</tr>
<tr>
<td>OPERATING INCOME</td>
<td>13,137</td>
<td>12,307</td>
<td>0</td>
<td>8,875</td>
<td>1,062</td>
<td>31</td>
<td>2,339</td>
</tr>
</tbody>
</table>

| Total Operating Expenses | 1,972 | 1,675 | 145 | 523 | 435 | 193 | 379 |
| Staff costs | 1,022 | 909 | 102 | 131 | 224 | 110 | 342 |
| Non staff costs | 950 | 766 | 43 | 392 | 211 | 83 | 37 |
| Comprising: | | | | | | | |
| Materials | 67 | 1 | 0 | (20) | 6 | 1 | 14 |
| Contracts | 44 | 29 | 0 | 0 | 13 | 4 | 12 |
| Contractors | 115 | 56 | 0 | 0 | 40 | 11 | 5 |
| Fleet | 46 | 43 | 0 | 0 | 0 | 0 | 43 |
| Property (electricity etc) | 13 | (1) | 0 | 0 | 16 | (5) | (12) |
| Insurance | 462 | 386 | 1 | 345 | 7 | 2 | 31 |
| Contributions/sponsorship | 70 | 96 | 0 | 0 | 71 | 25 | 0 |
| Consultants | 12 | 4 | 0 | 0 | 0 | 0 | 4 |
| Internal loan interest | 1 | 0 | 0 | 0 | 1 | 23 | (23) |
| Internal recharges | (47) | (58) | 2 | (14) | 52 | 2 | (100) |
| Other | 168 | 209 | 40 | 81 | 5 | 16 | 67 |
| OPERATING COSTS | 1,972 | 1,675 | 145 | 523 | 435 | 193 | 379 |

| Surplus / (Deficit) | 11,165 | 10,632 | (145) | 8,352 | 627 | (162) | 1,960 |

### Capital Income

| (153) |

---

1. All figures in $000
2. This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
3. Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4. Other income includes $538k of monies received re fire levies: to be passed on and cancelled in subsequent month.
# CEO Financial Performance for month ended July 2016

## Operational Activities

### Excluding NDRRA

<table>
<thead>
<tr>
<th></th>
<th>2015/16 (as per management reports)</th>
<th>2016/17 Budget</th>
<th>2016/17 Full Year Forecast</th>
<th>Forecast as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fees and charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Private Works</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OPERATING INCOME</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non staff costs</td>
<td>75</td>
<td>46</td>
<td>29</td>
<td>36</td>
</tr>
<tr>
<td>Comprising:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contracts</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contractors</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fleet</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Property (electricity etc)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Insurance</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Contributions/sponsorship</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Consultants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal loan interest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Internal recharges</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>74</td>
<td>40</td>
<td>38</td>
<td>2</td>
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<tr>
<td>OPERATING COSTS</td>
<td>175</td>
<td>145</td>
<td>68</td>
<td>39</td>
</tr>
<tr>
<td>SURPLUS / (DEFICIT)</td>
<td>(175)</td>
<td>(145)</td>
<td>(68)</td>
<td>(39)</td>
</tr>
</tbody>
</table>

### Core Activities

<table>
<thead>
<tr>
<th></th>
<th>Last Year</th>
<th>YTD</th>
<th>TOTAL</th>
<th>CEO Office</th>
<th>Human Resources</th>
<th>Council General</th>
<th>Elected Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>175</td>
<td>145</td>
<td>68</td>
<td>39</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Notes**

1. All figures in $000
2. This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
3. Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4. CEO "Other" YTD costs include $36k of annual subscriptions (LG Online)
Corporate Services Financial Performance for month ended July 2016
Operational Activities

<table>
<thead>
<tr>
<th>Excluding NDRRA</th>
<th>Core Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/16 (as per management reports)</td>
<td></td>
</tr>
<tr>
<td>16,167</td>
<td>16,317</td>
</tr>
<tr>
<td>63</td>
<td>59</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>2,010</td>
<td>1,948</td>
</tr>
<tr>
<td>793</td>
<td>635</td>
</tr>
<tr>
<td>19,035</td>
<td>18,959</td>
</tr>
<tr>
<td>2,108</td>
<td>2,250</td>
</tr>
<tr>
<td>787</td>
<td>1,004</td>
</tr>
<tr>
<td>2,895</td>
<td>3,254</td>
</tr>
<tr>
<td>16,140</td>
<td>15,705</td>
</tr>
<tr>
<td>0</td>
<td>640</td>
</tr>
</tbody>
</table>

| Operating Income | | Core Activities |
|-------------------|-----------------|
| Rates | 8,071 | 8,194 | 0 | 8,194 | 0 | 0 | 0 | 0 | 0 |
| Fees and charges | 8 | 67 | 0 | 67 | 0 | 0 | 0 | 0 | 0 |
| Private Works | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Grants | 1,005 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 571 | 614 | 0 | 558 | 4 | 0 | 0 | 0 | 52 |
| OPERATING INCOME | 9,655 | 8,875 | 0 | 8,819 | 4 | 0 | 0 | 0 | 52 |

| Operating Expenses | | Core Activities |
|-------------------|-----------------|
| Staff costs | 181 | 131 | 11 | 36 | 31 | 22 | 27 | 4 |
| Non staff costs | 493 | 392 | (10) | (47) | 0 | 126 | 6 | 317 |
| Comprising: | | | | | | | | | |
| Materials | 0 | (20) | 0 | 0 | 0 | 0 | 0 | (20) |
| Contracts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contractors | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fleet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Property (electricity etc) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Insurance | 422 | 345 | 0 | 0 | 0 | 0 | 0 | 345 |
| Contributions/sponsorship | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Consultants | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Internal loan interest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Internal recharge | (1) | (14) | (11) | 0 | 0 | 0 | 0 | (3) |
| Other | 72 | 81 | 1 | (47) | 0 | 126 | 6 | (5) |
| OPERATING COSTS | 674 | 523 | 1 | (11) | 31 | 148 | 33 | 321 |

| SURPLUS / (DEFICIT) | 8,981 | 8,352 | (1) | 8,830 | (27) | (148) | (33) | (269) |

Notes:
1. All figures in $000
2. This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
3. Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4. Non Staff Costs Budget includes $200k Consultancy Budget that will be redistributed during the year
5. YTD Other income includes $5,600 of rural fire levies to be passed on
6. Various credits appear in Operating Expenses due to reversal of year end accruals
7. IT Services Other expenses include $26k annual subscriptions and $53k six monthly subscriptions
8. Capital Income relates to Building Our Regions: status of this receipt is uncertain
### Operational Activities

#### Excluding NDRRA

<table>
<thead>
<tr>
<th>2015/16 (as per management reports)</th>
<th>2016/17 Budget</th>
<th>2016/17 Full Year Forecast</th>
<th>Forecast as % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,946</td>
<td>1,961</td>
<td>1,961</td>
<td>100.0%</td>
</tr>
<tr>
<td>598</td>
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<tr>
<td>93</td>
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<td>146</td>
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<tr>
<td>163</td>
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</tr>
<tr>
<td><strong>2,946</strong></td>
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<td><strong>2,715</strong></td>
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<tr>
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<tr>
<td>3,900</td>
<td>3,594</td>
<td>3,594</td>
<td>100.0%</td>
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#### Local Laws, Cemeteries, Animals

<table>
<thead>
<tr>
<th></th>
<th>Last Year</th>
<th>YTD</th>
</tr>
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<td>Operating Income</td>
<td>974</td>
<td>994</td>
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<tr>
<td>Fees and charges</td>
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<td>Private Works</td>
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<tr>
<td>Grants</td>
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<tr>
<td>Other</td>
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</tr>
<tr>
<td><strong>OPERATING INCOME</strong></td>
<td><strong>1,106</strong></td>
<td><strong>1,062</strong></td>
</tr>
</tbody>
</table>

#### Operating Expenses

<table>
<thead>
<tr>
<th></th>
<th>Last Year</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>296</td>
<td>224</td>
</tr>
<tr>
<td>Non staff costs</td>
<td>236</td>
<td>211</td>
</tr>
<tr>
<td>Comprising:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>20</td>
<td>6</td>
</tr>
<tr>
<td>Contracts</td>
<td>8</td>
<td>13</td>
</tr>
<tr>
<td>Contractors</td>
<td>104</td>
<td>40</td>
</tr>
<tr>
<td>Fleet</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Property (electricity etc)</td>
<td>0</td>
<td>16</td>
</tr>
<tr>
<td>Insurance</td>
<td>25</td>
<td>7</td>
</tr>
<tr>
<td>Contributions/sponsorship</td>
<td>0</td>
<td>71</td>
</tr>
<tr>
<td>Consultants</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Internal loan interest</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Internal recharge</td>
<td>68</td>
<td>52</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td><strong>OPERATING COSTS</strong></td>
<td><strong>532</strong></td>
<td><strong>435</strong></td>
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</tbody>
</table>

#### Capital Income

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td>974</td>
</tr>
<tr>
<td>Fees and charges</td>
<td>125</td>
</tr>
<tr>
<td>Private Works</td>
<td>0</td>
</tr>
<tr>
<td>Grants</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
</tr>
<tr>
<td><strong>OPERATING INCOME</strong></td>
<td><strong>1,106</strong></td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff costs</td>
<td>296</td>
</tr>
<tr>
<td>Non staff costs</td>
<td>236</td>
</tr>
<tr>
<td>Comprising:</td>
<td></td>
</tr>
<tr>
<td>Materials</td>
<td>20</td>
</tr>
<tr>
<td>Contracts</td>
<td>8</td>
</tr>
<tr>
<td>Contractors</td>
<td>104</td>
</tr>
<tr>
<td>Fleet</td>
<td>0</td>
</tr>
<tr>
<td>Property (electricity etc)</td>
<td>0</td>
</tr>
<tr>
<td>Insurance</td>
<td>25</td>
</tr>
<tr>
<td>Contributions/sponsorship</td>
<td>0</td>
</tr>
<tr>
<td>Consultants</td>
<td>4</td>
</tr>
<tr>
<td>Internal loan interest</td>
<td>1</td>
</tr>
<tr>
<td>Internal recharge</td>
<td>68</td>
</tr>
<tr>
<td>Other</td>
<td>6</td>
</tr>
<tr>
<td><strong>OPERATING COSTS</strong></td>
<td><strong>532</strong></td>
</tr>
</tbody>
</table>

#### Surplus / (Deficit)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Income</td>
<td>974</td>
</tr>
<tr>
<td>Fees and charges</td>
<td>125</td>
</tr>
<tr>
<td>Private Works</td>
<td>0</td>
</tr>
<tr>
<td>Grants</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
</tr>
<tr>
<td><strong>OPERATING INCOME</strong></td>
<td><strong>1,106</strong></td>
</tr>
</tbody>
</table>

### Notes

1. All figures in $000
2. This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs.
3. Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4. Community Services debit income is the Rebates.
### Development & Planning Services Financial Performance for month ended July 2016

#### Operational Activities

<table>
<thead>
<tr>
<th></th>
<th>2015/16 (as per management reports)</th>
<th>2016/17 Budget</th>
<th>2016/17 Full Year Forecast</th>
<th>Forecast as % of Budget</th>
<th>Excluding NDRRA</th>
<th>Core Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fees and charges</td>
<td>76</td>
<td>31</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>17</td>
</tr>
<tr>
<td>Private Works</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Grants</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>(1)</td>
<td>0</td>
<td>0</td>
<td>(1)</td>
<td>0</td>
</tr>
<tr>
<td><strong>OPERATING INCOME</strong></td>
<td>88</td>
<td>31</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>17</td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff costs</td>
<td>112</td>
<td>110</td>
<td>12</td>
<td>0</td>
<td>14</td>
<td>67</td>
</tr>
<tr>
<td>Non staff costs</td>
<td>125</td>
<td>83</td>
<td>21</td>
<td>25</td>
<td>0</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Income</td>
<td>237</td>
<td>193</td>
<td>33</td>
<td>25</td>
<td>14</td>
<td>102</td>
</tr>
<tr>
<td><strong>OPERATING COSTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SURPLUS / (DEFICIT)</strong></td>
<td>(149)</td>
<td>(162)</td>
<td>(31)</td>
<td>(25)</td>
<td>(12)</td>
<td>(83)</td>
</tr>
</tbody>
</table>

**Notes**

1. All figures in $000
2. This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
3. Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4. Last financial year Council received $50,000 was budgeted for the reimbursement from the wind up of the the Herbert Resource Information Centre.
## Engineering Services Financial Performance for month ended July 2016

### Operational Activities

<table>
<thead>
<tr>
<th>Excluding NDRRA</th>
<th>Core Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2015/16</strong> (as per management reports)</td>
<td><strong>2016/17 Budget</strong></td>
</tr>
<tr>
<td><strong>Operating Income</strong></td>
<td></td>
</tr>
<tr>
<td>5,948</td>
<td>6,048</td>
</tr>
<tr>
<td>116</td>
<td>73</td>
</tr>
<tr>
<td>839</td>
<td>960</td>
</tr>
<tr>
<td>115</td>
<td>45</td>
</tr>
<tr>
<td>180</td>
<td>118</td>
</tr>
<tr>
<td><strong>7,198</strong></td>
<td><strong>7,244</strong></td>
</tr>
<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
</tr>
<tr>
<td>5,021</td>
<td>5,538</td>
</tr>
<tr>
<td>2,529</td>
<td>2,416</td>
</tr>
<tr>
<td><strong>7,550</strong></td>
<td><strong>7,954</strong></td>
</tr>
<tr>
<td><strong>Surplus / (Deficit)</strong></td>
<td></td>
</tr>
<tr>
<td>1,934</td>
<td>1,960</td>
</tr>
<tr>
<td><strong>Capital Income</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Notes

1. All figures in $000
2. This Summary excludes Capital Grants/Expenditure, Depreciation, NDRRA Contingency, Finance Costs
3. Surplus/(Deficit) refers to excess of Income over Operating Expenditure. This is not a budgetary surplus or deficit.
4. Sewerage-Other Costs are mainly subscriptions
HSC Rates and Levies Debtors as at 31 July 2016

figures in $000s
### Hinchinbrook Shire Council
#### Historic Bank Summary

<table>
<thead>
<tr>
<th>$m</th>
<th>Opening Bal</th>
<th>Receipts</th>
<th>NDRRA Receipts</th>
<th>Wages etc</th>
<th>Non Staff costs</th>
<th>NDRRA</th>
<th>Closing Bal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb</td>
<td>24.0</td>
<td>1.1</td>
<td>0.0</td>
<td>(1.0)</td>
<td>(1.7)</td>
<td>0.0</td>
<td>22.4</td>
</tr>
<tr>
<td>Mar</td>
<td>22.4</td>
<td>10.5</td>
<td>0.0</td>
<td>(1.2)</td>
<td>(2.0)</td>
<td>0.0</td>
<td>29.7</td>
</tr>
<tr>
<td>Apr</td>
<td>29.7</td>
<td>1.4</td>
<td>0.0</td>
<td>(1.0)</td>
<td>(2.1)</td>
<td>0.0</td>
<td>28.0</td>
</tr>
<tr>
<td>May</td>
<td>28.0</td>
<td>1.6</td>
<td>0.0</td>
<td>(1.1)</td>
<td>(1.5)</td>
<td>0.0</td>
<td>27.0</td>
</tr>
<tr>
<td>June</td>
<td>27.0</td>
<td>1.7</td>
<td>0.0</td>
<td>(1.4)</td>
<td>(2.6)</td>
<td>0.0</td>
<td>24.7</td>
</tr>
<tr>
<td>July</td>
<td>24.7</td>
<td>0.9</td>
<td>0.0</td>
<td>(1.0)</td>
<td>(2.6)</td>
<td>0.0</td>
<td>22.0</td>
</tr>
</tbody>
</table>

NDRRA Amounts 0.0

### Hinchinbrook Shire Council
#### Forecast Bank Balances

<table>
<thead>
<tr>
<th>$m</th>
<th>Opening Bal</th>
<th>Receipts</th>
<th>NDRRA Receipts</th>
<th>Wages etc</th>
<th>Non Staff costs</th>
<th>NDRRA</th>
<th>Closing Bal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug</td>
<td>22.0</td>
<td>3.7</td>
<td>0.0</td>
<td>(1.3)</td>
<td>(2.2)</td>
<td>0.0</td>
<td>22.2</td>
</tr>
<tr>
<td>Sept</td>
<td>22.2</td>
<td>8.0</td>
<td>0.0</td>
<td>(1.1)</td>
<td>(1.9)</td>
<td>0.0</td>
<td>27.2</td>
</tr>
<tr>
<td>Oct</td>
<td>27.2</td>
<td>1.1</td>
<td>0.0</td>
<td>(1.1)</td>
<td>(2.2)</td>
<td>0.0</td>
<td>25.0</td>
</tr>
<tr>
<td>Nov</td>
<td>25.0</td>
<td>2.3</td>
<td>0.0</td>
<td>(1.4)</td>
<td>(2.1)</td>
<td>0.0</td>
<td>23.8</td>
</tr>
<tr>
<td>Dec</td>
<td>23.8</td>
<td>0.7</td>
<td>0.0</td>
<td>(1.1)</td>
<td>(1.3)</td>
<td>0.0</td>
<td>22.1</td>
</tr>
<tr>
<td>Jan</td>
<td>22.1</td>
<td>1.0</td>
<td>0.0</td>
<td>(1.3)</td>
<td>(2.8)</td>
<td>0.0</td>
<td>19.0</td>
</tr>
</tbody>
</table>

NDRRA Amounts 0.0
### Forecast Statement of Financial Performance for Year Ending 30 June 2016

All figures in $'000

<table>
<thead>
<tr>
<th></th>
<th>16/17 estimated</th>
<th>15/16 estimated</th>
<th>14/15 audited</th>
<th>13/14 audited</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recurrent revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates, levies &amp; charges</td>
<td>24,397</td>
<td>24,061</td>
<td>22,929</td>
<td>22,377</td>
</tr>
<tr>
<td>NDRRA</td>
<td>0</td>
<td>7,000</td>
<td>17,008</td>
<td>20,636</td>
</tr>
<tr>
<td>Other</td>
<td>4,986</td>
<td>5,595</td>
<td>5,369</td>
<td>4,676</td>
</tr>
<tr>
<td></td>
<td>29,383</td>
<td>36,656</td>
<td>45,306</td>
<td>47,689</td>
</tr>
<tr>
<td>Capital revenue</td>
<td>2,904</td>
<td>6,882</td>
<td>3,113</td>
<td>5,385</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>32,287</td>
<td>43,538</td>
<td>48,419</td>
<td>53,074</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recurrent expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee benefits</td>
<td>(14,157)</td>
<td>(13,336)</td>
<td>(13,424)</td>
<td>(13,036)</td>
</tr>
<tr>
<td>Materials and Services</td>
<td>(8,313)</td>
<td>(8,682)</td>
<td>(21,535)</td>
<td>(29,339)</td>
</tr>
<tr>
<td>Finance costs</td>
<td>(42)</td>
<td>(41)</td>
<td>(536)</td>
<td>(46)</td>
</tr>
<tr>
<td>Depreciation and Amortisation</td>
<td>(9,467)</td>
<td>(9,412)</td>
<td>(8,644)</td>
<td>(9,382)</td>
</tr>
<tr>
<td></td>
<td>(31,979)</td>
<td>(31,471)</td>
<td>(44,139)</td>
<td>(51,803)</td>
</tr>
<tr>
<td>Capital expenses</td>
<td>(3,247)</td>
<td>(2,390)</td>
<td>(3,247)</td>
<td>(11,033)</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>(35,226)</td>
<td>(33,861)</td>
<td>(47,386)</td>
<td>(62,836)</td>
</tr>
<tr>
<td><strong>Net result</strong></td>
<td>(2,939)</td>
<td>9,677</td>
<td>1,033</td>
<td>(9,762)</td>
</tr>
<tr>
<td>Operating Surplus ratio</td>
<td>-9%</td>
<td>14%</td>
<td>3%</td>
<td>-9%</td>
</tr>
</tbody>
</table>

**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
4. 2015/16 Capital Expenses include approx $2m for write off of accumulated WIP
COUNCIL’S BANKING ARRANGEMENTS

Executive Summary
Council’s current arrangement for banking services (with Commonwealth Bank of Australia – “CBA”) expires on 30 September 2016. Council can either approach the market directly or join with the State Government’s contract applying S 235 (f) of the Local Government Regulation 2012. There are savings, efficiencies and very low risk associated with joining with the State Government’s contract.

For Council Decision – Recommendation
That Council accept the opportunity to join the State Government’s contract for Banking Services for a period of 3 years.

Background
Council’s current arrangement for banking services (with Commonwealth Bank of Australia – “CBA”) expires on 30 September 2016. Council can either approach the market directly or join with the State Government’s contract.

Section 235 (f) of the Local Government Regulation 2012 allows contracts to be made “with, or under an arrangement with, a government agency” without inviting written quotes or tenders. The Queensland State Government contract with CommBank for whole of government transactional banking and payment services specifically identifies the access of Local Government to the contract, including in its definition of Government Body; “a body corporate or an unincorporated body established or constituted for a public purpose by the State of Queensland legislation or an instrument made under that legislation (including a local authority)…..”.

The State Government Contract is with Council’s current provider of banking services. By transferring to the State Government Council would save 25% of its current banking costs (based on 2013 activity levels, transaction costs and merchant fees would decrease from $23.6k pa to $17.8k pa) and would cause zero disruption.

CBA have advised that Brisbane City Council, Ipswich City Council, Fraser Coast Regional Council, Rockhampton Regional Council and Gold Coast Regional Council are using the State Government contract.

Council’s Investment Funds will continue to be invested with QTC as per Council’s Investment Policy.

Attachments
Nil

Statutory Environment
Nil

Policy Implications
Nil
Consulted With
CEO
Financial Accountant

Financial and Resource Implications
The Recommendation will generate cost savings of around $6k per annum.

Risk Management Implications
Nil. Using a banking arrangement that has been established by state government should provide some degree of comfort regarding its suitability.

Strategic Considerations
Nil

Officers Comment
Nil
Executive Summary
Council is required by Section 211 (4) Local Government Regulation 2012 to endorse the Audit Committee Meeting Minutes. This Report contains Minutes of the Audit Committee Meeting held on 19 May 2016.

For Council Decision – Recommendation
That Council receive and note the Audit Committee Meeting Minutes held on 19 May 2016.

Background
Audit Committee met on 19 May 2016 and minutes from that meeting were approved by Audit Committee on 10 August 2016.

Attachments
19 May 2016 Audit Committee Meeting Minutes

Statutory Environment
Section 211 (4) Local Government Regulation 2012

Policy Implications
Not applicable

Consulted With
Not applicable

Financial and Resource Implications
Not applicable

Risk Management Implications
Failure to endorse the Audit Committee Meetings would mean that Council does not comply with the legislative requirement.
Strategic Considerations
Not applicable

Officers Comment
Not applicable
AUDIT COMMITTEE MINUTES

19 May 2016
9.00 am

1. ATTENDANCE

Mr Keith Parsons (Townsville City Council - External Representative and Chair), Mayor Raymond Jayo (Member), Cr Marc Tack (Member), Dan McKinlay (Chief Executive Officer), David Tombs (Executive Manager Corporate Services)

2. APOLOGIES

No apologies were recorded.

3. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/ CONFLICTS OF INTEREST BY AUDIT COMMITTEE AND OBSERVERS

There were no declarations of material personal interests / conflicts of interest by the Audit Committee or other attendees.


The Committee recommended that the Minutes of the Audit Committee Meeting held on 8 February 2016 be approved.

5. BUSINESS ARISING FROM PREVIOUS MEETING

5.1 Standing Item – Report on Actions from previous meeting

The Committee received and noted the Report on Actions and advised that all 3 items listed as outstanding can be classed as ‘completed’ and removed from the list.

A new item, (“CEO to get direction from the Executive Manager Engineering Services and the Fleet Manager to expand on their comments for the Internal Audit Matrix – Moderate - item 2015-3.1, item 2015-3.2, item 2015-3.3, item 2015-3.4 and item 2015-3.5 – Plant Management Practices”) be added to the list.

5.2 Proposed Review of Audit Committee Policy and Charter for 2016

The Terms of Reference Policy document adopted in 2013 be updated and presented to the newly adopted Council.

5.3 The Audit Committee Chairperson’s term Intended to end June 2016

Review current Chairperson’s appointment to determine if entitled to extend his current term to end 30 June 2016 to a later date. Present the intention to extend the Chair’s current term to Council at the General Meeting in June.

5.4 The elected Audit Committee Chairperson to be extended an invitation to meet with the newly appointed Council Members

Council to extend an invitation to the Audit Committee Chairperson to attend a Council Connect Session.
6. **FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL**

6.1 **Standing Item – Council Financial Reports** as at 31 March 2016 presented at 26 April 2016 General Meeting.

**Recommended** - The Committee noted that Council received and noted the Financials as at 31 March 2016 and presented at the General Meeting on 26 April 2016.

6.2 **Standing Item – Policy Update**

**Recommended** – The Committee noted the status of this task for Executive Manager Corporate Services to complete.

At 10.10 am teleconference was held with Nathan Mlikota and Andy Smith (Pacifica).

7. **INTERNAL AUDIT**

7.1 **Internal Audit Plan**

7.1.1 **Standing Item – Internal Audit Progress Report**

Executive Manager Corporate Services made comment to the Chair to address with Internal Auditors that item 3.1 Overview 2015-16 Annual Internal Audit Plan, the Department Finance should be corrected to Engineering Services.

**Recommended** – The Committee received and noted the Internal Audit Progress Report.

7.1.2 **Standing Item – Consideration of Report from Executive Manager Corporate Services regarding IT Peer Review.**

A draft report of the review has been provided to the Executive Managers. The Audit Committee Chair recommended that the report be tabled at the next Audit Committee Meeting.

**Recommended** – That the Report be received and noted and the review be tabled at the next Audit Committee Meeting.
7.2 Audit Issues Matrix (Internal)

7.2.1 Consideration of Internal Audit Risk Matrix.

Moderate

2013-3.3 Procurement Compliance

The Committee would like the Executive Manager Corporate Services to review the comments summarised against this project to determine if the comments reflect the outcome of this project.

2015-3.1 Centralised Register for Council Support

The Committee acknowledges the completion of this item; therefore move this project to the completed worksheet with the Internal Audit Risk Matrix.


The Audit Committee Chair has requested the CEO to have discussions with the Executive Manager Engineering Services and the Fleet Manager to expand on their comments and their current timeframe of 1 June 2017.

Low

2015-5.3 Plant Management Practices and 2015 – 3.2 Council Support

The Committee acknowledges the completion of these items; therefore move these projects to the completed worksheet with the Internal Audit Risk Matrix.

Recommended - That the Internal Audit Matrix be received and noted.

7.3 Annual Internal Audit Plan

Executive Manager Corporate Services informed the Chair that, within item 4.2 “Annual Internal Audit Plan (Year 3)”:  
- 2017-1 “Rates and Revenue Assurance, including Water Billing” be tentatively scheduled for between October 2016-March 2017; and  
- 2017-2 “End-to-end Payroll process review, including HR Entry and Exit Procedures” be tentatively scheduled for between March-June 2017.

Recommended - That the Committee approve the Internal Audit Plan as amended.

At 10.30 am teleconference ended with Nathan Mikota and Andy Smith (Pacifica).

At 10.35am Merrilyn Cox (Financial Accountant) and Mark Andrejic (Crowe Horwath – Principal Audit and Assurance) entered the meeting.
8. **EXTERNAL AUDIT**

8.1 **Audit Issues Matrix (External)**

Consideration of progress on External Audit Risk Matrix.

**Significant**

Both items can be moved to the Completed spreadsheet.

**Deficiency**

2014/15-1 Annual Audit – Integrity of Finance Schedules: The Chair recommended that the CEO be made the responsible officer for this project.

2014/15-2 Annual Audit – Unit Rate On-Costs: The Chair requested the Financial Accountant to add comments to the May 2016 column.

**Recommended** – That the Audit Issues Matrix (External) be received and noted.

8.2 **2015/2016 External Audit**

Consideration of planning and preparation for 2015/2016 Audit and Audit Strategy key milestones dates.

**Recommended** – The key milestone dates was received and noted.

8.3 **Financial Statement 2015/16 – Shell Accounts**

**Recommended** – The Committee endorses the 2015/16 Shell Accounts Financial Statement.

8.4 **Infrastructure Assets Position Paper**

Consideration of the Infrastructure Asset Position Paper. The Committee noted that:

- the external auditor was comfortable with the approach included in the Position Paper;
- APV Valuers have been engaged to perform a “desk-top” review of the Building and Structures class and other classes; and
- It was comfortable with the approach included in the Position Paper.

**Recommended** – The Committee endorses the recommendations contained in the Infrastructure Assets Position Paper from the Financial Accountant.

9. **GOVERNANCE AND RISK MANAGEMENT**

9.1 **Risk Management Status Update and Planned Workshop to Assess Risks and Populate Register i.e. consequences, likelihood, treatments etc.**

**Recommended** – The Committee received and noted the Risk Management Status from the CEO.

9.2 **Overview of Significant Changes to Organisational Structure**

Consideration of Report from Chief Executive Officer regarding no significant changes to Council’s Organisational Structure.

**Recommended** – The Committee received and noted the Report.
9.3 Excessive Leave Balances

Consideration of Report from Chief Executive Officer regarding management of excessive leave balances. The Chair requested the CEO to bring a detailed report to the next Audit Committee meeting, specifying current excessive leave balances in line with excessive leave balances for the same time the previous year.

Recommended - The Committee received and noted the Report.

9.4 Standing Item - Chief Executive Officer briefing on matters of Interest

Consideration of Report from Chief Executive Officer regarding matters of interest.

Recommended - The Committee received and noted the Report.

10. LEGISLATIVE AND REGULATORY COMPLIANCE

10.1 Standing Item - Status of Insurance Claims and Incident Reports (Significant Fraud, Theft or Loss)

Recommended - The Committee received and noted the Report.

10.2 Standing Item - Incident Reports (policy breach)

Recommended - The Committee received and noted the Report.

11. OTHER BUSINESS

11.1 Next Meeting Date

Recommended - The next Committee Meeting to be held Wednesday 10 August 2016.

12. CONCLUSION

The meeting concluded at 12:05 pm.
AUDIT COMMITTEE POLICY

Executive Summary
The Audit Committee meeting of 19 May 2016 requested that “The Terms of Reference Policy document adopted in 2013 be updated and presented to the newly appointed Council”.

In conducting this review, Council identified that, as well as having an Audit Committee Terms of Reference, Council also has an Audit Committee Policy. The review requested by Audit Committee was accordingly expanded to include both documents.

In conducting this review, Council referred to the Audit Committee Guidelines (Improving Accountability and Performance) that were issued by The State of Queensland (Queensland Treasury and Trade) in June 2012. These Guidelines include the requirement to have an Audit Committee Charter (S2.4 : as opposed to Audit Committee Terms of Reference).

Council has accordingly updated its Audit Committee Policy and replaced its Audit Committee Terms of Reference with an Audit Committee Charter.

For Council Decision – Recommendation
That Council approve the amended Audit Committee Policy.
That Council approve the Audit Committee Charter.

Background
Audit Committee requested that the Audit Committee Terms of Reference be reviewed and updated as appropriate. In conducting this review, Council identified that:

- The Audit Committee Policy has become outdated (eg it refers to the Local Government (Finance, Plans and Reporting) Regulation 2010)
- The State of Queensland (Queensland Treasury and Trade) in June 2012 (“the Audit Committee Guidelines”) refer to an audit committee’s ‘terms of reference’ as its Audit Committee Charter (S2.4). Accordingly, when updating the Audit Committee Terms of Reference, the document has been renamed to be the Audit Committee Charter.

S2.4 the Audit Committee Guidelines state that a clear, well written Audit Committee Charter would:

- Set out the objectives, roles and responsibilities of the audit committee
- Set out the composition, structure and membership requirements of the audit committee
- Set out the relationship of the audit committee with the accountable officer or statutory body, management, the internal audit function and the external auditors
- Be tailor made to meet the agency’s own individual needs and circumstances
- Include authority for the committee to conduct enquiries appropriate to fulfill committee responsibilities, together with a statement that full assistance is to be provided to the committee in the discharge of its duties and responsibilities
Audit Committee Policy

- Include authority for the committee to access agency documents, records and personnel and the requirement that frank, truthful and meaningful answers be given to questions by the committee to any agency employee
- Clearly state the committee’s relationship with other governance committees including the process for sharing of information
- Outline confidentiality and independence requirements of committee members, and their ethical and reporting responsibilities
- Outline the processes for resignation and dismissal, ensuring that grounds for dismissal refer to the skills and code of conduct as documented in the letter of appointment
- Outline procedures for meetings

These ‘points’, together with the Sample Charter included in the Audit Committee Guidelines as Appendix A, have been used when drafting the Audit Committee Charter.

The Audit Committee Guidelines state that (S4.5) “audit committee would overview matters such as the adequacy of the internal audit charter”. A new internal audit charter has accordingly been drafted and will be presented to the next Audit Committee meeting.

Attachments
Amended Audit Committee Policy.
Audit Committee Charter.

Statutory Environment
Local Government Regulation 2012
Local Government Act 2009

Policy Implications
Audit Committee Policy is due to be updated.

Consulted With
CEO
Portfolio Councillors
Mayor

Financial and Resource Implications
Not applicable
Risk Management Implications
Council has a ‘governance risk’ if its Audit related documents are not current.

Strategic Considerations
A strong audit background underpins all of Council’s strategic governance related matters.

Officers Comment
Nil
1. **Introduction**

Section 105 of the Local Government Act 2009 requires Council to establish an audit committee to:

   a) Monitor and review
      i. The integrity of financial documents; and
      ii. The internal audit function; and
      iii. The effectiveness and objectivity of the local government’s internal auditors

   b) Make recommendations to the local government about any matters that the audit committee considers need action or improvement

Regardless of this legislative requirement, Council would still establish an Audit Committee as Council:

   • is committed to strong governance; and
   • believes that Audit Committees provide a vital part of any system of effective governance.

This Audit Committee Charter has been approved by Council and any amendments to this Charter are invalid unless approved by Council.

This Charter sets out the role, responsibilities, composition and operational guidelines of the Audit Committee.

2. **Authority and Independence**

The Audit Committee:

   • is a committee of Council and is directly responsible to Council
   • has no executive powers – it is an advisory committee

Audit Committee has the following authorities:

   • Conduct or authorise investigations into matters within the scope of its authority
   • Access information, records and Council officers for these purposes
   • Request the attendance of any employee at committee meetings
   • Conduct meetings with Council’s internal and external auditors as deemed necessary
   • Seek advice from external parties as deemed necessary

3. **Objectives, Roles and Key Responsibilities**

The primary objective of the Audit Committee is to assist Council in fulfilling its corporate governance role and oversight of financial management and reporting responsibilities imposed under the Local Government Act 2009, the Local Government Regulations 2012 and other relevant legislation. The Audit Committee does not replace established management responsibilities within Council. Generally, Audit Committee will provide independent and professional assurance and assistance regarding Council’s risk management, internal audit, external audit and other compliance frameworks. More specifically the Audit Committee has the following key responsibilities:

**Risk Management**

   • Review the risk management framework used to identify, monitor and manage significant risks, including fraud
   • Satisfy itself that insurance arrangements are appropriate for the risk management framework
• Liaise with management to ensure there is a common understanding of Council’s key risks. These risks are to be clearly documented in a risk register which will be regularly reviewed.
• Assess and contribute to the (internal and external) audit planning processes
• Review the effectiveness of Council’s processes for identifying and escalating risks, especially strategic risks

**Internal Audit**

• Manage the performance, effectiveness and appointment of internal auditors
• Review and approve the internal audit plan, its scope and progress and any significant changes to it, including any difficulties or restrictions on scope of activities or significant disagreements with management
• Review internal audit findings and recommendations and associated management responses
• Review the implementation of internal audit recommendations by management
• Ensure there is no material overlap between internal and external audit

**Internal Control**

• Review, through the internal and external audit functions as required, the adequacy of the internal control structure and systems, including information technology security and control
• Review, through the internal and external audit functions as required, whether relevant and current policies and procedures are in place and whether they are being complied with
• Review, through the CEO and CFO, whether the internal financial controls are operating effectively and efficiently

**Performance Management**

• Review Council’s compliance with performance management and reporting requirements
• Review whether performance management systems reflect Council’s role/purpose and objectives as stated in its Corporate Plan and Operational Plan
• Identify that the performance reporting and information used by Council uses appropriate benchmarks, targets and trend analysis

**Financial Statements**

• Review, understand and assess the appropriateness of Council’s accounting policies
• Review, understand and assess the appropriateness of significant assumptions, critical judgements and estimates made by management and unusual transactions in the preparation of the financial statements
• Review, and sign off, the financial statements for compliance with prescribed requirements before the statements are provided to the external auditors
• Review, with management and external auditors, the results of the external audit
• Critically assess any unusual transactions and their disclosure in the financial statements
• Analyse the financial performance and financial position and seek explanation for significant trends or variations from budgets of forecasts
• Ensure that management provide assurance with respect to the accuracy and completeness of the financial statements

**External Audit**

• Consult with external audit on their proposed strategy, audit plan and audit fees for the year
• Review the external audit findings and recommendations and their respective management response
• Review the implementation of external audit recommendations

**Reporting**

• Ensure management include minutes of Audit Committee meetings to Council meetings
• Provide an annual report to Council summarising the key activities and achievements for the year and its key objectives for the coming year

4. Membership and Meetings

Membership

The Audit Committee will comprise two Councillors and one external member.

• Ordinarily, the two Councillors will be the Mayor and one other Councillor selected by all councillors (selected by majority vote, should more than one councillor express an interest in being part of Audit Committee)
• Each member has full and equal voting rights
• The external member will have significant experience, skills and formal qualifications in financial and governance matters and will be Chairperson of the Audit Committee
• The appointment of the external member will be a decision of Council
• The chairperson is to be available to address Council on any concerns they, or Council, may have regarding matters associated with the Audit Committee
• Both of the Councillors on Audit Committee can appoint a proxy who can take their place at Audit Committee meetings
• The initial term of appointment is for the external member is three years and can be extended for a further term subject to the composition and skill requirements of the committee. The maximum term is six years.
• Members are required to act impartially, independently, professionally and objectively in the performance of the role
• Members must at all times act in the best interests of Council
• Members must not make any public comment or issue any information, in any form, concerning the Audit Committee, or any matter of interest to the Committee without the prior written authority of the CEO
• Members are required to declare any interests that could constitute a real, potential or apparent conflict of interest with respect to participation on the committee. The declaration must be made on appointment to the committee and in relation to specific agenda items at the outset of each committee meeting, and be updated as necessary.
• Members should avoid voting on matters in which they have a real, potential or apparent conflict of interest. In such cases, the member’s proxy (or if unavailable, any other proxy) can take the member’s place in voting matters.
• Any other attendee at an Audit Committee meeting must declare any real, potential or apparent conflict of interest
• All declared conflicts of interest must be minuted

Meetings

• A quorum will consist of the Chairperson and at least one other member/proxy
• Meetings are closed to the public although Councillors may attend as observers
• All matters discussed at Audit Committee meetings are confidential
• The Chairperson’s responsibilities include developing meeting agendas in conjunction with other members and other interested parties
• A secretary/secretariat function will be appointed by CEO to facilitate the Committee’s meetings and reporting duties.
• The secretary, in consultation with the Chairperson, will prepare and send notices of meetings and agendas and accurately transcribe all decisions of the Committee.
• Every effort will be made to circulate agendas and related papers at least 7 calendar days before each meeting
• The secretary will table all correspondence, reports and other information relevant to the Committee’s activities and operations.
• The Committee will meet at least two times per year
• The Chairperson will endorse minutes of each meeting once he/she is satisfied that the minutes record the key points of the meeting
• Once endorsed, minutes will be presented to Council by the CEO
• The Chairperson can endorse the use of flying minutes should the need arise
• Members may attend by telephone, videoconference or similar
• The Committee may decide to hold a meeting, or part of a meeting, in private
• The Chairperson may require the CEO to arrange for various officers to attend meetings, or parts of meetings. This will often be the case where the results of an Internal Audit is being discussed and certain officers have specific working knowledge of the particular area under review.

5. Relationships

Internal Audit
• The committee will approve internal audit plans and oversee the performance of internal audit
• The internal auditor will have a standing invitation to attend committee meetings, although the committee may decide to restrict this invitation to just the internal audit part of the meetings
• The internal auditor may elect to attend only the internal audit section of the meetings

External Audit
• The committee has no power of direction over external audit but will act as a forum for the consideration of external audit findings and will ensure that such findings are balanced with the views of management
• The external auditor will have a standing invitation to attend committee meetings, although the committee may decide to restrict this invitation to just the external audit part of the meetings
• The external auditor may elect to attend only the external audit section of the meetings

6. Other

The Audit Committee Charter will be reviewed between May and July each year to ensure it remains current and relevant. During these reviews Audit Committee will also consider whether the Committee is meeting its objectives efficiently and effectively.

Changes to the Audit Committee Charter are only valid if they are made in accordance with the requirements of Section 1 of the Charter. During this annual review, Audit Committee Members will provide written declarations to the CEO stating that they:

• do not have any conflicts of interests and/or material interests that would preclude them from being members of the committee; and
• have not had any such undeclared conflicts in the preceding year
1. **Policy Statement**

Council is committed to an open and accountable system of governance. In accordance with s105 of the Local Government Act 2009, Council must establish an Audit Committee which will meet no less than two times per year.

2. **Scope**

This Policy applies to Hinchinbrook Shire Council elected members, staff and external representatives appointed to, or providing support to Council’s Audit Committee.

3. **Responsibility**

Chief Executive Officer

4. **Definitions**

To assist in interpretation, the following definitions shall apply:

**Audit Committee**
An independent review and specialist governance advisory committee of Council comprising Councillors and qualified external independent member(s) to overview and monitor the operation of internal and external audit, Council’s Strategic and other Operations, its Governance Frameworks and Key Risks and Controls.

**Internal Audit**
Internal Audit is the assessment and evaluation of control measures that the local government has adopted, or is to adopt, to manage the risks (operational risks) to which the local government’s operations are exposed.

5. **Policy**

Council shall maintain an Audit Committee and will establish a Charter to regulate and guide its activities. Audit Committee will develop and maintain an Internal Audit Charter.

6. **Legal Parameters**

Local Government Act 2009
Local Government Regulation 2012

7. **Associated Documents**

Audit Committee Charter
ENTERTAINMENT AND HOSPITALITY POLICY

Executive Summary
S196 Local Government regulation 2012 requires Council to prepare and adopt a policy regarding Council’s spending on entertainment and hospitality. Council’s Entertainment and Hospitality Policy was last updated in 2009 and so has been reviewed, amended and is now presented to Council for approval.

For Council Decision – Recommendation
That the attached amended Entertainment and Hospitality Policy - Compliance be approved.

Background
S196 Local Government regulation 2012 requires Council to prepare and adopt a policy regarding Council’s spending on entertainment and hospitality. Council’s Entertainment and Hospitality Policy was last updated in 2009 and so has been reviewed, amended and is now presented to Council for approval. The 2009 version is also attached for information.

Attachments
2009 Entertainment and Hospitality Policy
Draft 2106 Entertainment and Hospitality Policy - Compliance

Statutory Environment
S196 Local Government regulation 2012 requires Council to prepare and adopt a policy regarding Council’s spending on entertainment and hospitality.

Policy Implications
Policy is required – see above.

Consulted
Executive Management team
Portfolio Councillors

Financial and Resource Implications
Nil

Risk Management Implications
The risk associated with this area is significantly reduced where a current Policy exists.
Strategic Considerations
Nil

Officers Comment
Nil
1. Policy Statement
Council will ensure that the required standards of accountability and probity, in relation to entertainment and hospitality activity and its related expenditure, are established and maintained.

2. Scope
This Policy applies to all Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council.

3. Responsibility
3.1 The Mayor, Executive Team, Managers and Supervisors are responsible for ensuring that this Statutory Policy is understood and adhered to by all Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council.

3.2 All Hinchinbrook Shire Council Councillors, employees and other persons/organisations representing Hinchinbrook Shire Council have a responsibility for complying with this Policy and for seeking guidance from a more senior officer on any related matter.

4. Definitions

Entertainment and Hospitality
This includes a wide range of benefits, including but not restricted to:

- Entertaining members of the public in order to promote a local project
- Providing food or beverages to a Council visitor
- Providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by Council for its councillors, staff or other persons
- Paying for a councillor or staff member to attend a function as part of their official duties or obligations

For the purposes of this document, attendance at an evening function that forms part of a conference or similar official event does not constitute Entertainment and Hospitality

5. Policy
5.1 Entertainment and Hospitality Expenditure
All Entertainment and Hospitality Expenditure must:

- Be for official purposes
- Be properly documented with the purpose clearly identified
- Be approved by a member of the Executive Management Team
- Be available for review by internal audit, external audit and the Finance Department and/or any officer or external body identified by the CEO for this purpose
- Appear appropriate and reasonable and withstand the public defensibility test, and
- Comply with budgetary requirements
- Be properly coded to the ‘General – Entertainment and Hospitality’ natural account (63428)

Electronic version current. Uncontrolled Copy current only at time of printing
Supervisors and managers must have regard to these points when approving entertainment and hospitality related claims.

Nothing in this Policy should be interpreted as ‘disallowing’ the provision of light refreshments/lunches at special staff functions or at internal meetings and workshops (including those meetings and workshops that are held for volunteers and visiting dignitaries).

5.2 Accepting Hospitality

Offers of hospitality gifts or invitations should only be accepted after due consideration of conflict of interest implications. Three different types of conflicts of interest can potentially exist in these situations:

- Actual conflict of interest
- Potential conflict of interest
- Perceived conflict of interest

Any offer or invitation of entertainment or hospitality (or a gift) should be avoided if the offer or invitation is, or could be perceived as being, or has the potential for being, an incentive or inducement for any decision making.

An entertainment or hospitality benefit may be accepted where it complies with all of the following principles:

- Refusal would offend or cause awkwardness
- It conforms with standard business custom or other cultural practices of the provider/offeror
- It does not influence the Councillor/officer’s impartiality (ie it has no conflict of interest consequences)
- It is received in the normal course of duty or prior approval has been received

Offers or invitations of hospitality (or gifts) should only be accepted after due consideration of conflict of interest implications. It is generally advisable for ‘one up’ approval to be sought prior to accepting any (non trivial) hospitality.

Hospitality, in many circumstances, is an important part of establishing and deepening corporate and professional relationships.

5.3 Other

a) Alcohol may only be provided at an official function it has been approved beforehand by the Mayor or CEO, as appropriate.

b) The following types of expenditure also require approval from the CEO:

- Cost of providing meals at a private residence
- Club membership fees
- Tips (within Australia)
- Staff-only events where the cost per head exceeds $20

c) The key principles of the Procurement Policy must be considered when incurring Entertainment and Hospitality expenditure.
6. Legal Parameters
Local Government Act 2009
Local Government Regulations 2012 (S196)
Fringe Benefits Tax Assessment Act 1986

7. Associated Documents
Procurement Policy and Procedures
Purchasing Card Policy and Procedures
Drug and Alcohol Policy and Procedure
Purpose

To provide for the control of expenditure on entertainment and hospitality by Council. To meet legislative requirements and ensure appropriate authorisation of entertainment & hospitality expenditure.

Background

This policy is mandatory due to provisions within the Local Government Finance Standard 2005. *entertainment or hospitality service*, for a local government, includes the following:-

(a) a service provided by the local government for entertaining members of the public for promoting an initiative or project of the local government;
(b) the provision of food or beverages by the local government-
   i. to a person visiting the local government in an official capacity; or
   ii. for a conference or meeting held by the local government for its councillors, employees or other persons; or
   iii. for a seminar, course, workshop or another forum provided by local;
(c ) attendance by a councillor or employee of the local government at a function –
   i. as part of the councillor’s or employee’s official duties
   ii. for which an amount is charged to the local government for attending the function.

This definition is not intended to be an exclusive definition but is to ensure certain items are included.

Entertainment and hospitality expenditure must be incurred in the public interest. The Councillor or Council officer authorising the expenditure must demonstrate that the expenditure will benefit the public generally or facilitate Council business.+

The amount spent must be reasonable having regard to benefit to Council or the public. The expenditure must be provided for in a budget and must be authorised by an officer with delegated authority. Expenditure incurred by Council which is not reasonable and appropriate (private expenses) must be repaid to Council within 14 days of being paid. Entertainment and hospitality expenditure may only be charged to a corporate credit card if prior authorisation has been obtained.
Policy

The Council may meet the cost of food and non alcoholic drinks provided to employees in the following circumstances:-

- a light meal may be provided for employees who are required to work during a meal time and an alternative meal break is not available. This includes committee and working group meetings and conferences, seminars and training sessions where the cost is met by the Council;
- if the employee is required to attend a meeting or other function attended by non-employees and food and drink is provided for all attendees;
- if the employee is working at premises remote from the normal place of work so that normal arrangements for a particular meal are not available;
- alcoholic drinks may not be provided for employees except where the employee attends a function at which alcoholic drinks are provided for non employees under this policy.

Councillors may claim hospitality costs on the same basis as employees.

Training Courses, meetings and other functions

Courses, meetings or functions arranged by Council may include refreshments. Refreshments must be reasonable in relation to the purpose and nature of the event and expected attendees.

Alcohol may be provided at a function if it has been approved by the Chief Executive Officer. Alcohol must not be provided during meetings or training course provided by the Council. If an employee attends a course, meeting or function not provided by Council at Council cost, the Council may pay for meals (including alcoholic drinks) if they are included in the overall cost for the event or are provided at meals which are an integral part of the event.

Reasonable and appropriate

The following are examples of expenditure which is considered reasonable and appropriate:-

Civic Functions  Such as citizenship ceremonies that provide community recognition or a welcome by the Council. The decision as to reasonable and appropriate costs will take into consideration the number of attendees, the timing of the function, the venue and the location within the Shire.
Employee reward and recognition presentations  Recognition of Council officers to reward outstanding achievement in the provision of services to the public. This may include official reward and recognition events, length or service presentations and officer farewells. Such expenditure is to be approved by the Chief Executive Officer or Department Manager.

Anzac Day wreaths  Recognition of service of war veterans to the community.

Condolence wreaths or floral presentations  For the death of or serious injury to a councillor or Council officer or their immediate family. This is in recognition of service and a mark of respect to his/her family.

Visits by overseas delegates  These visits occur for cultural or economic development reasons and have the potential to increase investment in the Council area.

Annual Christmas celebration  In order to recognise and appreciate Council officers for their dedication and commitment to the provision of Council services to the public.

Where a Department Manager chooses to incorporate the regular department meeting with an opportunity to celebrate Christmas, the time to attend the meeting will be considered normal working hours up to the hours expected for a normal meeting. However, the cost of food and beverages is not to be met by Council.

Meeting within ordinary hours  Entertainment and hospitality for meetings held within ordinary working hours should be kept to a minimum. Where Councillors or Council officers are required to work through a meal break or outside normal hours due to the impracticality of holding the meeting at any other time, the relevant meal allowance is to be used as a guide. Such entertainment and hospitality should not be substituted for business meetings that would ordinarily be conducted in the workplace. Examples may include Ordinary meeting of Council, Council committee meetings and management team meetings.

Where there are regular meetings that are similar in nature each time, there will be no need to justify the reasonable and appropriateness of expenditure for each meeting. It will be sufficient if the first meeting passes the public defensibility test.

Associate persons expenditure  Only in exceptional circumstances approved by the Chief Executive Officer or Department Manager, and where attendance of an Associate is of demonstrated benefit to the Council, are the entertainment and hospitality costs for such a person to be met by the Council. In these instances, the Associate will be considered an official representative of the Council and will be expected to comply with Council’s code of conduct.
**Other Hospitality Expenses**  Other types of expenditure considered reasonable as official hospitality includes the provision of tea, coffee, sugar, milk and morning and afternoon tea for official visitors and appropriate staff.

**Not Reasonable and appropriate**

Examples of expenditure which is generally considered not to be reasonable and appropriate and are therefore to be treated as private expenditure are:

- tips or gratuities
- Dinners/functions at a private residence of a councillor or Council officer
- Drinks only costs – including hot and cold beverages
- Morning/afternoon tea outside Council premises, where only Councillors or Council officers are attending
- Floral presentations excluding example stated above
- Mini Bar Expenses
- Staff working on Council premises where food and beverages are on sale are not entitled to charge food and beverages to Council in the normal course of their duties

**Use of Corporate Credit Cards**

Where a credit card is provided to an employee or a councillor, that card may only be used to pay for entertainment and hospitality expenditure where the expenditure has been approved under this policy and the expenditure has been authorised and is within the budget allocation.

**Controls**

A person cannot authorise their own expenditure. Expenditure must be authorised by the officers superior. Expenditure by the CEO must be authorised by a Department Manager. Expenditure by a Councillor must be authorised by the CEO or Department Manager.

An explanation of the purpose of the expenditure demonstrating that the expenditure complies with this policy and is in the public interest must be included with each authorisation.
Details of Entertainment expenditure must be included in the Annual Report.

Department Manager means:-
Manager of Engineering Services
Manager of Environmental & Health Services
Manager of Water & Sewerage Operations
Manager of Financial Services
Manager of Corporate and Economic Development.
RELATED PARTY TRANSACTIONS

Executive Summary
From 1 July 2016 the Australian Accounting Standards Board has determined that AASB 124 ‘Related Party Transactions’ will apply to government entities, including local governments. To ensure Council meets its obligations in this regard a Related Party Policy has been drafted that provides some guidance to key management personnel (including Councillors) so all relevant parties are aware of their respective responsibilities.

For Council Decision – Recommendation
That Council approve the Related Party Transaction Policy and note its obligations.

Background
Under the Local Government Act 2009 and Local Government Regulation 2012, local governments are required to produce annual financial statements that comply with Australian Accounting Standards.

From 1 July 2016 the Australian Accounting Standards Board has determined that AASB 124 ‘Related Party Transactions’ will apply to government entities, including local governments.

Council’s 2016/2017 annual financial statements are required to include details of its related party transactions that have occurred throughout the financial year so Council needs to start capturing this information now.

Council’s related parties are:
1. Mayor
2. Councillors
3. CEO, including anyone who acts in this capacity for at least 90 days in the financial year
4. Executive Managers, including anyone who acts in this capacity for at least 90 days in the financial year
5. Close family members of those included in Groups 1 to 4 above
6. Entities controlled, or jointly controlled, by those included in Groups 1 to 5 above.

All transactions between Council and these parties, whether monetary or not, need to be identified, recorded and reported as appropriate.

Attachments
Related Party Transaction ("RPT") Policy

Statutory Environment
Local Government Act 2009
Local Government Regulation 2012
Policy Implications
A new RPT Policy has been drafted and is presented to Council for approval.

Consulted With
Audit Committee
CEO
Financial Accountant
Portfolio Councillors

Financial and Resource Implications
The requirement to include RPT Disclosures in Council’s annual financial statements will require additional audit work, and therefore incur additional audit fees. Having a structured RPT Policy will reduce the increase in audit fees that would occur were no such Policy to be in place.

Risk Management Implications
Annual financial statements could attract negative audit comment which would have an unwanted, negative impact on Council.

Strategic Considerations
A structured RPT Policy is part of a system of strong, effective governance and transparency.

Officers Comment
Nil required.
1. **Policy Statement**

From 1 July 2016 the Australian Accounting Standards Board has determined that AASB 124 ‘Related Party Transactions’ will apply to government entities, including local governments. Council’s annual financial statements for 2016/17 and beyond are required to include details of its related party transactions that have occurred throughout the financial year.

This Policy states how Council will comply with the requirements of reporting Related Party Transactions (“RPTs”) in its annual audited financial statements.

2. **Scope**

For these purposes, there are three broad types of related party:

1. Persons – Key Management Personnel and Close Family Members of Key Management Personnel
2. Entities directly related to Council
3. Entities indirectly related to Council (controlled or jointly controlled by related persons)

This Policy applies to transactions made between Related Parties and Council. Ordinary Citizen Transactions are exempt from this reporting requirement.

This Policy applies to all those individuals who are either:

1. required to report their RPTs; or
2. involved in the process for reporting RPTs

3. **Responsibility**

The Financial Accountant is responsible for maintaining all RPT records, based on information provided by Key Management Personnel (“KMP”) and for ensuring correct disclosure of these RPTs in the annual financial statements.

The Financial Accountant is responsible for maintaining a register of entities that are Related Parties (ie subsidiaries) and for maintaining RPT records for these entities.

The Financial Accountant is to ensure that all formal records associated with this Policy that they maintain are kept in a confidential manner.

KMP are responsible for advising the Financial Accountant in writing, on a timely basis, of all relevant RPTs.

KMP will be required to approve recorded RPTs during, and at the end of, each financial year.
4. Definitions

**Close Family Members** (‘CFM’) are individuals who can reasonably be expected to influence, or be influenced by, a KMP. Examples include spouse/partner, children, dependents, children or dependents of spouse/partner, parents, grandparents, brothers and sisters.

**Entities directly related to Council** includes entities controlled, or jointly controlled, by Council or over which Council has significant influence. Significant influence can exist in many forms, the most common of which are:

- Council holds, directly or indirectly, 20% of the voting power
- Board representation
- Participation in policy making
- Presence of material transactions
- Interchange of management personnel or
- Provision of essential technical information

**Entities indirectly related to Council** are the same as Entities Directly related to Council but instead of being directly related to Council, these entities are controlled, jointly controlled or those over which significant influence can be borne, by related persons.

**Key Management Personnel** have direct responsibility for the planning, directing and controlling activities of Council. The Mayor, Councillors, CEO and Executive Managers are KMP. Any other officer who occupies any of these positions on a temporary basis for 90 days or more in a financial year is a KMP. The CEO may deem other officers to be KMP based on individual circumstances where that officer plays a significant role in the planning, directing and controlling activities of Council.

**Ordinary Citizen Transactions** (‘OCT’) are those activities conducted by related parties that are unlikely to be of interest to users of financial statements. These transactions include the use of Council’s assets eg swimming pools, parks, gardens, libraries, galleries etc where their use is on ‘normal terms’. Where the related party enjoys concessions in the use of these assets then this does not constitute an OCT. Paying ‘normal’ Council rates and fines is an OCT; paying such amounts that have been specially discounted due to the payee being a related person is NOT an OCT.

**Related Party** includes KMP, their CFM and entities that are related to Council and/or KMP or their CFM.

**Related Party Transactions** is the term used to describe activity between a KMP and Council. The disclosure related to RPTs includes transactions but also includes outstanding balances including commitments.
5. Policy

The Financial Accountant shall maintain a register of KMP for each financial year.

The Financial Accountant will ensure disclose RPT details in each year’s annual financial statements.

All KMP shall advise the Financial Accountant of their respective RPTs throughout each financial year.

6. Disclosure

1. The total remuneration paid to KMP must be disclosed.

2. Generally, Council is only required to disclose any other related party transaction where the transaction is material either in nature or size. For the purposes of this Policy, Council considers that ALL related party transactions are material, regardless of their size.

The format of the Disclosure in the annual financial statements will be similar to the following (nil disclosure is required where there are zero balances):

i. Subsidiaries

The following transactions occurred with subsidiaries (where Council has subsidiaries):

- the amount of grants and subsidies paid to each subsidiaries
- the total amount of commercial transactions conducted with subsidiaries
- any free accommodation, administration services etc provided to subsidiaries
- any ‘economic dependency’ that exists between a subsidiary and Council

ii. Key Management Personnel

Total amounts paid to KMP (totals only, and refer to more details being disclosed within the annual report):

- Employment benefits (including vehicles)
- Post employment benefits
- Long term benefits
- Termination benefits

iii. Transactions With Other Related Parties

Total amounts paid to other related parties:

- Fees and Charges charged to associates
• Fees and Charges charged to entities controlled by key management personnel
• Infrastructure contributions from entities controlled by key management personnel
• Employee expenses for close family members of key management personnel (see below)
• Purchase of materials and services from entities controlled by key management personnel (see below)

As Council has determined that, due to their nature, all related party transactions are material, each transaction included in these totals is to be itemised.

The disclosure regarding employment of close family members should be accompanied by a statement that they were engaged through an arm’s length process and that they were paid at Award rates or at a rate independently recommended by an independent appropriate external firm.

The disclosure regarding purchase of materials and services from entities controlled by key management personnel should be accompanied by a statement that these purchases were at arm’s length and in the normal course of business.

iv. Outstanding Balances
    Aggregate total of balances outstanding between Council and any transaction in items (i) to (iii) of this section

v. Loans and Guarantees to/from related parties
    Details of any such loan and/or guarantee.

vi. Commitments to/from related parties
    Details of any such commitment.

7. Related Procedures
   The Chief Executive Officer can approve any Procedures that may be drafted to support this Policy.
COMPLAINTS

Executive Summary
The Administrative Action Complaints Management Procedure requires the Chief Executive Officer to provide a Report to Council covering complaints received and the effectiveness of the management process every quarter.

Accordingly, the Chief Executive officer advises that:

- No complaints were received during the quarter ended 30 June 2016
- The Executive Team considers that the management process regarding Complaints is operating effectively.

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

Background
The Administrative Action Complaints Management Procedure requires the Chief Executive Officer to provide a Report to Council covering complaints received and the effectiveness of the management process every quarter.

Attachments
Nil

Statutory Environment
Local Government Regulation 2012 requires details of Complaints to be summarised in the Annual Report

Local Government Act 2009 requires local government to adopt a process for resolving Complaints.

Policy Implications
This reporting falls under Council’s Administrative Action Complaints Management Policy and related Procedures

Consulted With
Executive Team

Financial and Resource Implications
Nil

Risk Management Implications
Nil
Strategic Considerations
Nil

Officers Comment
Nil
2017 ANNUAL SHOW DATE

Executive Summary
The Office of Industrial Relations (“OIR”) Executive Director, Tony James, has asked Council to nominate its preferred show holiday for 2017. As for previous years, Council has checked with the Herbert River Pastoral and Agricultural Association Inc. and identified the preferred date, being 7 July 2017. Once identified, this date needs to be approved by Council and then advised to OIR.

For Council Decision – Recommendation
That Council resolve Friday 7 July 2017 be designated as the Ingham Annual Show Public Holiday 2017 and that Council advise the Office of Industrial Relations so that it may be officially gazetted.

Background
Council officers have consulted with the Herbert River Pastoral and Agricultural Association Inc. who advised that the dates set for the 2017 Ingham Show are 6-7 July 2017. Accordingly the date requested for the show date public holiday is Friday 7 July 2017. Council needs to advise the Office of Industrial Relations of our preferred 2017 show date by 2 September 2016 (note - for information: in 2016, the show holiday was Friday 8 July 2016).

Attachments
Nil

Statutory Environment
Local Government Act 2009
Holidays Act 1983

Policy Implications
Nil

Consulted
Secretary of the Herbert River Pastoral and Agricultural Association Inc.

Financial and Resource Implications
Nil

Risk Management Implications
Nil
Strategic Considerations
Nil

Officers Comment
Nil
RECRUITMENT OF VACANT PERMANENT POSITIONS

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

On 3 August 2016 the Information Technology Manager resigned, effective Wednesday 31 August. Officers consider this position to be critical to the ongoing operations of Council and approval is sought to replace this position.

For Council Decision – Recommendation
That Council approve to replace the Information Technology Manager position.

Background
The Information Technology Manager position is a specialist position that has primary responsibility for the performance of Council’s information technology and communications (“ITC”) capability. Having an unstable ITC environment would have a huge negative impact on Council.

The IT Department is already carrying a vacant position, which is planned to remain vacant for the foreseeable future. Two other permanent staff and a trainee report to the IT Manager.

Attachments
Position Description
Extract from Organisation Chart

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

Policy Implications
Council has resolved to approve the filling of vacant positions.

Consulted With
Relevant Executive Officers.

Financial and Resource Implications
Nil. Position is fully funded in the 2016/2017 budget.

Risk Management Implications
Not replacing this position would have significant negative impact on Council’s ITC environment.
Strategic Considerations
Practically every strategy in Council’s Corporate Plan relies on having a stable ITC environment.

Officers Comment
This position is critical to the ability of Council to function properly. The attached Position Description is essentially the same as the previous version, the only change being the merging of two, similar Essential Selection into one (number 4).
P # 10000 Chief Executive Officer
5 Year Fixed Term Full Time
Daniel McKinlay

P # 10004 Executive Manager Corporate Services
5 Year Fixed Term Full Time Salary
David Tombs

P # 10028 Information Services Manager
Permanent Full Time LGOA Level 7
Benjamin Barbi

P # 10029 Network Administrator
Permanent Full Time LGOA Level 4
Vacant – Inactive for financial year

P # 10030 Network Administrator
Permanent Full Time LGOA Level 3
Dwain Friday

P # 10031 Information Services Support
Permanent Full Time LGOA Level 3
Jimmy Bosanquet

P # 10248 Information Services Trainee
1 Year Fixed Term Full Time Year 12
School Leaver Wage Level A
Andrew D’urso
Position Title: Information Services Manager
Employment Status: Permanent Full Time
Hours: 72.5 per fortnight
Award: Queensland Local Government Officers Award 1998
Stream: Administrative Services
Agreement: The current Hinchinbrook Shire Council Certified Agreement
Classification: Level 7
Department: Corporate Services
Section (if applicable): Information Technology Services

Organisational Relationship
Reports to: Executive Manager Corporate Services
Directly Supervises: Network Administrator, Support Officer and Trainees

Position Objectives
Under the limited direction of the Executive Manager Corporate Services, this position exercises managerial responsibility for the effective and efficient management of Council’s computer and telecommunication function and provides high level advice to Council on information technology hardware and software. The position is responsible for provision of advice, support, leadership, training and development for IT staff and delivery of IT services to the organisation.

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

Key Responsibilities

<table>
<thead>
<tr>
<th>ITS Requirements</th>
<th>Ensure that the IT services and infrastructure support the organisation’s operational and strategic plans including the planning, direction, control and evaluation of the ITS operation across a multi-site environment.</th>
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<tbody>
<tr>
<td></td>
<td>Provide expert advice to senior management in relation to future Information Technology requirements and, though a program of structured planning, determine priorities for development and maintenance of the corporate computer environment.</td>
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<td></td>
<td>Actively maintain up-to-date knowledge in the general field of information technology and undertake full project control responsibility for ITS projects.</td>
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<td></td>
<td>Upon receiving notification from HR, arrange and/or conduct an ITS induction for every employee, contractor or volunteer using Council’s computers or systems.</td>
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<tr>
<td></td>
<td>To maintain and be the primary contact officer on all Council’s software upgrades and development. Provide assistance in maintenance to Council’s client base and approved Community Service Groups.</td>
</tr>
<tr>
<td>ITS Liaison</td>
<td>Provide effective liaison between ITS and all levels of management and employees within the Council on all matters relating to IT, and external parties as may be required.</td>
</tr>
</tbody>
</table>
### Financial Responsibility

Research and compile the organisational IT operational and capital budget information for submission to SMT for evaluation and approval.

Monitor and review approved operating and capital budgets for ITS.

Coordinate all projects related to selection, acquisition of hardware, software and other computer-related equipment for the organisation, development and installation of major information systems in accordance with industry standards and best practice.

### Workplace Health and Safety

Ensure that the ITS section implements all directions and instructions to comply with the requirements of workplace health and safety legislation and best practice including the WHS requirements of the Computer Equipment and Software Usage Policy.

Manage and supervise the WHS duties related to the operation of ITS in such a manner to minimise the risk to WHS of employees and others.

- Implementing and monitoring safe work practices
- Ensuring workshop employees are trained and competent for tasks associated with their position
- Ensuring adherence to Personal Protective Equipment (PPE) requirements as per Council requirements.
- Adherence to and enforcement of Council’s WHS Policies, procedures and training
- Not wilfully or recklessly interfering with or misusing anything provided for WHS
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others
- Reporting significant WHS concerns to the Works Engineer or Human Resource Services Manager as necessary.

### People Management

Responsible for leading the ITS team including recruiting, developing, monitoring and managing the team in accordance with the Enterprise Agreement, relevant Awards and Council’s policies and procedures.

Supervising and training direct reports to ensure individual and team performance and behaviour are optimum, including:

- setting team direction and goals and motivating employees to achieve them;
- prioritising, coordinating and monitoring workflow;
- approving timesheets and leave and managing absences according to business need;
- conducting annual performance reviews;
- managing issues relating to unsatisfactory performance or conduct;
- facilitating the resolution of grievances and other workplace relations issues;
- Promoting and upholding the requirements of the Code of Conduct;
- taking appropriate actions and measures so as to comply with Council’s human resource policies.

### ITS Help Desk

Manage Council’s ITS Help Desk, ensuring that hardware, software, network and/or connectivity technical assistance either proactively or in response to all users of Council’s computers or systems, ensuring that all requests for assistance are logged and actioned promptly with users kept informed of the progress.

### System Integrity and Recovery

Responsible for ensuring network security as identified in Councils computer equipment and software usage procedure and for implementing IT disaster recovery measures as identified in Councils Disaster Recovery Plan Council chambers.

### Knowledge, Skills and Abilities Required

**Essential**

1. Extensive working knowledge of practices, procedures, standards and operations in IT hardware, network operating systems, wide area networks and the Internet and related technologies.

2. High technical awareness of IT software including but not limited to geographical information systems.
### Education/Qualifications Required

**Essential:**
8. Relevant IT Degree and/or other IT specific qualifications along with extensive experience sufficient to carry out the requirements of the position.
9. Minimum 5 years experience in an IT related field

**Desirable:**
10. Relevant IT experience in a similar position in local government.

###Licences Required

**Essential:**
11. Current “C” class driver’s licence required to service the needs of a multi-site environment.

**Desirable:**
Nil

###Organisational Commitment

**Workplace Health and Safety**
All employees, contractors and volunteers have a legal obligation to comply with statutory and Council’s Workplace Health & Safety (WHS) Management System, WHS policies, procedures and lawful instructions or directions given in the workplace.

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

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

###Position Description Acceptance

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

Council expects employees to accept minor variations to the work value of their position. Managers may initiate changes through consultation and agreement with the position holder.
To be signed by the successful applicant upon acceptance

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

<table>
<thead>
<tr>
<th>Occupants Name:</th>
<th>Date:</th>
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</thead>
<tbody>
<tr>
<td>Occupants Signature:</td>
<td></td>
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</table>
ENGINEERING SERVICES ACTIVITY REPORT FOR MONTH ENDING 31 JULY 2016

Executive Summary
This report is presented for the information of Council and includes an activity update for the month ending 31 July 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:
  - PA00130 – Accident damage to rear axle, repairs completed.
  - PA00338 – Repairs completed.
  - PA00129 – Private vehicle hit HSC parked vehicle. Minor panel damage. Quotations are being sourced.

- Equipment out of Service:

- Work Orders: 48 completed.

- Purchasing: A total of 34 purchase orders closed out. 5 remain open.

Main Activities of the month

- 17 Services – 5 light vehicles, 2 trucks, 2 heavy plant, 8 small plant.

- Tyres and Alignments
  - Light vehicle – 4
  - Truck – 5
  - Heavy Fleet – 2
  - Alignments – 3

- Puncture Repairs - 3
- Windscreens - 2
- Window repairs - 0

Plant Replacement 15/16

- Orders received:
  - HSC 16/21. 4WD Tractor and 2.1m Slasher.

- Orders in place:
  - VHF Radio Upgrade.

- Evaluation in progress:
  - HSC 16/18, Truck with water tank.

Welding - General welding repairs carried out

- General welding repairs carried out.
- Curly bell stands.
- Handrails.
- Slasher Skid repairs.
- Buildings maintenance tasks.
WORKS

Projects underway this month – Refer Works Program Report.

Other activities this month:

- 2016/2017 Road Maintenance Performance Contract (RMPC) activities.
- Morehead Street kerb and channel upgrade works – Last section of kerb was poured on 4 July 2016. Last section of V-drain was poured on 6 July 2016. Works complete.
- Haig Street footpath and kerb and channel upgrade – All concrete pours are complete. Footpath was acid washed on 14 July 2016 and first coat of sealing applied on 15 July 2016. Parking bays have been repainted. Works complete.
- Bogottos Road – Gravel was imported. Works had been held up due to wet weather however work is now complete.
- Legges Road - Temporary gravel access road has been completed and a vehicle count has been put in place. The access road has been constructed adjacent to the Gofton’s property (within the Council easement). The new access has been opened for use and is performing well. The old access road to the Woolley's property has been fenced off by the Muller’s (complainant). Works complete.
- Baillies Road, Hayleys Crossing – Culverts were cleaned out on 13 July 2016. All signs have been erected except for the fast flowing water signs which had to be ordered and are scheduled to be erected on 5 August 2016.
- Slashing trials commenced on with the 10ft slashers however the trial was suspended after being interrupted by heavy rain. Trial to be rescheduled.
- Tully Street - Line spotting has commenced during the short window of dry weather available. Pavement marking is programmed to be completed by early August 2016, subject to favourable weather conditions. This also includes the application of glass beads to the islands on Lannercost Street and McIlwraith Street to address feedback that the islands are not visible enough at night.
- Correspondence had been received from the Desjardins family advising that at some point the Desjardins Crossing sign had been replaced with the incorrect spelling of “Desjardine Crossing”. Investigation into Council records confirmed that the correct spelling is “Desjardins Crossing” therefore a new sign has been ordered and will be erected when it arrives.
- Mt Fox Road Project (17T2) – Works are progressing well and are ongoing. All base gravel has been imported and crews are currently mixing, laying the base gravel out and compacting. Bitumen has been scheduled for Friday, 12 August 2016, weather permitting.
- Disabled Parking Bays - The remainder of the parking bays have been carried out progressively including earthworks, concrete works, asphaltic work, grate installation and pavement marking. Grates supply has been advertised and currently awaiting for prices from interested suppliers.
- Drainage issues were identified on Martin Street due to poor runoff management between the water treatment bladder site and works depot facility. A culvert crossing was implemented under the road on 28 July 2016 to alleviate the ponding issues in this area. Additional drainage works to be completed.
- Site inspection held with Keita Services regarding some additional drainage works proposed for the Ingham Sewerage Treatment Plant road upgrade.

DESIGN

- Traffic Management Level 2 (placing Signage) training has been scheduled for relevant HSC personnel for 21 July 2016.
- Ann Street – Road Corridor Permit for the soil testing and survey works has been submitted to Department of Transport and Main Roads for review and approval, expected to be finalised by 18 July 2016. Survey works were programmed for 19 July 2016.
- Received Road Corridor Permit approval for the Hinchinbrook Directional Signage – Contractor engaged for supply of post materials. Preparation of public notification documentation has commenced. Works are scheduled to commence from 1 September, with completion of the entire project consisting of 60 new signs expected to take approximately three months.
- Post construction meeting held for the Burke Street Road Rehabilitation.
- Post construction meeting held for the Abergowrie Road Cutting.
- Plans for disabled parking bays on Lannercost Street and Palm Terrace have been finalised and submitted to the Works Department for actioning. To commence once appropriate public notification and procurement processes are completed. Media release posted on Facebook for information purposes.
- Work Experience Student hosted by the Design Department in the second week of July.
• Received Road Corridor Permit approval for the Ingham Ambulance Access. Work instruction sent to the Works Department for Ambulance Access.
• Girgentis Road rural addressing and signage works have been completed.
• Media release prepared for rural addressing and sent to EMES.
• Old design files cleaned out from the plant room – Further scanning required.
• Work instruction sent to the Works Department for Hayleys Crossing pipe cleaning and new signage.
• Taylors Beach dredging works are now complete and as constructed drawings are scheduled to be completed by the end of this week to close out the project.
• Completed two aerial images to submit to DAF and Terrain for the Dungeness carpark extension.
• Quotation request sent to ETS for Ann Street soil tests. Purchase order has been sent for the work.
• Preliminary review of the proposed Dungeness channel excavation.
• Preliminary plan completed for the Abbott Street widening project (17R5).
• Review of the costings for the Kerb Crossing Improvements Project. Journals have been organised for incorrect bookings. Additional scope sent to the Works Department for actioning.
• Created relevant job numbers for the Mt Fox Road Project (17T2).
• Site inspection held with Keita Services regarding some additional drainage works proposed for the Ingham Sewerage Treatment Plant road upgrade.
• New A0 Plotter has been installed in Design and is working well.
• The following asset sheets have been completed by Works and sent to Assets for processing – 16R5, 16KRFR1 and 15RS.
• Work instruction sent to the Works Department for the Tully Street pavement marking and application of glass beads to the islands.
• A walk through of McIlwraith Street was carried out to identify the proposed alignment and locations of the footpath that will be funded via the Department of Transport and Main Roads Cycle Network Local Government Grants Program.
• Dungeness Carpark Extension – Currently working towards finalising the formal gazettal of the road reserve through Department of Natural Resources and Mines, working towards completing an assessment of protected species to lodge a vegetation clearing application once the road gazettal is completed. Request for quotation for Environmental Consultancy Services is currently being developed to subsequently carry out identification of marine species in the area.

GRANTS
• Building our Regions – ROUND 2 – Regional Capital Fund – EOI – Successful – Council to submit detailed application by 19 August 2016. Project Cost $1,600,000; Council Contribution $960,000; Funding $640,000. Feedback from the Department in relation to the successful EOI will be provided Friday 29 July 2016.
• Department of Transport and Main Roads – Cycle Network Local Government Grants Program. Application successful. Estimated total project cost of $600,000. Council will source contribution of $300,000 via 2016/2017 capital works program. Proposed completion of project has been revised for completion in 2016/17 instead of over 2 financial years. Awaiting execution of Deed.
• Department of National Parks, Sport and Racing – Get Playing Plus – Construction of an open sided covered horse / multi-purpose sports arena at the Showgrounds. Project Cost $850,000; Council Contribution $290,000; Funding $560,000. Application Successful. Prior to entering into a Grant Deed a Quantify Surveyor’s Estimate is required. Donna Olivero is currently organising this – anticipate QS estimate by Friday, 29 July 2016.
• Department of National Parks, Sport & Racing – Get Playing Places and Spaces ROUND 5 – Provides funding of up to $100,000 for new or upgraded sport and recreation facility projects, with a minimum 20% co-contribution required. Documentation received to commence the application for the Lucinda Progress Association multi-purpose court. Applications close 1 September 2016. Susan Lunn from the Department will provide assistance with the submission.
• Department of Education and Training – First Start Program 2015/16 - Acquittal report being finalised for the $125,000 received for funding 10 trainees, and to be sent to the Department by 31 July 2016.
• Green Army Project – The Department advised late application through CVA could not be resubmitted and as a result has been unsuccessful. CVA advised this is due to a technical issue with the portal.

• 2015-16 RACQ Get Ready Queensland final report and full acquittal provided to Department 21 July 2016, due 30 June 2016.

• Commenced implementing recommendations highlighted in the internal safety audit report in relation to grant application management and coordination – ongoing.

SURVEY
Projects Underway this month

• CBD Project – Survey commenced to replace survey marks destroyed during construction in Lannercost Street and Townsville Road. Ongoing.

• Taylors Beach Boat Ramp Channel – As constructed contour, long section and cross section plans prepared to satisfy permit conditions. Channel stability monitoring survey conducted, 45 days post construction. Model comparisons and change volumes computed and passed on to EMES.

• Ann Street – Commenced survey for the design of the Cartwright Street intersection. Field work complete.

• Backo Road – Investigation survey of Levee built on road reserve. Site map and estimated volumes of fill passed on to planners.

• Eddleston Drive – Drainage investigation Stephensens Road to Blue Butterfly Road commenced.

• Forrest Beach Water Plant – As constructed survey of new bore pipelines and power connections.

• Tully Street – As constructed survey of underground water and power completed and passed on to assets.

• Dutton Street – As constructed survey of new water main completed and passed on to assets.

• Dungeness Parking, Kangaroo Street – Survey plan prepared for road opening to accommodate existing parking area reserve and the area required from adjoining USL for the parking area extension. Draft plan currently at Department of Natural Resources and Mines for pre-lodgement advice.

• Legges Road – Boundary location for shift of formation adjacent to Backfatters.

• Seaforth – Site inspection to determine the location of a recently constructed hut in relation to the reserve boundary. Findings reported to EMECS.

• Ingham Showground Horse Sports Arena – Prepare various site plans to assist in final site selection.

• Larsens Road Forestry Depot – Assist State Forest Industries with information in relation to the possible extinguishment of native title at this site so that it can be sold as a freehold title.

Other activities this month:

• Update permanent survey mark records.

• MUTCD Training

ASSETS AND INFRASTRUCTURE
Projects underway this month include:

• Review of extent of unsealed and unmaintained roads is well underway at this stage and approximately 188 roads and 180km of road has been captured. Currently investigating each road one by one, to determine how much cane and residential traffic they would be carrying.

• Pennas Bridge Deck Replacement has been completed – Final Quality Assurance inspections by GHD confirm the bridge is fit for use.

• Ingham Aerodrome – Project prestart meeting was completed – All materials delivered to site and works have commenced.

WATER AND SEWERAGE
Please see the Water and Sewerage Works Program Report
EXTERNAL MEETINGS

- Engineering Services Portfolio Councillor Inspections – Friday, 1 July 2016
- Dungeness Carpark Native Title Teleconference – Wednesday, 6 July 2016
- Trebonne Community Shed Meeting – Tuesday, 12 July 2016
- GHD/DTMR NQ Regional Transport Plan Project Workshop, Townsville – Wednesday, 13 July 2016
- GHD, Mountain Bike Opportunities – Thursday, 14 July 2016
- Wharps Drainage Meeting - Monday, 18 July 2016
- Forrest Beach Boat Ramp Meeting – Wednesday, 20 July 2016
- Tully Street Traffic Control Debrief – Thursday, 21 July 2016
- Engineering Services Portfolio Councillor Inspections - Friday, 22 July 2016
- Aerodrome Fencing Project Onsite Meeting – Monday, 25 July 2016
- Ingham Showgrounds Management Advisory Committee Onsite Meeting for Arena - Monday, 25 July 2016
- Aerodrome Fencing Project Pre-start Meeting - Wednesday, 27 July 2016
- Unsealed Unmaintained Roads Workshop – Thursday, 28 July 2016

OTHER ACTIVITY – SPECIAL PROJECTS

- Tully Street connectivity project is complete.
- Forrest Beach Boat Ramp – Following preliminary discussions with the Department of Transport and Main Roads as well as coastal engineers from GHD it is likely that the concept for protecting the boat ramp to create calm waters is likely to result in sand build-up. This would then cause an operational obligation to get rid of the sand build-up and manage the corresponding erosion on the other side of the beach adjacent to the structure. There was some discussion around Cassidy Creek as an alternative, the main constraint being the need to expunge the creek from the gazetted fish habitat. This is likely to take years if it is ever approved at all by state government.
- Dungeness Boat Ramp - Discussions with the Department of Transport and Main Roads indicate that Dungeness Boat Ramp infrastructure is suitable for seeking funding to improve the existing facility and address congestion issues via additional pontoons. DTMR also indicated there was available grant funding should Council wish to submit information and costings on the proposal.
- Taylors Beach Boat Ramp - Discussions held with the Department of Transport and Main Roads regarding implementing a mooring solution to assist in safe loading and unloading of boats during high tides. DTMR are interested in potentially funding the installation of large sand bags adjacent to the boat ramp and rock wall for people to stand on and hold boats away from the boat ramp and rock wall.
## EXECUTIVE MANAGER ENGINEERING SERVICES MONTHLY STATUS REPORT – AUGUST 2016

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

<table>
<thead>
<tr>
<th>Resolution Number</th>
<th>Description</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>260716-24</td>
<td>Application for a Temporary Road Closure Adjacent to Lot 7 on RP842270 - James Road, Bemerside</td>
<td>Matter Closed</td>
</tr>
<tr>
<td></td>
<td>That Council offer no objection to the application for temporary road closure of land adjoining Lot 7 on RP842270 James Road, Bemerside in accordance with the plan submitted evidencing closure of half of the width only and subject to the applicant being notified that if Council requires the road for any gazetted purpose into the future, the applicant shall at his own cost and expense reinstate the surface of the road to its condition as at the date of this resolution.</td>
<td>August 2016 Update - Correspondence sent to applicant.</td>
</tr>
<tr>
<td>260716-09</td>
<td>Transfer of Drainage Reserves Adjacent to Pettits Road to Council Control</td>
<td>Matter Closed</td>
</tr>
<tr>
<td></td>
<td>That Council advise the Department of Natural Resources and Mines that Council agrees to become Trustee for the newly created parcels to be excised off Lot 18 on CWL837590 (Cattle Creek Reserve) with the condition that prior to the handover, the drains are profiled and reshaped, and all existing issues addressed to the satisfaction of all stakeholders.</td>
<td>August 2016 Update - Correspondence sent to Department of Natural Resources and Mines.</td>
</tr>
<tr>
<td>280616-14</td>
<td>Tender HSC 16/15 Lucinda Reservoir Repairs</td>
<td>Carryover to be confirmed in budget review in September.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>August 2016 Update - Carryover to be confirmed in budget review in September.</td>
</tr>
<tr>
<td>280616-10</td>
<td>Feasibility Study - North South Solution</td>
<td>Carryover to be confirmed in budget review in September.</td>
</tr>
<tr>
<td></td>
<td>That Council receive and note the North South Solution Feasibility Study final document.</td>
<td>August 2016 Update - Carryover to be confirmed in budget review in September.</td>
</tr>
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<td></td>
<td>And:</td>
<td></td>
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<td></td>
<td>(i) That same be released for public comment to enable feedback for ongoing consideration and deliberation upon identified options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(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</td>
<td></td>
</tr>
</tbody>
</table>
(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.

Status:
August 2016 Update – (i) Now available for public viewing and purchase. Complete. (ii) Copy provided to DTMR. Complete. (iii) Ongoing, upon further direction from Council.


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:
August 2016 Update – Refer to Resolution 260716-09. Correspondence sent to Department of Natural Resources and Mines.

July 2016 Update – Information received from DNRM, updated Report to be presented to July Ordinary Meeting.

June 2016 Update – Carried over until June Ordinary Meeting. 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:
August 2016 Update – Alternative grate option has been notified to the Department of Transport and Main Roads (DTMR) and currently quotes are being sourced for this alternative option. It is envisaged that the alternative option will significantly reduce the lead time and cost of the grates. Upon receipt of quotes the most economical option will be purchased and construction phase will commence subsequently after that.

July 2016 Update – Council has received final design approval and the approved Road Corridor Permit from DTMR. Works are now to be scheduled.

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 Bogotts 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 Bogotts 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:
August 2016 Update – Roadworks are complete. Drainage work will commence once site conditions allow.
July 2016 Update – Wet weather continues to delay progress.
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.

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:
August 2016 Update – Cultural heritage requirements are still being determined. Currently assessing environmental consultancy firms to undertake a marine plant identification and report of the site to determine level of disturbance/offsets for a development application.
July 2016 Update – DNRM offer accepted by HSC to convert tenure from USL to road reserve. Initiating due diligence for cultural heritage.
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.
WATER AND SEWERAGE WORKS PROGRAM REPORT

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

Officers Comment
This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 30 August 2016.

Works Currently in Progress

Major Works Performed During July 2016
- Works Department have continued to do some drainage improvements around the new fence at the Ingham Depot Water Treatment Plant.
- Contract documentation for HSC 16/15 Lucinda Reservoir Repairs has been finalised and sent to Townsville Engineering Industries.
- Internal roads at the Ingham Sewerage Treatment Plant have been sealed.
- Installation of water mains and electrical conduit for the Forrest Beach Bores.
- Continued finalising carry over projects.

Works Scheduled to be Completed During August 2016, Weather Permitting
- Forrest Beach Aerator Refurbishment to be completed by Keita Services.
- Installation of new automatic gate and CCTV at the Ingham Sewerage Treatment Plant to be installed.
- Installation of new bore pumps at the Forrest Beach Water Treatment Plant.
- Construction of concrete pits around the bore casings at Como Road and River Bores.
- Finalise Water and Sewerage Hydraulic Models

Works Scheduled to Commence During August 2016
- Refurbishment of the Clarifier-Digester No. 2 to commence.
- Installation of Macknade High Lift Pumps

This Water and Sewerage Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 30 August 2016.
## Water and Sewerage Capital Works Progress Report

### Project Description (Project Code)

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2016/17</th>
<th>2016/2017 Actual Expenditure</th>
<th>Comments &amp; Project Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>New Water Connections 16-17 (NEWWATCONN 16-17)</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>New connections installed as required.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lucinda Low Level Reservoir Refurbishment (LUCINDA L/LEVEL RES REFURB 15-16)</td>
<td>$500,000</td>
<td>$0</td>
<td>$500,000</td>
</tr>
<tr>
<td>• Townsville Engineering Industries (TEi) has been awarded the contract.</td>
<td></td>
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<tr>
<td>• Contract documents have been signed.</td>
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<tr>
<td>• Awaiting for construction start date from Tei.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ingham WPS Creek Crossing Bridge Renewal (17W-BLDG-R1)</td>
<td>$150,000</td>
<td>$0</td>
<td>$150,000</td>
</tr>
<tr>
<td>• GHD awarded the contract for the design of the new bridge</td>
<td></td>
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<tr>
<td>• Constructed planned for the dry season in May/June next year.</td>
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<tr>
<td>Renewal of Existing Water Conn 16-17 (17W-CONN-R2)</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
</tr>
<tr>
<td>• Replacements as required.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Install Flowmeter Trebonne BPS (17W-FLOW-N1)</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

**Notes:**
- **A:** Assessment/Design
- **P:** Procurement
- **C:** Construction
## Water and Sewerage Capital Works Progress Report

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Install Flowmeter Washaway BPS (17W-FLOW-N2)</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
</tr>
<tr>
<td></td>
<td>2016/17</td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td>Replace Macknade Generator - Auto Start (17W-GENT-R1)</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td></td>
<td>2016/17</td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td>Fire Hydrant Replacements 16-17 (17W-HYDT-R1)</td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td>2016/17</td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td>Water Main Replacements 16-17 (17W-MAIN-R1)</td>
<td>$200,000</td>
<td>$0</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td>2016/17</td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td>Recirculation System - Lucinda Reservoir (17W-PUMP-N1)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
<tr>
<td></td>
<td>2016/17</td>
<td>Jul</td>
<td>Aug</td>
</tr>
<tr>
<td>Project Description (Project Code)</td>
<td>Programme Estimate 2016/17</td>
<td>2016/2017 Actual Expenditure</td>
<td>Comments &amp; Project Timeline</td>
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<td>-----------------------------------------------------</td>
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<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Replace Washaway Booster Pump Sets (17W-PUMP-R2)</td>
<td>$60,000</td>
<td>$0</td>
<td>$60,000</td>
</tr>
<tr>
<td>Replace Forrest Beach High Lift Pumps (17W-PUMP-R3)</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Replace Floating Cover - Halifax Depot WPS (17W-RESR-R1)</td>
<td>$100,000</td>
<td>$0</td>
<td>$100,000</td>
</tr>
<tr>
<td>Upgrade Water Switchboards with PLC Control (17W-SWBD-N1)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
<tr>
<td>Replace CMF Server (17W-TELM-R1)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

- Reliant on IT.
## Water and Sewerage Capital Works Progress Report

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Concrete Filter Bed Walls - Macknade WTP (17W-TPTU-R1)</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
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<tr>
<td>Valve Replacements (17W-VALV-R1)</td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
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<tr>
<td>New Inlet Structure - ISTP Design (17S-ENGF-N1)</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
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<tr>
<td>Planning, Design, Assesment SPS Upgrades (17S-ENGF-N2)</td>
<td>$100,000</td>
<td>$0</td>
<td>$100,000</td>
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<tr>
<td>Install Flowmeter SPS1 (17S-FLOW-N1)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
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</table>
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</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Install Flowmeter SPS4 (17S-FLOW-N2)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
<tr>
<td>Install Flowmeter SPS5 (17S-FLOW-N3)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
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<tr>
<td>Wetlands Inlet - pH, DO and Conductivity Sensors (17S-INST-N1)</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
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<tr>
<td>Reline 150mm Gravity Sewer 16-17 (17S-MAIN-R1)</td>
<td>$250,000</td>
<td>$0</td>
<td>$250,000</td>
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<tr>
<td>Manhole Refurbishment 16-17 (17S-MANH-R1)</td>
<td>$150,000</td>
<td>$0</td>
<td>$150,000</td>
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</tbody>
</table>
# Water and Sewerage Capital Works Progress Report

<table>
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<tr>
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</thead>
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<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Replace Sewerage Pump Station Lids 16-17 (17S-SPSU-R1)</td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td>General Sewerage Pump Replacement 16-17 (17S-SPSU-R2)</td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td>Replace Switchboard ISTP (17S-SWBD-R1)</td>
<td>$150,000</td>
<td>$0</td>
<td>$150,000</td>
</tr>
<tr>
<td>Replace RMF Server (17S-TELM-R1)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
<tr>
<td>Upgrade Sewer TLC-02-01 to TLX 16-17 (17S-TELM-R2)</td>
<td>$15,000</td>
<td>$0</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

### Project Completed/Assets Created/Project Capitalised

<table>
<thead>
<tr>
<th>Year</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>
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</thead>
<tbody>
<tr>
<td>2016/17</td>
<td></td>
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</tbody>
</table>

**Forecast**

**Actual**

- Reliant on IT.
# Water and Sewerage Capital Works Progress Report

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
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<th>2016/2017 Actual Expenditure</th>
<th>Comments &amp; Project Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Refurbishment Trickling Filter Ingham STP (17S-TPTU-R1)</td>
<td>$110,000</td>
<td>$0</td>
<td>$110,000</td>
</tr>
<tr>
<td>Replace Handrails/Walkways Digestors (17S-TPTU-R2)</td>
<td>$30,000</td>
<td>$0</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

## 2016/2017 Capital Works

- **Programme Estimate 2016/17**: $2,435,000
- **Actual Expenditure**: $1,383
### Ingham Sewage Treatment Plant Internal Road Upgrade

- Installing electrical conduit for the gate
- Installing new stormwater pit
- First coat seal applied to traffic lanes
- Final two coat seal
- Final two coat seal

### Como Road Bore Upgrade

- Bore casing and pipework
- New 200mm flow meter
### Water & Sewerage Works Request Report

#### For the Month of July 2016

<table>
<thead>
<tr>
<th>Category</th>
<th>Request Lodged</th>
<th>Action Completed</th>
<th>Percentage Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed New Connection</td>
<td>2</td>
<td>2</td>
<td>100.0%</td>
</tr>
<tr>
<td>Repaired Broken Service</td>
<td>7</td>
<td>7</td>
<td>100.0%</td>
</tr>
<tr>
<td>Low Pressure</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sewerage Odour</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Replaced Jumper Valve</td>
<td>2</td>
<td>2</td>
<td>100.0%</td>
</tr>
<tr>
<td>Repair Broken Main</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
</tr>
<tr>
<td>Dirty Water</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Sewerage Blockage</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other Requests</td>
<td>43</td>
<td>#VALUE!</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>55</strong></td>
<td><strong>12</strong></td>
<td><strong>21.8%</strong></td>
</tr>
</tbody>
</table>

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

#### Water & Sewerage Works Request Report

For the Financial Year to July 2016

<table>
<thead>
<tr>
<th>Category</th>
<th>Request Lodged</th>
<th>Action Completed</th>
<th>Percentage Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed New Connection</td>
<td>2</td>
<td>2</td>
<td>100.0%</td>
<td></td>
</tr>
<tr>
<td>Repaired Broken Service</td>
<td>8</td>
<td>7</td>
<td>87.5%</td>
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<tr>
<td>Low Pressure</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewerage Odour</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Replaced Jumper Valve</td>
<td>3</td>
<td>2</td>
<td>66.7%</td>
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<tr>
<td>Repair Broken Main</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dirty Water</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewerage Blockage</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Requests</td>
<td>42</td>
<td>27</td>
<td>64.3%</td>
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</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>55</strong></td>
<td><strong>38</strong></td>
<td><strong>69.1%</strong></td>
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</tr>
</tbody>
</table>
## 1. WATER

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Location</th>
<th>Ingham River RS</th>
<th>Mitchell St. Depot MTP</th>
<th>Halties MTP</th>
<th>Murrine MTP</th>
<th>Forest Beach MTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEME 1 - Ingham/Toobanna/Treboon</td>
<td>Total Pumped</td>
<td>72121</td>
<td>43058</td>
<td>0</td>
<td>34458</td>
<td>13328</td>
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<tr>
<td></td>
<td>Previous Month</td>
<td>65635</td>
<td>37584</td>
<td>0</td>
<td>20057</td>
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</table>

## 2. WATER CONSUMPTION

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Location</th>
<th>Total KI</th>
<th>Mean Day</th>
<th>Min Day</th>
<th>Max Day</th>
<th>I/O/d</th>
<th>Prew. Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEME 1 - Ingham/Toobanna/Treboon</td>
<td>Total KI</td>
<td>118448</td>
<td>3025</td>
<td>11758</td>
<td>1506</td>
<td>100092</td>
<td>3342</td>
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</table>

## 3. SEWAGE

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Location</th>
<th>Total KI</th>
<th>Mean Day</th>
<th>Min Day</th>
<th>Max Day</th>
<th>I/O/d</th>
<th>Prew. Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEME 1 - Ingham/Toobanna/Treboon</td>
<td>Total KI</td>
<td>63518</td>
<td>2049</td>
<td>2720</td>
<td>1267</td>
<td>63806</td>
<td>3127</td>
</tr>
<tr>
<td>SCHEME 2 - Helalina/Lucindra/Cordelia/Macknade/Taylors Beach</td>
<td>Total KI</td>
<td>41375</td>
<td>1328</td>
<td>8778</td>
<td>0</td>
<td>17199</td>
<td>555</td>
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<td>SCHEME 3 - Forrest Beach</td>
<td>Total KI</td>
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<td>1259</td>
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### Escherichia Coli Health Compliance Quarterly Report

#### Ingham Water Supply - Raw Water Tests

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Ingham Water Supply - TREATED Water Tests

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Ingham Water Supply - Reticulation Water Tests

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd Quarter</td>
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<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Lower Herbert Water Supply - Raw Water Tests

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd Quarter</td>
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<td>0.00%</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Lower Herbert Water Supply - TREATED Water Tests

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd Quarter</td>
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<td>0.00%</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

#### Lower Herbert Water Supply - Reticulation Water Tests

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>2nd Quarter</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>3rd Quarter</td>
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<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
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</table>

### Compliances

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Location</th>
<th>NO. of TESTS</th>
<th>NO. of Passes</th>
<th>FAILURES</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEME 1 - INGHAM</td>
<td>Reticulation</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - TOOBANNA</td>
<td>Reticulation</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - BLACKROCK</td>
<td>Reticulation</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - TAYLORS BCH</td>
<td>Reticulation</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - L/HERBERT SUPPLY</td>
<td>Reticulation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - MIRDA/BIM</td>
<td>Reticulation</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - HALIFAX</td>
<td>Reticulation</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - LUCINDRA</td>
<td>Reticulation</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCHEME 1 - CORDELLA</td>
<td>Reticulation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**TOTAL** | 12 | 12 | 0 | 100.00% |

---

**Forrest Beach Water Supply - Raw Water Tests**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
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<td>0.00%</td>
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<td>3rd Quarter</td>
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<td>0.00%</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Tests Taken</th>
<th>Tests Failures</th>
<th>Tests Passed</th>
<th>% Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
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<tr>
<td>4th Quarter</td>
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<td>0</td>
<td>0</td>
<td>0.00%</td>
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### Compliances

<table>
<thead>
<tr>
<th>Scheme</th>
<th>Location</th>
<th>NO. of TESTS</th>
<th>NO. of Passes</th>
<th>FAILURES</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEME 1 - FORREST BEACH</td>
<td>Reticulation</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**TOTAL** | 12 | 12 | 0 | 100.00% |
### Escherichia Coli Health Compliance Report

**Drinking water scheme:** Hinchinbrook Water Supply

#### 2016/2017

<table>
<thead>
<tr>
<th>Month</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</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>
</thead>
<tbody>
<tr>
<td>No. of samples collected</td>
<td>15</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No. of samples collected in which E. coli is detected (i.e. a failure)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No. of samples collected in previous 12 month period</td>
<td>218</td>
<td>202</td>
<td>174</td>
<td>156</td>
<td>135</td>
<td>118</td>
<td>110</td>
<td>96</td>
<td>68</td>
<td>51</td>
<td>39</td>
<td>16</td>
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<tr>
<td>No. of failures for previous 12 month period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of samples that comply</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Compliance with 98% annual value</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Drinking water scheme:** Scheme 1 Ingham Water Supply

#### 2016/2017

<table>
<thead>
<tr>
<th>Month</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</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>
</thead>
<tbody>
<tr>
<td>No. of samples collected</td>
<td>7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No. of samples collected in which E. coli is detected (i.e. a failure)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No. of samples collected in previous 12 month period</td>
<td>94</td>
<td>87</td>
<td>75</td>
<td>69</td>
<td>59</td>
<td>51</td>
<td>48</td>
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<td>29</td>
<td>22</td>
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<tr>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of samples that comply</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
</tr>
<tr>
<td>Compliance with 98% annual value</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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</table>

**Drinking water scheme:** Scheme 2 Lower Herbert Water Supply

#### 2016/2017

<table>
<thead>
<tr>
<th>Month</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</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>
</thead>
<tbody>
<tr>
<td>No. of samples collected</td>
<td>4</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>No. of samples collected in which E. coli is detected (i.e. a failure)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>No. of samples collected in previous 12 month period</td>
<td>71</td>
<td>64</td>
<td>55</td>
<td>49</td>
<td>43</td>
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<td>34</td>
<td>31</td>
<td>22</td>
<td>17</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>No. of failures for previous 12 month period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of samples that comply</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
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</tr>
<tr>
<td>Compliance with 98% annual value</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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**Drinking water scheme:** Scheme 3 Forrest Beach Water Supply

#### 2016/2017

<table>
<thead>
<tr>
<th>Month</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</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>
</thead>
<tbody>
<tr>
<td>No. of samples collected</td>
<td>4</td>
<td>1</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No. of samples collected in which E. coli is detected (i.e. a failure)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No. of samples collected in previous 12 month period</td>
<td>51</td>
<td>51</td>
<td>44</td>
<td>38</td>
<td>33</td>
<td>30</td>
<td>28</td>
<td>24</td>
<td>17</td>
<td>12</td>
<td>9</td>
<td>5</td>
</tr>
<tr>
<td>No. of failures for previous 12 month period</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>% of samples that comply</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
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<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
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<tr>
<td>Compliance with 98% annual value</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
ENGINEERING SERVICES WORKS PROGRAM REPORT

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

Officers Comment
This Works Capital Program Report is to be presented at Council's Ordinary Meeting scheduled to be held on 30 August 2016.

For the month of July 2016, the Works Capital Works Progress Report that follows provides a breakdown of projects as approved in the 2016/2017 Capital Works Program. On approval of carry overs from the 2015/2016 financial year the specific projects that involve carryover will be added to the Works Capital Works Progress Report.

Works Currently in Progress

Major Works Performed During July 2016
- 16GRS - Annual Gravel Resheeting Program
- 16K1 – Kerb Crossing Improvement to Non-compliant Crossing
- 16KR2 – Kerb and Channel Rehabilitation Program - Morehead Street
- 16KR3 – Kerb and Channel Rehabilitation Program – Tully Street
- 16KRFR2 (Parent Project) 16KR5 & 16FR2 – Kerb and Channel Rehabilitation Program – Haig Street
- 16KRFR2 (Parent Project) 16KR5 & 16FR2 – Footpath Rehabilitation Program – Haig Street
- 16PR1 – Disabled Parking Linemarking and Associated Footpath Construction
- 16RS – Annual Reseal Program
- 17T3 - Mt Fox Road Upgrade

Works Scheduled to be Completed During August 2016, Weather Permitting
- 16PR1 – Disabled Parking Linemarking and Associated Footpath Construction

Works Scheduled to Commence During August 2016
- 17RS - Annual Reseal Program
- 16D3 - Ingham Ambulance Access
## Works Capital Works Progress Report

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2016/2017</th>
<th>2016/2017 Expenditure includes commitments</th>
<th>Comments &amp; Project Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td><strong>2016-2017 Capital Projects</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety and Amenity Improvement Program (17R1)</td>
<td>$55,000</td>
<td></td>
<td>$55,000</td>
</tr>
<tr>
<td>Insitu Stabilising of Class 5 Roads (17R2)</td>
<td>$250,000</td>
<td></td>
<td>$250,000</td>
</tr>
<tr>
<td>Supplementary Road Rehabilitation (17R3)</td>
<td>$210,000</td>
<td></td>
<td>$210,000</td>
</tr>
<tr>
<td>Ann Street Reconstruction (17R4)</td>
<td>$300,000</td>
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<td>$300,000</td>
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<tr>
<td>Abbott Street Rehabilitation Works (17R5)</td>
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<td>$200,000</td>
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<tr>
<td>Boards Road Drainage and Formation Works (17R6)</td>
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<tr>
<td>Willow Street Widen Eastern Side (17R7)</td>
<td>$280,000</td>
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<td>$280,000</td>
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<tr>
<td>Bridge Inspections and Designs (17B1)</td>
<td>$150,000</td>
<td></td>
<td>$150,000</td>
</tr>
</tbody>
</table>

### Comments & Project Timeline

- **Safety and Amenity Improvement Program (17R1)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Insitu Stabilising of Class 5 Roads (17R2)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Supplementary Road Rehabilitation (17R3)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Ann Street Reconstruction (17R4)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Abbott Street Rehabilitation Works (17R5)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Boards Road Drainage and Formation Works (17R6)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Willow Street Widen Eastern Side (17R7)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C

- **Bridge Inspections and Designs (17B1)**
  - Forecast: Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun
  - Actual: C
### Works Capital Works Progress Report

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2016/2017</th>
<th>2016/2017 Expenditure includes commitments</th>
<th>Comments &amp; Project Timeline</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td><strong>Lagoon Creek Bridge (17B2)</strong></td>
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<td></td>
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<tr>
<td><strong>Lee Creek Bridge (17B3)</strong></td>
<td>$250,000</td>
<td>$250,000</td>
<td></td>
</tr>
<tr>
<td><strong>Yard Creek Bridge (17B4)</strong></td>
<td>$200,000</td>
<td>$50,000</td>
<td>$250,000</td>
</tr>
<tr>
<td><strong>Kerb and Channel Rehabilitation Program (17KR - Parent Project)</strong></td>
<td>$300,000</td>
<td>$300,000</td>
<td></td>
</tr>
<tr>
<td><strong>Improvements to Non Compliant Crossings (17K1)</strong></td>
<td>$60,000</td>
<td>$60,000</td>
<td></td>
</tr>
<tr>
<td><strong>Footpath Rehabilitation Program (17FR - Parent Project)</strong></td>
<td>$150,000</td>
<td>$150,000</td>
<td></td>
</tr>
<tr>
<td><strong>McIlwraith Street - Townsville Road to Dutton Street (17F1)</strong></td>
<td>$300,000</td>
<td>$300,000</td>
<td>$600,000</td>
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<tr>
<td><strong>Ingham Building Our Regions Footpath (17F2)</strong></td>
<td>$960,000</td>
<td>$640,000</td>
<td>$1,600,000</td>
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## Works Capital Works Progress Report

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2016/2017</th>
<th>2016/2017 Expenditure includes commitments</th>
<th>Comments &amp; Project Timeline</th>
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<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>Annual Reseal Program (17RS)</td>
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<tr>
<td>Annual Gravel Resheeting Program (17GRS)</td>
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<td>$249,000</td>
</tr>
<tr>
<td>Rehabilitation Program - Replace Grated Entry with Kerb Entry (17D1)</td>
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<td>$15,000</td>
<td>$15,000</td>
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<tr>
<td>Urban Drainage Upgrade Program (17D2)</td>
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<td>$150,000</td>
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<tr>
<td>Wallaman Falls Road (17T1)</td>
<td>$202,000</td>
<td>$202,000</td>
<td>$404,000</td>
</tr>
<tr>
<td>Mt Fox Road Upgrades (17T2)</td>
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<td>$202,000</td>
<td>$404,000</td>
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<tr>
<td>Mt Gardiner Road (17T3)</td>
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<td>$100,000</td>
<td>$200,000</td>
</tr>
<tr>
<td></td>
<td><strong>$4,920,000</strong></td>
<td><strong>$2,244,000</strong></td>
<td><strong>$7,164,000</strong></td>
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## Works Capital Works Progress Report

### Programme Estimate 2016/2017

<table>
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<tr>
<th>Project Description (Project Code)</th>
<th>HSC Budget (excl.GST)</th>
<th>Other Source/Trade (excl.GST)</th>
<th>Total</th>
<th>2016/2017 Expenditure includes commitments</th>
<th>Comments &amp; Project Timeline</th>
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</thead>
<tbody>
<tr>
<td><strong>2016-2017 Fleet Replacement Projects</strong></td>
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</tr>
<tr>
<td>Light Vehicles</td>
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<td>$228,000</td>
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<tr>
<td>Trucks - Truck Tandem Tipper</td>
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<tr>
<td>Loader</td>
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<td>$210,000</td>
<td></td>
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<tr>
<td>Heavy Plant - Other</td>
<td>$155,000</td>
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### 2016/2017 Forecast

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<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>
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<tbody>
<tr>
<td>Light Vehicles</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Trucks - Truck Tandem Tipper</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Trucks - (2)</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy Plant - Other</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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### Postpone to 17/18FY

- Trucks - (2)
17T2 - MT FOX ROAD UPGRADES
**Access Request Report**

**For the Month of July 2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>Request</th>
<th>Action Completed</th>
<th>Percentage Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pedestrian</td>
<td>3</td>
<td>1</td>
<td>33.3%</td>
<td>Across crossover to 24 Patterson Parade is damaged &amp; was referred to Rob Giuliano as responsibility of landowner. Gravel patched bitumen edge at 5 Victoria Mill Road on 4 August 2016.</td>
</tr>
<tr>
<td>Drainage</td>
<td>12</td>
<td>2</td>
<td>16.7%</td>
<td>Drain on Jason St &amp; rear term will be cleaned levels of 15 August 2016; with further work to be completed. Repairs coming on Babies Road have had pipe cleaned &amp; sign erected leaving repairs to concrete bollard to complete. Wallie Street drain was been moved &amp; sprayed. Drain from Phil Street to rail line was sprayed &amp; stacked beside for access, level required before possible clearing. Four Mile Road drain was sprayed 4 August 2016, will have levels checked before possible earthworks. Slab on pipe at Palmas Road was filled for safety, will excavate &amp; repair when dry. Hawkins Crown Road pointing on table drain is being held up by poor drainage on private property requiring consultation. Drainage work on Lyons Road was requested, spoke to landowner about inspection. Drainage between neighbours on New Cametly Road has been raised again this will have to be sorted before going on site. Drainage at 855 Hallou Road was requested for clearing; landowner has been contacted to sort out.</td>
</tr>
<tr>
<td>Dust Nuisance</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edge Repair</td>
<td>4</td>
<td>1</td>
<td>25.0%</td>
<td>Patched erosion on footpath 44 &amp; 56 Mcilwraith Street 4 August 2016.</td>
</tr>
<tr>
<td>Side Posts</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Many guide posts in rural areas have been replaced as required.</td>
</tr>
<tr>
<td>Intersection Cleaning</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Street sweeper is continuing as per weekly schedule.</td>
</tr>
<tr>
<td>Kerb and Channel</td>
<td>6</td>
<td>2</td>
<td>33.3%</td>
<td>Kerb and Channel 5 August 2016. 4 Lyon Street was cleared 5 August 2016. Sandstone Street was cleared 4 August 2016. 24 Pat Street to be cleared. Art of greyham, Trebonne. Trebonne have been sprayed.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>4</td>
<td>3</td>
<td>75.0%</td>
<td>Fully filled islands were patched &amp; good levels against 4 August 2016.</td>
</tr>
<tr>
<td>Footpaths</td>
<td>8</td>
<td>5</td>
<td>62.5%</td>
<td>Feetpath Road was patched 8 August 2016. 44 &amp; 56 Mcilwraith Road was edge patched 4 August 2016. Trench suppers on Old Wharf was attempted to patch but had to be as haulouts were not allowing crew to work safely. This is being patched 15 August 2016.</td>
</tr>
<tr>
<td>Rough Roads</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sealing</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surfacing</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
<td>Sealing is continuing in rotation.</td>
</tr>
<tr>
<td>Road Signage</td>
<td>0</td>
<td>0</td>
<td></td>
<td>Ongoing spraying is continuing with Kerb &amp; Channel &amp; Drainage as priority.</td>
</tr>
<tr>
<td>Street Cleaning</td>
<td>2</td>
<td>2</td>
<td>100.0%</td>
<td>Street sweeper is continuing as per weekly schedule.</td>
</tr>
<tr>
<td>TOTALS:</td>
<td>45</td>
<td>15</td>
<td>33.0%</td>
<td></td>
</tr>
</tbody>
</table>

**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.**

---

**Works Request Report**

**For the Financial Year to July 2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>Request</th>
<th>Action Completed</th>
<th>Percentage Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accesses</td>
<td>2</td>
<td>1</td>
<td>33.3%</td>
<td>All access will be cleared as a part of the kerb and channel cleaning program.</td>
</tr>
<tr>
<td>Edge Repair</td>
<td>2</td>
<td>0</td>
<td>0.0%</td>
<td>Weeky audits completed.</td>
</tr>
<tr>
<td>Drainage</td>
<td>12</td>
<td>2</td>
<td>16.7%</td>
<td>Drainage repairs &amp; maintenance are ongoing.</td>
</tr>
<tr>
<td>Dust Nuisance</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edge Repair</td>
<td>7</td>
<td>1</td>
<td>14.3%</td>
<td>Repairs are completed as they arise.</td>
</tr>
<tr>
<td>Kerb and Channel</td>
<td>4</td>
<td>2</td>
<td>50.0%</td>
<td>Kerb and Channel 5 August 2016. 4 Lyon Street was cleared 5 August 2016. Sandstone Street was cleared 4 August 2016. 24 Pat Street to be cleared. Art of greyham, Trebonne. Trebonne have been sprayed.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1</td>
<td>0</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Footpaths</td>
<td>4</td>
<td>1</td>
<td>25.0%</td>
<td>Footpaths are completed as per intervention level.</td>
</tr>
<tr>
<td>Rough Roads</td>
<td>3</td>
<td>2</td>
<td>66.7%</td>
<td>Rough Roads were patched in accordance S/21A.</td>
</tr>
<tr>
<td>Sealing</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surfacing</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
<td>Sealing is continuing in rotation. Sealing of rural roads and table drains are done once a year during dry conditions.</td>
</tr>
<tr>
<td>Road Signage</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>Most of existing signs, retaining old areas that have been too wet to complete. Resurfacing needs as required due to damage by traffic.</td>
</tr>
<tr>
<td>Street Cleaning</td>
<td>3</td>
<td>2</td>
<td>66.7%</td>
<td>Street sweeper is continuing as per weekly schedule.</td>
</tr>
<tr>
<td>Trees</td>
<td>1</td>
<td>1</td>
<td>100.0%</td>
<td>Trees are being trimmed to help traffic &amp; machinery movements.</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td>46</td>
<td>20</td>
<td>43.5%</td>
<td></td>
</tr>
</tbody>
</table>

**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 on all works requests activities.**

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.

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 timelines, depending on the type and nature of the request.

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.
DETAILED APPLICATION - BUILDING OUR REGIONS - ROUND 2 - HINCHINBROOK SHARED FOOTPATH CONNECTIVITY PROJECT

Executive Summary
The report proposes the detailed application for the construction of shared footpaths throughout Ingham, interconnecting with existing footpath infrastructure, be supported and ratified. Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure.

For Council Decision – Recommendation
That Council support and ratify lodgement of the detailed application, funded by the Department of State Government - Round 2 - Building our Regions via the Regional Capital Fund. Further, that Council is committed to delivering the project and to the management and costs associated with the ongoing maintenance of the infrastructure.

The detailed application consists of the construction of approximately 3.3km of shared footpaths, being 2.5m in width, allowing dual access by both pedestrians and cyclists. Total estimated project cost is $1.6 million, in which a 60% Council co-contribution of $960,000 is being sought.

The Expression of Interest consists of the following financial breakdown:

<table>
<thead>
<tr>
<th>Council Contribution:</th>
<th>$960,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Sought:</td>
<td>$640,000</td>
</tr>
<tr>
<td>Total Estimated Project Cost:</td>
<td>$1,600,000</td>
</tr>
</tbody>
</table>

The Council contribution of $960,000 has been proposed in the 2016/2017 Roads Capital Budget. $400,000 of this will be funded from 2015/2016 carryover.

Background
The primary purpose of the Building our Regions Regional Infrastructure Fund (Building our Regions) program is to provide funding for ‘shovel ready’ critical infrastructure in regional areas of the state. This funding opportunity should also support jobs, foster economic development and improve the liveability of regional communities. One the funds managed by the department in which Hinchinbrook Shire Council can apply is the Regional Capital Fund.

Round 2 funding will comprise of a two-stage approach:
1. Expression of Interest (EOI) - submitted 29 April 2016 – invited to submit detailed application.
2. Detailed application.

The Hinchinbrook Shared Footpath Connectivity Project detailed application highlighted the critical need for shared pathways to improve connectivity and accessibility for residents (especially the aged), improve safety and promote healthy lifestyles and living. This detailed application was submitted by the due date of 19 August 2016. In addition, to be deemed eligible, Council resolution supporting this detailed application is required to be submitted under separate cover to the Department by 12 September 2016. Successful projects will be announced in December 2016, with construction required to commence by June 2017.

Attachments
Hinchinbrook Shire Council – Shared Footpath Connectivity Project – Site Locations
Statutory Environment
Local Government Act 2009

Policy Implications
Nil

Consulted With
•  Acting Works Engineer
•  Executive Manager Engineering Services
•  CEO

Financial and Resource Implications
The Council contribution of $960,000 (60% of estimated total project costs) has been proposed in the 2016 / 2017 Roads Capital Budget. $400,000 of this will be funded from 2015/2016 carryover.

This project would be included into the Asset Management Plan, with full maintenance and renewal costings incorporated into the annual operating budget captured via the Shire’s works program.

It is estimated that delivering 8,250m² (3.3km at 2.5m width) of footpath will result in an additional annual depreciation expense of $29,101.

Risk Management Implications
Failure to pursue this funding opportunity risks negatively impacting the aging community within the Hinchinbrook Shire by minimising accessibility, increasing safety risks and diminishing social integration and participation.

Strategic Considerations
•  Hinchinbrook Shire Council Corporate Plan 2014-2019
•  Hinchinbrook Shire Council Operational Plan 2015/2016
•  Hinchinbrook Shire Age Friendly Community Strategy (DRAFT)
•  Hinchinbrook Shire Ageing in Place Strategy (DRAFT)

Officers Comment
Nil
Ingham Blue Haven Aged Care Facility

Apex Senior Citizens Village

Gilroy Santa Maria College

Hinchinbrook Footpath Connectivity Project

Data Sources & Acknowledgements

While every care is taken to ensure the accuracy of the data used on this map, the HRIC and its partners or 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 result of the data being...
ROUTE SPECIFIC PERMITS – RECREATIONAL VEHICLES

Executive Summary
Due to requests from the public for Council to offer Route Specific Permits to allow recreational vehicles with conditional registration to be driven along roads to beach areas, the Asset Program has investigated the proposal for the permit in conjunction with other agencies and state government departments.

For Council Decision – Recommendation
That Council decline to implement Route Specific Permits for shire residents or Recreational All-Terrain Vehicles being operated in and near the coastal communities of Forrest Beach, Taylors Beach and Lucinda. Furthermore that Council advertise that it will not be issuing route specific permits for Recreational All-Terrain Vehicles.

Background
Council has received numerous enquiries regarding the possibility of introducing Route Specific Permits for ATV/UTV’s to be able to travel short distances along constructed road verges to beach areas. Research by Council’s Engineering Compliance and Technical Officer found that other councils do allow these permits, one in particular was Burdekin Shire Council. The individual first needs to conditionally register the vehicle, the process of which is believed to come under the L06 (A) coding:

Guideline for Conditionally Registered Vehicles in Queensland (Form 17 Version 3.4 November 2015)
LO6(A) - Restricted to designated route.

- A vehicle operating under this condition is only permitted to operate on a designated route and at approved times.
- In all cases a vehicle operating under this condition must operate under requirements detailed in a current route specific approval issued by the authority responsible for the management of the road, for example, the Department of Transport and Main Roads, Local Government or the Department of National Parks, Recreation, Sport and Racing.
- In addition a vehicle operating under this condition must operate under requirements detailed in a permit issued by the Queensland Police Service.
- The requirement for authorisation from both the owner of the road and the Queensland Police Service ensures that authorities with local knowledge have assessed the required area of operation before permitting use of these vehicles.
- A permit may be required from the Department of Transport and Main Roads, only if the vehicle is built to carry passengers and the Transport Operations (Passenger Transport) Act 1994 applies.
- Authorisations must be produced when required by an authorised officer. (Police)

Feedback was sought from the Burdekin Shire Council as they have already implemented a program that has been in place for a couple of years. Suggestions from Burdekin Shire Council staff included that if Council was to proceed with the permit that it should only be offered to permanent residents not tourists or temporary residents, as they found it was too hard to control. Also, if they were able to get an ATV/UTV to the beach houses from their farms/properties, they should have no problems in unloading the vehicle at a designated beach entry point. Council would also need to consider a minimal distance allowable for travel on our road network for the beach residents as travelling distances could become problematic.
Recent consultation with the local Police proved interesting in relation to key points that were of a concern:

- Insufficient staff (Police, Council)
- Lack of equipment on hand to perform inspections (Police, Council)
- How will the Ambulance be able to get to locations in case of an accident?
- If vehicles are stranded on sand bars, whom is responsible for rescue - SES?
- Noise nuisance (Police, Council)
- Increase in rubbish (Council)
- Negative interaction between residents and quad riders (Police, Council)

Contact was made with Director for Environment Planning, Mr John Lane of the Department of Environment and Heritage Protection Department who expressed concern with the proposal due to the possible flora and fauna damage that would transpire. Below are extracts taken from the current Department of Environment and Heritage Protection – Queensland Coastal Plan and Coastal Management Plan, relating to the conservation of beach areas, subjected to traffic.

Queensland Coastal Plan

8. Driving on beaches

Principle
Driving on beaches is not supported unless required for access and is actively managed to prevent impacts on ecological values and ensure a safe environment for other beach users.

Policies
8.1 Driving on beaches is only supported on beaches where:
   a) no practical alternative access exists.
   b) the nature of the beach makes driving practical and safe.
   c) management actions are employed to ensure there are no significant safety risks to other users of the beach.
   d) no significant adverse impacts on Indigenous Traditional Owner cultural resources will occur.
   e) management actions are employed to ensure there are no significant adverse impacts on or to coastal ecosystems and species.
   f) the responsible government body has prepared and implemented a beach driving management plan that addresses the requirements of this plan.

8.2 Vehicle use of beaches is not to cause a significant adverse impact on the ecology of the foreshore including foreshore plant and animal species, including nesting and roosting areas for sea turtles and migratory or other littoral bird species—and management plans must include provisions for the closures of beaches to vehicles during periods critical to the life cycle of species, such as:
   a) within two hours of high tide
   b) at night (to the extent this is practicable)
   c) seasonally, to protect nesting and roosting areas for sea turtles and migratory and other littoral bird species.

8.3 Vehicle use on and adjacent to beaches listed in Appendix 1, item 5 is avoided, with the exception of access across the beach at approved boat ramps and access by vehicles for emergency or official purposes such as lifesaving activities, litter collection or wildlife management.

8.4 To the extent practicable, land managers are to manage vehicles to minimise impacts on coastal resources on and adjacent to beaches listed in Appendix 1, item 6.

Notes
The DEHP preferred policy position is to discourage driving on beaches, but recognising it is sometimes necessary for access or has resulted from historical use. Research indicates that compaction of sand by vehicles is destructive for sand-dwelling invertebrates and may also disturb feeding or roosting shorebirds and nesting turtles.
Where vehicles are used on beaches, they should be driven below the high water mark and avoid significant areas, such as turtle nesting areas and vegetated areas including grassed areas. Vehicles also should not be driven along debris or drift lines, as these often harbour wildlife. If vehicle access to, and along, beaches is assessed as essential, the relevant government or local government authority should prepare a management plan setting out the conditions under which beach driving may be permitted. This plan may form part of an overall plan for the relevant coastal strip or be a stand alone plan. In the preparation of a beach vehicle use management plan, the relevant authority should have a qualified and experienced ecologist prepare a report which identifies the relevant ecological and species values of the beach and provides recommendations for how adverse impacts on these values can be minimised. Similarly, an assessment of how the beach is used by others will be necessary before a proposed plan can be prepared for consultation with Indigenous Traditional Owners, the public generally and specific user groups. Conditions often employed regarding beach driving include the use of a permit system, speed limits, closure during the period two or more hours each side of high tide, night closures, and seasonal closures during nesting periods for sea turtles and times when migratory bird species are present.

Specific regulations or local laws, the use of signage and physical exclusion devices will often be required to ensure compliance with conditions for vehicle use of beaches. A regular compliance presence will also be necessary. Revenue raised through a permit system can be used to offset the costs of coastal protection and rehabilitation programs. Beaches are defined as roads under the Transport Operations (Road Use Management) Act 1995 and all road rules apply.

9. Management planning

Principle
Management and use of coastal land is guided by plans of management.

Policies
9.1 State coastal land managers are encouraged to prepare and implement local area coastal management plans (management plans) that achieve the outcomes of the Queensland Coastal Plan.

9.2 Management plans should preferably include a:
   e) Beach driving management plan if driving on beaches is necessary

Appendix 1 - Locations where specific management actions are required.

Item 2 - The following undeveloped roads or esplanades are to be retained in a natural undeveloped state and not formally developed for vehicular purposes.

- Forrest Beach sand spit (Taylors Beach, Cordelia Parish)
- Cassady Beach dunes (Forrest Beach, Cordelia Parish)
- Forrest Beach to Crystal Creek wetlands (Coolbie, Waterview Parish, Rollingstone, Hinchinbrook Parish, Clemant, Clemant Parish, Bluewater, Halifax Parish)
- Gentle Annie wetlands (Lucinda, Cordelia Parish)
- Taylors Beach and Forrest Beach sand spit (Taylors Beach, Cordelia Parish).

Item 6 - To the extent practicable, land managers are to manage vehicles to minimise impacts on coastal resources on and adjacent to beaches, in the following localities:

- Gentle Annie wetlands (Lucinda, Cordelia Parish)
- Taylors Beach and Forrest Beach sand spit (Taylors Beach, Cordelia Parish)
- Cassady beach Dunes (Forrest Beach, Cordelia Parish)
- Forrest Beach to Crystal Creek wetlands (Coolbie, Waterview Parish; Rollingstone, Hinchinbrook Parish; Clemant; Clemant Parish; Bluewater, Halifax Parish).

Item 7 - The areas listed below are to be allocated a tenure that recognises their importance in protecting coastal resources and their values.

- Gentle Annie wetlands (Lucinda, Cordelia Parish)
- Taylors Beach wetlands and dunes (Taylors Beach, Cordelia Parish)
- Ripple Creek wetlands (part of the Herbert River, Marathon Parish)
- Forrest Beach wetlands and dunes (Taylors Beach, Cordelia Parish)
- Forrest Beach to Crystal Creek wetlands (Coolbie, Waterview Parish; Rollingstone, Hinchinbrook Parish; Clemant; Clemant Parish; Bluewater, Halifax Parish).
Coastal Management Plan

2. Nature conservation

**Protecting MSES through management of beach driving**

Activities such as beach driving should be actively managed to prevent significant adverse impacts on coastal ecosystems, including beach and benthic plants and animals. Research indicates that compaction of sand by vehicles is destructive for sand-dwelling invertebrates. Vehicle traffic can also disturb feeding or roosting shorebirds and nesting turtles and destabilise dune systems by damaging the vegetation.

Generally vehicle access to and along foreshore areas is regulated by local governments under the Local Government Act 1993. Additionally, councils are often appointed as the trustee of State coastal reserves. The Department of National Parks, Recreation, Sport and Racing (NPRSR) has jurisdiction to regulate the use of vehicles on beaches that are within protected areas under the Nature Conservation Act 1992, in marine parks under the Marine Parks Act 2004 and in declared recreation areas under the Recreation Areas Management Act 2006.

Once specific regulations or laws are in place to govern vehicle access, the Transport Operations (Road Use Management) Act 1995 can be administered on these beaches by the authority that regulates access (i.e. NPRSR, if within a protected area; or local government in all other instances). Prior to allowing beach driving, the relevant authority should have a qualified and experienced ecologist prepare a report identifying the relevant ecological and species values of the beach. The report should recommend how adverse impacts on these values (caused by beach driving) can be minimised. Where it is necessary to allow beach driving to provide access to foreshore or adjacent areas, adverse impacts are managed using a range of tools including: a permit system, speed limits, closure during the period two or more hours each side of high tide, night closures, temporary or permanent diversions onto inland tracks that avoid sensitive areas, and seasonal closures during nesting periods for sea turtles and times when migratory bird species are present.

Where vehicles are used on beaches, they should be driven below the drift line, away from dune vegetation. Vehicles also should not be driven along debris or drift lines, as these often harbour wildlife. Specific regulations or local laws, using signs and physical exclusion devices will help ensure compliance with conditions for vehicle use of beaches. A regular compliance presence will also be necessary. Revenue raised through a beach driving permit system can be used to offset the costs of coastal protection and rehabilitation programs.

**Suggested management actions**

- Seasonal and night closures of turtle nesting beaches
- Preventing artificial light pollution on turtle nesting beaches
- Seasonal closures for areas with nesting migratory birds or other protected species
- Pest control at turtle nesting beaches
- Beach clean ups to remove marine debris
- Education about the impacts of boat strikes and marine debris on MSES
- Regulating beach driving by:
  - introducing a permit system
  - speed limits
  - beach closures
  - seasonal and night closures for protected species
  - restricting vehicle access to below the drift line, away from dune vegetation
- Rehabilitating damaged vegetation.

**Attachments**

- Guideline for Conditionally Registered Vehicles in Queensland Form 17 Version 3.4 November 2015
- Department of Environment and Heritage Protection - Coastal Management Plan - Section 4 (Public Access and Enjoyment of the Coast)
- Forrest Beach Access Signage (installed)
Statutory Environment

- Department of Environment and Heritage Protection - Coastal Management Plan - Section 4 (Public Access and Enjoyment of the Coast)
- Transport Operations (Road Use Management) Act 1995
- Local Government Act 2009

Policy Implications

Council does not currently have a policy in place to handle the potential increase in vehicular (4WD, ATV and UTV) use of the beach areas.

Consulted With

- Burdekin Shire Council
- John Lane – Director Environment Planning, Department of Environment and Heritage Protection
- Senior Sergeant Geoff Borman (Officer in Charge) – Ingham Police Station
- Sergeant Giovanni (Gio) Tantalo (Officer in Charge) – Halifax Police Station

Financial and Resource Implications

Potential extra staff member yearly estimated cost of:

- $48.00 ordinary hour rate
  
  ($101,476 - 8.1 hrs x 261 days)
- $77.00 overtime hour rate
  
  ($80,388 - min. 4 hrs x 261 days)
- $110.00 weekend hour rate
  
  ($92,664 – 16.2 x 52 weeks)

Vehicle hire rate for towing vehicle

- $15.00 per hour inclusive of fuel, servicing etc.
  
  ($59,826 yearly hire rate)

ATV/UTV to gain access to these areas and trailer estimated cost:

- $18,000.00 (purchase price)

Total Operational Cost for 1 Staff member inclusive of weekends, overtime and public holidays and setup of vehicle and equipment:

- $340,000

Risk Management Implications

Possible litigation against Council from injured ATV riders, due to lack of insurance cover, and possible litigation from other beach users due to alleged harassment from ATV riders.

Strategic Considerations

Unable to determine anything in the Corporate or Operational Plans of relevance to this proposal.
Officers Comment

Council will need to carefully consider the costs involved in introducing a Route Specific Permit if it chooses to introduce such a system. Council would need to find approximately $340,000 a year for staff and equipment to operate and police a recreational vehicle permit system.

In theory once the vehicle is conditionally registered, the applicant approaches Council with a map outlining the route from their residence to gazetted beach entrance (shortest possible route) along with a completed Council application form. After payment of a modest fee the applications are then processed and if everything is in order, approval is given.

The approval should be given to conditionally registered recreational vehicles only, not vehicles predominately used on farms, to minimise the transfer of toxins, poisons and pest seed dispersal.

Council could consider bringing up this issue with the Local Government Association of Queensland (LGAQ) and in other local government forums to encourage the state government to introduce legislation that clarifies the registration process and brings administrative control of all vehicle registration and licencing into the orbit of state government agencies. It is the author’s view that local government should not be expected to deal with these matters as local government does not possess the legal skills or resources to adequately deal with the complex issues involved with the use of un-roadworthy (by current passenger vehicle design standards) vehicles in natural and remote environments.
Guideline for Conditionally Registered Vehicles in Queensland
Form 17 Version 3.4
November 2015
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1 Guideline authority

1.1 This guideline is issued under Section 14(1)(a) of the Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010 (the VSS Regulation) in accordance with Part 4 Section 22 of the Statutory Instruments Act 1992.

1.2 This guideline is the ‘Queensland Guideline’ that is referred to in the National Heavy Vehicle Standards (Queensland Conditional Registration) Exemption Notice (No. 1) 2014 issued by the National Heavy Vehicle Regulator.

1.3 This guideline replaces the Guideline for Conditionally Registered Vehicles in Queensland Version 3.3 November 2015, which is now repealed.

2 Commencement Date

This guideline commences on 1 November 2015.

3 Regulatory Provisions Exempted

A vehicle operating under this guideline need not comply with certain requirements of Schedule 1 of the Transport Operations (Road Use Management—Vehicle Standards and Safety) Regulation 2010, as outlined in section 7.

Note: As provided by the National Heavy Vehicle Standards (Queensland Conditional Registration) Exemption Notice (No. 1) 2014, this guideline also lists the relevant sections of the Heavy Vehicle (Vehicle Standards) National Regulation (HVVS Regulation) that do not apply to a heavy vehicle operating under that notice.

4 Application

4.1 This guideline applies to vehicles that are listed in the Non-complying Vehicle Catalogue available on the Department of Transport and Main Roads website www.tmr.qld.gov.au.

4.2 For the purpose of this guideline a conditionally registered vehicle usually operated in a combination is considered as a single unit.

4.3 For the purpose of this guideline a conditionally registered vehicle will be referred to as a vehicle/combination.

4.4 To remove any doubt, this guideline is the ‘safe movement guideline’ and the ‘heavy vehicle standards exemption’ referred to in section 12(1)(a) of the Transport Operations (Road Use Management—Vehicle Registration) Regulation 2010.

5 Conditions for Use

5.1 A vehicle must comply with all applicable conditions established for the vehicle.

5.2 Condition codes established for a vehicle are shown on the vehicle registration notice or certificate for the vehicle.

5.3 The driver of a vehicle/combination must carry a copy of any information sheet issued by an authority, which is required as a condition for use.

5.4 A full explanation of “Conditions for Use - Codes” is described in 5.8 Details on Condition Codes of this guideline.
5.5 If an implement, attachment or trailer fitted to a vehicle causes the vehicle to exceed a regulation dimension then the combination is required to operate under the guideline that applies the greatest restriction for the combination whether or not this is required as a condition for use specified on the registration documents. Operation under such a guideline does not permit the over dimension vehicle greater access than is permitted by a regulation dimension vehicle operating under this guideline.

5.6 If a vehicle is fitted with an attachment or is reconfigured such that the vehicle changes model type or vehicle category, then the vehicle shall operate under the conditions that would apply to this model type/vehicle category.

*Note: More information about multi-use vehicles can be found in Appendix 4.*

5.7 Conditions for Use - Codes

5.7.1 General Operation – GO

- **GO1** - Towing limitations (as specified).
- **GO2** - Pilot requirement.
- **GO3** - Passenger / observer requirement.
- **GO4** - Escort requirement.
- **GO5** - Use only when required and by the shortest suitable routes between depots and work sites.
- **GO6** - Crash attenuation fixtures as specified to be maintained on the vehicle.
- **GO7** - Potentially hazardous projections to be covered by rigid material.
- **GO8** - Only to be driven on a road unladen.
- **GO9** - Travel on the formed portion of any road is only permitted under specific conditions.

5.7.2 Location Limitation - LO

- **LO1** - Not to be used on the formed portion of any road except when crossing.
- **LO2** - Excluded from built up areas.
- **LO3** - Restricted to a designated area.
- **LO4** - Not to operate or be left standing on the paved part of any road.
- **LO5** - Only to be used on a road within a defined (signed) work area or construction zone and to be transported by float (not driven) between sites.
- **LO6(A)** - Restricted to a designated route.
- **LO6(B)** - Restricted to a designated route.
- **LO7** - Restricted to loading and unloading tasks.
- **LO8** - Not to be used on the formed portion of any road except when crossing between parcels of land under the management of a primary producer.
- **LO9** - Vehicle may travel along the road to move between parcels of land under the management of a primary producer.
- **LO10** - Vehicle may travel laden on a road from the primary production area to the long distance transportation point.
5.7.3 Ownership Limitations - OL

- **OL1**: Registration cannot be automatically transferred.
- **OL2**: Conditions only apply to the current registered operator.
- **OL3**: The registered operator must be a member of an authorised motoring club and the vehicle must only be used in conjunction with an authorised club event.

5.7.4 Over Mass - OM

- **OM1**: Not to be driven on any bridge or culvert.
- **OM2**: Only to be used in accordance with a current period mass permit or a current guideline or notice.
- **OM3**: Only to be used in accordance with current route specific special assessment permits issued to the vehicle operator by the National Heavy Vehicle Regulator.

5.7.5 Over Size - OS

- **OS1**: Only to be used in accordance with a permit issued by the National Heavy Vehicle Regulator or a current guideline.
- **OS2**: Only to be used in accordance with route specific permits issued to the vehicle operator by the National Heavy Vehicle Regulator.

5.7.6 Signs and Lights - SL

- **SL1**: Special lamps lit during specified use only.
- **SL2**: Special delineation of protrusions by way of lamps, signs, marking boards or reflectors required.
- **SL3**: Delineation of over width or over length extremities
- **SL4**: Special lamps (as specified) for travel between sunset and sunrise.
- **SL5**: “Slow vehicle” sign.
- **SL6**: “Left hand drive” or “dual control” sign.

5.7.7 Speed Limited - S

- **SP**: Governed to maximum speed as specified.
- **ST**: Maximum speed specified when towed.

5.7.8 Time of day - TD

- **TD1**: Not to travel during darkness or poor visibility.
- **TD2**: Not to travel on any road when clearway conditions apply.
5.8 Details on Condition Codes

5.8.1 General Operation - GO

5.8.1.1 GO1 - Towing limitation.
- A vehicle operating under this condition is not permitted to tow a trailer.

5.8.1.2 GO2 - Pilot requirement.
- A vehicle (excluding agricultural vehicles) operating under this condition must be accompanied by authorised pilot/pilots.
  
  Note: Pilots and pilot vehicles are required to comply with the applicable conditions of the Guideline for Excess Dimension Vehicles Carrying Indivisible Articles, Special Purpose Vehicles and Vehicles that require a Pilot of Escort in Queensland, Form No. 4.
  
  - An agricultural vehicle operating under this condition must be accompanied by a pilot/pilots.
  
  Note: Pilots and pilot vehicles are required to comply with the conditions of the Guideline for Excess Dimension Agricultural Vehicles and Agricultural Combinations – Vehicles and Drivers Form No. 14.

5.8.1.3 GO3 - Passenger / observer requirement.
- A vehicle operating under this condition must only operate if the driver is accompanied by a passenger or observer who:
  
  o Has the capability/training to assist the operator of the vehicle; and
  
  o Is able to communicate with the driver using two-way communication; and
  
  o Must, if the observer is located on the vehicle, be in a position which will give the observer a clear view of the road which was obscured from the driver in the drivers position; and must, if the observer is not located on the vehicle:
    
    ▪ be located in a position at least 350 m from the crossing/travelling vehicle but no further than 500 m from the crossing/travelling vehicle;
    
    ▪ be located in a position which has clear vision of at least 350 m along the road in the direction of the traffic travelling toward the crossing/travelling vehicle;
    
    ▪ only give advice to the crossing/travelling vehicle from a stationary position at the side of a formed road.

- A vehicle operating under this condition, with an observer not located on the vehicle, must not travel at a speed exceeding 25 km/h.

- This condition does not apply to a vehicle operating under condition “LO5 - Only to be used on a road within a defined (signed) work area or construction zone” and if the field of view is acceptable.
5.8.1.4 GO4 - Escort requirement.

- A vehicle operating under this condition must be accompanied by an escort/escorts.

Note: Escort vehicles and drivers are required to comply with the applicable conditions of the Guideline for Excess Dimension Vehicles Carrying Indivisible Articles, Special Purpose Vehicles and Vehicles that require a Pilot of Escort in Queensland, Form No. 4 or the Guideline for Excess Dimension Agricultural Vehicles and Agricultural Combination - Vehicles and Drivers Form No. 14.

5.8.1.5 GO5 - Use only when required and by the shortest suitable routes between depots and work sites.

- A vehicle operating under this condition must be registered with “Zone Access” and may travel from site to site, from a depot to a site, from site to depot or from depot to depot up to the maximum distance permitted for the zone of operation.

- A vehicle operating under this condition is not permitted to operate in “a built up area”.

- Street sweepers registered under conditional registration for zone access, operating under condition code G05 and L01, may operate in a built up area and travel on the formed portion of the road to sweep roads.

- A vehicle operating under this code must also comply with the General Restrictions in 9 and any other travel restrictions in another guideline that apply to the vehicle.

5.8.1.6 GO6 - Crash attenuation fixtures as specified to be maintained on the vehicle.

5.8.1.7 GO7 - Potentially hazardous projections to be covered by rigid material.

- A vehicle registered to operate under this condition with an object or fitting that projects from the vehicle and is reasonably likely to cause bodily injury to a person contacting the vehicle must cover the projection with a rigid material, which minimises the risk of bodily injury.

- For example, the forks on a forklift must be covered when travelling from site to site.

- This condition does not apply to a vehicle operating under condition “LO7 - Restricted to loading and unloading tasks”.

5.8.1.8 GO8 - Only to be driven on a road unladen

- A vehicle registered to operate under this condition is not permitted to operate on a road when carrying a load except for equipment that forms an integral part of the vehicle. This shall include product, for example water for a spray unit, up to one third of the Gross Vehicle Mass (GVM) or 2500 kg, whichever is the lesser.

- This condition does not apply to a vehicle operating under:
  - “LO3” - Restricted to a designated area; or
  - “LO5” - Only to be used on a road within a defined (signed) work area or construction zone; or
\begin{itemize}
  \item “LO7” - Restricted to loading and unloading tasks.
  \item Vehicles registered with unrestricted access and operating under this condition may also operate under codes LO3, LO5, LO7
\end{itemize}

5.8.1.9 **GO9** - Travel on the formed road surface is only permitted under specific conditions

\begin{itemize}
  \item Travel on the formed road surface is only permitted if conditions make it reasonably unsafe or impracticable for the operator to use the other areas of the road infrastructure. If travel is on the formed road surface, the vehicle must use the left most portion at all times unless turning right.
\end{itemize}

5.8.2 **Location Limitation - LO**

5.8.2.1 **LO1** - Not to be used on the formed portion of any roadway except when crossing.

\begin{itemize}
  \item A conditionally registered vehicle operating under this condition is permitted to:
    \begin{itemize}
      \item Directly cross a road; or
      \item Cross a road from one road related area to another road related area
    \end{itemize}
\end{itemize}

5.8.2.2 **LO2** - Excluded from built up areas.

\begin{itemize}
  \item A vehicle operating under this condition is not permitted to operate on a road in a “built up area”.
  \item This condition does not apply to a vehicle operating under:
    \begin{itemize}
      \item “LO3” - Restricted to a designated area; or
      \item “LO5” - Only to be used on a road within a defined (signed) work area or construction zone; or
      \item “LO7” - Restricted to loading and unloading tasks.
    \end{itemize}
\end{itemize}

5.8.2.3 **LO3** - Restricted to a designated area

\begin{itemize}
  \item A vehicle operating under this condition is only permitted to operate in the following areas:
    \begin{itemize}
      \item Car-parks (shopping centres, airports, etc);
      \item Parklands;
      \item Resorts;
      \item University grounds;
      \item Hospital grounds;
      \item Refuse/recycling depot;
      \item Wharf;
      \item Some areas that are State or freehold land and reserves;
      \item Cemetery;
      \item Showgrounds;
      \item Mining leases;
    \end{itemize}
\end{itemize}
Any area designated by the Chief Executive, Department of Transport and Main Roads.

- A vehicle operating under this condition is only permitted to operate at a speed no greater than the specified “SP” condition code (if applicable).
- A vehicle operating under this condition is permitted to cross roads contained within a designated area.
- A vehicle operating in the areas listed above must have authorisation from the land or area owner.
- Authorisations must be produced when required by an authorised officer.

**Military Road Vehicle (Historic Category)**

A Military Road Vehicle (Historic Category) operating under this condition is confined to the following vehicle use:

- Participate in rallies organised by incorporated car clubs.
- Participating in processions for which a Special Events Permit has been issued under the *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005*.
- Exhibiting the vehicle in displays, fetes or similar functions conducted for religious, charitable or educational purposes.
- Preparing for, proceeding to and returning from the above activities.
- Travel in order to have the vehicle repaired.
- Road testing within a 15 kilometre radius from place where the vehicle is garaged or being repaired.
- Local access - The maximum distance the vehicle may travel on a road from the garage address is a radius of 50km.
- The vehicle may also be transported to an event, and the maximum distance the vehicle may travel on a road from the event is a radius of 50km.
- The vehicle is not permitted to access freeways, motorways and highways.
- A driver must not unreasonably obstruct the path of another driver or pedestrian.
- The driver is required to keep to the left on a multi-lane road.
- A driver must not drive the vehicle unless the driver has a clear view of the road, and traffic, ahead, behind and to each side of the driver.

**5.8.2.4 LO4** - Not to operate or be left standing on the paved part of any road.

- A vehicle operating under this condition has the potential to damage the pavement surface or is incapable of safe operation at travel speed on a road and is prohibited from operating or standing on a paved portion of the road.
- This condition does not apply to a vehicle operating under the condition “LO5 - Only to be used on a road within a defined (signed) work area or construction zone and to be transported by float (not driven) between sites”.
5.8.2.5  **LO5** - Only to be used on a road within a defined (signed) work area or construction zone and to be transported by float (not driven) between sites.

- A vehicle operating under this condition is only permitted to operate on a road, within a work site, which has been established and complies with the *Queensland Manual of Uniform Traffic Control Devices, Part 3, Works on Roads*.
- A vehicle operating under this condition is not permitted to operate on a road outside the work site and must be transported from site to site on a float or another means of transport. This condition does not apply to a vehicle with zone access operating under code GO5.
- A vehicle operating under this condition is not required to comply with the conditions of an excess dimension guideline or permit and/or an excess mass guideline or permit.
- A vehicle operating under this condition is not required to comply with the following conditions:
  - “TD1” - Not to travel during darkness or poor visibility (if applicable);
  - “LO4” - Not to operate or be left standing on the paved part of any road; or
  - “GO3” - Passenger/Observer requirement.

5.8.2.6  **LO6(A) - Restricted to designated route.**

- A vehicle operating under this condition is only permitted to operate on a designated route and at approved times.
- In all cases a vehicle operating under this condition must operate under requirements detailed in a current route specific approval issued by the authority responsible for the management of the road, for example, the Department of Transport and Main Roads, Local Government or the Department of National Parks, Recreation, Sport and Racing.
- In addition a vehicle operating under this condition must operate under requirements detailed in a permit issued by the Queensland Police Service.
- The requirement for authorisation from both the owner of the road and the Queensland Police Service ensures that authorities with local knowledge have assessed the required area of operation before permitting use of these vehicles.
- A permit may be required from the Department of Transport and Main Roads, only if the vehicle is built to carry passengers and the *Transport Operations (Passenger Transport) Act 1994* applies.
- Authorisations must be produced when required by an authorised officer.

5.8.2.7  **LO6(B) - Restricted to designated route.**

- A vehicle operating under this condition is only permitted to operate on a designated route and at approved times.
- A vehicle operating under this condition must operate under requirements detailed in a current route specific permit, which must be obtained from Queensland Police Service.
• This permit must be obtained prior to operating the vehicle and must be produced when required by an authorised officer.

5.8.2.8 LO7 - Restricted to loading and unloading tasks.
• A vehicle operating under this condition is only permitted to cross a footpath and operate up to 100 metres on a road for:
  o Loading and unloading onto a vehicle/combination; or
  o Loading and unloading a vehicle/combination.
• A vehicle operating under this condition is not required to comply with the condition “TD1” - Not to travel during darkness or poor visibility (if applicable).

5.8.2.9 LO8 - Not to be used on the formed portion of any road except when crossing between parcels of land under the management of a primary producer.
• All land accessed must be under the management of a primary producer.
• A vehicle may cross roads that run within the boundary of the property or between two parcels of the property that abut onto the one road.
• A vehicle may travel along the side of a road for up to 1 km, to move between the parcels of land under the management of a primary producer.

5.8.2.10 LO9 - Vehicle may travel along the road to move between parcels of land under the management of a primary producer.
• All land accessed must be under the management of a primary producer.

5.8.2.11 LO10 - Vehicle may travel laden on a road from a primary production area.
• A vehicle may travel laden with primary produce from the primary production area to the long distance transportation point, for example:
  o The mill owner's nominated delivery point
  o From cane paddock to cane railway siding
  o Mill or cane planter on another property
• Not to be used for carrying general freight or other agricultural materials.

5.8.3 Ownership Limitations - OL
5.8.3.1 OL1 - Registration cannot be automatically transferred.
• The registration may only be transferred when a new permit has been issued, to the new registered operator, approving operation of the vehicle/combination under conditions issued by the appropriate authority.

5.8.3.2 OL2 - Conditions only apply to the current registered owner.
• A vehicle operating under this condition is operating on a specific authorised route requested by the registered operator.
• Registration will not be transferred.
• A new operator must apply for new registration and supply a new authorisation from the appropriate body with the application for registration.

5.8.3.3 OL3 - The registered operator must be a member of an authorised motoring club and the vehicle must only be used in conjunction with an authorised club event, or for testing purposes within 15 km of home address.

5.8.4 Over Mass - OM

5.8.4.1 OM1 - Not to be driven on any bridge or culvert.

5.8.4.2 OM2 - Only to be used in accordance with a current period mass permit or a current guideline.
• A vehicle operating under this condition must operate under requirements detailed in a current:
  o Guideline for the Operation of Excess Mass Special Purpose Vehicles to 40 tonnes and Vehicles Carrying Indivisible Articles to 59.5 tonnes Form 11; or
  o Excess Mass Permit issued by the National Heavy Vehicle Regulator.
A copy of the period mass permit or authorisation/approval for the operation of the vehicle must be carried in the vehicle during operation on a road.

5.8.4.3 OM3 - Only to be used in accordance with route specific special assessment permits issued by the National Heavy Vehicle Regulator.
• A vehicle operating under this condition must operate under requirements detailed in a current single trip mass permit or special assessment mass permit issued to the vehicle operator by the National Heavy Vehicle Regulator.
• A copy of the single trip mass permit or special assessment mass permit issued for the operation of the vehicle must be carried on the vehicle during operation on a road.

5.8.5 Over Size - OS

5.8.5.1 OS1 - Only to be used in accordance with a permit issued by the National Heavy Vehicle Regulator or in a current notice/guideline.
• A vehicle operating under this condition must operate under one of the following approvals whichever applies:
  o Guideline for Excess Dimension Special Purpose Vehicles and Vehicles Carrying Indivisible Articles Form No.4, or
  o Guideline for Excess Dimension Agricultural Vehicles and Agricultural Combinations – Vehicles and Drivers Form No. 14, or
  o A permit issued by the National Heavy Vehicle Regulator
• If operating under a permit, a copy must be carried on the vehicle during operation on a road.

5.8.5.2 OS2 - Only to be used in accordance with route specific permits.

• A vehicle operating under this condition must operate under requirements detailed in a current route specific permit or authorisation issued by the National Heavy Vehicle Regulator;

• The registration of a vehicle operating under this condition is not permitted to be transferred. The new registered operator must apply for new registration.

5.8.6 Signs and Lights - SL

5.8.6.1 SL1 - Special lamps lit during specified use only (for example, when the vehicle is a hazard).

• A vehicle operating under this condition must be fitted with a revolving light with the following specification:
  - Emit a rotating, flashing yellow coloured light; and
  - Flash between 120 and 200 times per minute; and
  - Have a power of at least:
    - If LED technology is used — 25 watts; or
    - If another technology is used — 55 watts.

• A warning light, when switched on must be clearly visible at a distance of 500 m in all directions, or be supplemented by one or more additional warning lights so that the emitting light from at least one of them is clearly visible at a distance of 500 m in any direction.

• A warning light must only be switched on when the vehicle or combination is travelling or is stationary in a position that is likely to cause danger to other road users.

5.8.6.2 SL2 - Special delineation of protrusions by way of lamps, signs, marking boards or reflectors required.

5.8.6.3 SL3 - Delineation of over width or over length extremities.

5.8.6.4 SL4 - Special lamps (as specified) for travel between sunset and sunrise.

5.8.6.5 SL5 - “Slow vehicle” sign.

• A vehicle operating under this condition must have attached a warning sign to the rear of the vehicle with the words “SLOW VEHICLE” on it.

• This condition does not apply to a vehicle operating under:
  - “LO5” - Only to be used on a road within a defined (signed) work area or construction zone; or
  - “LO7” - Restricted to loading and unloading tasks
5.8.6.6  SL6 - “Left hand drive” or “dual control” sign.

- A vehicle operating under this condition must display a “left hand drive”, or “dual control” sign, as applicable, on the rear of the vehicle.
- The words must be in letters at least 75 mm high, and in a colour contrasting with the background.
- This condition does not apply to a vehicle operating under:
  - “LO5” - Only to be used on a road within a defined (signed) work area or construction zone; or
  - “LO7” - Restricted to loading and unloading tasks.

5.8.7  Speed Limitations - S

5.8.7.1  SP - Governed to maximum speed as specified.

- Maximum speed permitted for this vehicle is governed by the number appearing in the code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Maximum speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP10</td>
<td>10 km/h</td>
</tr>
<tr>
<td>SP20</td>
<td>20 km/h</td>
</tr>
<tr>
<td>SP30</td>
<td>30 km/h</td>
</tr>
<tr>
<td>SP40</td>
<td>40 km/h</td>
</tr>
<tr>
<td>SP50</td>
<td>50 km/h</td>
</tr>
</tbody>
</table>

5.8.7.2  ST - Maximum speed specified when towed.

- Maximum speed permitted for this vehicle when it is being towed is determined by the number appearing in the code:

<table>
<thead>
<tr>
<th>Code</th>
<th>Maximum speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST10</td>
<td>10 km/h</td>
</tr>
<tr>
<td>ST20</td>
<td>20 km/h</td>
</tr>
<tr>
<td>ST30</td>
<td>30 km/h</td>
</tr>
<tr>
<td>ST40</td>
<td>40 km/h</td>
</tr>
<tr>
<td>ST50</td>
<td>50 km/h</td>
</tr>
</tbody>
</table>

5.8.8  Time of Day - TD

5.8.8.1  TD1 - Not to travel during darkness or poor visibility.

- A vehicle operating under this condition is not permitted to travel between sunset and sunrise.
A vehicle operating under this condition within a flood lit, defined (signed) work area is permitted to operate between sunset and sunrise.

This condition does not apply to a vehicle operating under:
- “LO5” - Only to be used on a road within a defined (signed) work area or construction zone; or
- “LO7” - Restricted to loading and unloading tasks.

5.8.8.2 TD2 - Not to travel on any road when clearway conditions apply.
- A vehicle operating under this code is not permitted to access a clearway as described in section 176 of the Transport Operations (Road Use Management—Road Rules) Regulation 2009.

6 Access to Road Network
6.1 A vehicle/combination may be permitted three levels of registration.

6.2 An excess dimension vehicle/combination must also comply with restrictions contained in any guideline, permit, authority, which are relevant to the operation of the vehicle/combination. However, vehicles that exceed internal dimensions only, except for rear overhang, are not required to operate under an excess dimension permit or guideline. They may operate under this guideline as if they are regulation dimension vehicles.

6.2.1 It is mandatory that quad bike riders and the drivers of utility off-road vehicles and any passengers carried, wear an approved motorcycle helmet when the vehicle is operating on a road or road related area. Ensuring compliance with this requirement is the responsibility of the registered operator and the driver/rider of the vehicle.

6.2.2 For the operation of quad bikes and utility off-road vehicles, approved motorcycle helmets must be securely fitted and fastened on the rider, driver and passenger’s heads when the vehicle is moving, or is stationary but not parked.

6.2.3 The driver and passengers of a utility off-road vehicle operating under the LO3 condition of use code, are exempt from conditions 6.2.1 and 6.2.2 of this guideline. This exemption only applies if the utility off-road vehicle has factory fitted seat belts and roll over protection system.

6.2.4 Where a person’s safety will be compromised, the General Manager (Transport Regulation Branch) may grant:
- The driver and passengers of a utility off-road vehicle to substitute an approved motorcycle helmet for an alternative type of helmet.
- An exemption from conditions 6.2.1 and 6.2.2 of this guideline.

A written application fully detailing the extreme situation will need to be made to the General Manager (Transport Regulation Branch), Department of Transport and Main Roads, PO Box 673, Fortitude Valley, Qld 4006.

6.3 Limited Access Registration
6.3.1 A vehicle/combination operating under Limited Access Registration must only travel on a road or in an area, under conditions applicable to the vehicle in this guideline.
6.3.2 A vehicle/combination must comply with general restrictions appearing in 9.

6.3.3 For quad bikes and utility off-road vehicles operating under Limited Access Registration, the registered operators and the riders/drivers of these vehicles must abide by sections 6.2.1 and 6.2.2 of this guideline. For an exemption from this requirement, refer to sections 6.2.3 and 6.2.4 of this guideline.

6.4 Zone Access Registration

6.4.1 A vehicle/combination operating under Zone Access Registration must only travel on a road for the maximum distance permitted for a zone, in accordance with the zone maps (refer to 6.4.7 for a link to the zone maps), under conditions applicable to the vehicle in this guideline.

6.4.2 A vehicle/combination which is operating under Zone Access Registration is not permitted to operate in a *Built up Area unless an appropriate "Location Limitation" (LO) code is issued to the vehicle.

To operate under a suitable Location Limitation (LO) code in a built up area the vehicle must be transported by float (not driven).

*Built up area – in relation to a length of road, means an area in which there are buildings on land next to the road, or there is street lighting, at intervals not over 100 m for a distance of at least 500m or, if the road is shorter than 500 m, for the whole road.

6.4.3 Maximum distance a vehicle/combination operating under Zone Access Registration should travel in a zone is listed below:

<table>
<thead>
<tr>
<th>ONE</th>
<th>LOCATION</th>
<th>MAXIMUM DISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;1&quot;</td>
<td>Coastal</td>
<td>20 km</td>
</tr>
<tr>
<td>&quot;2&quot;</td>
<td>Western</td>
<td>40 km</td>
</tr>
<tr>
<td>&quot;3*&quot;</td>
<td>Far Western</td>
<td>80 km</td>
</tr>
</tbody>
</table>

6.4.4 The distances in section 6.4.3 apply provided that:

- The vehicle/combination is travelling to or from a site where the vehicle is performing its primary duties;

- The journey does not exceed the maximum distance permitted for the zone operation. The maximum distance is measured as a radius distance to or from the site where the vehicle is performing its primary duties.

- The record of the journey is entered into a personal vehicle log or work diary prior to the commencement of a journey; and

- A site includes the garage address, temporary site depot of the vehicle or place of repair which may be in a built up area.

6.4.5 The distance for operation in Zone 1 and 2 specified in section 6.4.3 does not apply to cane harvesting equipment provided that the maximum distance travelled in this zone does not exceed 45km.
6.4.6 A vehicle/combination must comply with general restrictions appearing in 9.

6.4.7 To identify the boundaries for Zone Access, please refer to the Zone Maps available online from [http://www.tmr.qld.gov.au/~media/962ef58e-5e77-4073-be0b-186541a83e3f/heavyvehiclezonemapsqueensland.pdf](http://www.tmr.qld.gov.au/~media/962ef58e-5e77-4073-be0b-186541a83e3f/heavyvehiclezonemapsqueensland.pdf)

Note: Reference is made throughout the Zone Maps to ‘Heavy Vehicle Zones’. This is because the maps are used for the purposes of both the Guideline for Conditionally Registered Vehicles, Form 17 and the Guideline for Excess Dimension Agricultural Vehicles and Agricultural Combinations, Form 14.

6.4.8 For quad bikes and utility off-road vehicles operating under Zone Access Registration, the registered operators and the riders/drivers of these vehicles must abide by sections 6.2.1 and 6.2.2 of this guideline. For an exemption from this requirement, refer to sections 6.2.3 and 6.2.4 of this guideline.

6.5 Unrestricted Access Registration

6.5.1 A vehicle/combination operating under Unrestricted Access Registration may operate on all roads in Queensland provided the operation complies with any restrictions imposed due to the construction of the vehicle under this guideline.

6.5.2 A vehicle/combination must comply with general restrictions appearing in 9.

7 Exemption from Vehicle Standards

7.1 A light vehicle is exempt from a section of the VSS Regulation listed in Column 1, subject to any limitation listed in Column 4 of the following table.

7.2 A heavy vehicle is exempt from a section of the HVVS Regulation listed in Column 2, subject to any limitation listed in Column 4 of the following table.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>VSS Regulation Schedule 1 Section Number</td>
<td>HVVS Regulation Schedule 2 Section Number</td>
<td>Component</td>
<td>Requirement</td>
</tr>
<tr>
<td>16</td>
<td>4</td>
<td>Steering</td>
<td>Skid steer vehicles - only exempt if issued and complying with condition code LO1, LO3, LO5, LO6(A), LO6(B) or LO7. Load carrying vehicles are exempt from this section.</td>
</tr>
<tr>
<td>20</td>
<td>8</td>
<td>Drivers view and controls</td>
<td>A vehicle is only exempt if issued and operating in compliance with general operation condition code GO3.</td>
</tr>
<tr>
<td>36</td>
<td>24</td>
<td>Pneumatic tyres</td>
<td>A vehicle fitted with solid rubber tyres or steel wheels is only exempt if issued and complying with condition code LO1, LO5, LO6(A), LO6(B), GO9 or LO7.</td>
</tr>
<tr>
<td>Section Number</td>
<td>Requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36 cont’d</td>
<td>A vehicle is only exempt if the operation complies with the manufacturers rating for the tyre.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 cont’d</td>
<td>Pneumatic tyres cont’d</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>A vehicle fitted with rubber or other polymer based tracks is only exempt if issued and complying with condition code OM2 or the calculated ground pressure is less than 60 kPa and the vehicle is articulated or is fitted with differential steering. A vehicle fitted with steel tracks is only exempt if issued and complying with location code LO5 or LO6 (A).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>59</td>
<td>Headlights Tail Lights Number Plate Lights</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68(1),(2)&amp;(5)</td>
<td>A vehicle is only exempt if issued and complying with a location limitation codes LO1, LO3, LO5, LO6(A) and (B) and LO8 or (OS) and the vehicle is not operating between sunset and sunrise (in the hours of darkness). A vehicle operating under a condition code LO5 is permitted to operate between sunset and sunrise if operating in a flood lit work site.</td>
<td></td>
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<tr>
<td>73</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>74(1),(2)&amp;(5)</td>
<td></td>
<td></td>
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<tr>
<td>76(1),(2)&amp;(4)</td>
<td></td>
<td></td>
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<tr>
<td>77(1)&amp;(2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>93(1),(2),(4)&amp;(6)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45(1),(4)&amp;(5)</td>
<td>Park Lights Front clearance lights Rear clearance lights Side marker lights Rear reflectors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>52(1),(2)&amp;(5)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54(1),(2)&amp;(4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55(1)&amp;(2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70(1)&amp;(4)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81(1),(2),(4)&amp;(7)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59(1),(2)&amp;(4)</td>
<td>Brake lights A vehicle is only exempt if issued and complying with location limitation condition code LO1, LO5 or LO8 or vehicle speed does not exceed 20 km/hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Column 1</td>
<td>Column 2</td>
<td>Column 3</td>
<td>Column 4</td>
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<tr>
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</tr>
<tr>
<td>VSS Regulation Schedule 1 Section Number</td>
<td>HVVS Regulation Schedule 2 Section Number</td>
<td>Component</td>
<td>Requirement</td>
</tr>
<tr>
<td>85</td>
<td>62</td>
<td>Direction indicator lights</td>
<td>A vehicle is only exempt if issued and complying with location limitation condition code LO1, LO5 or LO8. Vehicles less than 3.0 metres in length may be fitted with indicators to the rear only, provided the visibility requirements in section 88(5) can be met.</td>
</tr>
<tr>
<td>60</td>
<td>40</td>
<td>Location of lighting and reflectors</td>
<td>A vehicle is only exempt from these requirements if the lights are fitted as close as is practicable to the positions required by these sections.</td>
</tr>
<tr>
<td>66(2)-(5)</td>
<td>45(2)&amp;(3)</td>
<td>47(4)</td>
<td>48</td>
</tr>
<tr>
<td>68(4)</td>
<td>52(3)&amp;(4)</td>
<td>54(3)</td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>56</td>
<td>59(3),(5)&amp;(6)</td>
<td>70(2)-(4)</td>
</tr>
<tr>
<td>74(3)&amp;(4)</td>
<td>78</td>
<td>87</td>
<td>93(3)&amp;(5)</td>
</tr>
<tr>
<td>111(1)</td>
<td>N/A</td>
<td>Braking</td>
<td>Load and passenger carrying Gross Vehicle Mass are exempt from this section if provided with an alternative means of stopping safely.</td>
</tr>
</tbody>
</table>

7.3 If the off road operation of a vehicle is likely to cause damage to any item or component required by this guideline the item may be retractable or removable for off road operation. For example, the rear lights on a harvester may be mounted on a removable lightboard.

8 Approval from Other Authorities
The driver of a vehicle operating on a route approved by an authority, other than a guideline issued by the Department of Transport and Main Roads or National Heavy Vehicle Regulator, must carry a copy of the authority in the vehicle.

9 General Restrictions
9.1 A person must not drive an oversize vehicle or combination in a Central Business District between 7.00am and 9.00am and or between 4.00pm and 6.00pm on business days.

9.2 A vehicle with unrestricted access need not comply with a time of travel restriction stipulated in a guideline, notice or permit, provided the vehicle is travelling to or from un-programmed operations that involve immediate repairs to public utilities, natural disasters and other emergencies.
For example, a backhoe attending to the repair of a burst water main or a grader used for cutting fire brakes, to control a bushfire.

9.3 A vehicle is not to carry a load unless the vehicle is issued with and operating in compliance with condition codes LO1, LO3, LO5, LO6, LO7 and GO8.

9.4 Despite the requirement of another guideline, a vehicle that is only excess dimension due to the rear overhang exceeding regulation requirements may operate under these general conditions provided that the rear overhang does not exceed 4.0 metres and the extremities of the rear overhang or rear projection are marked with a red and yellow flag 450 mm long and 450 mm wide.

9.5 A vehicle operating under this condition must not travel if, due to circumstances such as fog, heavy rain, smoke, dust or insect plague:
- Visibility is less than 250 m in daytime; or
- The headlights of a vehicle approaching within 250 m could not be seen at night, if the vehicle is permitted to operate at night.

If a vehicle operating under this condition is already travelling when visibility is reduced to the level described above, the driver must drive it to the nearest safe parking area and wait until visibility improves beyond that level before continuing to travel.

9.6 An excess mass vehicle/combination must also comply with restrictions contained in any guideline, permit or authority, which is relevant to the operation of the vehicle/combination.

9.7 Military Road Vehicle (Historic Category) – Any weapons fitted to the vehicle must be disabled and non-operational.

10 Dictionary

10.1 Generally, the terms used in this guideline have the meanings given in the Transport Operations (Road Use Management) Act 1995 or the Transport Operations (Road Use Management—Vehicle Standards and Safety) Regulation 2010.

10.2 In this guideline:

Approved motorcycle helmet, is defined as per section 270 (3) of the Transport Operations (Road Use Management – Road Rules) Regulation 2009. This means a helmet;
- (a) that complies with
  (i) AS 1698 standards; or
  (ii) AS/NZS 1698 standards; or
  (iii) the United Nations Economic Commission for Europe standard 22.05; or
  (iv) another standard the chief executive considers is at least equal to a standard mentioned in paragraph (i) to (iii); and
- (b) bears a label, or similar mark, indicating compliance with a standard mentioned in paragraph (a).

built-up area, in relation to a length of road, means an area in which either of the following is present for a distance of at least 500m or, if the length of road is shorter than 500m, for the whole road—
(a) buildings, not over 100m apart, on land next to the road;
(b) street lights not over 100m apart.

**Central business district means** the network of roads that are located within the regulated parking zone of a prescribed city.

**Prescribed city** is any of the following towns or cities: Brisbane, Bundaberg, Caboolture, Cairns, Caloundra, Gladstone, Gold Coast, Ipswich, Logan City, Mackay, Maryborough, Mount Isa, Rockhampton, Townsville and Toowoomba.

**Vehicle** includes any item attached to the vehicle by a three-point linkage or other non-articulating coupling device.
Appendix 1  Explanatory note Conditional Registration

The Conditional Registration Scheme commenced on 1 May 2003. The scheme provides a mechanism to register non-standard vehicles that were previously either exempt from or not accepted for registration.

Any vehicle that does not comply with standard regulations for registration but requires access to roads to fulfil operational tasks may be eligible for conditional registration.

Vehicles included under this scheme are required to meet a set standard of construction and are registered within strict guidelines to ensure safe operation of the vehicle whilst on a road.

Examples of vehicles which are eligible for conditional registration include:

- Forklifts
- Agricultural vehicles
- Construction and maintenance vehicles.

The scheme also provides for the use of people mover vehicles like motorised golf buggies. However, if a motorised golf buggy is only being used on a golf course or on a golf course car park, or being used to directly cross a road that divides a golf course, there is no need for the vehicle to be conditionally registered.

Under the Conditional Registration Scheme, non-standard vehicles are allocated condition codes that ensure vehicles can move safely when used on the road. These conditions place restrictions on the vehicles such as the area of operation, time of day, maximum speed limit and may require other safety features.

Operation of vehicles registered under the Conditional Registration Scheme must comply with the Guideline for Conditionally Registered Vehicles in Queensland Form Number 17. Only vehicles with a genuine need to access the road network will be included in this scheme.

The Conditional Registration Scheme offers non-standard vehicles the added benefit of access to Compulsory Third Party Insurance. Compulsory Third Party Insurance will cover you for personal injury insurance claims made against you by other road users such as drivers, passengers, pedestrians, cyclists, and motorcyclists if a crash occurs on a road (subject to the scope of the Motor Accident Insurance Act 1994).

Compulsory Third Party Insurance will not cover you for property damage. Make sure that you have appropriate insurance to cover you for the range of risks associated with your vehicle both on and off road. For more information on public liability and general insurance consult your insurance broker/advisor.

All vehicles require registration to drive on the roads. The definition of a road under Queensland law is broader than most people realise. Under Queensland law a road includes areas open to or used by the public for driving or riding motor vehicles and road related areas such as footpaths, nature strips, shopping centre car parks and railway crossings.

If a non-standard vehicle is to access the road, it must be registered and covered for Compulsory Third Party Insurance. It is illegal to drive an unregistered and uninsured vehicle of any type on Queensland roads.

If you hire a non-standard vehicle and it is not registered, you will need to discuss this with the hire company if you intend using it on the road.

To find out more about the Conditional Registration Scheme please visit the Department of Transport and Main Roads' website at www.tmr.qld.gov.au.

If you need more information about Compulsory Third Party Insurance please visit www.maic.qld.gov.au
Appendix 2  Explanatory note Conditions of Operation

Vehicles with conditional registration must comply with the conditions for use outlined in the Guideline for Conditionally Registered Vehicles in Queensland Form Number 17.

Conditions for use are issued to non-standard vehicles to ensure the vehicles safe operation on a road.

Conditionally registered vehicles may be registered with the following levels of access:

(a) Limited access registration;
(b) Zone access registration;
(c) Unrestricted access registration.

It is important to note that vehicles registered with Limited and Zone access registration are issued with multiple location limitation (LO) conditions codes but are able to operate under any or all of those condition codes.

Each level of access caters for a variety of vehicle operations and work situations. The Department of Transport and Main Roads' primary consideration in assigning conditions for use codes is road safety.

For example, a Forklift all Terrain (Telescopic) with limited access registration has condition codes GO7, GO8, LO1, LO3, LO5, LO6(B), LO7, OS1, SL1 and TD1. If the vehicle is only used in a defined work site, then the relevant condition would be LO5. However this vehicle is also permitted to operate in designated areas under the LO3 condition.

The additional codes deal with other safety related matters such as:

- over mass
- over size
- lighting and signalling
- time of day for operation

Some of these additional codes may not apply in all locations.

Dependent on whether the vehicle is registered with limited, zone or unrestricted access, different conditions will apply and different levels of compliance with vehicle standards are required as detailed in Form Number 17.

The codes and level of access for individual vehicles can be located at the Department of Transport and Main Roads' website www.tmr.qld.gov.au/Registration/Conditional-registration.aspx then choose from Agricultural vehicles, Construction vehicles or Recreational vehicles.
Appendix 3  Explanatory note Authorisations/Permits

Before operating a conditionally registered vehicle some condition codes require the vehicle operator to obtain authorisations from the authority responsible for the management of the road and/or permits from other agencies such as the National Heavy Vehicle Regulator or Queensland Police Service.

Vehicles operating under the 'LO3' condition are restricted to operating within designated areas prescribed under the guideline. Vehicles that operate solely in a designated area are required to have permission from the owner of the road but do not require a police permit. If this does not fit your situation, code L06 (A) may apply.

A conditionally registered vehicle operating under LO6(A) is only permitted to operate on a restricted designated route at approved times on the provision that the vehicle operator has obtained permission and a route specific permit issued by the authority responsible for the management of the road, for example, the Department of Transport and Main Roads, Local Government or the Department of National Parks, Recreation, Sport and Racing. In addition, a vehicle operating under this condition must operate under the requirements detailed in a permit issued by the Queensland Police Service.

It is acknowledged that operators of certain types of vehicles such as forklifts may require access to other specific areas of the road network. Accordingly the L06 (B) condition provides for the operation of vehicles on restricted designated routes at approved times. A conditionally registered vehicle operating under this condition must obtain permission and operate under the requirements detailed in a route specific permit from the Queensland Police Service.

The requirement for authorisation from both the owner of the road and the Queensland Police Service ensures that authorities with local knowledge have assessed the required area of operation before permitting use of these vehicles. This in turn ensures the safe operation of these vehicles in diverse areas throughout Queensland.

Before purchasing a vehicle that requires conditional registration where the intended purpose of use will require permission, contact the authority responsible for the management of the road and the Queensland Police Service to ensure you are able to obtain the necessary permission and permits.
Appendix 4  Explanatory note Multi Use Vehicles

Vehicles with conditional registration must comply with the conditions for use outlined in the Guideline for Conditionally Registered Vehicles in Queensland Form 17.

Conditions for use are issued to non-standard vehicles to ensure the vehicles safe operation on a road.

Conditionally registered vehicles may be registered with the following levels of access:

(a) Limited access registration
(b) Zone access registration
(c) Unrestricted access registration.

The Department of Transport and Main Roads (TMR) recognises that for many vehicles in the conditional registration catalogue (the catalogue), the core part of many vehicles may be the same with the only difference being the attachments that are fitted. For example, a ‘Loader – Wheel’ and a ‘Forklift – all terrain’ are very similar in construction and only differ due to the bucket or forks that are fitted to the vehicle. In some cases, these vehicles are multi-purpose and are designed to allow these attachments to be easily swapped.

Previously, if the operator of a conditionally registered vehicle wanted to change the attachment on their vehicle and this changed the vehicle into another type of vehicle in the catalogue, they needed to visit a TMR Customer Service Centre to update their registration before the vehicle could be used in the new configuration.

To reduce red tape, TMR has reviewed the use of multi-purpose vehicles that are conditionally registered and has introduced a change to how multi-purpose vehicles are handled.

Under the revised system, provided that a vehicle is registered under the conditional registration scheme, an attachment fitted can be changed so that the vehicle changes to a different type of vehicle in the catalogue, provided that:

- The construction of the core vehicle (the vehicle without the variable attachment) is substantially the same.
- The new configuration of the vehicle must be of a type that is covered by the catalogue.
- The vehicle must operate according to the conditions for use that apply to the type of vehicle it is now configured as.
- The vehicle must only operate at the same level of access (limited, zone or unrestricted) that is shown on the registration.

For example: A ‘Loader – Wheel’ is currently registered under the conditional registration scheme with ‘Zone Access’ and the operator of the vehicle wishes to temporarily use the vehicle as an ‘Forklift – all terrain’. The operator may change the bucket originally fitted to the vehicle with a pair of forks and use the vehicle as an all-terrain forklift if they operate the vehicle in accordance with the conditions of use that apply to a ‘Forklift – all terrain’ with ‘Zone Access’.
Foreword

Coastal areas are key focal points for our Queensland lifestyle and economy. Locals and visitors alike love the coast, creating high demand for freely accessible public beaches, tidal waterways and foreshore reserves. This Coastal Management Plan describes how to effectively manage these areas to ensure enjoyment of the coast and growth of a strong and prosperous Queensland.

The Coastal Management Plan will shape decisions about management activities and managing coastal resources on public coastal land that fall outside the scope of the Sustainable Planning Act 2009 (SPA) planning and development framework. The Coastal Management Plan replaces the Queensland Coastal Plan. Previously the Queensland Coastal Plan provided for both land-use planning and development under the SPA and for general guidance for management and use of the coast.

All of the State’s coastal land-use planning and development interests under the SPA are now integrated into the State Planning Policy; for local government to reflect in local government planning schemes and development decisions. Coastal development assessment requirements are also integrated in the State Development Assessment Provisions, which set out the matters of interest to the State for development assessment.

The Coastal Management Plan complements but does not duplicate the State Planning Policy. It provides important guiding policies about other matters, such as driving on beaches, coastal rehabilitation and the provision of public access.

The Coastal Management Plan is aimed primarily at local government, which is responsible for managing large areas of public coastal land and beaches, and preserving the qualities and amenity that make many of these areas so precious.

State Government, Traditional Owners, national and state marine park managers, port authorities, and operators who manage specialist areas of the coast and tidal water, will also find the policies and supporting information useful in guiding management decisions about activities and resources in the coastal zone.

Andrew Powell MP
Minister for Environment and Heritage Protection
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Part 1 - Introduction

Purpose
The Coastal Management Plan is prepared under the Coastal Protection and Management Act 1995 (Coastal Act) to describe how the coastal zone of Queensland is to be managed (see figure 1 – Coastal zone).

The objects of the Coastal Act related to coastal management are to-

- provide for the protection, conservation, rehabilitation and management of the coastal zone, including its resources and biological diversity, and
- encourage the enhancement of knowledge of coastal resources and the effect of human activities on the coastal zone.

This plan provides direction and guidance for use of Queensland's coastal resources to achieve coastal management outcomes. It is primarily aimed at local government, which is responsible for managing large areas of public coastal land and beaches. However State Government, Traditional Owners, national and state marine park managers, port authorities, and operators who manage specialist areas of the coast and tidal water, will also find the policies and supporting information useful in guiding management decisions on the coast.

Figure 1: Coastal zone

What are coastal resources?
Coastal resources consist of the natural and cultural resources of the coastal zone and include physical features, processes, places or objects that have ecological, economic or social value.

Queensland's coastal resources include coastal waters, 1165 offshore islands and cays, and land along its 6900km of coastline. Coastal resources have significant natural resource and ecosystem service values that support the state's economic and social prosperity (see Table 1: Coastal resources, values and pressures).
Coastal environments are constantly changing because of dynamic natural processes such as tides, waves and storms; creating a unique set of management challenges. However, it is the community's high demand to use coastal resources including land on the coast that puts the greatest pressure on coastal environments. This can result in coastal resources becoming degraded, or used for purposes contrary to the objects of the Coastal Act. The Coastal Management Plan is one of the tools used to address these pressures.

![Figure 2: Pressures on Coastal Resources](image)

Coastal Resources

Coastal resources include:
- beaches and dune systems
- rocky foreshores and headlands
- coastal waterways, wetlands, forests and heathlands and their ecosystems
- habitat and plant and animal diversity
- marine ecosystems including coral reefs and estuarine waterways
- cultural resources and sites
- state land
- quarry material such as sand and gravel.

Coastal resources are valued for:
- ecosystem services
- scenic amenity
- recreation and tourism
- cultural and social significance
- food production
  - commercial fishing and aquaculture
  - commercial products such as nutritional supplements and medicines
- construction material.

Pressures

Key pressures that impact the coastal environment include:
- Population growth and urban and industrial development
- water pollution
- climate variability.

---

1 Ecosystem services defined in glossary.
2 Climate variability including projected increases in sea levels and storm intensity, and changed rainfall patterns, will compound the vulnerability of Queensland’s low-lying coastal areas. Degraded environments can accelerate this rate of change and increase instability.
Pressures on the coastal zone

Population growth and urban and industrial development

Approximately 80% of Queenslanders live on the coast. In addition it draws significant numbers of visitors that serves to increase demand for access infrastructure and accommodation. This concentrated urbanisation creates pressures (both directly and indirectly) on the coastal environment. Together with an increase in industrial development, including port and marine infrastructure on the coast, this has resulted in habitat loss, degradation and fragmentation and subsequent loss of biodiversity. Where not sensitively managed, these pressures may undermine the very values which draw such visitation numbers and development in the first place.

Continued population growth in Queensland has increased the demand for quarry material, including sand and gravel in urban centres. Quarry materials extracted from tidal water are commonly used for manufacturing concrete products and fill for airports, ports, factories, hospitals, schools and homes. Extracting quarry material has the potential to trigger river bank erosion near the activity and beach erosion away from the river mouth, due to reduced sediment supply. Other potential impacts include loss of vegetation, declining water quality (sediments and contaminants in any water leaving the site) and air quality (dust and diesel emissions), and increases in ambient noise levels.

Water pollution

Pollution entering coastal and marine waters from freshwater streams has had major impacts in some regions. Pollution sources range from chemical pollutants (including fertilisers, sewage and stormwater); physical pollutants (such as sediments and litter); and biological pollutants (including vegetation from invasive water weeds and organic debris).

Pollution can have direct effects on coastal resources, such as smothering by sediments and indirect effects, such as eutrophication (an increase in nutrient concentrations in aquatic ecosystems which can reduce water quality). For example, rural diffuse pollution, (even from far inland) is strongly linked to the decline of coral cover. Reducing these discharges would improve reef resilience to other emerging pressures from ocean warming and acidification due to atmospheric carbon pollution.

Marine litter, sourced from both land and sea-based activities, is of growing concern. Littering and illegal dumping is the cause of water pollution in the environment. Litter and illegally dumped waste reduces the aesthetic value and visual amenity of a place and reduces environmental values.

Climate variability

Impacts from climate variability could include permanent inundation of land and increasing rates of coastal erosion over time. Coastal ecosystems play an important role by increasing the resilience of plant and animal communities and coastal environments to coastal hazard impacts. For example, mangrove forests can be effective in reducing the destructive forces of a storm tide for communities and infrastructure landward of the forest.

Responses to key pressures

Urban and industrial development is managed to protect coastal resources primarily through the planning and development framework established under the Sustainable Planning Act 2009 (SPA). State requirements for planning and development assessment are identified in the State Planning Policy (SPP) prepared under the SPA. The SPP includes specific outcomes about development assessment to address pressures on the coast and to protect people and property from coastal hazards such as coastal erosion (see figure 3 – Regulatory framework for coastal protection and management). The outcomes to address such pressures will primarily be delivered through local government planning schemes. Coastal development assessment requirements have also been integrated in the State Development Assessment Provisions (SDAP), which set out the matters of interest to the State for development assessment. Further information about the SPP or SDAP can be found on the Department of State Development, Infrastructure and Planning website at www.dsdip.qld.gov.au.

The Coastal Management Plan complements this by providing management policies for use of coastal resources that fall outside the scope of the planning and development requirements under the SPA. The Coastal Management Plan includes a range of measures to achieve objects of the Coastal Act that can be adopted to minimise any potential adverse impacts resulting from use of coastal resources. The Coastal Act also specifically identifies that other relevant legislation should be used wherever practicable to achieve its objects. Decisions made under the SPA to manage development on the coast for example, play a key role in achieving sound coastal management outcomes.
**Other related policies**

The Environmental Protection (Water) Policy 2009 and the Reef Water Quality Protection Plan (Reef Plan) both play a role in addressing water pollution in coastal areas. Potentially polluting industries are regulated through licensing waste outputs into waterways. The Environmental Protection (Water) Policy 2009 includes water quality objectives to protect and enhance environmental values for Queensland waters. The Reef Plan focuses on reducing diffuse pollution from broad scale agriculture, bringing together people and projects to help improve the quality of water entering the Great Barrier Reef lagoon.

Litter and illegal dumping is managed under the *Waste Reduction and Recycling Act 2011* (WRR Act). The WRR Act provides a regulatory framework for managing waste and enforcing compliance action against littering and illegal dumping incidences in Queensland. A large number of community organisations, non-government organisations, and schools are involved in clean-up initiatives across Queensland, preventing litter from entering waterways and ending up in coastal environments.

A range of monitoring programs is also in place to collect data about ecosystem health in rivers, estuaries and coastal areas throughout the eastern coast of Queensland to inform policy development and implementation.

Queensland ports are also required to implement land use plans under the *Transport Infrastructure Act 1994* which include desired environmental outcomes for ports.
Application and Implementation

This plan is applied to guide management planning, activities and works that are not assessable development under the SPA.

Land-use planning and development decisions including self-assessable or compliance development, made under the SPA are out of scope for this Coastal Management Plan. The Coastal Management Plan will assist local government when developing a shoreline erosion management plan.

The Coastal Management Plan will also be important in guiding other coastal stakeholders, such as community groups, natural resource management (NRM) bodies, research organisations, businesses, and individuals (see figure 4 – Application of Coastal Management Plan). It applies where these activities affect State coastal land, and coastal resources within the coastal zone. NRM bodies may use the Coastal Management Plan to develop their management plans.

State coastal land includes coastal roads and esplanades (type of road), reserves and unallocated State land\(^3\) including land under tidal water. The Coastal Management Plan can also be used to support coastal management outcomes on freehold land and other land tenures that include coastal resources.

The Coastal Management Plan is intended to guide land managers and the land under their control. However it does not bind local government to take action to protect private land from coastal erosion.

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\(^3\) Roads, reserves and unallocated State land are defined under the *Land Act 1994.*
Figure 4: Application of Coastal Management Plan

Coastal Management Plan

- Non-regulatory best practice coastal management policies.

Applied by

- Managers of local and State government-controlled coastal land; for example local government
- Community groups
- Natural resource management bodies; for example SEQ NRM
- Research organisations
- Businesses
- Individuals that own coastal land.

Applied to

- Management planning
- Management activities
- Decisions and works that are not regulated under the SPA; for example development of a local government shoreline erosion management plan.

Applied on

- State coastal land and other land tenures that include coastal resources.
Part 2—How coastal land is to be managed

1. Coastal landforms and physical coastal processes

Principle
The long-term stability of dunes and other coastal landforms are preserved and physical coastal processes including erosion, accretion and the movement of sediment are able to occur without interruption.

Coastal management outcomes
1.1 Activities on the coast avoid interrupting the natural fluctuations of the coast (erosion and accretion).
1.2 Land stabilisation against wind and water erosion, and dune-building processes are maintained or enhanced by protecting, managing and rehabilitating native vegetation.
1.3 Dunes, mangroves and coastal wetlands that protect or buffer communities, infrastructure and terrestrial ecosystems from coastal hazards are maintained or enhanced, or where changes to these features cannot be avoided, risks to the community are mitigated.
1.4 Dune crest heights and sand volume in the active beach system are maintained for the protection of adjacent property, structures and coastal resources against storm wave attack and wave over wash processes.
1.5 Longshore transport of sand or delivery of sediment to the coast is not disrupted unless:
   - it can be demonstrated that this does not adversely affect coastal processes, or
   - impacts are mitigated by works including sand bypassing or beach nourishment.
1.6 Where there is an imminent threat to the community or infrastructure from coastal erosion, development of a shoreline erosion management plan (SEMP) is recommended to deliver a science-based solution to the erosion problem that considers social, environmental and economic issues.
1.7 Management planning for assets in areas at risk from erosion should consider the following hierarchy of approaches to maintain coastal processes and resources: avoid, retreat, accommodate or defend.
1.8 Where defence of coastal assets is the most suitable option, beach nourishment; which restores sediment supply and transport, is the preferred option over hard structures (such as sea walls), which can interfere with natural coastal processes. Where seawalls are considered, beach nourishment should be also be undertaken to balance the loss of sediment locked up behind the walls.
1.9 Sediment which is dredged or excavated from within an erosion prone area and is not allocated for another purpose, is to be retained wherever practicable within the erosion prone area and placed on the dunes, beaches, banks or other tidal areas at an approved disposal site.
1.10 The impacts of climate variability including sea level rise are considered in managing the coast.

Policy context
The natural forces of sea and weather drive coastal processes which continually reshape the coast by cycles of erosion and accretion. Coastal erosion is shoreline recession due to erosion by wave and tidal forces resulting in a permanent loss of land. Accretion is the natural build-up of coastal landforms with sediment supplied by wave, tidal flow or wind processes, usually assisted by vegetation trapping the sediment. A typical example of accretion is dune build-up with sand blown up from the beach. Sediment transport is also a key coastal process which maintains or builds beaches, dunes and other landforms. These policies are to ensure coastal processes are maintained to preserve beaches, which are highly valued recreational and aesthetic assets, and prevent new erosion threats which can be caused by removing sediment or disrupting its transport along the coast and impact on existing development.

Natural coastal landforms, physical coastal processes and natural ecosystems and habitats are interdependent and provide essential ecosystem services. Coastal vegetation (e.g. dunes, freshwater estuarine and marine wetlands) stabilises sediment and processes nutrients which promotes healthy groundwater and surface water processes and water quality. Dunes have highly permeable soils functioning as aquifers, by holding groundwater in the intergranular voids between sand grains. Dunes regulate hydrology of freshwater wetlands and perform an important role in water quality polishing and groundwater movement along the shoreline between freshwater wetlands, land and sea.
The Department of Environment and Heritage Protection’s (EHP) preferred method for managing shoreline erosion; including estuaries and tidal reaches of rivers, is preparing and implementing a SEMP. A SEMP is used to investigate the causes and expected future impacts of erosion, analyse management options, and recommend a solution, with consideration to social, economic and environmental issues. A SEMP can also include information about related policy requirements that may impact how erosion is managed, for example fish habitat area policies regulated under the Fisheries Act 1994. Further information about how to prepare a SEMP is available from the EHP website at www.ehp.qld.gov.au. SEMP’s are commonly undertaken by local government either for council controlled land or on behalf of a community. But individuals or groups may also prepare a SEMP. SEMP’s may form part of a broader strategic management or adaptation framework for a region which also considers land use, dune management, recreational opportunity and commercial activities.

Coastal hazards are a reference to coastal erosion and storm tide inundation. Further information about coastal hazards can be found on the EHP website at www.ehp.qld.gov.au. For maps identifying areas that may be vulnerable to the risk of adverse coastal hazard impacts, refer to the Department of Development, Infrastructure and Planning (DSDIP) website http://www.dsdip.qld.gov.au/

**Dunes and other coastal landforms**

Human-induced changes to dune systems and degraded dune vegetation can significantly limit the protection provided to development from coastal hazards, cause wind erosion problems and adversely impact on neighbouring landforms.

Vegetation is important to form and stabilise coastal sand dunes. Vegetation on the beach and dunes tends to occur in zones, according to the degree of exposure to harsh coastal conditions. Closest to the sea is the pioneer zone, extending landward from the debris line at the top of the beach in an area called the foredune or frontal dune. Pioneer plants trap and hold windblown sand in the foredune and help create conditions that encourage other plant communities such as woodland, scrub, heath and forest to establish and grow. All plants, whether they are herbs, shrubs or trees, growing either singly or in groups, have a role in developing vegetative cover and together they help stabilise dunes. A well vegetated riparian zone is important to stabilise creeks, rivers and estuaries and provide resilience to pressures such as sea level rise, storms and floods.

Windblown sand, trapped in the foredune by vegetation, serves as a reservoir of sand for the beach during periods of wave erosion. In the absence of sand-trapping dune vegetation, windblown sand from the beach moves inland and is lost to the beach and dune system. Wind erosion of the beach and un-vegetated foredunes causes coastline recession. The above-ground parts of dune plants act as obstructions, increase surface roughness and reduce the surface speed of sand-carrying wind. Sand spinifex grass (Spinifex sericeus) is the most successful sand trapping plant colonising dunes along most of the Queensland coastline, having the ability to grow through accumulations of windblown sand. Cycles of sand deposition and plant growth form and build dunes.

Rehabilitating a degraded dune system includes stabilising the surface against wind erosion and establishing endemic dune plants to provide long-term stability and reinstate sand trapping and dune building processes. Management actions may include enrichment planting to increase biodiversity and managing pest plants and animals. Pests compete with native plants and animals for habitat, food, light and nutrients. Sometimes, they out-compete the native plants and animals and reduce habitat quality, diversity and aesthetic and recreational value.


Dune vegetation is naturally exposed to harsh environmental conditions, including sand blast, salt spray and high wind velocities. This can make dunes vulnerable to even small additional pressures, including impacts such as pedestrian use, grazing stock and four wheel drive vehicles. To maintain dune stability against wind erosion, these pressures may be managed by exclusion or providing fenced and hardened access points for pedestrians, and increasing stock or plant vigour by periodic fertilising.

Management and rehabilitation efforts vary in cost, intensity, resource requirements, timeframes, and the suitability of techniques to particular sites and situations. Ongoing maintenance is required to ensure they are effective. It may be useful to develop maintenance checklists that note necessary approvals, insurance, standards and notifications to be checked and, as needed, rectified each time the site is visited.

In addition to dunes, a well vegetated zone along the banks of rivers, creeks, estuaries and other wetlands is important to maintain the biodiversity and ecological function of these systems and to provide resilience to pressures such as climate variability, storms and floods.
2. Nature conservation

Principle
Matters of state environmental significance (MSES) are conserved by avoiding impacts or where impacts cannot be avoided residual impacts are mitigated through rehabilitation measures.

Coastal management outcomes
2.1 Areas containing MSES are conserved by:
- protecting areas containing MSES, sensitive natural ecosystems, their process and habitat (particularly feeding, nesting and roosting sites) from threats\(^4\), and
- maintaining, enhancing or re-establishing habitat connectivity for species movement.

2.2 Where impacts on MSES cannot be avoided, impacts are mitigated by actions such as restoring or rehabilitating natural environmental values of similar or adjacent habitat or other actions that reduce threats to MSES.

Policy context
MSES have a critical role in maintaining biodiversity and ecosystem processes and ecosystem services of coastal land and coastal resources. MSES are drawn from matters protected by existing State environmental and natural resource legislation.

This policy seeks to protect MSES, including those identified on maps and additional areas identified by coastal land managers. Protection includes ensuring pedestrian, tourist and marine activities are managed to avoid adverse effects on ecological values. Management actions may include: seasonal and night closures of turtle nesting beaches and preventing artificial light pollution, education about threats to the coastal environment or seasonal closures at times when migratory birds are present or other species are nesting.

The protection of a broader suite of environmental values will further contribute to maintaining healthy and resilient ecosystems and ensure sustainable, long-term conservation of biodiversity. In many cases, mapping is available to indicate the presence of other environmental values such as remnant vegetation or koala rehabilitation areas.

MSES mapping layers are available from the DSDIP website: \(\text{http://www.dsdip.qld.gov.au/about-planning/spp-mapping-online-system.html}\). The MSES mapping methodology can be found on the EHP website: \(\text{http://www.ehp.qld.gov.au/land/natural-resource/method-mapping-mses.html}\). Other environmental values mapping, including property or area-based reports can be obtained from the EHP website at \(\text{www.ehp.qld.gov.au}\). The relevant local authority may also be contacted for other applicable environmental values mapping.

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\(\text{Suggested management actions}
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- Exclusion fencing to protect dunes.
- Providing fenced and hardened access points for pedestrians.
- Periodic fertilising to increase stock or plant vigour.
- Ensuring banks of rivers, creeks, estuaries and wetlands are vegetated.
- Developing site specific maintenance checklists that identify necessary approvals, insurance, standards and notifications.

\(^4\) Threats include: clearing and degrading of vegetation, uncontrolled pedestrian or vehicle traffic, pollution, marine debris (including lost or discarded fishing gear), light pollution, seagrass dieback, drainage of habitat, boat strikes and pest plants and animals.
Protecting MSES through management of beach driving

Activities such as beach driving should be actively managed to prevent significant adverse impacts on coastal ecosystems, including beach and benthic plants and animals. Research indicates that compaction of sand by vehicles is destructive for sand-dwelling invertebrates. Vehicle traffic can also disturb feeding or roosting shorebirds and nesting turtles and destabilise dune systems by damaging the vegetation.

Generally vehicle access to and along foreshore areas is regulated by local governments under the Local Government Act 1993. Additionally, councils are often appointed as the trustee of State coastal reserves.

The Department of National Parks, Recreation, Sport and Racing (NPRS) has jurisdiction to regulate the use of vehicles on beaches that are within protected areas under the Nature Conservation Act 1992, in marine parks under the Marine Parks Act 2004 and in declared recreation areas under the Recreation Areas Management Act 2006.

Once specific regulations or laws are in place to govern vehicle access, the Transport Operations (Road Use Management) Act 1995 can be administered on these beaches by the authority that regulates access (i.e. NPRSR, if within a protected area; or local government in all other instances).

Prior to allowing beach driving, the relevant authority should have a qualified and experienced ecologist prepare a report identifying the relevant ecological and species values of the beach. The report should recommend how adverse impacts on these values (caused by beach driving) can be minimised.

Where it is necessary to allow beach driving to provide access to foreshore or adjacent areas, adverse impacts are managed using a range of tools including: a permit system, speed limits, closure during the period two or more hours each side of high tide, night closures, temporary or permanent diversions onto inland tracks that avoid sensitive areas, and seasonal closures during nesting periods for sea turtles and times when migratory bird species are present.

Where vehicles are used on beaches, they should be driven below the drift line, away from dune vegetation. Vehicles also should not be driven along debris or drift lines, as these often harbour wildlife.

Specific regulations or local laws, using signs and physical exclusion devices will help ensure compliance with conditions for vehicle use of beaches. A regular compliance presence will also be necessary.

Revenue raised through a beach driving permit system can be used to offset the costs of coastal protection and rehabilitation programs.

### Suggested management actions

- Seasonal and night closures of turtle nesting beaches.
- Preventing artificial light pollution on turtle nesting beaches.
- Seasonal closures for areas with nesting migratory birds or other protected species.
- Pest control at turtle nesting beaches.
- Beach clean ups to remove marine debris.
- Education about the impacts of boat strikes and marine debris on MSES.
- Regulating beach driving by-
  - introducing a permit system
  - speed limits
  - beach closures
  - seasonal and night closures for protected species, and
  - restricting vehicle access to below the drift line, away from dune vegetation.
- Rehabilitating damaged vegetation.
3. Indigenous cultural heritage

Principle

Aboriginal People and Torres Strait Islanders are the primary guardians, keepers and knowledge holders of their cultural heritage; their connection to coastal and marine resources should be maintained and enhanced.

Coastal management outcomes

3.1 Management plans and programs should engage Traditional Owners to enable access to coastal resources for cultural activities.

3.2 Changes to arrangements to allow access to cultural resources, including beach driving and access to facilities, should occur in consultation with relevant Traditional Owners to prevent any adverse impacts on cultural resources.

Policy context

Traditional Owners have been managing their cultural resources for millennia as part of their cultural practices. Currently, a number of factors affect the ability of Traditional Owners to be involved in the ongoing management of land. These factors include: land tenure, access rights, and financial capacity.

Incorporating Indigenous knowledge about land and sea management contributes significantly to achieving the objects of the Coastal Act.

Both the Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003 (the cultural heritage acts) provide for effective recognition, protection and conservation of Aboriginal and Torres Strait Islander cultural heritage. The cultural heritage acts recognise that traditional owner participation in activities involving the conservation and management of cultural heritage is important as this allows Traditional Owners to reaffirm their obligations to country.

The cultural heritage acts establish a duty of care that requires all land users to take all reasonable and practicable measures to ensure their activities do not harm Aboriginal or Torres Strait Islander cultural heritage.

Consultation with the Aboriginal or Torres Strait Islander party for an area may be necessary if there is a high risk that the activity may harm Aboriginal or Torres Strait Islander cultural heritage.

The cultural heritage duty of care can be met by acting:

- in compliance with gazetted cultural heritage duty of care guidelines
- under an approved Cultural Heritage Management Plan (CHMP) developed under Part 7 of the acts
- under a native title agreement or another agreement with an Aboriginal or Torres Strait Islander party, unless cultural heritage is not subject to the agreement.

Traditional Owners in many areas have developed plans for the sustainable management of marine resources through processes including Traditional Use of Marine Resources Agreements (TUMRA) and Sea Country Plans. In the Great Barrier Reef Marine Park, Traditional Owners work in partnership with the Australian and Queensland governments to manage cultural activities in sea country through the TUMRA. A TUMRA implementation plan may also describe ways to educate the public about traditional connections to sea country, and to educate other members of a Traditional Owner group about the conditions of the TUMRA. Traditional Owners may also enter into an agreement with NPRSR on the use of marine resources within state marine parks.

Sea Country Plans focus on the sustainable management of marine resources and have also been developed in areas within the Great Barrier Reef Marine Park and the east and west coasts of Cape York. Additionally, plans have been developed by Traditional Owner and ranger groups throughout central and southern Queensland. The plans describe Indigenous community and other interested parties’ objectives for the conservation and management of sea country.

Indigenous Land and Sea Rangers work in many regional communities throughout Queensland to achieve environmental outcomes and raise awareness of the importance of looking after country, land and sea. Many rangers are also Traditional Owners of the areas in which they work. Engaging Land and Sea Rangers and Traditional Owners is an important element in achieving sound coastal management outcomes.
4. Public access and enjoyment of the coast

Principle
Public access and use of the coast is maintained or enhanced for current and future generations.

Coastal management outcomes
4.1 Public access and use of the coast is maintained by avoiding the use of State coastal land for:
• creating exclusive private access to the foreshore
• creating exclusive private use of beaches
• locating erosion control structures to protect private property from coastal erosion.
4.2 The use of undeveloped esplanades and road reserves vulnerable to coastal erosion for vehicular access is supported if they provide the only lawful means of vehicular access.
4.3 The use of State coastal land for public beach access and associated facilities is encouraged if the facilities are located, designed, constructed and managed to conserve coastal resources and their values.
4.4 Beach driving is supported where:
• no practical alternative to access the coast exists or can be reasonably established
• management ensures there are no significant adverse impacts to the stability of dunes, coastal ecosystems or species
• it does not adversely affect public access to and enjoyment of beaches and foreshore areas by other users, including pedestrians.

Policy context
This policy intends to ensure there is no net loss of public access to the foreshore, coastal waters or State coastal land, and ensure that State coastal land continues to contribute to coastal management outcomes.

State and local government may encounter strong pressure from property owners to locate erosion control structures on State coastal land (including on esplanades and beaches) to protect private property. However, using public land for this purpose is generally considered inappropriate. Structures to protect private properties should be located on private land. Only where it is demonstrated that this is not practicable and it is in the public interest, appropriate authority may be considered to provide for a structure on public land and granted to a public authority.

Without careful management some existing uses of State land, such as unapproved beach or fishing huts or jetties, could potentially influence future settlement patterns. These structures are generally inappropriately sited within areas vulnerable to coastal hazards, sometimes potentially leading to significant long-term costs to the community if settlements were to subsequently develop. The Land Act 1994 provides for administering of permits to occupy (if that is determined to be an acceptable tenure solution) that do not establish a permanent use right.

The preferred approach for existing access infrastructure such as roads and tracks is for continued maintenance and management. Where they become impassable from erosion or storm damage, and it is not feasible to reinstate their existing alignment, an alternative alignment consistent with the overall policy outcomes of the Coastal Management Plan should be determined by the relevant management authority.

Establishing public access through sensitive areas such as dunes may degrade or destabilise these areas, especially by damaging vegetation which can lead to wind erosion and dune blow-outs. Access must be located, designed, constructed and maintained to avoid these adverse impacts and should consider solutions appropriate to the level of use and risk from providing the access.
Beaches that are used for the driving or riding of motor vehicles (whether on payment of a fee or otherwise) are roads under the *Transport Operations (Road Use Management) Act 1995* and all road rules apply. Allowing beach driving, where it is necessary to provide access to the foreshore or adjacent areas should be actively managed to maintain public access and enjoyment.

Options employed to manage beach driving include: the use of a permit system, speed limits, and closures during peak periods including seasonal closures, temporary or permanent diversions on to inland tracks that avoid popular beach areas, and prohibitions. An assessment of how the beach would preferably be used by vehicle owners and other users, including consultation with affected user groups, should guide these types of management decisions.

**Suggested management actions**
- Maintain and manage public access walkways and recreational facilities.
- Placement and design of access infrastructure minimises impacts on coastal resources.
- Beach driving manages access using:
  - a permit system
  - speed limits
  - closures during peak periods, or
  - temporary or permanent diversion tracks; that avoid popular beaches.

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**5. Management planning**

**Principle**
Managing and using coastal land is planned, monitored, reported on and reviewed to achieve continuous improvement in management outcomes.

**Coastal management outcomes**

5.1 Coastal land managers are encouraged to prepare and implement local plans, where appropriate, to guide activities consistent with the management policies of this Coastal Management Plan.

5.2 The community, Traditional Owners, State and local government land owners and land managers, relevant interest groups including natural resource management bodies, and other stakeholders such as local business owners, should be consulted when preparing local plans.

5.3 Local management plans should preferably incorporate a framework for assessing the effectiveness of management practices and decisions over time by:
   - establishing extent and condition of resources, and measurable performance indicators
   - committing to an associated monitoring, reporting and review program.

**Policy context**
The type, structure, content and implementation mechanisms identified in a management plan are at the discretion of the State coastal land manager and should be tailored to suit the purpose for which the land is used and any special management considerations.

EHP can provide support and guidance about the coastal management components of a management plan. The *Land Act 1994* makes provision for trustees to prepare and submit a land management plan for trust land they manage.

A sample management plan template for coastal areas is included in Appendix 1. To avoid duplication, a management plan could be tailored to include Coastal Management Plan considerations and address requirements under the *Land Act 1994* and *Land Protection Act 2002*.

The Land Management Planning for Reserves or Deeds of Grant in Trust—Information Kit provides guidance about how to prepare these plans. It is available from the Department of Natural Resources and Mines website at [www.dnrm.qld.gov.au](http://www.dnrm.qld.gov.au).

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**Suggested management actions**

- Establish a local management plan that includes:
  - resource extent and condition performance indicators
  - monitoring, reporting and review requirements.
- Consult with the broader community when developing a local management plan.

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6. Knowledge sharing and community engagement

**Principle**

Knowledge of coastal resources and their management is shared with the community and the community is engaged in decision-making processes and activities that affect them.

**Coastal management outcomes**

6.1 Coastal land managers actively engage the community and share knowledge of coastal management issues, planning and activities through:

- providing opportunities for direct consultation with the community and special interest groups about management proposals and decisions
- encouraging and facilitating the sharing and use of knowledge, including traditional Indigenous knowledge of country, to promote awareness and understanding of coastal issues and environmentally responsible behaviours (stewardship) in the community
- encouraging and facilitating the active participation of the community, including special interest groups in managing their coastal areas where appropriate
- facilitating participation, collaboration and integration within and between programs and community networks.

**Policy context**

Awareness and understanding of coastal issues can be encouraged within communities through community-based social marketing strategies and providing education and awareness programs and information. This is best achieved at the local level.

Effective coastal management must involve all stakeholders and members of the public. Effective collaboration and partnerships are more likely to improve coastal management outcomes because they combine resources to help reduce costs, recognise diversity in approaches, and coordinate management activities.

Regional natural resource management bodies, community groups and individuals currently commit funding, time, and effort to prepare strategies, such as integrated catchment management plans and natural resource management strategies. They also contribute to on-the-ground works and activities, such as rehabilitation projects that help manage coastal areas. This contribution can be supported by sourcing funding and knowledge from local, state and federal government, and industry programs. An integrated approach that uses indigenous knowledge and contemporary science together may further improve outcomes for community-based initiatives.
Review of the Coastal Management Plan
The Coastal Act stipulates that a coastal plan only has effect for 10 years, after which time it must be replaced.

Suggested management actions

- Develop key stakeholder lists for consultation on coastal management issues.
- Use a variety of methods to engage with the community and local interest groups including:
  - direct contact with stakeholders
  - advertising management plans in newspapers
  - community workshops
  - workshops with tertiary institutions.
Glossary

Coastal hazard as defined in the Coastal Protection and Management Act 1995.

Coastal resources as defined in the Coastal Protection and Management Act 1995. It includes natural and physical features and landforms, vegetation, wildlife, quarry material, soil, water and places and objects that have anthropological, archaeological, historical, scientific, spiritual, visual or sociological significance or value, including such significance or value under Aboriginal tradition or Island custom.

Coastal processes are the natural processes of the coast, including sediment transport to and along the coast; fluctuations in the location and form of the foreshore, beaches, dunes and associated ecosystems; waves; tides and tidal currents; changes in sea-level and coastal hazard, hydrological processes including groundwater, ecological processes (for example, migration of plant and animal species) and the natural water cycle (for example coastal wetlands’ role in filtration and flood mitigation).

Ecosystem services are the life support systems all living creatures (including humans) rely on. These include:

- provision of services such as oxygen, food and water
- regulating services such as regulation of climate, land degradation, and disease
- supporting services such as soil formation and nutrient cycling for agriculture, and
- cultural services such as recreational, spiritual, religious, and other non-material benefits for recreation and tourism.


State coastal land as defined in the Coastal Protection and Management Act 1995.
Appendix 1

Sample management plan template for coastal areas

Note: For guidance only. Different styles and content may suit different scenarios.

Introduction
Requirement for a land management plan
Process
Working group
Consultation
Use of this plan
Implementation.

Background
Legislative and policy setting
Land management plan area (map)
Objectives of the land management plan.

Critical management considerations (may) include:
Population growth
Visitor growth
Foreshore stability considering variable sea levels
Vegetation management
Commercial use and leased areas
Unmanaged foreshore and reserve access
Management resources for implementing the plan
Monitoring and evaluating the plan.

Desired outcomes and actions
Area 1: xxxx
Preamble
Land tenure
Historical changes
Vegetation description.

Coastal management issues and actions (may) include:
1. Pedestrian access
2. Passive recreation
3. Vehicular use of beaches, trail bikes, horse riding
4. Camping and occupation
5. Fire management
6. Vegetation management
7. Management of other coastal resources
8. Management of coastal erosion and shoreline retreat (refer to EHP’s shoreline erosion management plan)
9. Restoration of degraded dune systems
10. Pest, including weed control

Glossary and abbreviations
References
Appendices
Maps
Background information
Practice guidelines
Foreshore proclamation
Bathing reserve
Recreation area
FORREST BEACH ACCESS LOCATIONS

WARNING - HIGH RISK AREA - VERY SOFT SAND & VERY HIGH TIDES
VEHICLES MAY GET STUCK - HIGH RISK OF SALT WATER INUNDATION.
ALWAYS - CHECK TIDES, GROUND CONDITIONS AND YOUR RECOVERY OPTIONS.
PLEASE NOTE – RECOVERY AND ASSOCIATED COSTS ARE THE RESPONSIBILITY OF THE VEHICLE OWNER.

REMEMBER – PEDESTRIANS AND ANIMALS
FREQUENT THIS AREA - PLEASE DRIVE CAUTIOUSLY AND RESPONSIBLY.

BEACH AREAS PATROLLED BY
QLD POLICE SERVICE
EMERGENCY CONTACT – DIAL 000
EXECUTIVE MANAGER DEVELOPMENT AND PLANNING ACTIVITY REPORT FOR MONTH ENDING 31 JULY 2016

Executive Summary
This Monthly Activity Report is to be presented at Council’s Ordinary Meeting scheduled to be held on 30 August 2016 for Councillors information.

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

Officers Comment
Nil

TYTO PRECINCT

Overall
TYTO has been busy throughout July with an overall 8.85% increase for the month. The stand out was Conferencing and Events with a 188.24% increase from 2015.

The new event programme has a request for patron feedback via a survey on TYTO Events to support any changes made and to ensure there is community input/consultation. The survey will be open for 4 weeks in early August to September.

Wedding and event packages will be finalised in the coming months now the new fees and charges have been adopted.

TYTO Conference and Event Centre

Overall the month of July was busy. On top of standard monthly events the first Travellers Table, NAIDOC week and multiple internal and external conference bookings were managed.

- The first Travellers Table was held in the TYTO Parkland with 21 attendees. SEDTO was onsite with film crew and feedback from all attendees was positive.
- Hinchinbrook Market Day had 900 attendees which was the best attendance yet. Each month we are getting more enquiries from prospective stall holders and we have had a lot of out of town tourists coming thought the Precinct. There are 2 Market Days left for the event season.
- Movie Magic was hosted at TYTO this month with 93 attendees. 57 bags of popcorn were sold and the pre movie craft was enjoyed by all.
- Tea & Trivia this month was quiet compared to previous months with only 36 attendees. It was announced to the attendees that from August onwards local senior attendees to Tea & Trivia would be required to pay $5.00 per person with out of town attendees being charged $10.00 per person.
- Sunday session for July had 67 attendees. This is quiet compared to previous months however this is reasonable when taking into consideration other community events held around this time.
- The Get Out, Get Active programme has finished, currently finalising grant paperwork. Attendance on the Activate Girls Only, Function Fitness over 40’s and Nutritional Workshops was all good however; there was minimal interest in the Cardio Tennis sessions. Good feedback has been received from participants.
Key Achievements:

- **Little Red in the Hood Performance** was held on Friday 22 July 2016 with 150 students from several schools in the Hinchinbrook Shire attending this one-off performance in the Conference and Events Centre at TYTO. The entertainers were terrific; they really knew how to put on a superb fun-filled performance! The teachers loved the set up which consisted of professional sets, great costumes, rugs and bean bags for the attendees to get comfortable. The entire show wasn’t just for fun; this fantastic touring production was an opportunity for Children to learn life skills and important messages via engagement in art and culture. Some classes stayed and made the most of the myriad of extra awesome things to do throughout TYTO.

- The **Hinchinbrook Shire Library** offered a book exchange for residents which were very well received by the community at the July Market Day. The library also offered a Story Time session and several arts and crafts for all Children in attendance of the Market Day which was very popular.

- The **July Digital Storytelling Group meeting** was very informative and fruitful. The group considered doing one project at a time but then would be unable to utilise our workshops most effectively for each and every project. So after discussions the group decided as a collective that running them parallel to each other is the best option. It was decided that the group would focus on three separate projects this year instead.

- Hinchinbrook Shire Library joined eSmart Libraries, a cyber safety programme for Library staff and the Library community as a whole. eSmart Libraries will assist staff and patrons with all cyber safety issues. The State Library of Queensland recommends the initiative in order to protect young and old from the increasing danger of online predators.

- Completion of the **June/July School Holiday Programme**. Largest group was 26 children at the Plaster of Paris Arts and Crafts session held on the 5 July 2016.

**TYTO Regional Art Gallery**

- **TYTO held our annual NAIDOC exhibition** for the week celebrations. “SONGLINES” The living narrative of our nation. The exhibition was opened by Councillor Mary Brown and the guest speaker was Troy Wyles-Whelan descendant and custodian of the Warrgamay people.

- The travelling exhibition “TRANSPARENT” Watercolours in Queensland 1850’s – 1980’s from GOMA carried through to mid July. “WHAT’S IN A LANDSCAPE?” exhibition was represented by eight local and regional artists consisting of photographs, acrylic painting as well as mixed media works of landscapes around Queensland.

- The gallery hosted a boomerang painting workshop at the Hinchinbrook Market Day. The interactive/hands on workshop was targeted towards a younger clientele and the participants took away with them their own painted boomerang.

- Planning is in progress for the Hinchinbrook Art Awards.

**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.

**Variance**

July figures have a positive 8.85% increase for the month. The stand out outlet was Conferencing and Events with a 188.24% increase from 2015. The event programme is almost 50% of this increase at 47.7% showing the success of the programme and the traction it has made. We believe this success has come from both word of mouth via loyal early adopters of the programme and the distribution of the event programme booklet in 2016.
TIWC
Visitor numbers for July were 3658 which is a 4% decrease from the previous year. Decrease is from Townsville Region and International. Unseasonal rain may have been responsible for the decrease. Some centres and businesses within the region are experiencing similar results.

RV Area
Due to the ongoing rain experienced in July the RV area has been closed for a number of days leading to a significant decline in visitor number. July 2016 saw 168 stay compared to 261 in the same period last year. The CMCA RV area has experienced similar closures.

TCEC
Total Conference and Events bookings for the month of July 2016 were 27, 6 of which were external. Total attendance numbers for July 2016 were 2,744. 47.7% or 1309 people were for TYTO Events. Of the remaining 1,435 attendees, 182 attendees were from internal bookings. Leaving 1,253 attendees or 45.6% being from external attendees.

Overall attendance of patrons to TYTO for the month of July 2016 increased by 188.24% in comparison to July 2015.

TRAG
A total of 1211 visitors were recorded visiting the Gallery for July 2016. This is a decrease of 21% or 322 visitors compared to 2015. The decrease is likely to be due to having split the gallery to cater for ‘Transparent -watercolours in QLD’ until 18/07, therefore we were unable to have a full NAIDOC exhibition

HSL
A total of 10629 visitors were recorded during July. The counter experienced calibration issue on 4 different days so the average was taken which based on circulation figures is a fair representation of the day and possibly on the low side, however we would rather under estimate than over estimate.

A total of 14,963 of circulation for the month of July this is an increase of 8% from July last year.

38 new members joined the Library in the month of July.

Upcoming Events
The Commonwealth Games Queens Baton Relay event has been given to TYTO to manage. A team of three has been selected to manage this with the assistance of the TPM in key tasks. There is no budget for this event to date; a planner is being currently drafted with a budget.

The Hinchinbrook Careers Day has been given to TYTO to manage. This has a team of three to pull this together in a short space of time; there is a committee and assistance from Human Resources. The proposed date is the 26 October 2016. There is no budget for this event to date; a planner is being currently drafted with a budget.
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n/a not available at time of report preparation
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<tr>
<th>Date</th>
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<tr>
<td>01</td>
<td>TYTO Wetlands Early Morning Walk for Seniors</td>
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<tr>
<td>01</td>
<td>Movie Magic – “Home with craft”</td>
</tr>
<tr>
<td>01</td>
<td>Hinchinbrook Bird Count</td>
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<tr>
<td>01-31/12/2016</td>
<td>Exhibition: In Memory of our Heroes – 31st Battalion The Kennedy Regiment mini Museum</td>
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<tr>
<td>01-31</td>
<td>Exhibition: NAIDOC Exhibition</td>
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<tr>
<td>01</td>
<td>Craft: Paddle pop farm animals</td>
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<td>02,05,09,12,16,19,23,26,30</td>
<td>Tour TYTO Wetlands</td>
</tr>
<tr>
<td>02,05,09,12,16,19,23,26,30</td>
<td>Tour Sugar Tracks – Heritage Display and Tour</td>
</tr>
<tr>
<td>04</td>
<td>Art Create your own Tiputa</td>
</tr>
<tr>
<td>04</td>
<td>Craft Paddle pop farm animals (Halifax Sub Branch)</td>
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<tr>
<td>05</td>
<td>Activate - Girls Only</td>
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<tr>
<td>05</td>
<td>Craft Plaster of Paris</td>
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<td>06</td>
<td>NAIDOC Exhibition Official Opening</td>
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<td>NAIDOC Week and Boomerang Painting Sessions</td>
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<tr>
<td>07</td>
<td>Story Time/Hinchinbrook Market Day Session</td>
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<td>07</td>
<td>Hinchinbrook Market Day</td>
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<tr>
<td>07,14,21</td>
<td>Cardio Tennis-Girls Only</td>
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<td>09</td>
<td>Art Draw, Make, Create</td>
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<td>10,24</td>
<td>Freestyle AUDIO</td>
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<tr>
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<td>Story Time</td>
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<td>14,21,28</td>
<td>eSkills Classes</td>
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<td>26</td>
<td>Baby Bop</td>
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<tr>
<td>28</td>
<td>Tea and Trivia for Seniors</td>
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<td>31</td>
<td>Sunday Sessions</td>
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### Precinct Wide activities / events / displays for August

<table>
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<th>Date(s)</th>
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<td>01-31/12</td>
<td>Exhibition: In Memory of Our Heroes – 31st Battalion The Kennedy Regiment mini Museum</td>
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<tr>
<td>02,06,09,13,16,20,23,27,30</td>
<td>TYTO Wetlands Tours</td>
</tr>
<tr>
<td>02,06,09,13,16,20,23,27,30</td>
<td>Sugar Tracks Tours</td>
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<tr>
<td>03,10,17,24,31</td>
<td>Travellers Table</td>
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<tr>
<td>04,25</td>
<td>Story Time</td>
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<tr>
<td>04,11,18</td>
<td>Child Health New Baby Sessions</td>
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<tr>
<td>04,11,18,25</td>
<td>eSkills Classes</td>
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<td>04</td>
<td>Hinchinbrook Market Day</td>
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<tr>
<td>05</td>
<td>Exhibition Opening Imagination</td>
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<td>05</td>
<td>Movie Magic – Paddington</td>
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<tr>
<td>06</td>
<td>Digital Storytelling Group</td>
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<tr>
<td>05-28</td>
<td>Imagination” Exhibition</td>
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<tr>
<td>09</td>
<td>Book Club</td>
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<td>The First Works War Treasures: A White Gloves Experience</td>
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<tr>
<td>14</td>
<td>Freestyle AUDIO</td>
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<tr>
<td>18</td>
<td>Seniors Morning Tea</td>
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<tr>
<td>20-26</td>
<td>Book Week</td>
</tr>
<tr>
<td>25</td>
<td>Tea and Trivia for Seniors</td>
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<td>26</td>
<td>TYTO Wetlands Early Morning for Seniors</td>
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<td>28</td>
<td>Sunday Sessions</td>
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<td>Last Tuesday of the Month</td>
<td>Baby Bop</td>
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<td>Daily – Weekday</td>
<td>Wetlands Interpretive Displays and Games</td>
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<tr>
<td>Daily – Weekends</td>
<td>Wetlands Interpretive Displays and Games</td>
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<tr>
<td>Daily</td>
<td>TYTO Parklands inc Picnic Area</td>
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<td>TYTO Wetlands</td>
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### Marketing Activity for July

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<tr>
<th></th>
<th>Adlink</th>
<th>Success Magazine</th>
<th>Duo Magazine</th>
<th>Facebook</th>
<th>Call for Entries Hinchinbrook Art Awards Invitation</th>
<th>Website</th>
<th>Monuments</th>
<th>Grapevine</th>
<th>Signage</th>
<th>In Townsville and Magnetic Island</th>
<th>Partner Programme – Lions Club of Ingham</th>
<th>Accommodation/Activities Guide</th>
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<tbody>
<tr>
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<td></td>
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<td></td>
<td>Ando’s Ready for Adventure lift out in Townsville Bulletin</td>
<td>Queensland Memory enews</td>
<td>Herbert River Express</td>
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<td></td>
<td></td>
<td></td>
<td>RV Packs</td>
<td>ATDW – Spirit 2016 Winter Campaign Regional QLD Promotion</td>
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### TOWN PLANNING

- **Applications received**

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<tr>
<td>Material Change of Use</td>
<td>0</td>
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<td>Operational Works</td>
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<tr>
<td>Building Works Assessable Against Planning Scheme</td>
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<tr>
<td>Change to Existing Approval</td>
<td>0</td>
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<tr>
<td>Request to Extend Development Approval</td>
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<td>Frontage, Side and Rear Siting Relaxation</td>
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<tr>
<td>State Department Lease/Conversion Applications</td>
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**Total Application**: 4
TOWN PLANNING

- **Approvals issued**

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<td>Building Works Assessable Against Planning Scheme:</td>
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<td>Change to Existing Approval:</td>
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<td>Side and Rear Siting Relaxation</td>
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<td><strong>Total Approvals</strong></td>
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ECONOMIC DEVELOPMENT AND TOURISM

- 06 July: EMDP and SEDTO attended Tourism Operators Focus Group Meeting
- 08 July: EDMP attended the meeting with business owners for "Shop the Hinchinbrook Way - Coffee's on us" Proposal
- 11 - 27 July: EMDP on Annual Leave
- 27 July: Trainee for Development and Planning Commenced
- 28 July: SEDTO attended Business Mindset Innovation in Townsville

**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 Hinchinbrook Way Drive.

BUILDING AND PLUMBING

**Plumbing Inspections July 2016**

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<tr>
<th>Inspection Type</th>
<th>Final</th>
<th>New Design</th>
<th>Rough In</th>
<th>Work on as-constructed plans</th>
<th>Drainage</th>
<th>Trade Waste Inspections</th>
<th>Slab</th>
<th>Sewer Main Locations</th>
<th>Bath</th>
<th>Disconnection of House Drain</th>
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<tr>
<td></td>
<td>3</td>
<td>5</td>
<td>0</td>
<td>7</td>
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<td>3</td>
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Elevated Pipe Work  1  Backflow Inspections  0
Total     11   Other     1

Building Status Report
Development and Planning Capital Works Progress Report:

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<th>Project Description</th>
<th>Programme Estimate 2015/2016</th>
<th>2015/2016 Expenditure to 31 July 2016</th>
<th>Comments &amp; Project Timeline</th>
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<td>HSC Budget</td>
<td>Other Source</td>
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<td>Ingham CBD Redevelopment</td>
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<tr>
<td>Tourist Loop Signage</td>
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<td>QTIF Grant</td>
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- Footpath works commenced outside the Council building.
- Will progress when branding has been finalised.
- The project is complete except for the installation of a drinking fountain.
- Subject to funds being carried over.

---

2015/2016 Capital Projects Subject to Council approved carry over.

- Ingham CBD Redevelopment: $1,002,500, 0, $1,002,500, 686,213.13
- Tourist Loop Signage: $40,000, $0, $40,000
- Tully Street Redevelopment: $150,000, QTIF Grant, $150,000, $300,000, 274,107.98
### 2015/2016 Projects

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<th>Programme Estimate 2015/2016</th>
<th>2015/2016 Expenditure</th>
<th>Comments &amp; Project Timeline</th>
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<tbody>
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<td>RV Tourist Parking Signage - Lannercost Street</td>
<td>HSC Budget</td>
<td>Other Source</td>
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<td>$20,000</td>
<td>$0</td>
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**Comments & Project Timeline**

- **Forecast**
- **Actual**

### 2016/2017 Capital Projects

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<th>2015/2016 Expenditure</th>
<th>Comments &amp; Project Timeline</th>
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</thead>
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<td>TYTO Paths/bridges/signage</td>
<td>HSC Budget</td>
<td>Other Source</td>
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**Comments & Project Timeline**

- **Forecast**
- **Actual**

- Project not commenced as yet
<table>
<thead>
<tr>
<th>Project Description</th>
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<th>2015/2016 Expenditure</th>
<th>Comments &amp; Project Timeline</th>
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<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
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<tr>
<td>Visitor Information Centre refurbishment</td>
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<tr>
<td>CBD/Cartwright/Herbert</td>
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<td>$150,000</td>
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<tr>
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<td>Programme Estimate 2015/2016</td>
<td>2015/2016 Expenditure</td>
<td>Comments &amp; Project Timeline</td>
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<td>-------------------------------------------</td>
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<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
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<tr>
<td>Wallaman falls Project infrastructure</td>
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<tr>
<td>Lannercost St Laneway artwork</td>
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TYTO Regional Art Gallery: NAIDOC Exhibition Opening Ceremony

TYTO Regional Art Gallery: NAIDOC day workshops
TYTO Regional Art Gallery: “What’s in a Landscape?” Exhibition

TYTO Regiona Art Gallery: Visitors throughout the month of July

Little Red In the Hood

Tea and Trivia and Sunday Session
Cake cutting Ceremony – NAIDOC Week

The Get Out, Get Active Programme

Travellers Table
TYTO Information and Wetlands Centre Volunteer Family

Broaderwater Rainforest Walk

[Image]

Ashton Hotel History Collection

[Image]

Wallaman Falls

[Image]
<table>
<thead>
<tr>
<th>Testimonials</th>
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<tr>
<td><strong>Trip Advisor</strong></td>
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<td><strong>Tea &amp; Trivia Survey Form</strong></td>
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<td><strong>Visitor Book</strong></td>
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<tr>
<td><strong>Trip Advisor</strong></td>
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<tr>
<td><strong>Valma Francis</strong></td>
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<tr>
<td><strong>Raymond Francis</strong></td>
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</tbody>
</table>
at a glance JULY.

01/07/2016
TYTO Wetlands Early Morning Walk for Seniors
WHERE: TIWC
7:30AM

2, 5, 9, 12, 16, 19, 23, 26, 30
Tour: TYTO Wetlands
WHERE: TIWC
9AM

01/07/2016
Movie Magic - "Home with craft"
WHERE: TA
6PM-8PM

01/07/2016-31/12/2018
EXHIBITION: In Memory Of Our Heroes-1st Battalion The Kennedy Regiment mini-Museum
WHERE: HSL
10AM-4PM

01/07/2016-31/07/2016
Exhibition: NAI DOC Exhibition
WHERE: TRAG
10AM-4PM

01/07/2016
Craft: Paddle pop farm animals
WHERE: HSL
2PM-3PM

1 to 31/07/2016
Hinchinbrook Bird Count
WHERE: TIWC

2, 5, 9, 12, 16, 19, 23, 26, 30
Tour: Sugar Tracks-heritage Display and Tour
WHERE: HSL/TP
10AM

04/07/2016
Art: Create your own Tiputa
WHERE: TRAG
2PM-3PM

6, 13, 20, 27
Travelers Table
WHERE: TP
5:30PM-7PM

04/07/2016
Craft: Paddle pop farm animals-Halifax, Sub Branch
WHERE: HALIFAX
2PM-3PM

05/07/2016
Activate-Girls Only
WHERE: HSL/TP
8:30AM-10AM

05/07/2016
Craft: Plaster of Paris
WHERE: HSL
2PM-3PM

07/07/2016
Story Time/Hinchinbrook Market Day session
WHERE: TP
10:30AM-11:30AM

07/07/2016
Hinchinbrook Market Day
WHERE: TP
8:30AM-1:30PM
21/07/2016
Story Time
WHERE: HSL 10:30AM-11:30AM

14, 21, 28/07/2016
eSkills Classes
WHERE: HSL FROM 10AM

07, 14, 21/07/2016
Cardio Tennis-Girls Only
WHERE: INFLIGHT 5:30PM-6:30PM
INGHAM TENNIS ASSOCIATION

24/07/2016
Freestyle AUDIO
WHERE: DD 10AM-4PM

28/07/2016
Tea and Trivia for Seniors
WHERE: TGEC 10:30AM-12PM

28/07/2016
Story Time
WHERE: HSL 10:30AM-11:30AM

09/07/2016
Art: Draw, Make, Create
WHERE: TRAG 1PM-3PM

10/07/2016
Freestyle AUDIO
WHERE: DD 10AM-4PM

14/07/2016
Story Time
WHERE: HSL 10:30AM-11:30AM

28/07/2016
Sunday Sessions
WHERE: TA 4:30PM-6:30PM

31/07/2016

DAILY
Wetlands Interpretive Displays and Games
WHERE: TIWC 9AM-6PM
4PM WEEKENDS

DAILY
TYTO Parklands inc Picnic Area
WHERE: TP 24 HOURS

DAILY
TYTO Wetlands
WHERE: TW 24 HOURS

DAILY
Nature Bingo
WHERE: TIWC 9AM-6PM
4PM WEEKENDS

LAST TUE OF MONTH
Baby Bop
WHERE: HSL 10:30AM-11:30AM

Double Daw Creative Studio
Hinchinbrook Shire Library
IN-FLIGHT
Events presented by TYTO throughout the Shire
TA TYTO Amphitheatre
TGEC TYTO Conference & Events Centre
TIWC TYTO Information & Wetlands Centre
TP TYTO Parklands
TRAG TYTO Regional Art Gallery
TW TYTO Wetlands

tyto.com.au  MAY - JULY 2016 9
**ACTIVITY REPORT – DEVELOPMENT AND PLANNING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>18/08/2016</td>
<td>Seniors Morning Tea</td>
<td>TIDDLIKS</td>
<td>9.30-11.30AM</td>
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<tr>
<td>18/08/2016</td>
<td>eSkills Classes</td>
<td>DD</td>
<td>FROM 10AM</td>
</tr>
<tr>
<td>18/08/2016</td>
<td>Story Time</td>
<td>HSL</td>
<td>10.30-11.30AM</td>
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<tr>
<td>18/08/2016</td>
<td>Child Health New Baby Sessions - Group 2</td>
<td>HSL</td>
<td>10AM-11.30AM</td>
</tr>
<tr>
<td>20-26/08/2016</td>
<td>Book Week</td>
<td>HSL</td>
<td>13-1AM &amp; 1-2PM</td>
</tr>
<tr>
<td>25/08/2016</td>
<td>Tea and Trive for Seniors</td>
<td>HSL</td>
<td>10.30AM-12PM</td>
</tr>
<tr>
<td>25/08/2016</td>
<td>Story Time</td>
<td>HSL</td>
<td>10.30-11.30AM</td>
</tr>
<tr>
<td>26/08/2016</td>
<td>TYTO Wetlands Early Morning for Seniors</td>
<td>HSL</td>
<td>7.30AM</td>
</tr>
<tr>
<td>28/08/2016</td>
<td>Sunday Sessions</td>
<td>TA</td>
<td>4.30-8.30PM</td>
</tr>
</tbody>
</table>

**DAILY WEEKENDS**

- Wetlands Interpretive Displays and Games
  - WHERE: TIWC
  - TIME: 9AM-4PM

**DAILY**

- TYTO Parklands inc Picnic Area
  - WHERE: TP
  - TIME: 24 HOURS

**DAILY WEEKDAY**

- Wetlands Interpretive Displays and Games
  - WHERE: TIWC
  - TIME: 9AM-4PM

**LAST TUES OF MONTH**

- Baby Bop
  - WHERE: HSL
  - TIME: 10.30-11.30AM

---

**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

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.

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!
**Tea Trivia**

Senior - come along for a morning of fun!
Enjoy baked delights, tea and coffee while you test your knowledge. Come along and keep your mind nimble. Last Thursday of the month, April to September.

Time: 10.30am - 12.00noon
Where: YTO Conference & Events Centre
Bookings Essential: 4776 4914
Cost: Free to local Senior Citizens.
Others: $10.00 at the door.

Please note there is an easy access drop off point in front of the Library at Millworth Street Leigham and then access to the carpark. Mini bus parking at Macrossan Ave.

---

**SUNDAE SESSIONS @ YTO**

Good times, great music!
BYO equipment. BYO alcohol if designated events only.
Food and (non-alcoholic) beverages are available for purchase. Please see who's playing go to: [YTO Website]

24 APRIL
29 MAY
26 JUNE
31 JULY
28 AUGUST
25 SEPTEMBER
EXECUTIVE MANAGER DEVELOPMENT AND PLANNING MONTHLY STATUS REPORT – AUGUST 2016

For Council Decision – Recommendation

That the Report be received and noted.

Resolution Number - 260716-16 - Draft Hinchinbrook Shire Planning Scheme - State Interest Check Outcomes and Endorsement

That Council resolve that:

a) The outcomes of the Council as reflected in the State Interest Review - Part A (State Interests) as presented, is approved;

b) Milford Planning Consultants Pty Ltd, amend the Draft Planning Scheme and Mapping to reflect the outcomes as reflected in the State Interest Review - Part A (State Interests) as presented; and

c) Milford Planning Consultants Pty Ltd submit the amended draft Planning Scheme to the State Government for Approval to Notify.

Status:
August 2016 Update – Milford Planning Consultants Pty Ltd notified of Council resolution and amendments to documentation being made.

Matter Closed

Resolution Number - 260716-15 - Siting Relaxation Application - Alan Hall - Lot 60 on L46929, Parish of Cordelia - 45 Carr Crescent, Lucinda

That Council approve the siting relaxation for the proposed boat shed on land at 45 Carr Crescent, Lucinda, on the grounds that the proposed development can be considered to meet the relevant assessment criteria, subject to a number of conditions.

Status:
August 2016 Update – Applicant notified of decision via written correspondence dated 01 August 2016. Applicant to lodge building application prior to siting relaxation approval lapse on 26 July 2017.

Matter Closed

Resolution Number - 260716-14 - Material Change of Use - Duplex Unit - 18 Badila Street, Ingham - Lot 94 on SP239230, Parish of Cordelia

That Council Officers consider that the site is logically configured to support the proposed use and that it is unlikely to result in any detrimental impacts to neighbouring properties. Moreover, the proposal is consistent with all relevant codes and provisions of the Planning Scheme and Officers acknowledge the positive outcomes for the community attached with the proposal.

That Council issue a Development Permit for Material Change of Use - Duplex Unit, subject to a number of conditions.
Status:
August 2016 Update – Applicant notified of decision via written correspondence dated 01 August 2016. Applicant has accepted decision conditions and has until 26 July 2020 to meet compliance prior to establishment of use. Matter Closed

Resolution Number - 260716-13 - Reconfiguring a Lot - Rearrangement of Boundaries - Long Pocket Road, Long Pocket, Lot 1 on CWL1337 and Lot 29 on SP261259, Parish of Lannercost

That Council issue a Development Permit for Reconfiguration of a Lot, being the Realignment of Boundaries, subject to a number of conditions.

Status:
August 2016 Update – Applicant notified of decision via written correspondence dated 02 August 2016. Applicant has until 26 July 2018 to meet compliance with conditions of approval prior to the local government endorsement of a survey plan. Matter Closed

Resolution Number – 260716-21 – Material Change of Use – Undefined Use (Telecommunications Facility) – 13 Abergowrie Road, Abergowrie - Lot 26 on A9113, Parish of Garrawalt

That Council issue a Development Permit for Material Change of Use – Undefined Use (Telecommunications Facility), subject to a number of conditions.

Status:
August 2016 Update – Applicant accepts Council decision and has until 28 June 2020 to meet compliance prior to establishment of use.

July 2016 Update – Applicant provided with Decision Notice dated 4 July 2016. Applicant has twenty business days to accept decision or negotiate approval. Matter Closed

Resolution Number – 280616-20 – Material Change of Use – Accommodation Building – 28 Atkinson Street, Ingham - Lot 37 on RP703720, Parish of Cordelia

That Council issue a Development Permit for Material Change of Use – Accommodation Building, subject to a number of conditions.

Status:
August 2016 Update – Applicant appeal period has lapsed with no representations made to Council. Applicant has until 28 June 2020 to meet compliance prior to establishment of use.

July 2016 Update – Applicant provided with Decision Notice dated 4 July 2016. Applicant has twenty business days to accept decision or negotiate approval. Matter Closed

Resolution Number - 280616-19 - 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

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.

Status:
August 2016 Update – The Memorandum of Agreement has been signed by the Forrest Beach Progress Association and Council. Signage has been erected. A media release is being prepared.
July 2016 Update – A draft Memorandum of Agreement has been prepared. Officers have met with members of the Forrest Beach Progress Association regarding the management of the operations. Letters have been sent to nearby residents advising them of Council’s decision as well as the QCWQ, Hinchinbrook Chamber of Commerce and the two caravan parks in the Lower Herbert area. The likely commencement date will be the end of July.

**Resolution Number - 280616-18 - RV Signs Located at West End of Lannercost Street**

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.

**Status:**
August 2016 Update – No further progress to date.

July 2016 Update – Letters have been sent to the residents and businesses in the western area of Lannercost Street. Engineering Services are to assist in obtaining the DTMR permit, repainting of the parking bays and installing the signs.

**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:**
August 2016 Update – Currently preparing documentation.

July 2016 Update – Currently preparing documentation.

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:**
August 2016 Update – Competed.

July 2016 Update – Paperwork has been completed and Human Resources have been advised of the extension. HR currently preparing letter to extend the contract.

June 2016 Update – Paperwork has been competed and Human Resources have been advised of the extension. HR currently preparing letter to extend the contract.  

**Matter Closed**

**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:**
August 2016 Update – Planning work has been commenced.

July 2016 Update – Planning consultant advised of Council resolution. Planning work has been commenced.

June 2016 Update – Planning consultant advised of Council resolution. Planning work has been commenced.
### 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:**
- August 2016 Update - No further update at this stage.
- July 2016 Update - No further update at this stage.
- 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:**
- August 2016 Update – Council consulting with Solicitor regarding court action.
- July 2016 Update – Council consulting with Solicitor regarding court action.
- 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:**
- August 2016 Update – No official correspondence received to date.
- July 2016 Update – No official correspondence received to date.
- 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:
- **August 2016 Update** - Milford Planning is amending the draft Planning Scheme and Maps in line with Council resolution 26 July 2016.
- **July 2016 Update** - Council planning consultant is currently reviewing the State recommendations and will brief Council regarding this on 12 July 2016.
- **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.

### 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:
- **August 2016 Update** - The Queensland Government has allowed an increase in numbers for the Townsville Chamber Music Festival. No advice has been received regarding a permanent increase in numbers allowed on the island.
- **July 2016 Update** - No further advice from the Queensland Government regarding an increase in numbers allowed to visit Orpheus Island.
- **June 2016 Update** - No further advice from the Queensland Government regarding an increase in numbers allowed to visit Orpheus Island.
- **May 2016 Update** - No further advice from the Queensland Government regarding 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 applications for the Expression of Interest open at 9.00am Wednesday, 9 December 2015 and close Wednesday, 3 February 2016.

Status:
August 2016 Update - EOI closes on the 26 August 2016 at 2:00pm.
July 2016 Update - New EOI to be released in mid July.
June 2016 Update - EOI to be presented at PCG being held 16 June 2016.
May 2016 Update - Awaiting presentation and further direction from Council.
March / April 2016 Update - Two non-conforming EOI’s were received. This matter is on hold for further consideration by Council.
February 2016 Update - Expression of interest closed early 2016.
January 2016 Update - Expression of Interest was advertised in the local Herbert River Express in December 2015.

Resolution Number - 290915-30 - 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:
August 2016 Update - Works have been completed. The acquittal was lodged on Friday 12 August 2016.
July 2016 Update - Works near completion. Street furniture being finalised.
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:**
August 2016 Update – Works have been completed.

July 2016 Update – Works progressing.

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.

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

July 2016 Update – No update at this stage.

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

May 2016 Update – The Public Art Committee has had two meetings to discuss and is expected to 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 – 290915-23 - 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:
August 2016 Update – Design guide and signage standards are currently being developed.
July 2016 Update – Design guide and signage standards are currently being developed.
June 2016 Update – Design guide and signage standards are currently being developed.
May 2016 Update – Design guide and signage standards are currently being developed.
March / April 2016 Update – Design guide and signage standards are currently being developed.
February 2016 Update – Design guide and signage standards are currently being developed.
January 2016 Update – Design guide and signage standards are currently being developed.
December 2015 Update – Design guide and signage standards are currently being developed.
November 2015 Update – Design guide and signage standards are currently being developed.
October 2015 Update – Design guide and signage standards are currently being developed.

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

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

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

Status:
August 2016 Update – Design guide and signage standards are currently being developed.
July 2016 Update – No update at this stage.
June 2016 Update – Signage package being released for request for quotation week ending 17 June 2016.
May 2016 Update – The content is still being finalised, signage likely to be ordered in June.
March / April 2016 Update – Final design is complete. The content for the signage is being finalised. The signage is to commence being installed late May to early June.
February 2016 Update – Final design is continuing to be developed.
January 2016 Update – First draft has been delivered for Council review.
December 2015 Update – Design guide and signage standards are currently being developed.
November 2015 Update – Design guide and signage standards are currently being developed.
October 2015 Update – Design guide and signage standards are currently being developed.

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

That Council proceed with the 2015 / 2016 Ingham CBD Redevelopment Priority Works in Rotary Park as per the following:
i. Prepare an Expression of Interest for the establishment of a commercial lease in Rotary Park
ii. Design and install tourist information signage in Rotary Park
iii. Design and install signage for Rotary Park to Lannercost Street walk
iv. Install Free Wi Fi network in Rotary Park
v. Design and install concrete pad and associated hardstand area for commercial lease in consultation with the successful tenderer and other stakeholders.

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

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

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

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

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

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


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:**
August 2016 Update – No further action at this stage.

July 2016 Update – No further action at this stage.

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 at 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:
August 2016 Update – No further action at this stage
July 2016 Update – No further update at this stage.
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:
August 2016 Update – Council’s Planner is currently reviewing work to date and will advise further once this has been completed.
July 2016 Update – Council’s Planner is currently reviewing work to date and will advise further once this has been completed.
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:**
August 2016 Update – No further action at this stage

July 2016 Update – No further action to date due to other priorities.

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.


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:
August 2016 Update – No further action at this stage
July 2016 Update – No further action at this time.
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:
August 2016 Update – Work is progressing and development of print material is being prepared.

July 2016 Update – No further update at this stage.

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

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

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

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

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

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

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

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

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

August 2015 Update – Work progressing.

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

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

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

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

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

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

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

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

November 2014 Update – Senior Economic Development Officer is working with TEL to finalise the tourist loop and register with DTMR.
October 2014 Update – No further progress this month. Will be one of the first actions the Senior Economic Development and Tourism Officer will be tasked with assisting the EMDP.

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

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

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

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

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

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

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

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

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

February 2014 Update – Feedback from TMR has been received. Amendments to signage and locations 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.

<table>
<thead>
<tr>
<th>Resolution Number - 210513-30 - Pelorus Island</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2016 Update - The draft has been submitted to the State. The State has provided some feedback for consideration.</td>
</tr>
<tr>
<td>July 2016 Update - Passed over to Economic Development Department.</td>
</tr>
<tr>
<td>June 2016 Update - No further update.</td>
</tr>
<tr>
<td>May 2016 Update - No further update.</td>
</tr>
<tr>
<td>March / April 2016 Update - No further update.</td>
</tr>
<tr>
<td>February 2016 Update - No further update.</td>
</tr>
<tr>
<td>January 2016 Update - No further update.</td>
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<td>December 2015 Update - No further update.</td>
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<td>September 2015 Update - No further update.</td>
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<tr>
<td>August 2015 Update - No further update.</td>
</tr>
<tr>
<td>July 2015 Update - No further update.</td>
</tr>
<tr>
<td>June 2015 Update - No further update.</td>
</tr>
<tr>
<td>May 2015 Update - No further update.</td>
</tr>
<tr>
<td>April 2015 Update - Meeting organised with Remote Area Dive to discuss a range of issues including permitting, food hygiene, sanitation and tourism development.</td>
</tr>
<tr>
<td>March 2015 Update - No further update.</td>
</tr>
<tr>
<td>February 2015 Update - No further update.</td>
</tr>
<tr>
<td>January 2015 Update - No further update.</td>
</tr>
<tr>
<td>December 2014 Update - No further update.</td>
</tr>
<tr>
<td>November 2014 Update - No further update.</td>
</tr>
</tbody>
</table>
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.
HINCHINBROOK SHIRE PLANNING SCHEME
PLANNING ASSESSMENT REPORT

HANSEN SURVEYS PTY LTD FOR SMITH, MONAGHAN & FRANK FRASER PTY LTD

RECONFIGURING A LOT
REARRANGEMENT OF BOUNDARIES

2-16 LANNERCOST STREET AND 18-26 LANNERCOST STREET, INGHAM
LOT 11 ON SP272680 AND LOT 100 ON I2249, PARISH OF TREBONNE
1.0 EXECUTIVE SUMMARY

Council is in receipt of a development application for a Reconfiguration of Land, being a realignment of boundaries for existing two (2) commercial allotments in Ingham. The proposed reconfiguration involves the 1378m² Lot 11 on SP272680 and 2173m² Lot 100 on I2246, Parish of Trebonne.

Lot 100 on I2246 is improved by 9 commercial shop fronts, whilst Lot 11 on SP272680 currently accommodates a café and 4 commercial shopfronts, including the small and unassuming book exchange and nursery to which the application relates. The final intention of the proposed reconfiguration is to relocate the common boundary between the two allotments eastwards by 0.42m at the front of the building to bring the boundary in line with the building located on Lot 100 on I2246, and for it to run parallel to the wall at a distance of 0.09m from the wall face.

The proposal does not propose to create any further new access arrangements to the site and will not alter any of the existing water, telecommunication or electricity infrastructure connections.

Given the nature of the proposal, and as the application does not propose any new allotments, it is considered that the proposal generally complies with the Planning Scheme, and therefore the application is recommended for approval.

<table>
<thead>
<tr>
<th>Summary of Application and Site Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant: Hansen Surveys Pty Ltd for DM &amp; GW Smith, WJ Monaghan &amp; Frank Fraser Pty Ltd</td>
</tr>
<tr>
<td>Street Address: 2-16 Lannercost Street and 18-26 Lannercost Street, Ingham</td>
</tr>
<tr>
<td>RP Description: Lot 11 on SP272680 and Lot 100 on I2246, Parish of Trebonne</td>
</tr>
<tr>
<td>Land Area: 3553m² (combined)</td>
</tr>
<tr>
<td>Plan Zoning: Commercial</td>
</tr>
<tr>
<td>Application Type: Reconfiguring a Lot (RaL)</td>
</tr>
<tr>
<td>Level of Assessment: Code Assessment</td>
</tr>
<tr>
<td>Existing Use of Land: Shop(13) and Café</td>
</tr>
<tr>
<td>Proposed Development: Realignment of Boundaries</td>
</tr>
</tbody>
</table>

2.0 LOCATION AND SURROUNDING LAND USES

The subject land includes two (2) existing parcels, being Lot 11 on SP272680 and Lot 100 on I2246, Parish of Trebonne. Both lots are within the Commercial Zone, with surrounding land uses being commercial shop fronts, hotels and cafes.

Lot 100 on I2246 is the larger lot with an area of 2173m² and improved by nine (9) commercial shopfronts, some which remain vacant. Lot 11 on SP272680, with an area of 1378m², is also utilised for four (4) commercial shopfronts, but in addition is also improved by one (1) café.
3.0 DEVELOPMENT PROPOSAL

The applicant is seeking a development approval for the reconfiguration of land, being a boundary rearrangement of the two (2) commercial parcels to facilitate the formal location of a building structure into one (1) single allotment, rather than remain straddling two (2) existing allotments.

The proposed rearrangement would result in the following modifications to lot size:

<table>
<thead>
<tr>
<th>Existing Lot</th>
<th>Existing Lot Area</th>
<th>Proposed Lot</th>
<th>Proposed Lot Area</th>
<th>Road Frontage (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 11 on SP272680</td>
<td>1378m²</td>
<td>11</td>
<td>1384m²</td>
<td>20.54</td>
</tr>
<tr>
<td>Lot 100 on I2246</td>
<td>2173m²</td>
<td>100</td>
<td>2167m²</td>
<td>42.93</td>
</tr>
</tbody>
</table>

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:

4.1 ZONE AND LEVEL OF ASSESSMENT

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Zoning</th>
<th>Overlays &amp; Applicable Codes</th>
<th>Applicable Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconfiguring a Lot</td>
<td>Commercial</td>
<td>The application triggers assessment against the:-</td>
<td>• Reconfiguring a Lot Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reconfiguring a Lot Code; and</td>
<td>• Flooding &amp; Inundation Code</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Natural Hazard Overlay – Flooding &amp; Inundation</td>
<td></td>
</tr>
</tbody>
</table>
### OVERALL OUTCOMES SPECIFIC OUTCOMES AND PROBABLE SOLUTIONS

#### 4.2 RECONFIGURING A LOT CODE: OVERALL OUTCOMES

<table>
<thead>
<tr>
<th>Overall outcomes</th>
<th>Discussion</th>
</tr>
</thead>
</table>
| (a) If rearranging the boundaries of a lot, the utility and access to all lots affected is improved, or maintained to an adequate extent. | Complies  
The application will not reduce the area of the existing commercial land available and given the nature of the proposal, the utility and access to the premises will remain unaltered.  
The proposed development results in a rational outcome for tenure of existing commercial building, rather than its former cross boundary arrangement. |
| (b) If creating an access easement from a constructed road – the useability of and access to all lots affected is improved, or maintained to an adequate extent. | Not Applicable  
The application does not propose to create any access easement arrangements in association with the reconfiguration of land – boundary realignment. |
| (c) If a new lot or separate part of a lot is created, the lot or part of the lot:-  
  (i) Is, or is capable of being adequately serviced having regard to how the land is proposed to be used and the circumstances of its location;  
  (ii) Has an area and dimension within the lot consistent with the outcome sought for the zone in which it occurs and the use of the land, any significant physical constraints of the land and the provision of appropriate boundary clearances;  
  (iii) Retains remnant vegetation whenever practicable, particularly where that vegetation provides an ecological corridor or habitat for the mahogany glider or Southern Cassowary; and  
  (iv) Future development will set aside areas for habitat and open space value with linkages to the existing network or natural areas and open space in the Shire. | Complies  
The application seeks to realign the boundary by such a negligible amount, approximately 6m², that there are no proposed changes in relation to the existing servicing of the allotments and their associated access arrangements (via Brown Lane).  
In addition, this minor change will not result in either allotment being inconsistent with the outcomes sought by Schedule 5 (minimum lot size & frontages) of the *Hinchinbrook Shire Planning Scheme 2005*. |
| (d) If reconfiguring a lot opens a new road, the subdivision design is consistent. | Not Applicable  
The application does not propose to create any new road openings in association with the reconfiguration of land – boundary realignment. |
| (e) Additional flood-free residential land is made available through urban infill in appropriate locations. | Not Applicable  
The application does not propose to create any additional residential land in association with the reconfiguration of land – boundary realignment. |
| (f) As reconfiguring occurs, productive rural and land holdings will be restructured and amalgamated, wherever possible. | Not Applicable  
The application is for commercial zoned land and does not propose any alterations to productive rural land holdings in association with the reconfiguration of land – boundary realignment. |
| (g) Existing farm units and small holdings are not further reconfigured for non-agricultural purposes on good quality agricultural land. | Not Applicable  
The application is for commercial zoned land and does not propose any alterations to productive rural land holdings in association with the reconfiguration of land – boundary realignment. |
### 4.2.2 FLOODING & INUNDATION CODE: OVERALL OUTCOMES

<table>
<thead>
<tr>
<th>Overall outcomes</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Ensure that development and personal safety are not at unreasonable risk from</td>
<td>Complies The land in question is noted as being susceptible to periodic and sustained inundation. The application has no impacts on the existing drainage characteristics of the land and is unlikely to create any worsening impact for each of the properties in question.</td>
</tr>
</tbody>
</table>
5.0 OFFICER COMMENT

The proposed boundary realignment results in a rational development outcome by resolving more appropriate land configuration between buildings which straddle the common boundary. The bookshop currently straddling the boundary of lots 11 & 100 will with the realignment be located in its entirety on lot 11.

Given the minor nature of the proposal, and as the application does not propose any new allotments, it is considered that the proposal generally complies with the Planning Scheme, and therefore the application is recommended for approval.

6.0 REFERRAL AGENCY RESPONSES

The application was reviewed against the Sustainable Planning Regulation 2009 (specifically Schedule 7, Table 3) to assess whether the application triggered referral agency assessment. The application did not require referral.

7.0 CONCLUSION

7.1 Budget Provision:

The fees for changing existing development approvals are established in the Budget process and are reviewed annually. 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:-

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Local Planning Instrument</th>
<th>Hinchinbrook Shire Council Corporate Plan</th>
<th>Hinchinbrook Shire Council Operational Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Planning Act 2009; and</td>
<td>Hinchinbrook Shire Planning Scheme 2005</td>
<td>Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle); and</td>
<td>Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle).</td>
</tr>
</tbody>
</table>

7.3 Consultation with internal departments

Consulted with Council’s Water & Sewerage Manager, Mr Peter Martin.

7.4 Infrastructure Charges

The application does not trigger infrastructure charges as it is not creating any new allotments.

8.0 RECOMMENDATION

Council consider granting approval for a development permit for the Reconfiguration of a Lot, being the realignment of boundaries, 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.

Timing of Effect

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

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

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

Lawful Point of Discharge

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

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

Reporting Officer:
Gerhard Visser
Planning & Development Manager
15 August 2016

Attachments
Attachment A: Locality Map
Attachment B: Zoning Map
Attachment C: Applicant’s Development Plan/s
Attachment A: Locality Map

HINCHINBROOK SHIRE COUNCIL

Application for Reconfiguration of Land - Rearrangement of Boundaries
Hansen Surveys Pty Ltd for Smith, Monaghan & Frank Fraser Pty Ltd

File Ref: ROL0013

[Map Image]
Attachment B: Zoning Plan

HINCHINBROOK SHIRE COUNCIL

Legend
- Water
- Roads
- Reserves
- TP 2001 - Zoning

- Strategy, Port and industrial Planning Scheme
- Commercial
- Activity
- Open Space & Recreation
- Public Purposes
- Residential
- Industrial
- Fuel
- Tourist Accommodation
- Village
- Areas, Roads, Eleven

Proposed Location

Application for Reconfiguration of Land - Rearrangement of Boundaries
Hansen Surveys Pty Ltd for DM & GW Smith, WJ Monaghan & Frank Fraser Pty Ltd

Data Source & Acknowledgments

This map has been created from Department of Natural Resources and Mines data and is intended for general information only. It is not a basis for legal decisions and should not be used for any commercial purposes.

Date: 12/07/2010

Attachment C: Applicants Development Plan/s

PROPOSED BOUNDARY REALIGNMENT
BETWEEN LOT11 on SP272680
and LOT100 on I2246

NOTE: DIMENSIONS & AREAS SUBJECT TO SURVEY

HANSEN SURVEYS
27 PALM TERRACE
INGHAM QLD 4850
TEL: 04 2916 4683
EMAIL: qhsansen@primus.com.au

SCALE 1:400
DATE: JUNE 2016
MERIDIAN: SP272680
REF: 160560

SCALE 1:200

EUCLID ST
BRIDGE
EUCLID CREEK

AREA TO TRANSFER
6m²

17° 22' 30" E
18° 42' 00"

NEW BUILDING
0.42

BUILDING
BOOKSHOP

SEE DIAGRAM

LANNERCAST STREET

1110
SP272679

11
1384m²

100
2167m²

12
I22433

13
I22466

11
LOG

SCALE
0 10 20 30 40m

100
REPORT TO COUNCIL

VAN RENSBURG NOMINEES PTY LTD – EXTENSION OF RELEVANT PERIOD FOR PROPOSED MATERIAL CHANGE OF USE: MULTIPLE UNIT DEVELOPMENT (4 X 1 BEDROOM UNITS)

12 MARGINATA COURT, ALLINGHAM - LOT 20 ON SP238138, PARISH OF CORDELIA

Executive Summary
Council has received a request from Van Rensburg Nominees Pty Ltd to extend the relevant period of approval for a multiple unit development (4 x 1 bedroom units) at 12 Marginata Court, Allingham. The existing approval (058/0351) was granted by Council to Medalcliff Pty Ltd (previous owners) on Tuesday 3 July 2012.

The Applicant has requested a further four (4) year extension of the approval on the grounds that financing for the development is a significant undertaking and is currently not in a position to complete the development. In addition to this the Applicant comments that the proposal is awaiting the completion of the proposed multifunctional sugar, ethanol and electricity generation plant, before beginning its construction in the hopes of ensuring a potential increase in current housing market trends within the Shire.

In determining the request, Officers acknowledge the potential significance of the proposal to provide a diversified range of housing types available within the Shire and have reviewed the existing conditions of approval; including the associated headworks contributions outlined within the decision notice. With the impending introduction of a new Planning Scheme, a two (2) year extension, as opposed to four (4) years, is considered to strike a reasonable balance between allowing the developer to exercise the existing approval and the original consideration becoming outmoded.

For Council Decision – Recommendation
On this basis the request to extend the development approval currency period for a further two (2) years is recommended for approval, subject to the following updated conditions:

a) The following documents and drawings are the ‘approved plans’:

<table>
<thead>
<tr>
<th>Plan/Document Name</th>
<th>Received by Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Planning Report</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Waste water disposal report, as prepared by Neil Rupp Plumbing</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Site plan: Proposed Studio Units, Marginata Court, Forrest Sands Estate, Stage 3, DA-01, Dated 5th April 2012</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Floor plan: Proposed Studio Units, Marginata Court, Forrest Sands Estate, Stage 3, DA-02, Dated 5th April 2012</td>
<td>14 May 2012</td>
</tr>
<tr>
<td>Elevations: Proposed Studio Units, Marginata Court, Forrest Sands Estate, Stage 3, DA-03, Dated 5th April 2012</td>
<td>14 May 2012</td>
</tr>
</tbody>
</table>

b) Development must be carried out generally in accordance with the ‘approved plans’;

c) Provide a screened rubbish bin storage enclosure;

d) Provide suitable multiple letter-boxes adjacent to the front entrance of the property;

e) Provide a suitable screen fence at least 1.8m high around the perimiter of the development site, not including the front (street) boundary;
f) Provide a Water Supply Headworks contribution of $1,685.00 (Infrastructure Charges calculation: 4 x 0.5 units – multiple unit development, single bedroom = $3,370.00, minus existing credit (one network contribution charge) = $1,685.00.

Payment of Council’s water infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;

\[ $1,685.00 \]  

\[ \text{Payment of Council’s water infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;} \]

\[ \text{f) Provide a Water Supply Headworks contribution of $1,685.00 (Infrastructure Charges calculation: 4 x 0.5 units – multiple unit development, single bedroom = $3,370.00, minus existing credit (one network contribution charge) = $1,685.00.} \]

\[ \text{Payment of Council’s water infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;} \]

\[ \text{g) Provide a Public Open Space & recreational Infrastructure Service Contribution of $1,685.00 (Infrastructure Charges calculation: 4 x 0.5 units – multiple unit development, single bedroom = $3,370.00, minus existing credit (one network contribution charge) = $1,685.00.} \]

\[ \text{Payment of Council’s parks infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;} \]

\[ \text{h) Payment of Council’s transport infrastructure contribution(s) in accordance with Council’s Adopted Infrastructure Charges Resolution 2013 at the rates applicable time of payment;} \]

\[ \text{Background} \]

An application for a Material Change of Use: Multiple Unit Development at 12 Marginata Court, Allingham, was originally approved by Council at the meeting of 3 July 2012. The multiple unit development specifically proposes 4 x 1 bedroom units, with each unit having a minimum size of at least 80m² GFA, associated infrastructure (including onsite wastewater disposal system), fencing, landscaping and off-street car parking.

The development approval and site was then on-sold to the current Applicant, Van Rensburg Nominees Pty Ltd in October 2012.

The Applicant has now lodged a new request to extend the approval period for a further four (4) years, being until 3 July 2020 on the basis that market conditions and financial responsibilities have not been conducive to commencing the project to date.

\[ \text{Attachments} \]

Attachment A - Locality Plan
Attachment B - Development Plan(s)
Attachment C - Excerpt of Original Decision Notice

\[ \text{Statutory Environment} \]

As per the Sustainable Planning Act 2009, in deciding a request the Assessment Manager (Council) must have regard to:

\[ (a) \text{ the consistency of the approval, including its conditions, with the current laws and policies applying to the development, including, for example, the amount and type of infrastructure contributions, or infrastructure charges payable under an infrastructure charges schedule;} \]

The planning scheme and the majority of relevant planning policies have not varied significantly since the time of the original approval. No subsequent policies or plans are identified that would prohibit the development. This scenario may or may not change with the introduction of the new Hinchinbrook Shire Planning Scheme, which is expected to be gazetted late-2016 or early-2017.

The infrastructure provisions relating to the development have varied with time and the existing conditions of approval, especially in relation to trunk infrastructure contributions, are no longer considered reflective of the provisions required to service the development. Conditions pertaining to the infrastructure contributions have been amended to reflect the current applicable rates.

\[ (b) \text{ the community’s current awareness of the development approval;} \]

As noted in the previous report to Council, the community was made aware of the development when public notification was undertaken during 2012, in which time two (2) submissions objecting the development proposal were received. It is acknowledged that given the four (4) year age of the approval, there may be a section of the population that is not fully aware of the development. However, it is a reasonable expectation for the relevant period for a development of this nature to be greater than four (4) years and details of the approval remain publically available.
(c) whether, if the request were refused—
(i) further rights to make a submission may be available for a further development application; and
(ii) the likely extent to which those rights may be exercised.

If the application for an extension were refused and a new development application for the proposal was made, based on the comments in section (b), it is reasonable, considering the scale and nature of the proposal that it would again attract submissions.

(d) the views of any concurrence agency for the approval given under section 385.
The application was reviewed against the Sustainable Planning Regulation 2009 (specifically Schedule 7, Table 3) to assess whether the application triggered referral agency assessment. The application did not trigger referral.

Policy Implications
The request for an extension of the relevant period is not in conflict with any of Council’s Planning Policies.

Consulted With
Not Applicable.

Financial and Resource Implications
The fees for changing existing development approvals are established in the Budget process and are reviewed annually. There is no impact on the Hinchinbrook Shire Council Budget unless a Council decision is contested or if dated infrastructure conditions and/or contributions are applied.

Risk Management Implications
The request for an extension of the relevant policy is not considered to have any significant implications to risk management.

Strategic Considerations
Council is required to deal with and assess planning concerns with reference to the following Codes and Planning Instruments:
- The Hinchinbrook Shire Planning Scheme 2005;
- Corporate Plan – Strategic Direction Two (Responsive and Responsible Management of Land); and
- Operational Plan – Strategic Direction Two (Responsive and Responsible Management of Land)

Officers Comment
As there have been no significant changes to Council's planning instruments since the original approval, there are reasonable grounds for approving the request to extend the relevant period.

As discussed, Council's new Planning Scheme is expected within twelve (12) months and its introduction may or may not vary the planning controls relating to the site. The Applicant would retain the ability to make an application under the existing (then superseded) Planning Scheme for a further twelve (12) months. As such, it is considered that a two (2) year extension of the relevant period is appropriate as the planning controls relating to the site are likely to be applicable for this period.

A two (2) year extension, as opposed to four (4) years, is also considered to provide a reasonable balance between allowing the developer to exercise the existing approval and the original consideration becoming outmoded.
Attachment A - Locality Plan

HINCHINBROOK SHIRE COUNCIL

Proposed Material Change of Use - Multiple Unit Development (4 x 1 Bedroom Units)
12 Marginata Court, Allingham

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

File Ref: 058/0351
HINCHINBROOK
SHIRE COUNCIL

Our Ref: REPFH-08/0361
Enquiries: Mr Ben Christie-Johnston (07) 4776 4609

10th July, 2012.

Medicliff Pty Ltd,
P.O. Box 391,
OXENFORD, QLD. 4210.

ATTENTION: Mr. Peter O’Brien

Dear Sir,

DECISION NOTICE
Sustainable Planning Act 2009 S.335

1. Applicant Details
   Medicliff Pty Ltd
   P.O. Box 391
   OXENFORD, QLD. 4210.

2. Property Description
   Lot 20 on SP238138, Parish of Cordelia
   12 Mangnata Court, Allengham

3. Owner’s Details
   Medicliff Pty Ltd
   P.O. Box 391
   OXENFORD, QLD. 4210.

4. Development Approval
   Development Permit for Material Change of Use

5. Definition of Use
   Multiple Unit Development

6. Assessment Type
   Code Assessment

All official correspondence should be addressed to the Chief Executive Officer

25 Lannecrest St
Ingham QLD 4860

PO Box 366
Ingham QLD 4860

Telephone: (07) 4776 4600
Facsimile: (07) 4776 3233
Email ceo@hinchinbrook.qld.gov.au
Web www.hinchinbrook.qld.gov.au
7. **Decision Made**
   On Tuesday 3rd July, 2012 the application was:
   - ☐ Approved in full; OR
   - ☑ Approved in part for the following: OR
   - ☑ Approved in full with conditions.

8. **Conditions of Approval**
   *See Attachment A*

9. **Other Requirements**
   I. The applicant be advised that a development permit for Operational Works may be required for onsite works; and
   II. The developer must obtain the appropriate Building Certification for the development.

10. **Material Agencies**
    | MATERIAL CHANGE OF USE | NAME OF AGENCY | STATUS | ADDRESS |
    |------------------------|----------------|--------|---------|
    | Land in or near a wetland Sustainable Planning Regulation 2009, schedule 7, table 3, item 2.1 | Department of Environment & Resource Management | □ Concurrence □ Advice | Administration Officer Implementation & Support Unit, Department of Environment & Resource Management, P.O. Box 15155, City East, QLD. 4002. |
    | Material change of use, other than for a domestic housing activity, if any part of the land is situated in a wetland management area | |

11. **Submissions**
    There were two (2) submissions about the application. As per section 335 of the Sustainable Planning Act 2009, the names and addresses of any submitter who lodged a ‘property made submission’ are detailed below:-
    a. Glenn and Deborah Tardani
       16 Mahogany Drive
       Allingham, QLD. 4850.
    b. Glenn and Deanna Blackford
       20 Moreton Bay Street
       Allingham, QLD. 4850.

12. **The Currency Period**
    The relevant periods stated in section 341 of the Sustainable Planning Act 2009 apply to each aspect of development in this approval, as outlined below -
    - ☑ Material Change of Use - 4 years;
    - ☑ Reconfiguring a Lot not requiring Operational Works - 2 years;
    - ☑ Reconfiguring a Lot requiring Operational Works - 4 years and
    - Any other development not listed above - 2 years.

13. **Approved Plans/Documents**
    The approved plans for this development approval are listed in the following table:-
    | Plan / Document Number | Plan / Document Name | Date  |
    |------------------------|----------------------|-------|
    | DA-01                  | Site Plan            | 05/04/2012 |
    | DA-02                  | Floor Plan           | 05/04/2012 |
    | DA-03                  | Elevations           | 05/04/2012 |
14. **Other Necessary Development Permits**

This approval does not authorise any building work, any works within Council's Road Reserve (e.g. new/additional accesses, repair/modifications to existing accesses or works to footpaths), or any filling of land permits. If this is required the relevant application will need to be lodged with Council or other relevant authority. Application forms are available from Council’s office at 26 Lannarcott Street, Ingham or Council’s website - [www.hinchinbrook.qld.gov.au](http://www.hinchinbrook.qld.gov.au).

The proposed development has been assessed against the relevant provisions of the Hinchinbrook Shire Planning Scheme 2005. Building work may be required for the proposed development and will need to be approved prior to any works commencing on the site.

15. **Appeal Rights**

**Appeals by Applicants:**

An Applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal, or refusal in part of the development application;
- any condition of a development approval, another matter stated in a development approval and the identification or inclusion of a code under section 242 of the Sustainable Planning Act 2009;
- the decision to give a preliminary approval when a development permit was applied for;
- the length of a period mentioned in section 341;
- a deemed refusal of the development application.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 461(2) of the Sustainable Planning Act 2009.

Applicants may also have a right to appeal to the Building and Development Dispute Resolution Committee. For more details, see the Sustainable Planning Act 2009, Chapter 7, Part 2.

16. **When the development approval takes effect**

This development approval takes effect:

- from the time the decision notice is given, if there is no submitter and the applicant does not appeal the decision to the court;  
  
  **OR**
  
  - if there is a submitter and the applicant does not appeal the decision, the earlier date of either:
  - When the submitter’s appeal period ends; or
  - The day the last submitter gives the assessment manager written notice that the submitter will not be appealing the decision.
  
  **OR**
  
  - subject to the decision of the court, when the appeal is finally decided, if appeal is made to the court.

This approval will lapse unless substantially started within the above stated currency periods (Refer to section 11 of this decision notice).

Should you wish to discuss this matter further, or require any further information, please do not hesitate to contact Council’s Town Planning & Development Officer, Mr. Ben Christie-Johnston, on ☎ (07) 4776 4609.

Yours faithfully,

R. W. Clark  
CHIEF EXECUTIVE OFFICER

Per:  
R. F. Peroniot  
MANAGER OF CORPORATE & ECONOMIC DEVELOPMENT
PLEASE NOTE:

That under the provisions of the Sustainable Planning Act 2008 you the Applicant may:

(i) Make representation to Council to discuss the decision and the conditions by contacting, Council's Chief Executive Officer. You must make these representations within 20 business days after the day you receive this notice. If Council alters the decision, you will be given a 'negotiated decision notice'; or

(ii) Advise Council that you do not intend to make representations, in which case Council can advise the submitter of the decision; and/or

(iii) Appeal to the Planning and Environment Court against any conditions applied to this development, including the currency period, within 20 business days after the day you receive this notice.
### Conditions

<table>
<thead>
<tr>
<th>Plan/Document Name</th>
<th>Received by Council</th>
<th>Time at which compliance with condition is required</th>
</tr>
</thead>
<tbody>
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<td>At all times.</td>
</tr>
<tr>
<td>Waste water disposal report, as prepared by Neil Rupp Plumbing</td>
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<td>14th May 2012</td>
<td>At all times.</td>
</tr>
<tr>
<td>Floor plan: Proposed Studio Units, Margarita Court, Forrest Sands Estate, Stage 3, DA-02, Dated 5th April 2012</td>
<td>14th May 2012</td>
<td>At all times.</td>
</tr>
<tr>
<td>Elevations: Proposed Studio Units, Margarita Court, Forrest Sands Estate, Stage 3, DA-03, Dated 5th April 2012</td>
<td>14th May 2012</td>
<td>At all times.</td>
</tr>
</tbody>
</table>

| (b) Development must be carried out generally in accordance with the approved plans; | At all times. |
| (c) Provide a screened rubbish bin storage enclosure | At all times. |
| (d) Provide suitable multiple letter boxes adjacent to the front entrance of the property. | At all times. |
| (e) Provide a suitable screen fence at least 1.8m high around the perimeter of the development site not including the front (street) boundary; | At all times. |
| (f) Provide a Water Supply Headworks contribution of $1,685.00 (Infrastructure Charges calculation: 4 x 0.5 units – multiple unit development, single bedroom = $3,370.00, minus existing credit (one network contribution charge) = $1,685.00) | Prior to any use commencing. |
| (g) Provide a Public Open Space & Recreational Infrastructure Service Contribution of $1,685.00 (Infrastructure Charges Calculation: 4 x 0.5 units – multiple unit development, single bedroom = $3,370.00, minus existing credit (one network contribution charge) = $1,685.00) | Prior to any use commencing. |
REPORT TO COUNCIL

SITING RELAXATION APPLICATION – PE & DA MACPHAIL C/- AUDITORE BUILDERS PTY LTD
LOT 18 ON A77416, PARISH OF CORDELIA – 29 CASSIA STREET, ALLINGHAM

Executive Summary
Council is in receipt of a request for the siting dispensation for a proposed garden shed and open carport to be located on the northern boundary of 29 Cassia Street, Allingham. The dispensation is for the setback to the side boundary, which is requested due to both of the proposed structures being within 1.5m of side boundary and resulting in:

- the cumulative length of class 10a structures within 1.5m of the side boundary being greater than 9m; and
- the average height of the proposed structure being greater than 3.5m.

The subject site is 791m² and is improved with an existing dwelling. The proposed open carport and garden shed non-compliance is attributed to the location of the site’s road access and existing built form. The location and scale of the proposed open carport are required to facilitate its use.

The allotment is surrounded by similar residential zoned properties and proposed structure is unlikely to result in adverse impacts to the amenity or privacy of neighbouring allotments. In addition, the Applicant has sought advice from the adjacent neighbour, to which the affected common boundary is shared, which outlines their non-objection to the proposed location of both structures.

It is considered that the proposed siting is acceptable and can be deemed to meet the relevant assessment criteria. The application is therefore recommended for approval, subject to conditions.

For Council Decision – Recommendation
It is recommended Council approve the siting relaxation for the garden shed and open carport on land at 29 Cassia Street, Allingham, on the grounds that the proposed development can be considered to meet the relevant assessment criteria. It is recommended that the approval be subject to following conditions:

<table>
<thead>
<tr>
<th>Conditions of Development</th>
<th>Time at which compliance with condition is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>The conditions of development for this preliminary permit are as follows:</td>
<td>At all times</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>1. Carry out the approved development generally in accordance with the approved drawing(s) and or document(s), and in accordance with:</td>
<td></td>
</tr>
<tr>
<td>(a) The specifications, facts and circumstances as set out in the application submitted to Council; and</td>
<td></td>
</tr>
<tr>
<td>(b) The following conditions of approval and the requirements of Council’s Planning Scheme.</td>
<td></td>
</tr>
<tr>
<td>Except where modified by these conditions of approval.</td>
<td></td>
</tr>
<tr>
<td><strong>Lawful Point of Discharge</strong></td>
<td></td>
</tr>
</tbody>
</table>
2. All stormwater from the property must be directed to a lawful point of discharge such that it does not adversely affect surrounding properties downstream from the development, all to the requirements and satisfaction of the Chief Executive Officer. Any works as a result of the development must not interfere with stormwater flow over or through the land. At all times

Building Approvals

3. The proposed structure requires structural assessment and a development permit for building works. The Applicant is to seek and comply with all relevant building approvals to be issued by a qualified Building Certifier. At all times

Relevant Period

4. Under section 287 (1)(d) of the Sustainable Planning Act 2009, the relevant period for any building approval is to be 12 months from the date the approval takes effect.

Pursuant to section 272(3) of the Sustainable Planning Act 2009, you will not be required to refer your application to Council’s planners if you submit this response in its entirety when making the application to the assessment manager, so long as:

(a) No changes are made to the proposal before the application is made to the assessment manager which would result in a different development to that which was presented to Hinchinbrook Shire Council; and
(b) The development application must be made to the assessment manager within 12 months of the date of this referral agency response. 12 months from date of response

Background

On Monday 25 July 2016, Council received an application for siting dispensation from the side boundary setback requirements at 29 Cassia Street, Allingham, on land described as Lot 18 on A77416, Parish of Cordelia.

The Applicant proposes to build both a 4 x 8m open carport 165mm from the north-western side boundary and a 3 x 6m garden shed/lawn locker 500mm from the same boundary line.

The existing garden shed will be demolished.
**Statutory Environment**
Council is required to deal with and assess siting concerns with reference to the following legislation, codes and planning instruments: Sustainable Planning Act 2009; Building Code of Australia; Queensland Development Code (Section 1.2); and the Hinchinbrook Shire Planning Scheme (2005).

**Policy Implications**
Council has resolved to determine siting requirements for Class 1 and associated Class 10 Buildings and Structures with the provisions and performance criteria stated in the Queensland Development Code MP 1.2 and in accordance with the Building Act 1997 and Standard Building Regulation which states assessment is to be made with alternative provisions and performance criteria of the Queensland Development Code MP 1.2.

**Consulted With**
Not Applicable.

**Financial and Resource Implications**
The fees for Siting Relaxation Applications are established in the budget process and are reviewed annually. There is no impact on the Hinchinbrook Shire Council Budget unless a Council decision is contested.

**Risk Management Implications**
The risk to Council is negligible.

**Strategic Considerations**
- Corporate Plan – Strategic Goal of Economic Development (Item 2.4 – An integrated approach to town and regional planning that strengthens local identity and lifestyle).
- Corporate Plan – Strategic Goal of Economic Development (Item 2.5 – An attractive place to live which encourages a diversity of business investment, development and employment opportunities) and (Item 2.5.1 – Undertake urban planning and design to create an attractive place to live, work and play).

**Officers Comment**
With regard to the siting, the Queensland Development Code’s Performance Criteria for setbacks to side and rear boundaries is as follows:

<table>
<thead>
<tr>
<th>MP 1.2 – Performance Criteria 1 (dwellings on Lots greater than 450sqm)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design and Siting of Buildings and Structures</strong></td>
</tr>
<tr>
<td>Performance Criteria P2</td>
</tr>
<tr>
<td>The development of a covered parking area for vehicles as set out in this application complies with the Queensland Development Code MP 1.2 Section A8.</td>
</tr>
</tbody>
</table>
| The development represents non-compliance with the Queensland Development Code MP 1.2 Section A (d) (i) and (ii) due to the cumulative length of class 10a structures within 1.5m of the side boundary being greater then 9m and the average height of the proposed structure being greater than 3.5m.
Buildings and Structures –

(a) Provide adequate daylight and ventilation to habitable rooms; and

(b) Allow adequate light and ventilation to habitable rooms of buildings on adjoining lots;

(c) Do not adversely impact on the amenity and privacy of residents on adjoining lots.

Given the location of the garden shed and the open nature of the carport structure, it is considered unlikely that the extent of assessable development will result in any significant impact to daylight or ventilation on the dwelling on the property, or the neighbouring allotments.

It is considered that the development will not adversely impact upon the amenity or privacy of residents on adjoining lots, given the structure is non habitable and so provides no risk to privacy.

It is considered that the development will not adversely impact on the streetscape. Additionally, the built form and height of the structure, to accommodate larger vehicle heights, will compliment and visually blend with the existing dwelling roofline.
LEVEE BANKS MANAGEMENT IN HINCHINBROOK SHIRE

Executive Summary
Levee banks and the management of levees in the Hinchinbrook Shire is a discussion topic that merits guidance to the public from Council.

The Queensland Government introduced new legislation regulating the construction of new or modification of existing levee banks that came into effect on 16 May 2014. The management of the process was devolved to the relevant Local Authorities.

For Council Decision - Recommendation
That Council resolve that:
  a) The report be noted.

Background
Following Queensland's 2011 floods, the Floods Commission of Inquiry recommended that there be consistent legislation to control the construction of levees in Queensland.

The changes to the management of levees, as recommended by the above Commission, in Queensland were first implemented through the introduction of the Land, Water and Other Legislation Amendment Act 2013.

The regulatory framework guides levee bank design and construction, addressing potential impacts on neighbouring properties, the community and the catchment as a whole.

Attachments
Attachment A – Levee Bank factsheet extracts from Department Natural Resources & Mines (DNRM) website

Statutory Environment
- Water Act 2000;
- Water Regulation 2002;
- Land, Water and Other Legislation Amendment Act 2013;
- Sustainable Planning Act 2009;
- Sustainable Planning Regulation 2009; and
- State Development Assessment Provisions.

Policy Implications
None
Consulted With
Not Applicable.

Financial and Resource Implications
No financial implications.

Risk Management Implications
There are no known risk management implications.

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

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

Discussion
Levee banks are defined as artificial embankments which prevent or reduce overland flow. A levee also includes levee-related infrastructure, which is defined as infrastructure that is:

- connected with the construction or modification of the levee; and
- used in the operation of the levee to prevent or reduce the flow of overland flow water onto or from land.

There are a number of types of levees, including:

- earthen levees (these can include fill material pushed up or deposited for the purpose of diverting overland flow water);
- crib walls; or
- concrete walls.

There are however a number of exclusions to the definition. Structures in the following categories are not subject to the levee regulation (Water Act 2000). A brief description of the exclusions is as set out below for more detail the Water Act 2000 must be consulted:

- Prescribed farming activities, including cultivating, laser levelling or contouring, clearing or replanting vegetation. Note however that if fill is left over from prescribed farming activities, such as laser levelling or contouring, and it is subsequently used to divert overland flow water, then this will be captured under the definition of a levee;
- Irrigation infrastructure or levee-related infrastructure;
- Fill used for gardens or landscaping (up to a certain volume);
- Structures regulated under other Acts. This includes roads, railways and water storages; and
- Coastal infrastructure, such as groynes, used to protect life or property from the threat of coastal hazards.

Construction of a new levee or the modification of an existing levee is now an 'assessable development' under the Sustainable Planning Act 2009. This means that any person planning to construct or modify a levee must give consideration to the potential effects of their levee on the movement of floodwater, and how this could affect other people and properties. The level of assessment of a levee will depend on the levee category. There are three categories which are determined by the level of impact of the proposed levee:

- **Category 1** levees do not have any off-property impacts and are subject to self-assessment.
- **Category 2** levees do have off-property impacts and have an affected population of less than 3 people and are subject to code assessment.
- **Category 3** levees do have off-property impacts and have an affected population of at least 3 people and are subject to impact assessment.
Landholders need to apply for development approval for category 2 and 3 levees. Local Councils are responsible for assessing levee applications. As assessment managers, Councils are able to make decisions about levees based on their vision for their local government area and their specific planning and management needs.

The Queensland Government is a referral agency for matters of interest to the State for category 3 levees. Development Applications for levees only applies to the construction of new levees and modification of existing levees (exclusions excepted).

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>Level of Assessment</th>
<th>Assessor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1</td>
<td>A levee that has no off property impact</td>
<td>Self-assessment</td>
<td>Applicant</td>
</tr>
<tr>
<td>Category 2</td>
<td>A levee that has an off property impact and for which the affected population is less than 3</td>
<td>Code assessment</td>
<td>Local government</td>
</tr>
<tr>
<td>Category 3</td>
<td>A levee that has an off property impact and for which the affected population is at least 3</td>
<td>Impact assessment</td>
<td>Local government with Queensland Government as referral agency</td>
</tr>
</tbody>
</table>

There is no single factor that can be applied to determine if a levee will have off-property impacts. To determine off-property impacts it is recommended to obtain the advice of a qualified person. In the absence of a qualified person being available to verify off-property effects the guidelines provide information to proponents to self-determine potential impacts.

- Percentage floodplain flow restriction (blockage) determination
- Floodplain behind levee percentage determination
- Flood volume displacement
- Flood path alteration
- Flow velocity indicator
- Flooded area
- Flood height

It is also advisable to contact direct neighbours providing some details of the levee and its purpose and providing assurances that off-property impacts has been considered in the self-assessment process.

**Attachment A** reflects extracts from the Department of Natural Resources and Mines website and factsheets providing further information re, Levee definition, Category 1 assessment guidelines and category 2 & 3 process.

The link to the DNRM is as follows: [https://www.dnrm.qld.gov.au/water/catchments-planning/levees](https://www.dnrm.qld.gov.au/water/catchments-planning/levees)
ATTACHMENT A - Levee Bank factsheet extracts from Department Natural Resources & Mines (DNRM) website

The Land, Water and Other Legislation Amendment Bill 2013 defines a levee as follows:

1. A levee is an artificial embankment or structure which prevents or reduces the flow of overland flow water onto or from land.

2. A levee includes levee-related infrastructure.

3. However, the following are not levees—
   a. prescribed farming activities
   b. fill that is—
      i. deposited at a place for gardens or landscaping, including, for example, landscaping for the purposes of visual amenity or acoustic screening
      ii. less than the volume of material prescribed under a regulation
   c. infrastructure used to safeguard life and property from the threat of coastal hazards;
   d. a structure regulated under another Act including, for example, the following—
      iii. a levee constructed as emergency work under the Planning Act, section 584 or 585
      iv. a structure constructed under an approved plan under the Soil Conservation Act 1966
      v. a structure whose design takes into account the impacts of flooding or flood mitigation but which is not primarily designed for flood mitigation
         Example—
         a public road within the meaning of the Transport Infrastructure Act 1994
      vi. a structure constructed within the bed, or across a bank, of a watercourse, including, for example, a weir or barrage, the construction of which was carried out under this Act and for which a development permit under the Planning Act was given
      vii. an embankment or other structure constructed for long-term storage of water under the Water Supply Act
         Examples—
         a ring tank or dam
   e. irrigation infrastructure that is not levee-related infrastructure.
6. **Assessing Category 1 self-assessable levees**

This section provides additional guidance for the proponent to determine whether the self-assessable levee has no off-property impacts and how the self-assessment performance outcomes can be met.

If as a consequence of this further assessment the proponent determines that the levee will have off-property impacts please go to the IDAS code for development applications for construction or modification of particular levees for category 2 and 3 levees. The Self-assessable code for the construction of new levees or the modification of existing levees can be found on the Department of Natural Resources and Mines website at www.dnrm.qld.gov.au.

Where there is uncertainty about the impacts of the levee on neighbouring properties, it is advised that the proponent apply for a category 2 or 3 levee where more detailed assessments will indicate the extent of the levee impacts. If the detailed studies show that the levee will not lead to off-property impacts, the proponent can revert to self-assessment.

### 6.1 Required performance outcomes for self-assessable levees

This should be read in conjunction with the Self-assessable code for the construction or modification of levees which can be found on the Department of Natural Resources and Mines website at www.dnrm.qld.gov.au.

<table>
<thead>
<tr>
<th>Performance outcome</th>
<th>Acceptable outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>P01 The levee is located in a rural area and is designed to protect part of an individual’s property</td>
<td>AO1 The levee is located in a rural zone</td>
</tr>
<tr>
<td>Editor’s note: rural zone refers to a zone in a local government planning scheme that is equivalent to the ‘rural zone’ of the Queensland Planning Provisions</td>
<td></td>
</tr>
<tr>
<td>P02 The levee does not alter the flow of overland flow water or floodwaters in a way that results in off-property impacts</td>
<td>AO2 There must be no change in the hydraulic effects beyond the boundaries of the property as a result of levee construction or modification. Hydraulic effects that must not change are:</td>
</tr>
<tr>
<td></td>
<td>- the flow path of overland flow water or floodwater where it enters or exits the property and</td>
</tr>
<tr>
<td></td>
<td>- the flow velocity off-property and</td>
</tr>
<tr>
<td></td>
<td>- the flooded area off-property and</td>
</tr>
<tr>
<td></td>
<td>- the flood height off-property</td>
</tr>
</tbody>
</table>
Figure 6.1: Application process for the construction or modification of category 2 and 3 levees

Step 1: Levee is a suitable option → Step 2: Conceptual design of the levee → Step 3: Consultation → Step 4: Detailed design phase—geotechnical assessment → Step 5: Detailed design phase—hydrodynamic impact assessment (PO1)

Category 2 levee

Are 3 or more people impacted by the levee?

No

Category 3 levee

Yes

IDAS Code

Step 6: Detailed design phase—design specification and operations and maintenance (PO2)

Step 6a: Detailed design phase—design specification and operations and maintenance (PO2)

Step 7: Emergency management (PO3)

IDAS Code

State code for particular levees

Step 8a: Applicant demonstrates that the levee maintains or enhances community resilience (POI)

Step 8b: Applicant demonstrates that the levee maintains or enhances community resilience (POI)
DRAFT HINCHINBROOK SHIRE PLANNING SCHEME
PLANNING ACT IMPACTS

Executive Summary
The proposed Planning Act 2016 (PA) is scheduled to be implemented mid-2017. The implementation of the PA will have impacts on the existing Hinchinbrook Shire (IPA) Planning Scheme 2005 as well as the proposed Hinchinbrook Shire (SPA) Planning Scheme process.

The Department of Infrastructure, Local Government and Planning (DILGP) provided a two day workshop in Townsville explaining the transition process and training the officials to prepare and identify options of how to progress with the transition process for the existing and Draft Planning Schemes throughout Queensland.

For Council Decision – Recommendation
That Council resolve:

a) to complete a full restructure of the Hinchinbrook Shire Draft Planning Scheme to comply with the impending implementation of the Planning Act 2016 by mid-2017;

b) the Department of Infrastructure, Local Government and Planning (DILGP) be requested;
   i. to assist the Council’s preferred consultants in rewriting the Draft Planning Scheme to comply with the Planning Act 2016 requirements; and
   ii. to assist the Council financially in the redrafting of the Draft Planning Scheme.

Background
The existing Hinchinbrook Shire Planning Scheme 2005 was prepared in compliance with provisions of the Integrated Planning Act 1997, which has since been superseded by the Sustainable Planning Act 2009. The Sustainable Planning Act 2009 (SPA) requires that local governments review their planning scheme every 10 years, to ensure that they respond appropriately to changes at a local, regional and State level. Planning schemes must be updated to reflect the Queensland Planning Provisions (QPP) when their scheduled review becomes due.

The QPP is a State planning instrument under SPA that provides a consistent form for the preparation of planning schemes across Queensland through a standardised structure and format, land use and administrative definitions, zones, overlays, infrastructure planning provisions, assessment codes and other administrative matters. The QPP makes provision for Local Governments to incorporate local content and variation to reflect the context of the local government area.

With the existing Scheme over 10 years old and subject of review, Council at its general meeting held on 10 December 2013 resolved to prepare a new Planning Scheme. Council then engaged Planz Town Planning and Milford Planning Consultants Pty Ltd to undertake the required background studies and prepare a new Planning Scheme.

The Draft Scheme was submitted to the State for a State Interest Review. The inputs received from the State requested changes to the Draft Planning Instrument and Mapping. The input was reviewed by Planz Town Planning, Milford Planning and council staff and discussed with Council during an information session on 12 July 2016.

The Council at its Council general meeting held on 26 July 2016 resolved that the Draft Hinchinbrook Shire (SPA) Planning Scheme be amended reflecting the State Interest Review and be submitted to the State Government for Approval to Notify. On receiving the Approval to Notify from the State Government the next steps would be to undertake public consultation in September and October 2016.
On Wednesday 27 July 2016 and Thursday 28 July 2016, the Department of Infrastructure Local Government and Planning (DILGP) held a Planning Act 2016 training session for planning staff explaining the impacts and possible pathways and actions that could be taken by Local Governments to prepare for the transition period from SPA to the Planning Act 2016.

Statutory Environment
The existing Sustainable Planning Act 2009 (SPA) will be replaced with the Planning Act 2016 (PA) in 2017. The expected date schedule for the implementation of the PA is set for mid-2017.

Policy Implications
The Hinchinbrook Shire (IPA) Planning Scheme 2005 is valid and being used to evaluate applications until a new Planning Scheme is approved.

Consulted With
Chief Executive Officer, Mr Dan McKinlay
Executive Manager Development & Planning, Mrs Rosemary Pennisi

Financial and Resource Implications
Depending on the pathway chosen the financial implications to Council are;

- Saving on the public consultation process during 2016/17 financial year
- Budgeting for public consultation during the 2017/18 financial year
- Amendment of the Draft Hinchinbrook Shire (SPA) Planning Scheme to comply with the Planning Act terminology and processes costs

The State Government has made provision through an “Improvement Fund” to support Local Councils in the transitioning of its current or Draft Planning Schemes to a Planning Act 2016 Planning Scheme. Applications may be lodged with DILGP at a later date when the Improvement Fund has been released by the Minister.

Risk Management Implications
The community will need to be notified of the amended timeframe and process.

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

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

Officers Comment
The Planning Act 2016 (PA) will have impacts on the existing Hinchinbrook Shire (IPA) Planning Scheme 2005 as well as on the Draft Hinchinbrook Shire (SPA) Planning Scheme.

The Planning Act 2016 establishes a planning and development system focussing on achieving;

- an efficient not overly prescriptive assessment system;
- a more responsive assessment process;
- a system that facilitates outcomes that communities are seeking to achieve;
- a transparent land use and development system (highly visible and legible);
- a system that facilitates consistent policies;
- a coordinated system;
- an accountable system;
- enabling explicit decision-making; and
- establishes opportunities for community involvement.

The Guiding Principles for development assessment as reflected by the Planning Act.

The Planning Act 2016 makes provision for a transitional period to allow Councils to transition into using the new decision rules, concepts and terminology of the PA.

- Policy Changes - New definitions and changes to levels of assessment
- Codes - Strengthen and add to the content of the Codes
- Structure - Align the structure as per Transitional provisions
- Terminology - Changing terminology e.g. Compliance Assessment to Code Assessment and Exempt and Self-Assessable to Accepted

The purpose of the transition is to address transitioning fundamentals to ensure that the Planning Scheme will operate effectively within the PA and/or to improve the Planning Scheme in general.
The options available for the transition of the Hinchinbrook Planning Schemes (IPA or SPA) are:

- Do nothing and relying on the transitional provisions of the PA;
- Limited amendments to the existing Planning Scheme (IPA) or Draft Planning Scheme (SPA) to refine language and terminology to align the preferred Planning Scheme with PA;
- A broader range of amendments including editing of codes to align the preferred Planning Scheme with PA; or
- A far-reaching restructure or review of the preferred Planning Scheme to align it with PA.

DILGP presented a table at the training workshop depiction potential options re bullet points 3-4 above. Please note that the last column has been added by the report writer.

<table>
<thead>
<tr>
<th>Current Planning Schemes (IPA)</th>
<th>Policy changes</th>
<th>Major amendment (MALPI)</th>
<th>Major amendment (MALPI)</th>
<th>Amendments (Ministers guidelines &amp; rules)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Started and completed prior to “Day One”</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Started prior to “Day One” but continuing after “Day One”</td>
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<td></td>
<td></td>
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<tr>
<td>Started after “Day One”</td>
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</tr>
<tr>
<td>Strengthen codes</td>
<td>Alignment amendments</td>
<td>Alignment amendments</td>
<td>Alignment amendments</td>
<td>X</td>
</tr>
<tr>
<td>Amend structure and align terminology</td>
<td>Alignment amendments</td>
<td>Alignment amendments</td>
<td>Alignment amendments</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Draft Planning Schemes (SPA) (amendments pre consultation- MALPI 1&amp;2)</th>
<th>Policy changes</th>
<th>MALPI</th>
<th>MALPI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Started and completed prior to “Day One”</td>
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<tr>
<td>Strengthen codes</td>
<td>MALPI</td>
<td>MALPI</td>
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<td></td>
</tr>
<tr>
<td>Amend structure and align terminology</td>
<td>MALPI</td>
<td>MALPI</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Draft Planning Schemes (SPA) (amendments post consultation – MALPI 3&amp;4)</th>
<th>Policy changes</th>
<th>MALPI</th>
<th>MALPI</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Started and completed prior to “Day One”</td>
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<tr>
<td>Started prior to “Day One” but continuing after “Day One”</td>
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<td>Started after “Day One”</td>
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</tr>
<tr>
<td>Strengthen codes</td>
<td>MALPI</td>
<td>MALPI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend structure and align terminology</td>
<td>MALPI</td>
<td>MALPI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ref: DILGP Planning Reform July & August 2016 as amended
MALPI – making and amending local planning instruments

Taking into consideration the options as reflected in the table and the progress with the Draft Hinchinbrook Shire (SPA) Planning Scheme the best option to move the Draft Hinchinbrook Shire Planning Scheme to a compliant Planning Act planning scheme is as reflected in the blue rows in the table.
The potential benefits and risks associated with the available options are discussed in the table hereunder.

<table>
<thead>
<tr>
<th>Options</th>
<th>Benefits</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Revert to the IPA Scheme and the “Do Nothing” option</td>
<td>Benefits</td>
<td>• Savings</td>
</tr>
<tr>
<td></td>
<td>Risks</td>
<td>• Not a viable option as the Community is expecting a new Planning Scheme for the Shire.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The beneficial changes to provide more relevant up to date Planning processes are not implemented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The funding spend on the SPA Scheme is lost.</td>
</tr>
<tr>
<td>2. Revert to the IPA Scheme and undertake the relevant amendments to bring the IPA Scheme in line with the Planning Act</td>
<td>Benefits</td>
<td>• Savings</td>
</tr>
<tr>
<td></td>
<td>Risks</td>
<td>• Not a viable option as the Community is expecting a new Planning Scheme for the Shire.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The beneficial changes to provide more relevant up to date Planning processes are not implemented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The funding spend on the SPA Scheme is lost.</td>
</tr>
<tr>
<td>3. Finalise the SPA Scheme and processes for approval</td>
<td>Benefits</td>
<td>• Community expectations for a new Planning Scheme is met</td>
</tr>
<tr>
<td>(Note: Make all amendments after the New Planning Act 2016 is implemented in mid-2017)</td>
<td></td>
<td>• The “New” SPA Planning Scheme will be amended to bring it in line with the Planning Act principles through a legislative / administrative process.</td>
</tr>
<tr>
<td></td>
<td>Risks</td>
<td>• The “New” SPA Planning Scheme is outdated when the Planning Act 2016 is implemented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The SPA Planning Scheme will need to be amended to bring it in line with the Planning Act principles this could confuse the public.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Amended wording to have a legal compliant Planning Scheme.</td>
</tr>
<tr>
<td>4. Finalise the SPA Scheme with relevant amendments to bring the Draft Scheme in line with the Planning Act</td>
<td>Benefits</td>
<td>• Community expectations for a new Planning Scheme is met</td>
</tr>
<tr>
<td>(Note: Wording changes will still need to be undertaken after the New Planning Act 2016 is implemented in mid-2017)</td>
<td></td>
<td>• The “New” SPA Planning Scheme will be amended to bring it in line with the Planning Act wording through a legislative / administrative process.</td>
</tr>
<tr>
<td></td>
<td>Risks</td>
<td>• The “New” SPA Planning Scheme is outdated when the Planning Act is implemented.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Wording changes in the Planning Scheme to reflect the new Act will need to be undertaken in the second half of 2017.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Amended contract with the Planning consultants, Milford Planning.</td>
</tr>
<tr>
<td>5. Amend the Draft SPA Planning Scheme to bring it in line with the Planning Act 2016. Waiting for the Planning Act 2016 to be implemented and submit as a Planning Act 2016 Planning Scheme.</td>
<td>Benefits</td>
<td>• The Council will have a Planning Act 2016 Planning Scheme in compliance with the Planning Act 2016 principles.</td>
</tr>
<tr>
<td></td>
<td>Risks</td>
<td>• Community expectation of a new Planning Scheme is not met within the expected timeline. This could be mitigated through a well prepared media process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The Planning Act 2016 Planning Scheme process for the Shire is in late 2017.</td>
</tr>
</tbody>
</table>

The process and option chosen to progress the Planning Scheme could have an impact on the Timeline to progress a new Planning Scheme for the Hinchinbrook shire.
<table>
<thead>
<tr>
<th>Options</th>
<th>Action</th>
<th>Timeline (indicative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revert to the IPA Scheme and the “Do Nothing” option</td>
<td>Council decision</td>
</tr>
<tr>
<td>2</td>
<td>Revert to the IPA Scheme and undertake the relevant amendments to bring the IPA Scheme in line with the Planning Act</td>
<td>Council decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amend IPA Planning Scheme before and after Planning Act implementation date</td>
</tr>
<tr>
<td>3</td>
<td>Finalise the SPA Scheme and processes for approval</td>
<td>Minor amendments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit the amended Planning Scheme to DILGP in line with Council decision 260716-16</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consultation process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluation of Submissions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to Council for decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to DILGP for decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New SPA Planning Scheme</td>
</tr>
<tr>
<td>4</td>
<td>Finalise the SPA Scheme with relevant amendments to bring the SPA Scheme in line with the Planning Act</td>
<td>Amendments as per Council decision 260716-16 and new Planning Act guidelines *</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit the amended Planning Scheme to DILGP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consultation process</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluation of Submissions</td>
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<td></td>
<td></td>
<td>Submit to Council for decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to DILGP for decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New SPA Planning Scheme</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undertake amendments to bring the SPA Planning Scheme in line with the wording of the Planning Act **</td>
</tr>
<tr>
<td>5</td>
<td>Amend the Draft SPA Planning Scheme to bring it in line with the Planning Act 2016. Waiting for the Planning Act 2016 to be implemented and submit as a Planning Act 2016 Planning Scheme.</td>
<td>Council resolution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amendments as per Council decision 260716-16 and new Planning Act guidelines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to DILGP for State Interest review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Interest review amendments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to DILGP for Approval to Notify</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Consultation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Consultation submission evaluation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Council decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to DILGP for approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Planning Act Planning Scheme Implementation Date</td>
</tr>
</tbody>
</table>
Changes to the Draft Shire Planning Scheme (SPA) to be made to the existing code assessment provisions. Ensuring they are sufficiently robust to cater for the proposed ‘bounded’ code assessable benchmarks to be implemented under the Planning Act 2016.

New terminology, assessment benchmarks and matters which are categorising instruments can only be changed once the Planning Act 2016 (PA) has been fully implemented. These changes cannot occur under the existing Sustainable Planning Act 2009 (SPA).

DILGP recommends that a “Scheme Scan” process be followed to guide Councils to determine the relevant transition pathways and options as set out in the diagram hereunder.

The review of the Schemes and Codes provides an indicative list of proposed amendments that the relevant Planning Schemes will have to go through to bring it in line with the new legislation.

The response sheets as at Attachment B and Attachment C reflect the outcomes of the “Scans” of the Hinchinbrook Shire (IPA) Planning Scheme 2005 and the Draft Hinchinbrook Shire (SPA) Planning Scheme.

---

**The Planning Act 2016 also changes the timeframes for the processing of applications.** The change that impacts the processing of application(s) most is that Councils may not extend the processing timeframes unless by agreement from the applicant. The options available to deal with the changed timeframes and procedure are;

- **More than one Council meeting per month**
  - This option has a cost and time implication on councilors and staff.

- **A special Council meeting when needed**
  - Less of a cost and time impact than a set second Council meeting but could become impractical.

- **A Committee system to deal with applications**
  - Potential viable option is to set up a Planning Committee or other form of Committee system to deal with planning applications that cannot meet the formal Council meetings timeline. This will still have a financial and workload impact.

- **Delegations to the CEO**
  - Delegations to the CEO and/or Executive Manager Development & Planning with regular reporting of
delegation decisions to Council is an option that will have the least financial, timeframe and workload impacts.

Please refer to the application options as reflected in Attachment A.
For a code assessable application involving: referral and no information request

Notes: b.d. = Business Days
1. This timeframe may be extended by agreement between the applicant and the assessment manager.
2. The applicant must also provide the assessment manager written notice of when the application was referred.
3. This timeframe may be extended by agreement between the applicant and the referral agency.
4. While the assessment manager may start assessing the development application at any time, the assessment manager may only decide the application during the first 10 b.d. after the day the decision-making period commences, unless it is taken under section 16.4 of the DA Rules.
For an impact assessable application involving: information request, public notification and no referral

Notes: BD = Business Day
1. This timeline may be extended by agreement between the applicant and the assessment manager.
2. While the assessment manager may start assessing the development application at any time, the assessment manager may not decide the application until 90 days after the date the decision making period commences, unless action is taken under section 334 of the DA Rules.
3. Submission is only provided for where submissions are received for the development application.
4. This is the timeframe in which public notification must be started following the completion of Part 3.
For a code assessable application involving: **no information request and no referral**

**Notes:**

1. This timeframe may be extended by agreement between the applicant and the assessment manager.
2. The assessment manager may give a confirmation notice for this development application to end the 30 b.d. confirmation period early. Alternatively, in this scenario, section 23.2 of the DA Rules also provide for the assessment manager to end the confirmation period at the same time as giving a decision notice.
For a code assessable application involving: information request and no referral

Part 1
Application

1. Application lodged
2. Assessment manager gives action notice
3. Applicant takes required actions
4. Assessment manager gives confirmation notice

Part 2
Decision

Part 3 (Information Request)

1. Assessment manager gives information request
2. Applicant responds to information request

Part 4
Decision

1. Assessment manager decides application and issues decision notice

Notes: bd = Business Days

1. This timeline may be extended by agreement between the applicant and the assessment manager.
2. The assessment manager may give a confirmation notice for this development application to end the sub.d. confirmation period early. Alternatively, in this scenario, section 21.3 of the DA Rules also provide the assessment manager to end the confirmation period at the same time as giving the decision notice.
ATTACHMENT B – Hinchinbrook Shire (IPA) Planning Scheme 2005

Response sheet

Council: Hinchinbrook Shire
Planning scheme: Hinchinbrook Shire 2006 Planning Scheme

Scheme type: PA Scheme
Scheme status: Complete
Workshop: 16-Aug-16, 09:10 PM

Following council’s participation in a transition workshop facilitated by the Department of Infrastructure, Local Government and Planning and any subsequent discussion with the department, Council is likely to follow [please select one of the following options]

☐ Pathway 1 – do nothing and review later. No further action is proposed at this time.

OR

☐ Pathway 2 – make amendments.

For pathway 2, the following amendments and processes may be used.

Part 1 – Alignment amendments
Section 1 – Scope of work

Section 2 – Preferred approach to drafting
If available, Council would prefer the amendments are drafted by [please number 1 to 3]:

☐ The department, in consultation with the council’s strategic planning officers

☐ The council, in consultation with the department

☐ An independent consultant on behalf of council, in consultation with the department

Part 2 – Other amendments
2a – Sustainable Planning Act 2009 (SPA) amendments

2b – Planning Act 2016 (PA) amendments
1. Rewrite codes and clarify providing detail
2.
3.
4.
5.

Hinchinbrook Shire Council contact

Name
Address
Phone number
Date
Date completed

Signed by Council contact

[Signature]

Date
ATTACHMENT C – Draft Hinchinbrook Shire (SPA) Planning Scheme

Response sheet

Council: Hinchinbrook Shire
Planning scheme: Hinchinbrook Plan 2016 Planning Scheme

Scheme type: SPA Scheme
Scheme status: Draft - MALR Stage 3 (Public consultation)

Workshop:
16-Aug-16 04:28 PM
Following council’s participation in a transition workshop facilitated by the Department of Infrastructure, Local Government and Planning and any subsequent discussions with the department, Council is likely to follow one of the following:\n\n- Pathway 1: do nothing and/or review later. No further action is proposed at this time.
- OR
- Pathway 2: make amendments.

For pathway 2, the following amendments and processes may be used.

Part 1 – Alignment amendments
Section 1 – Scope of work

Section 2 – Preferred approach to drafting
If available, Council would prefer the amendments are drafted by:\n1. The department, in consultation with the council’s strategic planning officers
2. The council, in consultation with the department
3. An independent consultant, on behalf of council, in consultation with the department

Part 2 – Other amendments
2a – Sustainable Planning Act 2009 (SPA) amendments

Hinchinbrook Shire Council contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Date completed</th>
</tr>
</thead>
</table>

Signed by Council contact: [Signature] Date: [Date]
ENVIRONMENT AND COMMUNITY SERVICES ACTIVITY REPORT FOR JULY 2016

Executive Summary
This Report is presented for the information of Council and includes an activity update for July 2016.

For Council Decision – Recommendation
That the Report be received and noted at the 30 August 2016 meeting.

Officers Comment
Nil

EHO ACTIVITIES

- Food premises - 1
- Public Health inspections - 1 - Car suspended in tree on Council medium
- Environmental inspections - 0
- Complaints/Enquiries - Noise - 1, Odour - 0, Smoke/Dust - 0, Food - 2, Illegal dumping - 0, Waste - 3, Public amenity - 0
- Other 3 Dog related

EHO PROJECTS

- Garage Sale Trail - Initial questionnaire and webinar
- NQ WRRP Councillor update, power point presentation
- Halifax Transfer Station handover preparations including Memorandum of Agreement
- Business Improvement Team
- Organise installation of signage at waste facilities including recycling station signage

MISCELLANEOUS

- Interviews for office cleaner
- Check annual food licence invoices
- Check and approval temporary food stall licence applications
- Qld Health annual report under the Food Act 2006
- Health search report for Lucinda Point Hotel
- Improvement Notice issued to Lucinda Point Hotel
- Health search report for Casa Pasta
- Began work on the Annual DEHP Waste Summary Report
- Personal appearance service enquiry
- Letter and phone call to Terrafirma Fitness regarding noise provisions in Environmental Protection Act
ENVIRONMENT & COMMUNITY SERVICES
ACTIVITY REPORT FOR MONTH ENDING JULY 2016

• LOCAL LAWS

POUND OPERATION
• Number of dogs impounded - 6
• Number collected by owner - 5
• Number re-housed – 0
• Number destroyed - 1
• Roaming complaints - 19
• Dog attacks/threats - 0

PRESCRIBED ACTIVITY INSPECTIONS
• Inspections: 1

ROADSIDE VENDING INSPECTIONS
• Inspections: Nil

CEMETERY OPERATIONS
• Number of Services: 6
  Other – Nil
LOCAL LAWS MISCELLANEOUS

- Proposal to allow extension to Council Pound to build an exercise yard in progress with Engineering
- Acting EHTO attend Breed ID training on 12 July and Responsible Pet Ownership Education Training on 14 July

WASTE MANAGEMENT

- Warren’s Hill
  - Gross Revenue - $40,894.00
  - Total transactions - 1343
  - Total waste - 829 tonnes
  - Clean fill - 0.2 tonnes
  - Commercial and industrial waste - 287 tonnes
  - Construction and demolition - 21 tonnes
  - Commercial green waste - 22 tonnes
  - Domestic green waste - 17 tonnes
  - Halifax skip transfer - 9 tonnes
  - Household self haul waste - 23 tonnes
  - Commercial household waste - 252 tonnes
  - Illegal dumping - 0.08 tonnes
  - Oil Waste - 1031 litres
  - Regulated waste asbestos - 1.2 tonnes
  - Disaster waste - 0 tonnes
  - Vouchers green - 161
  - Vouchers household - 273

- Site works - nil
Halifax

Gross Renevue $308.00
Batteries 13
Green waste 19
Household waste 21
Voucher Green waste 56
Voucher household waste 65
Steel 90
Waste oil 111
Total transactions 255

Site works – nil
NATURAL RESOURCE MANAGEMENT

Revegetation maintenance works have continued at sites along Palm Creek this month. Council also hosted a National Tree planting day for the community at Sandy's Waterhole behind the Ingham Showgrounds Pavilion where around 170 trees were planted by members of the community.

The Hinchinbrook Community Feral Pig Management program has continued with 46 pigs being controlled during July. Weed management has focused on a number of key project sites including TYTO wetlands, Palm Creek and on the Acacia and Hygrophila eradication programs. Staff also carried out weed management activities along a number of Council’s rural drainage lines.

The continuation of the shires Feral Goat eradication project is progressing with two suitable dingoes now released on Pelorus. Trapping for the two remaining dingoes has been put on hold due to a number of factors that is reducing the likelihood of success at this time. The map below shows the movement of the dingoes on Peolorus during the last week.

![Map of movement of dingoes on Pelorus]

VECTOR CONTROL

Control activities: 70
Inspections: 8
CRMS: 0
Other: - One day each week spent at Halifax Transfer Station
COMMUNITY ASSETS - USES

<table>
<thead>
<tr>
<th>Halifax Hall</th>
<th>Showgrounds</th>
<th>Shire Hall</th>
<th>Park use</th>
<th>Hinchinbrook Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>6</td>
<td>2</td>
<td>4</td>
<td>13</td>
</tr>
</tbody>
</table>

AQUATIC CENTRE

Attendance Figures:
- Squad - Up to 10 swimmers for each of various weekly sessions
- Adult Squad - Up to 15 swimmers per session
- Learn to swim - Nil
- School Swimming - Nil
- Physio Rehab - six due to inclement weather on session dates
- Public Swimmers - 367

Maintenance by Council:
- Solar panels fitted on Kiosk by Lahtinen Electrical

Other
- Kiddies pool New local supplier (Brendan Napier) has become available to repair/replace white vinyl covers of the 25 metre pool blankets, further delays
- New single unisex toilet adjacent to the 25m pool and next to the pool house has commenced with the formation work completed

PUBLIC OPEN SPACES
- After inspection of a large Rain Tree on the footpath in Duffy Street, Ingham. It has been completely removed as identified as dying and a safety issue.
- Sand reinstated on the shore at the Taylors Beach swimming enclosure in June has begun to erode away near the geotek bags.

PARK MAINTENANCE
- All priority parks have had scheduled maintenance for the month. Towards the end of July Parks and Gardens focused on preparation work in and around the TYTO Precinct in readiness for the Australian Italian Festival.

BIKE AND WALKWAYS
- Nil.
MANAGEMENT ACTIVITY

Management activity for July included successfully commissioning solar project connected to the Hinchinbrook Aquatic Centre with early readings indicating substantial benefits to reducing Council's power account for the pool pumps.

The Shires Feral Goat eradication project continuing with the two wild dogs released on Pelorus and two more still to be sourced through the trapping program led by Lee Allen from DAF.

Construction of new Mausoleum scheduled to be complete end September ready for use early – mid October with early interest by community members wishing to reserve the vaults.

Council advertised in Herbert River Express in the HSC Column, Facebook and HSC Website for - Request of interest to quote for construction of 6 bay carport in the Council Carpark with request for quotes to be mailed out after 9 August 2016.
Capital Works Progress Report:

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2015/2016</th>
<th>2016/2017 Expenditure</th>
<th>Comments &amp; Project Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>2015-2016 Carry Over Capital Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability toilet block at 25m pool</td>
<td>$30,000</td>
<td>-</td>
<td>$30,000</td>
</tr>
<tr>
<td>Note: (location change requires further budget $8,619)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$30,000</td>
<td>-</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2016/2017</th>
<th>2016/2017 Expenditure</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>2016-2017 Capital Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200641 - Showgrounds horse arena – cover (note: $100,000 in 15/16 budget)</td>
<td>$190,000</td>
<td>$560,000</td>
<td>$750,000</td>
</tr>
<tr>
<td>200641 - Showgrounds horse arena – lighting (note: no external funding secured to date)</td>
<td>$20,000</td>
<td>$100,000</td>
<td>$120,000</td>
</tr>
<tr>
<td>Project Description (Project Code)</td>
<td>Programme Estimate 2015/2016</td>
<td>2016/2017 Expenditure</td>
<td>Comments &amp; Project Timeline</td>
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</tr>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>200665 - Shire Hall lift replacement (note: also $30,000 carry over and funds in building maintenance budget)</td>
<td>$30,000</td>
<td>-</td>
<td>$30,000</td>
</tr>
<tr>
<td>200761 - Waste Reduction and Recycling Actions</td>
<td>$10,000</td>
<td>-</td>
<td>$10,000</td>
</tr>
<tr>
<td>2000636 - Cemetery shoring box</td>
<td>$8,000</td>
<td>-</td>
<td>$8,000</td>
</tr>
<tr>
<td>200755 - Carpenter work shed</td>
<td>$70,000</td>
<td>-</td>
<td>$70,000</td>
</tr>
<tr>
<td>Project Description</td>
<td>Programme Estimate 2016/2017</td>
<td>2016/2017 Expenditure</td>
<td>Comments &amp; Project Timeline</td>
</tr>
<tr>
<td>-------------------------------------</td>
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</tr>
<tr>
<td></td>
<td>HSC Budget</td>
<td>Other Source</td>
<td>Total</td>
</tr>
<tr>
<td>200639 - Playgrounds upgrade</td>
<td>$30,000</td>
<td>-</td>
<td>$30,000</td>
</tr>
<tr>
<td>200639 - Mt Fox playground</td>
<td>$15,000</td>
<td>-</td>
<td>$15,000</td>
</tr>
<tr>
<td>200639 - BBQ shelter – Jack Bonning Park</td>
<td>$20,000</td>
<td>-</td>
<td>$20,000</td>
</tr>
<tr>
<td>2006444 - Reseal Forrest Beach walking track</td>
<td>$12,000</td>
<td>-</td>
<td>$12,000</td>
</tr>
<tr>
<td>Project Description</td>
<td>Forecast</td>
<td>Actual</td>
<td>Jul</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------</td>
<td>--------</td>
<td>-----</td>
</tr>
<tr>
<td>200644 - Flying Fox solution</td>
<td>$20,000</td>
<td>-</td>
<td>$20,000</td>
</tr>
<tr>
<td>200646 - Lannercost Street offices refurbishment</td>
<td>$50,000</td>
<td>-</td>
<td>$50,000</td>
</tr>
<tr>
<td>200691 - Loading dock cover (note: + $8,000 carry over)</td>
<td>$15,000</td>
<td>-</td>
<td>$15,000</td>
</tr>
<tr>
<td>200661 - Aquatic Centre - disability upgrades</td>
<td>$50,000</td>
<td>-</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$540,000</td>
<td>$660,000</td>
<td>$1,200,000</td>
</tr>
</tbody>
</table>
EXECUTIVE MANAGER ENVIRONMENT AND COMMUNITY SERVICES MONTHLY STATUS REPORT – AUGUST 2016

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

<table>
<thead>
<tr>
<th>Resolution Number - 280616-45 - Lease of TYTO Café - Tiddaliks</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Status:**
August 2016 Update – Deed of agreement forwarded to lessees, awaiting receipt of signed copies.

July 2016 Update – Deed of agreement in draft with RNM – verbal acceptance of terms received from lessee. To be formalised in deed of agreement.

<table>
<thead>
<tr>
<th>Resolution Number - 280616-34 - Halifax Transfer Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Status:**
August 2016 Update – Ongoing.

July 2016 Update – Letter sent to NQ Employment advising them of Council’s resolution. Meeting with Pat Lynch convened Wednesday 6 July to further discuss the terms of the MOA as resolved by Council.

<table>
<thead>
<tr>
<th>Resolution Number - 280616-33 - Reef Guardian Council Program</th>
</tr>
</thead>
</table>

**Status:**
August 2016 Update – MOU has been signed and returned to GBRMPA. Awaiting a copy of the fully signed document as at 15/8/2016.

July 2016 Update – Email sent to GBRMPA’s Reef Guardian Council project manager to advise of Council’s resolution to continue its participation in the Reef Guardian program and requesting documents be prepared for signing.
Resolution Number - 280616-32 - Ingham Maraka Festival Wet Area

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.

Status:
August 2016 Update – Awaiting response agreeing to terms from Maraka Committee.
July 2016 Update – Letter sent to 2016 Ingham Maraka Festival Committee advising them of Council’s resolution. Document ID 2163971.

Resolution Number - 280616-31 - Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Everglow Community Care Links Inc

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

Status:
August 2016 Update – Complete. Matter Closed
July 2016 Update – Letter sent to Everglow Community Care Links Inc. advising them of Council’s resolution. Document ID 2167723.

Resolution Number - 280616-30 - Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Herbert River Museum and Gallery Inc

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.

Status:
August 2016 Update – Complete. Matter Closed

Resolution Number - 280616-29 - Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Hinchinbrook Community Support Centre

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.
<table>
<thead>
<tr>
<th>Resolution Number</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>280616-28</td>
<td>Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Hinchinbrook Sportsfishing Club Inc. that council resolve to offer Hinchinbrook Sportsfishing Club Inc. the payment of $600 ex GST from the 2016 / 2017 Community Grants Budget.</td>
<td>August 2016 Update - Complete. Matter Closed</td>
</tr>
<tr>
<td>280616-27</td>
<td>Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Ingham Animal Rescue and Rehoming that council resolve to offer Ingham Animal Rescue and Rehoming the payment of $1,500 ex GST from the 2016 / 2017 Community Grants Budget.</td>
<td>August 2016 Update - Complete. Matter Closed</td>
</tr>
<tr>
<td>280616-26</td>
<td>Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Ingham Arts Festival that council resolve to offer Ingham Arts Festival the payment of $1,500 ex GST from the 2016 / 2017 Community Grants Budget.</td>
<td>August 2016 Update - Complete. Matter Closed</td>
</tr>
<tr>
<td>280616-25</td>
<td>Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Ingham Bluecare Community that council resolve to offer Ingham Bluecare Community the payment of $4,330 ex GST from the 2016 / 2017 Community Grants Budget.</td>
<td>August 2016 Update - Complete. Matter Closed</td>
</tr>
<tr>
<td>280616-24</td>
<td>Hinchinbrook Shire Council Community Grants Funding Stream 2016 / 2017 - Ingham Meals on Wheels</td>
<td>August 2016 Update - Complete. Matter Closed</td>
</tr>
</tbody>
</table>
That Council resolve to offer Ingham Meals on Wheels the payment of $3,626 ex GST from the 2016 / 2017 Community Grants Budget.

**Status:**
August 2016 Update – Complete.  
July 2016 Update – Letter sent to Ingham Meals on Wheels advising them of Council’s resolution.  
Document ID 2167892.

### 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:**
August 2016 Update – Complete.  
July 2016 Update – Correspondence from State HQ of QCWA received accepting the terms of the monthly rental situation.  
June 2016 Update – QCWA notified of Council resolution, monthly tenancy agreement created; awaiting their response in regards to monthly rental.

### 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:**
August 2016 Update – The Lower Herbert Halifax Lions Club have submitted a design of the clock to the engineers and are waiting on approval for a suitable footing for the “red brick twist” structure proposed for the main street in Halifax.  
July 2016 Update – No further update.  
June 2016 Update – Lions Club notified of resolution and Officers to progress this matter.

### 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:**
August 2016 Update – Awaiting PSBA advice regarding Council’s counter proposal proposed by Mayor.  
July 2016 Update – Original Report to Council to be re tabled at July meeting.  
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:**
August 2016 Update - Successful contractor, Keita Earthworks has been approved. Commencement of facility installation week commencing 15 August. The week commencing 22 August the slab to be installed and week commencing 29 August, structure will be erected. Completion early September.

July 2016 Update - Request for updated quotation sent out to three local contractors who had previously submitted quotes for the job based on the original location - with updated site location attached. Request for quotation offers required by COB 8 July 2016.

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:**
August 2016 Update – Project on track for late September completion – enquiries made by general public to Council to purchase the vaults.

July 2016 Update - Construction has commenced on the Mausoleum with construction expected to be completed by late September (corrected from August) 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:**

**August 2016 Update** – As the sponsoring body for Ingham Dog Park Working Group (DPWG), Hinchinbrook Community Support Centre has submitted the request to Gambling Community Benefit Fund for an extension to the timeframe for spending the $35,000 grant (acquittal originally due July 2016). No notification of success has been received by DPWG and as such, no Report to Council will be submitted this month.

**July 2016 Update** – Proposed change of scope for project to be discussed by Council at next available Council session with a view to Report to Council for new resolution.

**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:**

**August 2016 Update** – Complete. **Matter Closed**

**July 2016 Update** – Lease fully signed and with DNRM for registration with Titles Office.

**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

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

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

June 2016 Update - Ongoing.

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

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

February 2016 Update – In progress.

January 2016 Update – In progress.

December 2015 Update - In progress.

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

October 2015 Update – Expression of interest lodged with DNPSR.

Resolution Number - 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:
August 2016 Update – Install completed and system showing improvement in power consumption.

July 2016 Update - Jeff Lahtinen has advised that all Ergon approvals have been received and installation is planned for the week beginning 11 July 2016.

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.

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:
August 2016 Update – No further update.

July 2016 Update – No further update.

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.

<table>
<thead>
<tr>
<th>Resolution Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>250815-23</td>
<td>Dungeness Park - Naming Request</td>
</tr>
</tbody>
</table>

That Council rename the Dungeness Park the Bill Bursill Park.

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

**Status:**
- August 2016 Update – Waiting for confirmation from the Bursill family for approval of wording on new park sign.
- July 2016 Update – No further update.
- June 2016 Update – No further update.
- May 2016 Update - Waiting for the new media and webmaster to be employed to assist with the designing of the sign to be approved by the Bursill family. In progress.
- March / April 2016 Update – Council waiting on final draft to be drawn up.
- February 2016 Update – In progress.
- January 2016 Update – In progress. Historical details collected and narrative drafted. Review of parks signage underway with a view to installing signage consistent in contents and design.
- December 2015 Update - In progress.
- November 2015 Update - In progress.
- October 2015 Update – In progress.
- September 2015 Update – In progress.

<table>
<thead>
<tr>
<th>Resolution Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>280715-25</td>
<td>Hinchinbrook Meeting Place - Reserve for Botanical Gardens and Nursery R.635</td>
</tr>
</tbody>
</table>

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:**
- August 2016 Update – Ongoing.
- July 2016 Update – Ongoing.
- June 2016 Update - Ongoing.
<table>
<thead>
<tr>
<th>Month</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2016</td>
<td>In progress.</td>
</tr>
<tr>
<td>March / April 2016</td>
<td>In progress.</td>
</tr>
<tr>
<td>February 2016</td>
<td>In progress.</td>
</tr>
<tr>
<td>December 2015</td>
<td>No further update.</td>
</tr>
<tr>
<td>November 2015</td>
<td>In progress. No further update.</td>
</tr>
<tr>
<td>October 2015</td>
<td>Meeting planned with users to explain application process for community grants.</td>
</tr>
<tr>
<td>September 2015</td>
<td>Land repurpose in progress.</td>
</tr>
<tr>
<td>August 2015</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Month</th>
<th>Update Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2016</td>
<td>No further update.</td>
</tr>
<tr>
<td>July 2016</td>
<td>No further update.</td>
</tr>
<tr>
<td>June 2016</td>
<td>No further update.</td>
</tr>
<tr>
<td>May 2016</td>
<td>No further update.</td>
</tr>
<tr>
<td>March / April 2016</td>
<td>No further update.</td>
</tr>
<tr>
<td>February 2016</td>
<td>In progress.</td>
</tr>
<tr>
<td>January 2016</td>
<td>Response received from ITNQ requesting Council’s patience regarding this matter. ITNQ currently resolving Council’s identified issues.</td>
</tr>
<tr>
<td>December 2015</td>
<td>No further update.</td>
</tr>
<tr>
<td>November 2015</td>
<td>No further update.</td>
</tr>
<tr>
<td>October 2015</td>
<td>No further update.</td>
</tr>
<tr>
<td>September 2015</td>
<td>No further update.</td>
</tr>
</tbody>
</table>
August 2015 Update – No further contact from ITNQ received.

July 2015 Update – Correspondence detailing Council resolution forwarded to ITNQ 26 June 2015.

<table>
<thead>
<tr>
<th>Resolution Number - 260515-33 - Lucinda Swimming Enclosure Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council advise the Lucinda Progress Association that it approves in principle the Association’s proposal to modify the Lucinda swimming enclosure.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Status:**

August 2016 Update – Net has been installed. Anchors that were replaced have since moved and are scheduled to be reburied in the sand this month.

July 2016 Update – Ongoing.


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.


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.

<table>
<thead>
<tr>
<th>Resolution Number - 030215-01 - Anzac Memorial Upgrade</th>
</tr>
</thead>
<tbody>
<tr>
<td>That Council fund paving works at the Ingham ANZAC Cenotaph site to enhance its visual amenity and usability by the public.</td>
</tr>
<tr>
<td>That the estimated cost of this work of $11,000 (excl GST) be allocated from the general budget.</td>
</tr>
</tbody>
</table>

**Status:**
August 2016 Update - No further update.
July 2016 Update - No further update.
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.
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:**
August 2016 Update – DNRM have granted an extension until 9 January 2017 in accordance with Section 442 of the Land Act 1994, to allow the below offer requirement to be finalised:

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

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

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

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

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

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

May 2016 Update - Ongoing.

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

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

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

February 2016 Update – No further update.

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

December 2015 Update - No further update.

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

October 2015 Update – Native Title negotiations in progress.

September 2015 Update – Council has now received instructions from the Nywaigi Native Title applicants. They are ready to proceed by way of agreement regarding the compulsory acquisition of part of Lot 382 on SP136985. They wish to speak with the Hinchinbrook Shire Council in terms of their economic development 2020 program. Meeting to be arranged – TBA date

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


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:**

August 2016 Update – Illegal huts under investigation with site inspection to further determine responsible agency for Seaforth Huts – HSC surveyor, DNRM and Council compliance officers attending 22 August 2016 (weather permitting).

July 2016 Update – Ongoing.

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.


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:

August 2016 Update – Ongoing.

July 2016 Update – Ongoing.

June 2016 Update – Ongoing.

May 2016 Update – Ongoing.

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

February 2016 Update – Ongoing.

January 2016 Update – Ongoing.

December 2015 Update – Ongoing.

November 2015 Update – Ongoing.

October 2015 Update – Ongoing.

September 2015 Update – Ongoing.

August 2015 Update – Ongoing.


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.

<table>
<thead>
<tr>
<th>General Meeting 29/01/2010 – Foreshore Management Plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**Status:**
August 2016 Update – Ongoing.

July 2016 Update – In progress.

June 2016 Update – In progress.

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

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

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

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

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.


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.


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

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

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

FORMER INGHAM FIRE STATION – PROPOSED GIFT OF PROPERTY TO COUNCIL FOR HINCHINBROOK STATE EMERGENCY SERVICE AND RURAL FIRE SERVICE QLD TOOBANNA PURPOSES

Executive Summary
Proposed gift of property at 45-47 McIlwraith Street (Lot 1 on SP117199), Ingham by Queensland Fire and Emergency Service (QFES)/Public Safety Business Agency (PSBA) to Hinchinbrook Shire Council for Hinchinbrook State Emergency Services Unit (SES) use as storage facility.

For Council Decision – Recommendation
That Council does not accept the offer of property at 45-47 McIlwraith Street (Lot 1 on SP117199), Ingham by Queensland Fire and Emergency Service to Hinchinbrook Shire Council for Hinchinbrook State Emergency Services Unit use as storage facility.

Background
It was advised by Scott Harris, PSBA, that the Minister for Police, Fire and Emergency Services and Minister for Corrective Services approved the gifting of the former Ingham Fire Station to Council for State Emergency Service use November 2015.

Previous Mayor, Rodger Bow advised the PSBA of Councils obligation to perform due diligence regarding the building structure in light of the fact the building(s) would become Councils responsibility to maintain.

The building structure is of masonry block with steel beams, purlins and concrete floor. The Building can be divided into three sections consisting of an office, staffing and amenities area located on the left hand side, fire truck and emergency vehicle garage in the middle section of the building and maintenance/storage area to the right hand side. The property also hosts a covered open triple and double car port and a large lockable double shed structure.

Council officers clarified the position in regards to the gift of the property specifically pertaining to ‘ownership’. It was confirmed by PSBA that the gift does not include the residence adjacent to the former fire station. Further, PSBA are not able to confirm with any certainty that should SES and Council no longer require the property that the property would be able to be sold by Council to the benefit of the community or whether it must be returned to PSBA.

Council conducted an inspection of the property/building structure mid January 2016 which was attended by Kaj Simmons (HSC Building Certifier), Austin Zupp (HSC Plumbing Inspector), Bill Flemming (HSC Building Maintenance Supervisor), Donna Olivero (HSC Management Officer Land and Property) and the Station Officer of Queensland Fire and Emergency Services, Mark Castellaro. From that inspection to following is presented for consideration:

Building Inspection Report from Kaj Simmonds (as an attachment to this report).

Inspection report from Austin Zupp in regards to plumbing infrastructure: “I found all plumbing fixtures are working in a satisfactory condition. In regards to the amenities, disabled access is not in place and would require substantial renovations to rectify this requirement for all commercial buildings. Considering the age of the building and fixtures it is a certainty that (an unquantified) maintenance cost will need to be considered in the near future”.

“In regards to both immediate and future building maintenance requirements Bill Flemming reports the following: “Considering the age, size and location of the building; being in a high flood zone, the maintenance costs will be high and ongoing more so than a building out of known flood area”.

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 15 August 2016
An estimate of cost to replace the non compliant roof sheeting and lack of fall to the central roof structure, as identified in the Building Certifiers Inspection Report, is $20,000 requiring building certification. The estimated annual maintenance cost including; annual asbestos inspection ($500 initially to include the structure in HSC asbestos program) then $150 pa, pest control $300pa, air conditioner servicing and cleaning $1,680pa, electrical issues $2,000pa, plumbing issues $1,000pa, structural maintenance $1,000pa and annual major cleaning $2,500.

Note: It is not possible to accurately estimate damages and clean up costs following a flooding event or the frequency of such an event.

A further consideration for replacement of six existing air conditioners must also be included in the maintenance budget – estimated replacement cost $15,000 along with programmed painting budget of $20,000 each 10 years (existing paint work being 2 years old). Whole of roof replacement $40,000 within 10 – 15 years.

Additional running costs: estimate of annual power cost $3,200; land and property rates $1,500 pa; insurance $1,000 pa.

As a point of reference the current SES building, Menzies St, Ingham incurred building maintenance and running costs for the 2015/16 budget year of $7,500, inclusive of pest, fire safety and building general maintenance.

It was identified from discussions with Rodger Bow SES, Tony Hazel Rural Fire Service Queensland - RFSQ and Lenny Toscano RFSQ (Toobanna) that storage for the two groups is their main issue. It was stated that their intention is to utilise the property primarily for storage and not as a meeting place.

It was proposed by RFSQ that they be permitted to co-habitate the property with Hinchinbrook SES should Council approve acceptance of the gift of property. It is noted the RFSQ is a department of QFES to whom the property currently belongs.

As advised by Tony Hazel RFSQ the Toobanna RFSQ are able to negotiate with Council regarding future maintenance and running costs via the collection of a community levy facilitated by Council on their behalf. Further it was advised by Mr Hazel that Toobanna RFSQ has access to funding that may contribute towards future operational costs should they be successful, including a station construction grant (25% of project costs up to $25,000 total project).

Rodger Bow has made a request of Council that should the acceptance of the property not be approved that Council consider extending the existing SES building to include a further 3 shed bays to alleviate the storage issues currently experienced by the local group.

Hinchinbrook State Emergency Services Unit and Hinchinbrook Queensland Fire and Emergency Service – Rural presented to Council information session in July 2016, their request for the use of the building as a storage facility with a preference that Council accept ownership and ongoing maintenance of the building. It was discussed that as Hinchinbrook SES and Hinchinbrook QFES – Rural units are entities currently under the Department Emergency Services, to which QFES and PSBA are governed, that the building remain under their ownership for use inter-departmentally.

Attachments

1. Building Inspection Report, Former Fire Station Building – Kaj Simmonds, Building Certifier, Hinchinbrook Shire Council
2. Email Correspondence trail regarding offer of property - Scott Harris, Property and Facilities Management, PSBA; correspondence regarding Councils due diligence regarding property acceptance – Former Mayor Rodger Bow
3. Ministerial approval for gift of land- excerpt
4. Approval for gift of land - QFES/PSBA
5. Excerpt of market valuation - Integrated Valuation Services
6. Correspondence regarding request for proposed SES building extension – Rodger Bow, Local Controller, Hinchinbrook SES Unit
7. Correspondence regarding Rural Fire services proposed assistance towards building maintenance if co-habitated – Tony Hazel, RFSQ

Statutory Environment

Land Title Act and Land Act 1994
OLD INGHAM FIRE STATION – PROPOSED GIFT OF LAND AND PROPERTY TO COUNCIL FOR SES PURPOSES

Local Government Act 2009
Corporate Plan: N/A
Operational Plan – N/A

Policy Implications
Nil

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services
Rodger Bow, Local Controller, Hinchinbrook SES Unit
Scott Harris, Senior Sergeant, Property and Facilities Management, PSBA
Tony Hazel, Superintendent RFSQ Northern Region
Lenny Toscano, Toobanna Rural Fire Brigade
Austin Zupp, Plumbing Inspector, Hinchinbrook Shire Council
Bill Flemming, Building Maintenance Supervisor, Hinchinbrook Shire Council
Mark Castellaro, Station Officer, Queensland Fire and Emergency Service (Ingham Station)
Kaj Simmonds, Building Certifier, Hinchinbrook Shire Council

Financial and Resource Implications
Amendment to increase the building maintenance budget in the approximate sum of $246,800 increasing by CPI over 10 year period should land and property gift be accepted by Council

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<th>Proposed Extension to SES Building</th>
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<tr>
<td>Capital</td>
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<tr>
<td>Building Maintenance + Operational costs – over 10 year period*</td>
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<tr>
<td>Value at end of 10 year term</td>
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* Note; CPI not allowed for over 10 year period estimate

Risk Management Implications
That Council becomes responsible for an ageing property that may not be listed as a Council asset, or may not be able to be sold to recoup funds expended should it become required to dispose of it.

Strategic Considerations
Nil

Officers Comment
An estimate of cost to design and construct an additional 5.5m x 11m shed bay added to the existing SES building is $61,000.
INTRODUCTION

On the 19th January 2016, a building inspection was conducted at the site address of 45 McIlwraith Street Ingham. The purpose of the inspection was to determine the building condition for compliance with current Building Legislation and Standards. Present at the inspection was Kaj Simmons, Austin Zupp, Bill Flemming, Donna Olivero and the Station Master of the Queensland Fire and Emergency Services Mark Castellaro.

The Building in question is the Old Fire Station Building located at 45 McIlwraith St, Ingham. For the purposes of this report this building will be referred to as the Old Fire Station. The Building structure is of masonry block with steel beams, purlins and concrete floor. The Building can be divided into three sections consisting of an office, staffing and amenities area located on the left hand side, fire truck and emergency vehicle garage in the middle section of the building and maintenance / storage area to the right hand side.

INSPECTION

From a walk through visual inspection of the facility there were numerous non compliant issues identified which will need to be addressed should the Hinchinbrook Shire Council take over the ownership of the building.

They are:

- Asbestos sheeting located within the facility mainly around the windows and throughout the maintenance section
- Highest area of roofing above the old control command centre of the building has been replaced and does not have the correct type of cladding installed which would suit the low degree slope in the roof structure. This will require replacing
- There is insufficient amount of toilets installed to the building and are currently constructed as unisex
- There is no disabled access to within and around the building
- There is no amenity services for people with disabilities
- The building is located within the flood zone area and will be inundated with storm water during a heavy rain event
- Emergency and exit signage although installed does not comply with current legislation and should be upgraded

BUILDING STRUCTURE

The building structure was inherently difficult to assess due to the wall and ceiling linings being installed to the majority of the building but from visual inspection to the concrete floor, internal and external walls there were no movement cracking identified. This structure had been subjected to the forces of Cyclone Yasi which is a good indication for structural resistance

FLOOD LEVELS

The building is located within a known flood zone, which would see ingress of storm water during major rain events. From discussion with the Fire Station Officer, a minimum of three days would be required for his staff to clean damage from inundation of stormwater. This would take up to 5 staff members to achieve this result.

GENERAL INTERNAL CONDITION

The internal area of the building was seen to be in good condition for the buildings age. Doors seem to operate without any issues, garage roller door had electric motors which operate accordingly, glazing was intact and the walls were generally masonry. There was asbestos identified to and around the inside sections of the building generally around the windows and in numerous areas of the Maintenance / storage area. Mezzanine floor storage to the maintenance area would need to be removed due to illegal head heights, non complying handrails and steps. It is assumed that would be asbestos located in the amenities area but cannot confirm
EXTERNAL CONDITION

For the age of this building the external walls are in reasonable condition but there are concerns to the damage to the wall cavities after a rain event due to the inundation of stormwater during a flood event.

Roofing to the building is in generally good condition except for the higher section above the old control command room. This cladding has been replaced with inferior roofing products which do not comply with current standards due to the lack of fall. This will cause capillary action during any heavy storm event and pose a risk to leaking through the joins. This roofing section requires replacing.

CONCLUSION

The building was seen to be in a reasonably good condition considering the age. The structure appears to be in very good sound condition. Due the age of the building, consideration is required to bring the access for disabilities up to date which would see the Council inherent a large fee to address this situation.

An area of major concern is the flooding issue, the fact that up to 5 personal spending 3 days cleaning the building after a flood event will inherent major rectification cost. Considering storm water entering into the wall cavities could expose additional unforseen damages.

Kaj Simmons
Building Department
Hinchinbrook Council
Hi Donna,

No problems.

With regards to your question ‘councils options 20 years down the track...’ - I have just finalised the gifting of QFES land to the Mareeba Shire Council and State Development (who review these matters prior to them being finalised) recommended that a covenant be placed on the site that if it was no longer being used for purposes associated with the Mareeba Heritage Museum, it would need to be returned to the QFES.

It is at our discretion and this hasn't been raised by State Development at this point for Ingham nor do we consider that we would require the property back.

With regards to Rural Fire potentially cohabiting, I can't advise whether a maintenance contribution would be made by Rural Fire but I am sure that this can be raised with Kevin Anderson or Tony Hazell from QFES should the matter be progressed.

Cheers

Scott

Scott Harris
Senior Sergeant
33646860

Property and Facilities Management
Public Safety Business Agency
Queensland Police Headquarters

---

Hi Scott

Are you aware if there are conditions (if any) attached to the gift of land and infrastructure?

I am pre-empting Councils questions e.g. what is Councils options 20 years down the track should the land and building no longer be required? Is Council able to sell the property? Will the property be required to be returned to QFES? Etc

Also if the Rural fire team co-inhabit the building will there be a contribution in regards to building maintenance? Mowing etc?

Sorry to bombard you with questions J
Hi Donna,

I have attached the two approvals (Ministerial and QFES) for this matter. Hopefully this will assist. Have also attached the valuation. The proposal is for the site to be gifted to Hinchinbrook Shire Council. Hope you’re having a great day

Cheers
Scott

Scott Harris
Senior Sergeant
33646860

Property and Facilities Management
Public Safety Business Agency
Queensland Police Headquarters

Hi Scott

Council will attend the old fire station next Tuesday to conduct a building inspection. The inspection will assist in developing a full report to inform Council for proposed acceptance/non acceptance of the gift of building.

Are you able to forward the relevant documents (draft will be fine) detailing the offer so I may fully inform Council of all aspects of the proposal please? cheers

Kind Regards
Hi Donna,

Re emails below.

To gain access could you please liaise with Mark Castellaro at the Ingham Fire Station on 4761 7410 (I have been speaking with Mark Hutchinson at the Ingham Fire Station who will advise Mark to expect your call).

If I can assist further please do not hesitate to contact me.

Kind Regards,

Robyn Fisher
Regional Administration Officer
Mon, Tues, Wed

Northern Region
Rural Fire Service Queensland
Queensland Fire and Emergency Services

Phone: (07) 4796 9076
Email: Robyn.Fisher@qfes.qld.gov.au
Web: www.ruralfire.qld.gov.au

Sent from my IPad.

Begin forwarded message:

From: Donna Olivero <dolivero@hinchinbrook.qld.gov.au>
Date: 5 January 2016 at 11:34:41 AM AEST
To: Tony Hazell <Tony.Hazell@qfes.qld.gov.au>
Subject: RE: Update on Ingham Fire Station.

Hi Tony

Are you able to advise access details?
No problems, the guys have left so it will be next week.

Have a great Christmas Donna.

---

From: Donna Olivero [mailto:dolivero@hinchinbrook.qld.gov.au]
Sent: Friday, 18 December 2015 4:15 PM
To: Tony Hazell
Subject: RE: Update on Ingham Fire Station.

Thank you Kevin, was going to call you, cheers

Kind Regards

Donna Olivero | Acting Executive Manager Environment and Community Services  
Environment and Community Services Department | Hinchinbrook Shire Council
P (07) 4776 4780 | Mob 0448 102 341 | F (07) 4776 3233 | E dolivero@hinchinbrook.qld.gov.au
Web: http://www.hinchinbrook.qld.gov.au

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Kevin,

The Hinchinbrook Shire Council are requesting access to the Old Ingham Fire Station to undertake a Due Diligence Assessment on the building. Can you please advise me who would be the best person to speak to arrange this access?

Tony Hazell  
AFSM  
A/Superintendent  
Regional Manager

Hi Donna,

Thanks for your email.

No problems, if you can liaise with Tony Hazell from QFES Northern Region (also in this email) regarding organising access into the building for an inspection.

With regards to the residence, it was not intended that that be included in this process.

Cheers
Scott

Scott Harris
Senior Sergeant
33646860

Property and Facilities Management
Good morning Scott

In regards to the gift of the property at 45 McIlwraith Street (Lot 1 on SP117199), Ingham known as the 'old fire station' to Council for the purpose of State Emergency Service use.

Council is required to conduct a structural inspection of the building(s) the findings of which will be presented to a Council general meeting for approval and resolution regarding acceptance of the gift.

If possible, we would like to attend in the second week of January 2016, are you able to advise arrangements for access to the site/building?

Further, Council requests clarification regarding the residence at 4 Hopkins Street (Lot 3 on SP117199), Ingham. Is it intended to be included with the station building?

Kind Regards

Donna Olivero
Acting Executive Manager Environment and Community Services | Hinchinbrook Shire Council

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Good afternoon Councillor,

My sincere apologies for the delay in response to your email.

I have been liaising with Department of State Development on this matter and you are welcome to undertake due diligence on this site.

Look forward to hearing back from you as to the outcome of this process.
Good morning Scott and further to our phone conversation

My thanks for considering the gifting of the former fire station for the use by the Hinchinbrook State Emergency Service.

The State Emergency Service buildings are an asset of the Shire Council. As the gifting of the property means that it will then be a Council asset and responsible for future maintenance, as the Mayor I request that the Hinchinbrook Shire Council be given the opportunity to do a "due diligence" check of the building. Council would have preferred that they be first offered the building and allowed the due diligence opportunity before the Minister gave the gifting approval.

Depending on the outcome of Council's due diligence, the appropriate Executive Manager will report to Council, to either accept / not accept the building.

I do thank the Minister for approving the gifting of the building, as the Hinchinbrook State Emergency Service saw an opportunity to make inquiries about the future of the former fire station. As the SES is now requiring more space to store boats, vehicles etc., the former fire station provided the solution.

Regards,
Cr. Rodger Bow    JP(Qual)    | Mayor | Hinchinbrook Shire Council
P (07) 4776 4602 | F (07) 4776 3233 | Mobile 0417 646 565 | E mayor@hinchinbrook.qld.gov.au
W http://www.hinchinbrook.qld.gov.au

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Thanks Tony, Morning Councillor,

Happy to report that the Minister for Police, Fire and Emergency Services and Minister for Corrective Services has approved the gifting of the former Ingham QFES Station to the Hinchinbrook Shire Council for State Emergency Service Use.

I have forwarded (via email) the Ministerial approval and relevant documents to Department of State Development (Property Queensland) for their information and approval.

Once it is signed off by Property Queensland, I will notify you (Rodger) that the process has been completed.

Look forward to speaking with you in the near future.

Regards
Scott

Scott Harris
Senior Sergeant
33646860

Property and Facilities Management
Public Safety Business Agency
Queensland Police Headquarters

Hi Scott,

I have been approached by Councillor Rodger Bow the Mayor of the Hinchinbrook Shire for an update on the transition of the old Fire Station in Ingham to the Hinchinbrook Shire Council for use by SES.

If you could you please provide an update on this transition it would be much appreciated.
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MINISTERIAL APPROVAL

SUBJECT:  GIFTING OF FORMER INGHAM QUEENSLAND FIRE AND EMERGENCY SERVICES (QFES) STATION TO HINCHINBROOK SHIRE COUNCIL FOR STATE EMERGENCY SERVICE (SES) USE

PURPOSE:
1. To seek the Minister’s approval to gift the former Ingham QFES station to Hinchinbrook Shire Council for SES use.

BACKGROUND:
2. The new Ingham QFES station located at 15 Eleanor Street Ingham was completed in April 2015.
3. The former Ingham QFES station, located at 45-47 McIlnraith Street Ingham, was decommissioned in June 2015.
4. The former Ingham QFES station is not required for future use by the QFES or Queensland Police Service (QPS) and has been deemed surplus to operational requirements by the QFES Commissioner.
5. The total net book value of the property is $202,620.60 comprising of: QFES station land (Government Land Register (GLR) no. 22763) $150,000.00; and QFES station building $52,610.60;
6. The property is subject to regular flooding which impacts on suitability for commercial or residential purposes.

KEY ISSUES:
7. The Mayor of the Hinchinbrook Shire Council has been consulted and requests consideration of gifting the property to the Council for use by the local SES.
8. The Commissioner, QFES supports this proposal as it provides a number of community and organisational benefits for service delivery within the Hinchinbrook Shire Council area.
9. The Chief Executive Officer, Public Safety Business Agency supports the above proposal.

RECOMMENDATIONS:
10. It is recommended the Minister:
   • approve the disposal of the former Ingham QFES station located at 45-47 McIlnraith Street, Ingham by gifting the property to the Hinchinbrook Shire Council for SES use.

PAUL HYDE
DIRECTOR
BUILT ASSETS
BUSINESS SERVICES DIVISION
PUBLIC SAFETY BUSINESS AGENCY

Contact Officer:
Mark Stanton
Senior Project Officer, Built Assets.
Telephone: (07) 33646860
Date: 11/06/2015

UNCLASSIFIED
PUBLIC SAFETY BUSINESS AGENCY

MINISTER FOR POLICE, FIRE AND EMERGENCY SERVICES
AND MINISTER FOR CORRECTIVE SERVICES

☒ Submission for Approval
☐ Information for Minister's Speech
☐ Locality Brief
☐ Briefing Note for Information
☐ Joint Media Release
☐ Function Checklist

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SUBJECT: GIFTING OF FORMER INGHAM QUEENSLAND FIRE AND EMERGENCY SERVICES (QFES) STATION TO HINCHINBROOK SHIRE COUNCIL FOR STATE EMERGENCY SERVICE (SES) USE

RECOMMENDATION:

That the Minister approves the disposal of the former Ingham QFES station located at 45-47 McIlwraith Street, Ingham by gifting the property to the Hinchinbrook shire council for SES use.

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<tbody>
<tr>
<td>Rod Wilson</td>
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<tr>
<td>A/Deputy Chief Executive Officer</td>
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<tr>
<td>Public Safety Business Agency</td>
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<td>Jo Ann Miller MP</td>
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<td>Minister for Police, Fire and Emergency Services and Minister for Corrective Services</td>
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MINISTER'S COMMENTS:

NOTED / SUPPORTED

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<th>NOTED / SUPPORTED</th>
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<tbody>
<tr>
<td>Kelvin Anderson PSM</td>
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<tr>
<td>Chief Executive Officer</td>
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<tr>
<td>Public Safety Business Agency</td>
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<td>13/7/2015</td>
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</table>

CEO'S COMMENTS:

☑
8 Recommendation

- That the Commissioner QFES supports:- The current Ingham Fire and Rescue Station be gifted to the Hinchinbrook Shire Council for the sole purpose of housing and training the Hinchinbrook SES as stated in the EBN recommendations once the Ingham Fire and Rescue Station is decommissioned in June 2015, and also recommends that PSBA support and action this EBN.

Steve Barber  
A/ASSISTANT COMMISSIONER

Katarina Carroll APM  
A/COMMISSIONER

22/4/15  
Noted / Supported  
Not Supported

11/5/15  
Noted / Supported  
Not Supported

Comments:
MARKET VALUATION

OF

LOT 1 PLAN SP117199, PARISH OF TREBONNE

45-47 MCILWRAITH STREET, INGHAM QLD 4850

"INGHAM FIRE STATION"
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Annexures

1. Title Search
2. Smart Map
3. Zoning Map
4. Planning Scheme Extracts
5. Instructions
1 EXECUTIVE SUMMARY

This valuation is based on certain conditions and contains a number of qualifications. Do not rely on this executive summary alone. This executive summary should be read in conjunction with and is subject to our complete Valuation Report. Reliance should only be placed on this report upon sighting a signed original document.

1.1 Subject Property
Lot 1 from Plan SP117199, 45-47 McIlwaith Street, Ingham QLD 4850.

1.2 Instructions
We are instructed by Senior Project Officer of Department of Built Asset Services Group to assess the fair market value of the subject property described herein for sale / disposal purposes.

1.3 Prepared For
Senior Project Officer
Built Asset Services Group
Police Headquarters
GPO Box 1425,
Brisbane QLD 4001

Attn: Senior Sergeant Mark Stanton

1.4 Brief Description
The subject property comprises the Ingham Fire Station. The property is currently being used as a Fire Station but is being vacated from June 2015 and will be available with vacant possession. The Fire Station comprises a single level building with drive-thru Engine bay, workshop, offices, comms rooms and amenities. The main improvements are in the order of 510m² (plus ancillary), situated on a 2,357m² Public Purposes zoned allotment.

The property is located in the town of Ingham, a regional town with an estimated population of approximately 4750 residents. Ingham is located approximately 110 kms north of Townsville.

1.5 Basis of Valuation
Market Value assessment on a vacant possession basis. That all specialised plant, equipment and fit-out have been removed from the buildings.

That there is a willing buyer for the property with the current zoning.

1.6 Date of Inspection
28 May 2015.

1.7 Date of Valuation
28 May 2015.

1.8 Market Value
Subject to the stipulations and conditions contained within the body of this report, it is our opinion that the Market Value of the subject property, as at 28 May 2015 is $390,000 (Three Hundred and Ninety Thousand Dollars).

INTEGRATED VALUATION SERVICES
DANIEL ACKROYD A.A.P.I.
Certified Practising Valuer
Registered Valuer QLD (3697 MR)
10 June 2015
Good Evening

Should Council not accept the old fire station building to be shared between the State Emergency Service and the Rural Fire Service, then I will be requesting an extension to the existing SES building at Menzies Street.

The proposed extension would have to be at a minimum 3 bays wide. The Unit has a truck and a trailer at two private residences because there is no room to accommodate them at the SES building. There is also a larger flood boat presently at the SES building but needs to be accommodated elsewhere than where it is currently stored to allow movement room at the current building.

As the SES Controller, I nominated the old fire station because it would be suitable to provide the required space to accommodate the vehicles/trailer/flood boat/equipment for now and in the future.

I am sure that if the Rural Fires are contacted they would also be supportive for the old fire station to store their vehicles/trailers/equipment.

Perhaps favourable consideration can be given on accepting the old fire station that has been offered by the PSBA as a gift to Council for the use of the QSES and QRFS
### DEPT OF PUBLIC WORKS - ASBESTOS SURVEY INSPECTION FORM

**Agency Name:** Department of Emergency Services  
**Facility Name:** INGHAM FIRE STN  
**Site Name:** INGHAM FIRE STN  
**Improvement Name:** BUILDING STN INGHAM MCPWRAITH ST  
**Asset Reference Number:** 33283001  
**Name of Surveyor:** QFRS  
**Surveyor Organisation:** QFRS  
**Date of Survey:** 27/7/2010

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<th>Floor/Level (refer List)</th>
<th>Location Type (refer List)</th>
<th>Specific Location (e.g. Room 1.2.3)</th>
<th>Item of ACM (refer List)</th>
<th>Form of ACM (refer List)</th>
<th>Status of ACM (refer List)</th>
<th>Physical State of ACM (refer List)</th>
<th>Likelihood of Damage (refer List)</th>
<th>Is Attention Recommended? (tick if yes, and provide reason in Comments section)</th>
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<th>Sample ID Number (where applicable)</th>
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<td>COMPRESSED SHEET INFILL PANELS UNDER WINDOWS ALL ROUND</td>
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<td><strong>Description of ACM:</strong></td>
<td>VINYL FLOOR TILES TO LECTURE ROOM</td>
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<td><strong>Description of ACM:</strong></td>
<td>SHEETING TO SOFFITS ALL ROUND</td>
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<td><strong>Description of ACM:</strong></td>
<td>SHEET VINYL FLOOR COVERINGS TO OFFICE WEST SIDE OF DUTY ROOM</td>
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## DEPT OF PUBLIC WORKS - ASBESTOS SURVEY INSPECTION FORM

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<th>Comments</th>
<th>Quantity</th>
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<tbody>
<tr>
<td>SPRAYED MATERIAL TO CEILING OF ADMINISTRATION AREA OF STATION THROUGHOUT</td>
<td>REMOVED REPLACED WITH GIPROCK 2004</td>
<td>203.00 m²</td>
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<tr>
<td>SHEETING TO NTH WALL OF COMPRESSOR &amp; STORE RM TO CEILING HEIGHT ABOVE DECKING USED FOR STORAGE</td>
<td></td>
<td>24.00 m²</td>
<td>Removed</td>
</tr>
<tr>
<td>NOT ACCESSED</td>
<td>MASONRY BLOCK</td>
<td>0.00 m²</td>
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<tr>
<td>SHEET VINYL FLOOR COVERINGS TO HALLWAYS AND RADIO ROOM</td>
<td>REMOVED REPLACED WITH CERAMIC TILES</td>
<td>34.00 m²</td>
<td>Removed</td>
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<td>Floor/Level</td>
<td>Item of ACM</td>
<td>Location Type</td>
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<tr>
<td>AA - Other (refer to description)</td>
<td>AA - Other (refer to description)</td>
<td>AA - Other (refer to description)</td>
<td>AA - Other (refer to description)</td>
</tr>
<tr>
<td>AB - Whole Building (asbestos free)</td>
<td>BL - Baffle/Lining</td>
<td>BF - Building Fabric</td>
<td>AD - Adhesive</td>
</tr>
<tr>
<td>B1 - Basement 1</td>
<td>CE - Ceiling</td>
<td>LF - LandFill</td>
<td>CB - Cement Based</td>
</tr>
<tr>
<td>B2 - Basement 2</td>
<td>CP - Ceiling Access Panel</td>
<td>RF - Roof</td>
<td>FF - Fibrous Felt</td>
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<tr>
<td>B3 - Basement 3</td>
<td>DE - Debris</td>
<td>SI - Site Improvement</td>
<td>IB - Insulation Board</td>
</tr>
<tr>
<td>GF - Ground Floor</td>
<td>DP - Drains/Pipes/Flues</td>
<td>SP - Service Pit</td>
<td>LA - Lagging</td>
</tr>
<tr>
<td>L01 - Level 1</td>
<td>FB - Floor Backing/Underlay</td>
<td>ST - Stairs</td>
<td>LD - Low Density Board</td>
</tr>
<tr>
<td>L02 - Level 2</td>
<td>FD - Fire Door</td>
<td>SV - Switchboard</td>
<td>LF - Loose Fill</td>
</tr>
<tr>
<td>L03 - Level 3</td>
<td>FE - Fencing</td>
<td>VE - Verandah</td>
<td>MF - Mastic/Filler</td>
</tr>
<tr>
<td>L04 - Level 4</td>
<td>FF - Floor Finish/Covering</td>
<td>XE - External - Other</td>
<td>MI - Millboard</td>
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<tr>
<td>L05 - Level 5</td>
<td>FL - Floor</td>
<td>Internal</td>
<td>PB - Polymer Bound</td>
</tr>
<tr>
<td>L06 - Level 6</td>
<td>FP - Friction Product</td>
<td>AA - Other (refer to description)</td>
<td>SC - Sprayed Coating</td>
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<tr>
<td>L07 - Level 7</td>
<td>FS - Flues/Stack</td>
<td>AB - Ablutions</td>
<td>VS - Vinyl Sheeting (includes backing)</td>
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<tr>
<td>L08 - Level 8</td>
<td>FU - Furniture</td>
<td>CH - Corridor/Hallway</td>
<td>VT - Vinyl Tiles</td>
</tr>
<tr>
<td>L09 - Level 9</td>
<td>GA - Gasket</td>
<td>CS - Ceiling Space</td>
<td>WT - Woven Textile</td>
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<tr>
<td>L10 - Level 10</td>
<td>GS - Gable/Soffit/Fascia</td>
<td>FO - Foyer</td>
<td>Likelihood</td>
</tr>
<tr>
<td>L11 - Level 11</td>
<td>HB - Heater Bank Insulation</td>
<td>RM - Room</td>
<td>H (High) - almost certain</td>
</tr>
<tr>
<td>L12 - Level 12</td>
<td>IF - Insulation/Fill</td>
<td>SR - Service Riser</td>
<td>L (Low) - possible</td>
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<tr>
<td>L13 - Level 13</td>
<td>LM - Loose Material</td>
<td>ST - Stairs</td>
<td>M (Medium) - likely</td>
</tr>
<tr>
<td>L14 - Level 14</td>
<td>ME - Membranes</td>
<td>SW - Switchboard</td>
<td>VL (Very Low) - Unlikely / Rare</td>
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<td>L15 - Level 15</td>
<td>PE - Plant, Equipment &amp; Machinery</td>
<td>XI - Internal - Other</td>
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<td>L16 - Level 16</td>
<td>PI - Pipe Insulation</td>
<td>Physical State</td>
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<td>L17 - Level 17</td>
<td>PM - Preformed Moulded Product</td>
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<td>RS - Roof Sheeting</td>
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<td>L19 - Level 19</td>
<td>SH - Sun Hood</td>
<td>1 - Very Poor</td>
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<td>L20 - Level 20</td>
<td>SM - Stored Material</td>
<td>2 - Poor</td>
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<tr>
<td>L21 - Level 21</td>
<td>SN - Sign</td>
<td>3 - Fair</td>
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<tr>
<td>L22 - Level 22</td>
<td>SP - Stormwater Plumbing</td>
<td>4 - Good</td>
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<tr>
<td>L23 - Level 23</td>
<td>WS - Wall</td>
<td>5 - Excellent</td>
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<tr>
<td>L24 - Level 24</td>
<td>Status of ACM</td>
<td>NA - Not Applicable</td>
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<td>L25 - Level 25</td>
<td>Status of ACM</td>
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<td>L26 - Level 26</td>
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<td>L29 - Level 29</td>
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<td>L30 - Level 30</td>
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<tr>
<td>LG1 - Lower Ground 1</td>
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<td>LG2 - Lower Ground 2</td>
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<tr>
<td>M1 - Mezzanine 1</td>
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<td>M2 - Mezzanine 2</td>
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<td>M3 - Mezzanine 3</td>
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<tr>
<td>PS - Podium / Stage</td>
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<tr>
<td>R1 - Roof Level 1</td>
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<td>R2 - Roof Level 2</td>
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<tr>
<td>S1 - Stair Level 3</td>
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**Units Of Measure**

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- mtrs
### DEPT OF PUBLIC WORKS - ASBESTOS SURVEY INSPECTION FORM

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<th>Department of Emergency Services</th>
<th>Asset Reference Number: 33283001</th>
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<td>Facility Name:</td>
<td>INGHAM FIRE STN</td>
<td>Name of Surveyor:</td>
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<td>Site Name:</td>
<td>INGHAM FIRE STN</td>
<td>Surveyor Organisation:</td>
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<td>Improvement Name:</td>
<td>BUILDING STN INGHAM MCILWRAITH ST</td>
<td>Date of Survey:</td>
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**Comments:**

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<th>Description of ACM:</th>
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Page 3 of 5
Printed on Tuesday, 3 November 2009 at 11:45 AM
REFUND FOR HOT WATER SHOWER ELECTRICITY COSTS – HINCHINBROOK AQUATIC CENTRE

Executive Summary
The cost of electricity related to heating water for hot showers is estimated at $700 per annum. The lessee has requested that Council pay or reimburse them for these costs.

For Council Decision - Recommendation
That Council approve a payment of $700 to the lessees of the Hinchinbrook Aquatic Centre to reimburse them for the electricity costs related to the provision of hot water showers to patrons for the period 19 August 2016 to 18 August 2017.

That Council implement a process to accurately determine the cost of power relating to hot water showers and refund the lessees for such cost, commencing 19 August 2017.

Background
The lessees of the Hinchinbrook Aquatic Centre have approached Council to discuss the matter of the showers provided to patrons, following complaints from some of these patrons that only cold showers are available.

During discussions between the lessees, Councillors and officers it was agreed that the actual cost of the power for the hot water showers will need to be accurately determined, and that the Council is not adverse to paying these costs so as to allow for the hot showers to be turned on.

Investigations carried out by the officers have determined that the technical options available are few and relatively expensive; every one of the options significantly exceeds the estimated power cost of $700 per annum cost quoted by the lessee. Due to the winter temperatures it is recommended that a $700 payment be approved in the first instance, with a longer term objective of implementing a process to accurately determine the cost of the power used by the hot water showers.

It is noted that the lessees have been approached on 19 August 2016 and asked to turn on the hot water showers, on the understanding that their request will be considered by Council at its 30 August 2016 General Meeting.

Attachments
Nil

Statutory Environment
Local Government Act 2009;

Consulted With
Tudor Tanase, Executive Manager Environment and Community Services, Hinchinbrook Shire Council
Donna Olivero, Management Officer Land and Property, Environment and Community Services, Hinchinbrook Shire Council
Financial and Resource Implications
The minimal cost impact will be allowed for in the first budget review for 2016/2017.

Risk Management Implications
Minimal

Officers Comment
The intent of the current arrangements is for the lessees to be responsible for costs that benefit them solely (ie: kiosk, house), with the operational costs of running the pool and ancillary to be borne by the Council. Nevertheless whilst the lessees are required to turn the hot water to the showers on, escalating electricity prices are impacting the business and Council taking responsibility for the hot water to the showers has a minimal cost impact to Council.
HINCHINBROOK SHIRE COUNCIL COMMUNITY GRANTS FUNDING STREAM 2016/2017 – HITCH-N-RIDE HORSE SPORTS CLUB

Executive Summary
Application for Community Grant received from Hitch-N-Ride Horse Sports Club seeking financial assistance in the sum of $4,000 ex GST to assist with horse sports events, trophies and ribbon, catering and hire fees for the 2016/2017 financial year.

For Council Decision – Recommendation
That Council resolve to offer Hitch-N-Ride Horse Sports Club the payment of $2,000 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.

<table>
<thead>
<tr>
<th>Community Grants Budget</th>
<th>Requested</th>
<th>2015/2016 Excl. GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hinchinbrook Community Support Centre (HCSC)</td>
<td>annual</td>
<td>42,000</td>
</tr>
<tr>
<td>HCSC Bus Service</td>
<td>annual</td>
<td>3,000</td>
</tr>
<tr>
<td>HCSC Community Grants Officer</td>
<td>annual</td>
<td>25,000</td>
</tr>
<tr>
<td>Herbert River Museum and Gallery</td>
<td>annual</td>
<td>5,000</td>
</tr>
<tr>
<td>Ethnic Community Care (ECCLI)</td>
<td>annual</td>
<td>1,000</td>
</tr>
<tr>
<td>Blue Care</td>
<td>annual</td>
<td>4,330</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>annual</td>
<td>5,000</td>
</tr>
<tr>
<td>Arts Festival</td>
<td>annual</td>
<td>1,487</td>
</tr>
<tr>
<td>Museum of Tropical Qld (yr1)</td>
<td>annual</td>
<td>7,800</td>
</tr>
<tr>
<td>Special Children’s Annual Christmas Appeal</td>
<td>annual</td>
<td>250</td>
</tr>
<tr>
<td>ISHS Presentation Night</td>
<td>annual</td>
<td>40</td>
</tr>
<tr>
<td>Forrest Beach Progress Assn Inc.</td>
<td>annual</td>
<td>1,000</td>
</tr>
<tr>
<td>Lower Herbert Blue Light</td>
<td>unallocated</td>
<td>434</td>
</tr>
<tr>
<td>Hinchinbrook Beautiful Bodies</td>
<td>annual</td>
<td>1,160</td>
</tr>
<tr>
<td>Lion Club of Forrest Beach – Stinger Net Opening</td>
<td>unallocated</td>
<td>5,000</td>
</tr>
<tr>
<td>Australian Volunteer Coastguard Assn Inc.</td>
<td>unallocated</td>
<td>1,000</td>
</tr>
<tr>
<td>Lucinda Progress Assoc. Inc.</td>
<td>unallocated</td>
<td>700</td>
</tr>
<tr>
<td>Hinchinbrook Sport Fishing Club Inc.</td>
<td>unallocated</td>
<td>650</td>
</tr>
<tr>
<td>Ingham Relay For Life</td>
<td>unallocated</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Author: Donna Olivero
Position: Management Officer Land and Property
Date: 29 July 2016
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.

<table>
<thead>
<tr>
<th>Community Group</th>
<th>Requested</th>
<th>Budgeted/Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hinchinbrook Community Support Centre (HCSC)</td>
<td>annual</td>
<td>38,182</td>
</tr>
<tr>
<td>HCSC Bus Service</td>
<td>annual</td>
<td>3,000</td>
</tr>
<tr>
<td>HCSC Community Grants Officer</td>
<td>annual</td>
<td>22,727</td>
</tr>
<tr>
<td>Herbert River Museum and Gallery</td>
<td>annual</td>
<td>5,000</td>
</tr>
<tr>
<td>Ethnic Community Care (ECCLI)</td>
<td>annual</td>
<td>3,000</td>
</tr>
<tr>
<td>Blue Care</td>
<td>annual</td>
<td>4,330</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>annual</td>
<td>5,000</td>
</tr>
<tr>
<td>Arts Festival</td>
<td>annual</td>
<td>1,500</td>
</tr>
<tr>
<td>Museum of Tropical Qld yr 2</td>
<td>annual</td>
<td>7,800</td>
</tr>
<tr>
<td>Special Children’s Annual Christmas Appeal</td>
<td>annual</td>
<td>250</td>
</tr>
<tr>
<td>Hinchinbrook Sport Fishing Club Inc.</td>
<td>unallocated</td>
<td>1,000</td>
</tr>
<tr>
<td>Ingham Animal Rescue and Rehoming</td>
<td>unallocated</td>
<td>5,000</td>
</tr>
<tr>
<td>Ingham Junior Golf Club</td>
<td>Unallocated</td>
<td>240</td>
</tr>
<tr>
<td>Café Connect – Alzheimers Australia</td>
<td>Unallocated</td>
<td>150</td>
</tr>
<tr>
<td>Ingham Dirt Bike Club</td>
<td>unallocated</td>
<td>1,000</td>
</tr>
<tr>
<td>Hitch and Ride Sports Club</td>
<td>unallocated</td>
<td>3,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$101,646</td>
</tr>
</tbody>
</table>

Hitch-N-Ride Horse Sports Club have made application for funding from Community Grant funding stream seeking financial assistance in the sum of $3,000 ex gst for 2016/17 horse sports events, to assist with fees for hiring facilities, catering, trophies and ribbons for the 2016/2017 financial year, as well as $1,000 ex gst to hire lighting for oval 2 (please refer to officer comments).

**Attachments**

Community Grant Application from Hitch-N-Ride Horse Sports Club President

**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
Carol Ward, Hitch-N-Ride Horse Sports Club, 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 Club have approached Council recently with a separate grant request to allow for them using oval 2 for their 10 September event. The grant is requested to enable the hire of lighting for this field. Lighting hire would not have been necessary on oval 1, however the Rodeo require access to oval 1 to set up for their September 17 event. This in turn means that the Club cannot use oval 1 as initially intended and have to move to oval 2.

To allow for both events to happen, the Club have agreed to move to oval 2 on the understanding that Council may look favourably upon their request. The Club is aware of Council’s policy of only allowing one grant application per year and it was agreed to change the existing application so as to include the additional request. It is noted that other costs resulting from the move to oval 2 (in particular ground preparation) will be carried out by the Club at no cost to Council.

The following table represents the 10 year budget for previously approved annual grants allocated to various Community Groups.

<table>
<thead>
<tr>
<th></th>
<th>13/14yr</th>
<th>14/15</th>
<th>15/16</th>
<th>16/17</th>
<th>17/18</th>
<th>18/19</th>
<th>19/20</th>
<th>20/21</th>
<th>21/22</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCSC</td>
<td>annual</td>
<td>36,207</td>
<td>37,293</td>
<td>38,412</td>
<td>39,564</td>
<td>40,751</td>
<td>41,974</td>
<td>43,233</td>
<td>44,530</td>
</tr>
<tr>
<td>ECCLI</td>
<td>annual</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
<td>1,500</td>
</tr>
<tr>
<td>Meals on Wheels</td>
<td>annual</td>
<td>3,128</td>
<td>3,418</td>
<td>3,520</td>
<td>3,626</td>
<td>3,734</td>
<td>3,846</td>
<td>3,962</td>
<td>4,081</td>
</tr>
<tr>
<td>Arts Festival</td>
<td>annual</td>
<td>1467</td>
<td>1467</td>
<td>1467</td>
<td>1467</td>
<td>1467</td>
<td>1467</td>
<td>1467</td>
<td>1467</td>
</tr>
<tr>
<td>Museum of Tropical QLD</td>
<td>annual</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
<td>5,500</td>
</tr>
<tr>
<td>HCSC Bus Service</td>
<td>3 years</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Special childrens Christmas Parties</td>
<td></td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>iSHS Presentation Night</td>
<td></td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
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</tbody>
</table>

** Note 3% increase allocated for HCSC and Meals on Wheels

Unallocated 2015/2016 41,178
Total Community Grants Budget 2015/2016  $103,000
Application for Community Grant

Application for event occurring in:

☐ 1 March – 31 May - applications close 31 January
☐ 1 June – 31 August – applications close 30 April
☐ 1 September – 30 November – applications close 31 July
☐ 1 December – 28 February – applications close 31 October

Applicant/Organisation
Name of Organisation: Hitch N Ride Horse Sports Club
Address: 115 Allens Rd, Upper Wonga Q 4850
Contact Person: Carol Ward
Position: President
Telephone Number: 0487922224
E-mail Address: hitchnrideshorse.sportsclub@gmail.com

1. Amount requested and details of how funds will be expended (include date/s and venue)
   Hire of Lighting and Ground Preparation
   $1000

   


   


2. Information Regarding the Organisation

a) Is your group based in the Hinchinbrook Shire Council area? (Yes / No)

b) Is your group not-for-profit? (Yes / No)
c) What services or activities does your group provide to members of the Hinchinbrook community?

Horse Sports Club

---

d) Describe in broad terms the principal objective of your organisation.

Offer Horse Sports Events

---

e) Has your group requested financial or other type of assistance from Council for this event / project?

Yes / No

If yes, please provide details: _________________________________

---

f) Are you raising funds on behalf of another group that has requested assistance from Hinchinbrook Council?

Yes / No

If yes, please provide details: _________________________________

---

3. Additional Information - Any additional information which you consider necessary

__________________________

__________________________

__________________________
4. How will your Organisation acknowledge the Council’s Community Grant?

Through flyers & memorandum at events, displaying

5. Payment – should your application be successful payment will be made via electronic funds transfer. Please complete the attached EFT form

Name: [Name]

Signature: [Signature]

Date: 13-8-16

Return to:
Chief Executive Officer
Hinchinbrook Shire Council
Community Grant Application
PO Box 366
Ingham Qld 4850
Associated Documents

- Hinchinbrook Shire Council Community Grants Policy No.1
- Hinchinbrook Shire Council Community Grants Procedure No.1
- Hinchinbrook Shire Council Application for Community Grant – Form F0001
- Hinchinbrook Shire Council Acquittal Declaration – Form F0001
APPLICATION FOR COMMUNITY GRANT

APPLICATION AND AQUITAL FORMS
Application for Community Grant

Application for event occurring in:

- □ 1 March – 31 May - applications close 31 January
- □ 1 June – 31 August – applications close 30 April
- □ 1 September – 30 November – applications close 31 July
- □ 1 December – 28 February – applications close 31 October

Applicant/Organisation

Name of Organisation: Hitch-n-Ride Horse Sports Club
Address: 118 Allens Rd, Upper Stew Q 4850
Contact Person: Carol Ward
Position: President
Telephone Number: 0487922224
E-mail Address: hitchnridehorsesportsclub@gmail.com

1. Amount requested and details of how funds will be expended (include date/s and venue)

$2000 - 6-10 - 30-0-16
Horse Sports Events (Showbridge book with dates) 1318 - 142 Oct 5 Nov, 10 Sept
Trophies + Ribbons + Catering + hire fees.

2. Information Regarding the Organisation

a) Is your group based in the Hinchinbrook Shire Council area? Yes No
b) Is your group not-for-profit? Yes No
c) What services or activities does your group provide to members of the Hinchinbrook community?

We provide horse sports events & clinics.


d) Describe in broad terms the principal objective of your organisation.

To offer affordable family oriented horse sports events & clinics.


e) Has your group requested financial or other type of assistance from Council for this event / project?

Yes / No

If yes, please provide details:

f) Are you raising funds on behalf of another group that has requested assistance from Hinchinbrook Council?

Yes / No

If yes, please provide details:

3. Additional Information - Any additional information which you consider necessary.

This is the club's annual race day on 10th of September. We will hold the final club challenge in Ingham against Dupertswood & Hoodstock. We hope to make this an awesome weekend.
4. How will your Organisation acknowledge the Council’s Community Grant?

... Flyer, Facebook, signs through at each event I invite installation along.

5. Payment – should your application be successful payment will be made via electronic funds transfer. Please complete the attached EFT form

Name: Carol Ward  Signature: 

Date: 8-6-16

Return to:
Chief Executive Officer
Hinchinbrook Shire Council
Community Grant Application
PO Box 366
Ingham Qld 4850
Associated Documents

- Hinchinbrook Shire Council Community Grants Policy No.1
- Hinchinbrook Shire Council Community Grants Procedure No.1
- Hinchinbrook Shire Council Application for Community Grant – Form F0001
- Hinchinbrook Shire Council Acquittal Declaration – Form F0001
Acquittal Declaration  (to be returned after the funds are expended)

Applicant/Organisation

Name of Organisation: ________________________________

Address: ________________________________________

Contact Person: ________________________________

Position: ________________________________

Telephone Number: ________________________________

E-mail Address: ________________________________

Declaration:

I declare that the community grant received from Hinchinbrook Council has been spent according to the stated purpose on the application form.

Activity: ________________________________________

Date/s activity was undertaken: ________________________________

Name: ________________________________

Position in Organisation: ________________________________

Signature: ________________________________

Date: ________________________________

Return to:
Chief Executive Officer
Hinchinbrook Shire Council
Community grant Acquittal
PO Box 366 Ingham Qld 4850

Policy Number:

Authorised By: Executive Manager Environment and Community Services

Document Maintained By: Environment and Community Services

K:\COMMUNITY SERVICES\Donations\HSC Community Grant Application_Acquittal Forms.dot
HINCHINBROOK SHIRE COUNCIL

ELECTRONIC FUNDS TRANSFER APPLICATION

Account Name: Hitch n Ride Horse Sports Club
Bank Name: Commonwealth Bank
Bank Address: ...
Bank BSB Number: 064810
Bank Account Number: 1019 5921

Contact Phone Number: 0419 22224
Contact Person: Carol Ward
Email Address for Remittance: hitchnrideshorseportsclub@gmail.com

All information will be held in the strictest confidence.

Conditions of Direct Credit

1. Hinchinbrook Shire Council (HSC) is under no obligation to verify the above bank account details and any changes in the above particulars must be notified to HSC in writing.

2. Payment will be deemed to have been made when HSC has instructed its bank to credit the above account. HSC will not be responsible for any delays in payment or errors due to factors outside the reasonable control of HSC.

3. HSC reserves the right at any time to terminate or suspend this direct credit payment system and to pay by cheque or in any other manner which HSC may determine from time to time.

4. The vendor agrees to repay HSC on demand any payments credited to the vendor in error and HSC reserves the right to set off the amount of any overpayment made in error against future debt or liability owing by HSC to the vendor.

I/We apply to have our payment paid by way of Direct Credit, to the account shown above, from the Hinchinbrook Shire Council and accept the above Conditions pertaining to this service.

Authorised Signature: .................................................................
Name of Authorised Person: .......................................................

Please return completed form to: Accounts Payable Officer
Hinchinbrook Shire Council
PO Box 366
Ingham Qld 4850
Phone No: (07) 4776 4643
Fax No: (07) 4776 3233
Purpose
This policy has been developed to administer grant requests of not greater than $1,000.00 per annum from Hinchinbrook Shire based not for profit entities that deliver activities within Hinchinbrook. This policy will provide eligibility criteria and guidance on the allocation of grant funds.

The maximum funds available for Community Grants will be determined by Council and included in the budget each financial year.

All requests for a Council grants up to the value of $1,000.00 must be made through the application process outlined in this policy.

Grant requests of $1,001 or more may be applied for via the Community Grant application form and will be determined by Council Resolution.

Background
Hinchinbrook Shire Council regularly receives requests for assistance from organisations and individuals.

Council recognises the value in providing support to community programs and activities and endeavours to assess local community needs in an open transparent way.

Objectives
a) To recognise the contribution to the development of community self-help and the provision of community services made by locally based non profit groups and organisations.

b) To enable financial allocations to reflect the Council’s commitment to its community development role.

c) To provide encouragement to groups and organisations by:
   (i) supplementing the funds that organisations have raised themselves for their own activities
   (ii) enhancing the quality of service delivery and facilities
   (iii) assisting the development of services and facilities, excluding operational costs
   (iv) promoting increased access and usage of community resources, services and facilities.
   (v) facilitating the establishment of projects and services.
   (vi) providing a grant as an initiating contribution for an organisation where difficulty is experienced in raising funds, where the organisation has demonstrated that its programmes are in response to a perceived need in the community and where it can be reasonably assumed that the organisation will become established as a result of this grant.

d) To ensure an equitable and consistent process:
   (i) To ensure that Council has a consistent, equitable and transparent process to respond to requests for Community Grants
   (ii) To ensure all potential applicants have equitable access to grant funding
To ensure that grant funding decisions represent value for money in achieving Council’s goal of recognising the contribution to the development of community self-help and the provision of community services made by locally based non profit groups and organisations.

Community Grant Scope
A grant is defined as any direct monetary contribution, from Hinchinbrook Shire Council, which is made to a not for profit entity operating in the Hinchinbrook Shire that seeks to deliver community development outcomes, community programs and activities to support local community needs in an open transparent way.

Requests for funds that seek to deliver economic development outcomes are not within the scope of this Policy.

Financial Scope
This policy will address grant requests up to and including amounts of $1,000.00 per annum.

Grant requests over $1,000.00 per annum will not be managed under this policy but may be applied for via the associated Community Grant Application Form.

Legislative Reference
The Council is permitted to make Community Grants in the form of grants or provide assistance in accordance with sections 194-195 of the Local Government Regulation 2012 (Local Government Act 2009).

Sections 194 - 195 state

194 Grants to community organisations
A local government may give a grant to a community organisation only—

(a) if the local government is satisfied—

(i) the grant will be used for a purpose that is in the public interest; and

(ii) the community organisation meets the criteria stated in the local government’s community grants policy; and

(b) in a way that is consistent with the local government’s community grants policy.

195 Community grants policy
A local government must prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government.

Policy
Requests for consideration of a grant will be accepted according to Council’s quarterly review schedule. Requests must be submitted to the Chief Executive Officer on the prescribed form.
Applications will be assessed quarterly, by Council’s Community Services Department, creating four funding rounds each year.

Only one grant per organisation meeting this Policy criterion shall be considered in any one financial year.

Applications will be assessed against the criteria established under this policy and ranked against other applications in that round. The highest ranked applications will be funded within the budget available for that round.

Each funding round will only assess applications for activities to be held or costs to be incurred during the following quarter. Requests received earlier than this will be held over until the appropriate funding round.

An exception will be made for applications from Community Groups for annual financial support. Requests for consideration of an annual grant shall close 30 April for assistance required for the following financial year.

Applications will not be considered for activities that have already been delivered.

Criteria
To be considered eligible for a grant an individual, group or organisation must:

- operate within the Hinchinbrook Shire by way of a demonstrated client base, membership base or similar
- be not for profit (Council may request the submission of the most recent annual financial report or other documentation to demonstrate this criteria)

Demonstrate how the grant will:

- benefit the Hinchinbrook Shire or
- strengthen the Hinchinbrook Community

Demonstrate that any monies raised through activities associated with the grant will be used or distributed to benefit the Hinchinbrook community.

Exclusions
The following requests are excluded from eligibility:

- assistance to attend conferences, workshops or skills training activities
- Recipients of any other financial or other type of assistance from Council for the same activity
- Be raising funds on behalf of another group which is itself a recipient of financial assistance from Council
- sponsorships of individuals or groups to attend or participate in national or international sports or events
HINCHINBROOK
SHIRE COUNCIL

POLICY

Community Grants

- organisations receiving a general rate remission entitlement
- organisations receiving funds from Council under the economic development Events and Festivals policy
- organisations receiving funds from Council under the Regional Arts Development Fund

Acknowledgement

All applicants successful in obtaining a grant must acknowledge Council's contribution in all publicity relating to events or activities to which the grant applies.

Council will require the applicant to carry out the following in recognition of its annual / ongoing support of events:
- display Council's logo/banner "Sponsored by Hinchinbrook Shire Council" at event (minimum size A3)
- provide Council with a Letter of Thanks and acquittal form at conclusion of event
- display district promotional material at event (where possible and appropriate)
- mention Council's support in media / news articles (where possible)
- display Council's logo on programmes / newsletter (where possible)
- mention Council sponsorship at the event and if applicable, mention Council sponsorship in "Thank you to sponsors" advertisement

Acquittal

The attached acquittal form must be completed to confirm that the grant has been expended for the purpose it was requested. Organisations will not be eligible for future Community Grants if an acquittal form has not been returned.

Applications outside of the Community Grants Policy

Applications that do not meet the criteria of the Community Grants Policy will not be considered.

Applicants wishing to request a grant or sponsorship outside the scope of the Policy, such as for a significant or large-scale event, should make application in writing to the Chief Executive Officer, detailing all assistance required, for consideration by Council. The appropriate application form should be used for this purpose and is available upon request from Council. Such requests will be considered in relation to Council priorities and budget constraints.
Legal Parameters
Local Government Act 2009
Local Government Regulation 2012

Associated Documents
- Hinchinbrook Shire Council Community Grants Procedure No.
- Hinchinbrook Shire Council Application for Grant – Form F000_
- Hinchinbrook Shire Council Acquittal Declaration – Form F000_
COUNCILLOR OPPORTUNITIES – ATTENDANCE AT LAWMAC

Executive Summary
The Local Authority Waste Management Advisory Committee (LAWMAC) Conference is being held in Ayr from Thursday 25 to Friday 26 August 2016.

For Council Decision – Recommendation
That the Environment and Community Portfolio Councillor attend the LAWMAC Conference in Ayr with the Environmental Health Officer from Thursday 25 to Friday 26 August 2016.

Background
LAWMAC is an organisation comprised of 19 North Queensland Local Governments. It is dedicated to sharing knowledge and experiences related to best practice waste management. Its aim is to provide councils with the information and support required to offer communities effective and sustainable waste solutions into the future.

LAWMAC General Meetings are held quarterly. Meetings are attended by officers and Councillors of member councils and by officers of the North Queensland Local Government Association, the Local Government Association of Qld, Department of Environment & Resource Management Qld, Waste Industry groups and other waste management representatives.

Waste industry operators are invited to present their best practice waste management strategies to the meetings.

Attachments
LAWMAC Date Claimer Brochure

Statutory Environment
Local Government Regulation 2012
Councillors Remuneration, Expenses Reimbursement and Provision of Facilities Policy

Policy Implications
A resolution is required for Councillor attendances at conferences.

The Councillors Expenses Reimbursement Policy notes in the Expense Categories section that Council will reimburse those expenses incurred for a Councillor’s attendance at Regional, State or National Local Government associated conferences, subject to that attendance being approved by Council.
Consulted With
Dan McKinlay, Chief Executive Officer,
Donna Olivero, Acting Executive Manager Environment and Community Services

Financial and Resource Implications
The 2016 / 2017 Budget for Councillors individual conference attendance and training will accommodate the Councillor's attendance at this conference.

Risk Management Implications
Not applicable

Strategic Considerations
Operational Plan 2016 / 2017 – Strategic Direction Three – 3.3 Influencing other levels of Government – Membership of LGAQ and participation in relevant discussions and agendas – 3.3.7 State and Regional LGAQ conferences and meetings attendance

Officers Comment
The Environment and Community Services Portfolio Councillor will play an active role and is intended to have a strong presence in regional waste management forums.

Costs include the following:

- One nights accommodation $ 135.00
- No registration

Outstanding requirements which will incur additional costs include:

- Meals and incidentals
Thursday 25th August 2016

LAWMAC Workshop & Field Trip

11:30am (lunch upon arrival) for midday start

PRESENTATION - TOMORROW’S LEADERS for SUSTAINABILITY
FIELD TRIP – Pacific Reef Fisheries & MBD

Friday 26th August 2016

LAWMAC AGM & General Meeting

8.30am to 12.30pm

WHERE: PCYC, 164 McMillan Street, AYR

ACCOMODATION: See attached accommodation list
OFFICE OF THE CEO ACTIVITY REPORT FOR MONTH ENDING 31 JULY 2016

Executive Summary
This Report is presented for the information of Council and includes an activity update for the month ending 31 July 2016.

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

Officers Comment
Nil

CAPITAL WORKS CURRENTLY IN PROGRESS
• See attached

MEDIA ENGAGEMENT
• Media releases sent - 8
• Media enquiries carried out - 10
• Hinchinbrook Shire Council Facebook page - 1,414 likes (1,379 likes as at June 30)
• Most engaged post from July – Covered Multipurpose Horse Sports Arena, 2,300 impressions, 179 post clicks, 63 reaction / comments / shares
• Press articles - 43
• TV coverage – 7
• Radio coverage - 24

HUMAN RESOURCE SERVICES
HRS activities include addressing all other HR matters which are not identified in this Report

Advertised Vacancies:
• Records and Customer Service Manager - permanent full time
• Finance Officer (Rates) – fixed term full time
• Truck Driver - permanent full time

New Employees:
• Development and Planning Trainee
• Library Assistant
• Records and Customer Service Officer
• CS Labourer
Employee Resignations:
- 1 permanent and 1 casual employee resigned

Queensland Training Awards:
Hinchinbrook Shire Council came second in North Queensland

Organisational Structures:
HRS has commenced amending TechOne Organisation Structures to reflect recent changes approved by Council. As this is done, variation letters are being sent to affected employees.

Traineeships:
- Traineeships;
  - 1 new employee in the Development and Planning Traineeship
  - 1 existing employee from Works commenced Cert III Civil Construction - Plant
- HRS have submitted claims for Apprenticeship and Traineeship incentives totalling $10,500
- HRS are in discussion with a NSW RTO for the Environmental Health trainee, due to no RTO’s within Qld have this on scope

Other training:
- 3 Parks and Gardens employees have finished all modules of Certificate III in Driving Operations and only have the competency on Truck Driving left to be undertaken prior to licencing. This however has seen some minor hick ups due to the availability of the works truck.

Work Experience:
- 1 work experience student from Ingham State High School at TYTO Art Gallery.
- 8 work experience students from Gilroy Santa Maria College in various departments.

General:
- 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.
- Templates: to meet best practice HRS have commenced updating old templates to ensure productivity when preparing documents.
- Currently updating HR Procedures.
- Currently updating Policy and Procedures for CEO approval.
- Renovations for HRS Offices are now complete and all relocations have been completed.

WORKPLACE HEALTH AND SAFETY
- Incident Reports
  See attached spreadsheet
- Hazard Reports
  Nil
- Public Liability Claims
  Nil
- Workers Compensation and Rehabilitation
  See attached spreadsheet
  - 0 new claims lodged
2 current claims

- **WHS Training**
  - Chainsaw Training – delivered by Melloz Services.

**PARTNERSHIP, REGIONAL AND STATE ACTIVITIES**

- **North Queensland Regional Organisation of Councils - NQROC**
  - Nil

- **Far North Queensland Regional Organisation of Councils - FNQROC**
  - Nil

**EMERGENCY DISASTER MANAGEMENT**

- **Activities**
  - Nil

- **Training**
  - Nil

**PROJECTS**

- **CSI Project**
  - **Mobility:** Testing has been completed and has been installed in Production.
  - **HR:**
    1. **My Details, My Training, My Pay:** HRS has been unable to test My Details, My Training and My Pay due to lack of access to logging in which is being followed up.
    2. **Performance Management:** Templates have been finalised and ready for implementation.
  - **Secure Folders for HR/Payroll:** TechOne mentioned that we may be able to control the security of different modules through Connected Content. Testing of this has been planned for November 2016.
  - All outstanding items for CSI Project being managed internally within HSC.

**MANAGEMENT ACTIVITY**

- **Conference Attendance**
  - NQLGA Conference, Cloncurry – 27 to 29 July with Mayor and Deputy Mayor

- **Training Attendance**
  - Nil

- **Meeting Attendance**
  In addition to the meetings already documented the CEO attended the following meetings:-
  - 5 July - CEO Portfolio Meeting with Mayor and Deputy Mayor
  - 5 July - Councillor Only Session with Council
  - 6 July - Teleconference with ORION Consulting and Mayor
  - 7 July - Discussions with staff regarding proposed Mountain Bike Circuit concept
  - 7 July - Meet and Greet with Minister Coralee O’Rourke and Mayor
  - 12 July - Councillor Briefing Session
  - 13 July - Multi Purpose covered sports arena meeting with sport and recreation
15 July – Meeting with Regional Australia Institute and Mayor
15 July – Presentation to Council from David Crisafulli and Wayde Chiesa
19 July – Councillor Connect Session
19 July – Chamber of Commerce Meeting
20 July – Discussions with Newscorp Regional Manager
20 July – Discussions with Shaun Doogan of Lavarack Barracks and Mayor
22 July – Discussions with Herbert River and Ingham Rotary Club Presidents and Mayor
26 July – General Meeting

**Events**
- 1 July – LGAQ Reef Councils Roundtable, Cairns with Mayor
- 4 July – NAIDOC Week Flag Raising and Cutting of Cake ceremony
- 6 July – Tourism Operators Focus Group Meeting
- 12 July – Trebonne Community Shed Meeting
- 14 July – Motor Sport Focus Group Meeting
- 16 July – Business Development Seminar

**MAYORAL DISCRETIONARY FUND**
- Nil
### Office of the CEO Capital Progress Report:

#### Procurement

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<tr>
<th>Project Description (Project Code)</th>
<th>Programme Estimate 2016/2017</th>
<th>2016/2017 YTD Expenditure</th>
<th>Comments &amp; Project Timeline</th>
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**Totals**

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<tr>
<td>HSC Duration Rate YTD LGW data</td>
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<tr>
<td>HSC Duration Rate 2015 - 2016</td>
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<td>2.00</td>
<td>13.57</td>
<td>17.57</td>
<td>16.56</td>
<td>16.56</td>
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<td>16.56</td>
<td>16.60</td>
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<tr>
<td>Average duration rate for Group C</td>
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</table>
## Workers Comp and Rehabilitation 2016/2017

<table>
<thead>
<tr>
<th>Category</th>
<th>JUL</th>
<th>AUG</th>
<th>SEPT</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>
<th>Totals</th>
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<tbody>
<tr>
<td>New Claims (accepted)</td>
<td>0</td>
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<td>0</td>
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<td>Lost Time Injuries</td>
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<td>Medical Treatment Only</td>
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<td>Time Lost (hours) Workers Comp</td>
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<tr>
<td>Suitable duties (hours) Rehab</td>
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<td>273.5</td>
<td>273.5</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>273.5</td>
</tr>
</tbody>
</table>
For Council Decision – Recommendation
That the Report be received and noted.

**Resolution Number - 260716-26 - Chief Executive Officer Performance Appraisal Policy**
That Council adopt the Chief Executive Officer Performance Appraisal Policy as presented.

**Status:**
August 2016 Update - Policy registered in Council's records system and uploaded to Council website. Councillors and CEO provided a copy of Policy.  

**Matter Closed**

**Resolution Number - 260716-25 - Recruitment of Vacant Permanent Positions**
That Council approve the following two positions for replacement:

1. Labourer / Truck Driver - Vacancy Reference 10074
2. Environmental Health Officer or Environmental Health Technical Officer - Vacancy Reference 10080.

**Status:**
August 2016 Update - Human Resources Department advised to proceed with recruitment process.  

**Matter Closed**

**Resolution Number - 260716-22 - 2016 Christmas Close Down**
That Council’s Lannercost Street office be closed from 5.00 pm on Friday 16 December 2016 and re-open at 8.30 am on Tuesday 3 January 2017.

That the Council Depot be closed from close of business on Friday 16 December 2016, and re-open on Tuesday 10 January 2017.

**Status:**
August 2016 Update - Staff have been informed via internal staff “Grapevine” newsletter. Will be advertised in Herbert River Express and further public communication of closure dates to take place in early December 2016.  

**Matter Closed**

**Resolution Number - 260716-21 - Leave of Absence - Councillor Marc Tack**
That leave of absence is granted to Councillor Marc Tack for the period Wednesday 6 July 2016 to Thursday 25 August 2016 inclusive.

**Status:**
August 2016 Update - Leave noted.  

**Matter Closed**
Resolution Number - 280616-39 - Councillor Opportunities - Attendance at Australian Local Government Women's Association (ALGWA) Conference

That Councillor Maria Bosworth attend the ALGWA Conference in Brisbane from Thursday 28 July to Friday 29 July 2016.

Status:
August 2016 Update - Councillor Bosworth attended Conference. Matter Closed

July 2016 Update - Councillor Bosworth registered and flights and accommodation booked.

Resolution Number - 280616-38 - Arc Up Electricity Increase Campaign

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.

Status:
August 2016 Update - No further action. Matter Closed

July 2016 Update - Letter written to ARC UP confirming support of the ARC UP campaign.

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:
August 2016 Update - Mayor, Deputy Mayor and Chief Executive Officer attended successful conference at Cloncurry. Matter Closed

July 2016 Update - Mayor, Deputy Mayor and Chief Executive Officer’s attendance now registered.

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 - 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:
August 2016 Update - Proposal continuing to be discussed with invited participants.

July 2016 Update - Proposal continuing to be discussed with invited participants.

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.
2016 / 2017 NORTH QUEENSLAND LOCAL GOVERNMENT ASSOCIATION (NQLGA) MEMBERSHIP FEE

Executive Summary
That Council consider their current level of membership with the North Queensland Local Government Association (NQLGA).

For Council Decision – Recommendation
That Council increase its membership for the 2016 / 2017 financial year from $250 (excl GST) to $350 (excl GST).

Background
The NQLGA is a non-profit organisation formed in 1948 to assist local governments in North Queensland.

The Association's Constitution states that its aim is to render every possible assistance to the Local Governments constituted under the Local Government Act and who are affiliated with the Association by taking whatever action is deemed advisable and which will tend to the development of North Queensland and the welfare of its residents.

The Association has an executive which is elected quadrennially by delegates, in tandem with Local Government elections. The executive consists of a President, Vice-President and four others, together with a Secretary / Treasurer. The President and Secretary / Treasurer roles rest with the Secretariat Council. The Vice-President and four other members are drawn from member Councils, and are duly elected by delegates.

The current membership is made up of a membership base of 37 Councils (28 member Councils and 10 non-member Councils) from Mackay to Cape York and extending from the east coast to the western Queensland border.

Attachments
Nil

Statutory Environment
Local Government Act 2009

Policy Implications
Nil

Consulted With
Chief Executive Officer

Financial and Resource Implications
The current amount budgeted in the 2016 / 2017 Budget is $250 (excl GST) and the membership budget will require to be increased by $100 at the next Budget review.
Risk Management Implications
Nil

Strategic Considerations
Nil

Officers Comment
The NQLGA advised at the 2016 Conference held in Cloncurry recently that the current annual subscription paid from member Councils does not cover the Association’s running costs. A motion was carried that the Secretariat contact the member councils and propose an increase in the annual subscription to $350 excl GST.

Due to the importance of the NQLGA by way of advocacy, networking and support, the increase in membership is warranted due to the valuable support and services the Association provides.
COUNCILLOR OPPORTUNITIES – ATTENDANCE AT 2016 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ) ANNUAL CONFERENCE AND MEDIA AND COMMUNICATIONS FORUM

Executive Summary
The LGAQ are now accepting registrations for the LGAQ’s 120th Annual Conference to be held at the Gold Coast Convention and Exhibition Centre at Broadbeach from Tuesday 18 to Thursday 20 October 2016. It is considered usual for the Mayor, available Councillors and the Chief Executive Officer to attend this Conference. Early bird registration closes 9 September 2016.

A Media and Communications Forum will also be held on Tuesday 18 October 2016 which is a one day intensive forum which will be of value for the Chief Executive Officer and Media and Communications Officer. Council has participated in this Media and Communications Forum since 2013 with Councillors also attending in the past.

For Council Decision – Recommendation
That the Mayor, available Councillors and the Chief Executive Officer attend the LGAQ Conference on the Gold Coast from Tuesday 18 to Thursday 20 October 2016.

That interested Councillors attend the Media and Communications Forum on the Gold Coast on Tuesday 18 October 2016 with the Chief Executive Officer and Media and Communications Officer.

Background
The Mayor, a number of Councillors and the Chief Executive Officer have attended LGAQ Conferences in the past.

Councillors and the Chief Executive Officer have also participated in the Media and Communications Forum since 2013 with the Media and Communications Officer.

Attachments
- 120th Annual LGAQ Conference Program
- Media and Communications Forum Program

Statutory Environment
Local Government Regulation 2012
Councillors Expenses Reimbursement 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
The 2016 / 2017 Budget for Councillors individual conference attendance and training will accommodate Councillors attendance at this Conference.

Risk Management Implications
Not applicable

Strategic Considerations
Corporate Plan – Strategic Direction Three – Responsive and Responsible Local Representation
Operational Plan 2016 / 2017 – Strategic Direction Three – 3.3 Influencing other levels of Government – Membership of LGAQ and participation in relevant discussions and agendas

Officers Comment
The 2016 LGAQ Conference is themed “New World Order” which describes the current economic and political upheaval impacting on the entire globe.

Included in the program are interesting keynote speakers who will challenge participants thinking on many diverse fronts and a number of subjects will be discussed that go to the heart of the challenges facing councils and the communities represented.

LGAQ is once again offering Councillors the opportunity to use this conference attendance to obtain a formal qualification with the Professional Development Streams being held on Tuesday 18 October. For those Councillors who choose one of the accredited units offered and successfully complete the post-conference assessment, a credit will be earned towards a Diploma in Local Government – Elected Member. For further information on any of the accredited course options, the LGAQ have a Members’ Hotline (1300 542 700) for Councillors to contact. Prices for the courses are $530 (No GST per person) plus $220 (No GST per person) if a Councillor wishes to complete an assessment. Please see the Program for further information regarding the courses available.

Early bird registration closes on 9 September 2016 and as accommodation close to the venue will fill quick, it would be appreciated if Councillors could please confirm at the General Meeting whether you intend to attend this conference or not so we may book the required number of rooms as soon as possible.

Council delegates and observers will also be issued with one shirt whilst attending the conference. These will need to be ordered online as part of conference registration.

For the first time, the popular LGAQ Media and Communications Forum is being run as a component of this years LGAQ Conference as recognition of the important role communication professionals now play in the successful operation of local governments.

Forum attendees on Tuesday 18 October can expect to learn how to engage with best in class strategies and techniques in the world of online, visual and print communications. Hear from journalists, photographers and consultants to enhance understanding of how best to reach people. The program showcases best practice case studies from a number of councils with variations in size and resourcing. Connect with speakers and peers to get first hand advice on how to use all the tools at your disposal to run effective communication initiatives in council. Find out what worked and what didn’t and take actionable ideas away.
Estimated costs associated with attendance at the 2016 Media Forum are $900 per delegate. A break down of estimated costs per delegate includes:

- Council Registration $550
- Travel (flights TSV - BNE - TSV) approximate $400
- Train (BNE - GLD CST - BNE) approximate $60
- Accommodation (1 night) approximate $170
- Meals approximate $50

Total: $1,230

Estimated costs associated with attendance at the Annual Conference are about $2,100 per delegate, bearing in mind that should 5 or more people register as per the breakdown of estimated costs below, this approximate cost will be less per delegate and two delegates registration was paid with Council's annual LGAQ subscription:

- Early Bird Registration (closes 9 September) ($1,430 or $1,320 for 5 or more observers) $1,430
- Travel (flights TSV - BNE - TSV) approximate $400
- Train (BNE - GLD CST - BNE) approximate $60
- Accommodation (2 nights @ approximately $170/ rm) $340
- Gala Dinner $150
- Meals $50

Total: $2,430
120th LGAQ Annual Conference

NEW WORLD ORDER

Gold Coast Convention & Exhibition Centre
2684-2690 Gold Coast Highway, Broadbeach

18 - 20 October 2016

#LGAQ2016
This year’s conference theme, ‘New World Order’ perfectly describes the economic and political upheaval that is impacting on the entire globe. There has never been a more relevant theme.

By any account this year’s speaker line up is chock full of stellar talents. It’s a great coup to secure Mr Parag Khanna. Make no mistake he is a global super star in this field. Those who watch CNN will have seen him many times. Other speakers will discuss subjects that go to the heart of the challenges facing councils and the communities we represent.

I also welcome the attendance of both the Premier and Deputy Premier at this year’s event.

Finally we have an important decision to make on Wednesday when we elect a President to take us forward over the balance of the four-year term.

I hope your conference is both rewarding and enjoyable.

Cr Jenny Hill
ACTING PRESIDENT
As Australia’s premier tourist destination, Gold Coast welcomes 13 million visitors each year who love our retail therapy options, taste-tempting eateries and a fabulous array of festivals, events, arts and cultural activities.

Then there’s our 52 kilometres of magnificent beaches and 100,000 hectares of world heritage-listed rainforests and some 2000 parks dotted throughout our community.

But an economy of $25 billion annually needs nurturing to maintain quality of life and opportunity.

Our Innovation Ecosystem fosters entrepreneurs, tech start-ups, incubators and investors as the engine-room for industries of the future. Our Health and Knowledge Precinct is a hub for education, research, knowledge creation and the commercialisation of newly-developed technologies.

In tandem with major events like the Gold Coast 2018 Commonwealth Games we provide attractions for locals and visitors but, importantly, create jobs for residents.

Always, we push the boundaries of what local government can achieve. Please enjoy your stay.

Cr Tom Tate

MAYOR – COUNCIL OF THE CITY OF GOLD COAST
CONFERENCE PROGRAM
MONDAY, 17 OCTOBER 2016

10.30am – 12.00pm Policy Executive CEO Reference Group Meeting

12.00pm – 5.00pm Policy Executive Meeting

2.00pm – 5.00pm Registration
Delegates, observers, trade, corporate and accompanying persons
Foyer, Gold Coast Convention and Exhibition Centre,
2684-2690 Gold Coast Highway, Broadbeach

4.00pm – 4.30pm Trade and Sponsor Briefing

TUESDAY, 18 OCTOBER 2016

8.30am – 5.00pm Registration
Delegates, observers, trade, corporate and accompanying persons
Foyer, Gold Coast Convention and Exhibition Centre,
2684-2690 Gold Coast Highway, Broadbeach

9.00am – 5.00pm Professional Development Streams

10.45am – 11.30am Morning Tea

12.45pm – 2.00pm Lunch

2.00pm – 4.00pm Regional Roads and Transport Group Assembly

2.00pm – 5.00pm Indigenous Leaders’ Forum

4.30pm – 5.00pm First Time Delegate Briefing

5.30pm – 7.30pm Welcoming Ceremony
Hall 2
Gold Coast Convention and Exhibition Centre
2684-2690 Gold Coast Highway, Broadbeach
Hosted by King & Company

5.30pm Blockbuster Opening Act

5.40pm Welcome to Country

5.45pm Welcome to Gold Coast
Cr Tom Tate
Mayor - Council of the City of Gold Coast

5.50pm Response
Cr Jenny Hill
Acting President, LGAQ

5.55pm Sponsor Address
Tim Fynes-Clinton
Managing Partner
King & Company
6.00pm  **2016 LGAQ Journalism Award**  
The LGAQ Regional Journalism Award is dedicated to showcasing excellence in reporting in regional Queensland. Listen to the official announcement of the 2016 winner, who will receive a $15,000 prize.

6.10pm – 7.30pm  **Networking Drinks**  
Trade Exhibition

**WEDNESDAY, 19 OCTOBER 2016**

**MEMBER COUNCIL DAY**

7.45am  **Registration**  
Delegates, observers, trade, corporate and accompanying persons  
Foyer, Gold Coast Convention and Exhibition Centre, 2684-2690 Gold Coast Highway, Broadbeach

8.15am  **Security Briefing**  
Master of Ceremonies – Mr David Swan  
(the “other” Voice of Australia)

8.16am  **Call to Order by the Acting President**

8.18am  **Presentation of Policy Executive**

8.30am  **Official Opening**  
Hon Annastacia Palaszczuk MP  
Premier of Queensland

8.45am  **Presidential Address**  
Cr Jenny Hill  
Acting President  
LGAQ

9.15am  **Keynote Address: New Economy New Politics**  
Dr Parag Khanna  
Senior Research Fellow in the Centre on Asia and Globalisation at the Lee Kuan Yew School of Public Policy, National University of Singapore

10.15am  **Morning Tea**

10.45am  **Panel Session: Out of the Box**  
Cherbourg Aboriginal Shire Council – Smart Street Lighting  
Cairns Regional Council – Garbage Truck Road Survey  
Southern Downs Regional Council – Budget Preparation  
Moreton Bay Regional Council – Complaints App

11.55am  **Sponsor Address: Telstra**
12.00pm **Keynote Address: Rise of the Sharing Economy**  
Dr Jim Minifie  
Productivity Growth Program Director  
Grattan Institute

12.30pm **Lunch**

1.30pm **Council Forums**  
Rural and Remote councils  
South East Queensland councils  
Coastal councils  
Resource Regions councils  
Indigenous councils

3.00pm **Keynote Address: Smart Infrastructure – IOT**  
Mr Channa Seneviratne  
Director - Wireless Network Engineering  
Telstra

3.30pm **LGAQ Super Heroes**  
Bob Abbot, LGAQ Mayoral Mentor  
Wayne Kratzmann, LGAQ Mayoral Mentor  
Peter Maguire, LGAQ Mayoral Mentor  
Hon Joan Sheldon AM, LGAQ Ethics Advisor

3.45pm **Sponsor Address: Ergon Energy**

3.50pm **LGM/LGW Member Update**

4.05pm **Sponsor Address: Caravanning Queensland**

4.10pm **Local Government Remuneration and Discipline Tribunal Update**  
Mr Col Meng  
Chair  
Local Government Remuneration and Discipline Tribunal

4.30pm **Keynote Address**  
Mr Matt Church  
Courtesy of Saxton Speakers Bureau

5.00pm **Program Concludes**

6.30pm for 7.00pm **Gala Dinner**  
Arena 2 Room  
Gold Coast Convention and Exhibition Centre  
2684-2690 Gold Coast Highway, Broadbeach  
Gala Dinner: Hosted by Hastings Deering  
Dress: Coat and tie  
Act: Bernard Fanning and band  
Long Service Certificate Presentations

11.30pm **Dinner Concludes**
# THURSDAY, 20 OCTOBER 2016
## YOUR COUNCIL DAY

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30am</td>
<td>Conference Resumes – housekeeping</td>
</tr>
<tr>
<td>8.35am</td>
<td>AGM/Motions (Debate)</td>
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<tr>
<td>10.00am</td>
<td><strong>State Government Update</strong></td>
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<td>Hon Jackie Trad MP</td>
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<td>Deputy Premier</td>
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<td>Minister for Infrastructure, Local Government and Planning</td>
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<td>Minister for Trade and Investment</td>
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<td>10.20am</td>
<td>Morning Tea</td>
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<td>10.40am</td>
<td><strong>State Opposition Update</strong></td>
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<td>Mr Andrew Powell MP</td>
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<td>Shadow Minister for Transport, Main Roads and Local Government</td>
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<td>11.00am</td>
<td><strong>Sponsor Address: Powerlink</strong></td>
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<tr>
<td>11.05am</td>
<td>Debate</td>
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<tr>
<td>12.15pm</td>
<td><strong>Presidential Candidate Speeches</strong></td>
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<tr>
<td>12.30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>1.25pm</td>
<td>Announcement of new LGAQ President</td>
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<tr>
<td>1.30pm</td>
<td>Debate</td>
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<tr>
<td>3.45pm</td>
<td><strong>Keynote Address:</strong></td>
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<td>Ms Rabia Siddique</td>
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<td>Former Terrorism and War Crimes Prosecutor, International Humanitarian, retired British Army Officer and a hostage survivor</td>
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<tr>
<td>4.15pm</td>
<td>Plenary Concludes</td>
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</table>
ELECTED MEMBER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

For those who choose one of the accredited units and then successfully complete the post-conference assessment a credit will be earned towards a Diploma in Local Government – Elected Member that the Association is offering.

That’s right. You can now elect to use your conference attendance to obtain a formal qualification.

For further information on any of the accredited course options, or the Diploma please contact our Members’ Hotline on 1300 542 700.

<table>
<thead>
<tr>
<th>LGAQ’S ACCREDITED TRAINING COURSES</th>
<th>2016 DATES - TIMES</th>
<th>PRICE PER PERSON</th>
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<tbody>
<tr>
<td><strong>ELECTED MEMBER PROFESSIONAL DEVELOPMENT</strong></td>
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<tr>
<td><strong>Governing Councils</strong></td>
<td>Date: Tuesday 18 October</td>
<td>$530.00 No GST pp</td>
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<tr>
<td>Course Code: TS-REG-974</td>
<td>Time: 9.00am-5.00pm</td>
<td>$220.00 No GST pp (assessment)</td>
</tr>
<tr>
<td>Units of competency: LGAGENE502A</td>
<td>* For assessments, please contact LGAQ Training Solutions by email <a href="mailto:training@lgaq.asn.au">training@lgaq.asn.au</a></td>
<td></td>
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<tr>
<td>Provide leadership within the council and community</td>
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<tr>
<td><strong>Content:</strong></td>
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<tr>
<td>Introduces leadership concepts and the behaviours required of councillors in their role as leaders of council and prominent leaders in the community. Knowledge of the legislation and regulations within which councils must operate is essential.</td>
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<tr>
<td><strong>Outcomes:</strong></td>
<td></td>
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<tr>
<td>o Perform at a high level as a councillor</td>
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<td>o Provide leadership to council and community groups</td>
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<td>o Provide a positive image of council</td>
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<td>o Initiate and support development programs</td>
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<tr>
<td><strong>Change Management</strong></td>
<td>Date: Tuesday 18 October</td>
<td>$530.00 No GST pp</td>
</tr>
<tr>
<td>Course Code: TS-REG-979</td>
<td>Time: 9.00am-5.00pm</td>
<td>$220.00 No GST pp (assessment)</td>
</tr>
<tr>
<td>Units of competency: LGACOM602B</td>
<td>* For assessments, please contact LGAQ Training Solutions by email <a href="mailto:training@lgaq.asn.au">training@lgaq.asn.au</a></td>
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<tr>
<td>Coordinate and facilitate a change process</td>
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<td><strong>Content:</strong></td>
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<tr>
<td>Planning for and initiating organisational change. It stresses the leadership role of the council in sponsoring change and recognises that there is a need for the council and the CEO to work together to achieve significant change.</td>
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<tr>
<td><strong>Outcomes:</strong></td>
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<tr>
<td>o Understand the change environment</td>
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<tr>
<td>o Plan change</td>
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<tr>
<td>o Establish need for change</td>
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<td>o Facilitate change</td>
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<td>o Evaluate and monitor change programs</td>
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<td><strong>LGAQ’S ACCREDITED TRAINING COURSES</strong></td>
<td><strong>2016 DATES - TIMES</strong></td>
<td><strong>PRICE PER PERSON</strong></td>
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<td><strong>ELECTED MEMBER PROFESSIONAL DEVELOPMENT</strong></td>
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<td><strong>Land use planning</strong></td>
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<td>Course code: TS-REG-1006</td>
<td>Date: Tuesday 18 October</td>
<td>$530.00 No GST pp</td>
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<td>Units of competency: LGAPLAN511A</td>
<td>Time: 9.00am-5.00pm</td>
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<td>Manage council’s development assessment system</td>
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<td><strong>Content:</strong></td>
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<td>A function of local government that places one of the greatest demands upon elected members and can be one of the most difficult areas to deal with.</td>
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<td>o Understand the purpose of land planning</td>
<td>* For assessments, please contact LGAQ Training Solutions by email <a href="mailto:training@lgaq.asn.au">training@lgaq.asn.au</a></td>
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<td>o Identify relevant legislation and understand its impact</td>
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<td>o Identify and understand local and regional planning instruments and issues</td>
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<td>o Define the role of elected members in land use planning</td>
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<td>o Understand the planning and development process</td>
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<td><strong>Financial Reports &amp; Budgets</strong></td>
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<td>Course Code: TS-REG-989</td>
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<td>Units of competency: BSBGOV403 Analyse financial reports and budgets</td>
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<td><strong>Content:</strong></td>
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<td>Explores the way in which local governments are required to plan for the future, develop an annual budget and monitor, review and interpret financial reports.</td>
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<td><strong>Outcomes:</strong></td>
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<tr>
<td>o Basic accounting principles and concepts</td>
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<td>o Financial management and the strategic linkages</td>
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<td>o Financial management and reporting</td>
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<td>o The roles and responsibilities of council, councillors and CEOs</td>
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<td>o Annual budgets</td>
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COUNCIL FORUMS

TUESDAY, 18 OCTOBER 2016

2.00pm – 5.00pm

Indigenous Leaders Forum

Hosts: Cr Alf Lacey (Mayor, Palm Island Aboriginal Shire Council) and Cr Fred Gela (Mayor, Torres Strait Island Regional Council)

Since 2011, the Indigenous Leaders’ Forum has been a valuable way for Aboriginal and Torres Strait Islander councils to come together in order to discuss specific challenges and to put forward issues they would like the LGAQ to assist them in addressing.

The Forum is held twice-yearly.

WEDNESDAY, 19 OCTOBER 2016

1.30pm – 3.00pm

Come and join with your council peers in one of four forums to discuss, share and debate key issues.

This year, these forums will be hosted by the LGAQ Policy Executive members. Join your local government colleagues in discussing common issues and interests, emerging policy priorities and brainstorming innovative solutions. This is also your opportunity to talk with each other and your Policy Executive members about ways the LGAQ can help and support your council.

Please register for the forum that you believe will most interest your council – if you can’t decide you are welcome to send delegates to separate forums.

Delegates/observers are welcome to attend any one of the forums:

**RURAL AND REMOTE COUNCILS**
Hosts: Cr Belinda Murphy, Cr Rob Chandler

**SOUTH EAST QUEENSLAND COUNCILS**
Hosts: Cr Matthew Bourke, Cr Mark Jamieson, Cr Paul Pisasale, Cr Karen Williams

**COASTAL COUNCILS**
Hosts: Cr Jack Dempsey, Cr Matt Burnett, Cr Jenny Hill, Cr Bob Manning

**RESOURCE REGIONS COUNCILS**
Hosts: Cr Anne Baker, Cr Ray Brown, Cr Cameron O’Neil

**INDIGENOUS COUNCILS**
Hosts: Cr Alf Lacey and Cr Fred Gela
KEYNOTE SPEAKER PROFILES
HON ANNASTACIA PALASZCZUK MP
PREMIER OF QUEENSLAND
MEMBER FOR INALA

Annastacia Palaszczuk was sworn in as Premier of Queensland on 14 February 2015 following the state election on 31 January.

Prior to the election, Ms Palaszczuk was Leader of the Queensland Parliamentary Labor Party following the March 2012 state election.

She has represented the Inala electorate in the Queensland Parliament since September 2006.

Ms Palaszczuk served as Chair of the Parliamentary Ethics Committee and following the 2009 election, she was appointed as the Minister for Disability Services and Multicultural Affairs.

She was appointed Minister for Transport in February 2011 and held the position until the March 2012 election.

Ms Palaszczuk holds a Bachelor of Arts from the University of Queensland, Master of Arts (Hons) from the University of London, Bachelor of Laws from the University of Queensland and a Graduate Diploma of Legal Practice from the Australian National University.

Ms Palaszczuk was the recipient of a British Council Chevening Scholarship which enabled her to study for a year in London at the Institute of Commonwealth Studies and the London School of Economics.

DR PARAG KHANNA
Senior Research Fellow in the Centre on Asia and Globalisation at the Lee Kuan Yew School of Public Policy, National University of Singapore

Parag Khanna is a leading global strategist, world traveller, and bestselling author. He is a CNN Global Contributor and Senior Research Fellow in the Centre on Asia and Globalisation at the Lee Kuan Yew School of Public Policy at the National University of Singapore. He is also the Managing Partner of Hybrid Reality, a boutique geostrategic advisory firm, and Co-Founder and CEO of Factotum, a leading content branding agency.

Parag’s latest book is Connectography: Mapping the Future of Global Civilization (2016). He is also co-author of Hybrid Reality: Thriving in the Emerging Human-Technology Civilization (2012) and author of How to Run the World: Charting a Course to the Next Renaissance (2011) and The Second World: Empires and Influence in the New Global Order (2008). In 2008, Parag was named one of Esquire’s “75 Most Influential People of the 21st Century”, and featured in WIRED magazine’s “Smart List.” He holds a PhD from the London School of Economics, and bachelors and masters degrees from the School of Foreign Service at Georgetown University. He has traveled to more than 100 countries and is a Young Global Leader of the World Economic Forum.
**Channa Seneviratne**  
**Director – Wireless Network Engineering**  
**Telstra**

Channa Seneviratne is currently Director - Wireless Network Engineering in Telstra Operations. He works with the senior management team on the design, delivery and optimisation of Telstra’s core and radio wireless network infrastructure.

Channa has over 25 years of experience in telecommunications networks having worked in both Operations and Engineering across both fixed and wireless technologies. During his time in Telstra, Channa has played key roles in the introduction and operation of Telstra’s 2G (GSM & CDMA), 3G and now 4G networks.

Channa has a Bachelor of Engineering from the University of Queensland. Away from work Channa enjoys travel, sport, wildlife photography and spending time with his wife and two young daughters.

**Dr Jim Minifie**  
**Productivity Growth Program Director**  
**Grattan Institute**

Jim Minifie directs the Grattan Institute’s Productivity Growth Program, which is focused on policy reforms to drive Australian living standards. His team is currently focused on structural change in the Australian economy.

Prior to joining Grattan in June 2012, Jim spent 13 years at the Boston Consulting Group, including seven years as Chief Economist for Australia and New Zealand. There he was responsible for leading the firm’s thinking on economic challenges – including the global financial crisis, the resources boom and climate change – and their implications for Australian policymakers and corporate leaders. His clients included governments in Australia, Asia and the Middle East and firms in media, online marketplaces, financial services, agriculture, industrial goods, logistics, retail, and resources and commodities.

Jim has a PhD in applied economics from Stanford University and honours and masters degrees in economics from the University of Melbourne. His research focused on contracts, incentives, and taxation.

**Wayne Kratzmann**  
**LGAQ Mayoral Mentor**

Wayne is a 30 year veteran of local government including roles as Deputy CEO, Deputy Mayor and most recently as Mayor of the South Burnett Regional Council.

Wayne is well-regarded, highly respected and has a passion for community. His leadership skills have been recognised by many and his experience coming from both sides of the local government fence provides valuable insight.

**Bob Abbot**  
**LGAQ Mayoral Mentor**

First elected to Noosa Shire Council in 1982, his accomplished career in local government includes six years as Deputy Mayor and terms as Mayor of both the Noosa Shire and the Sunshine Coast Regional councils.

Bob has worked with many former Queensland mayors in both mentoring and support roles, and his leadership abilities are widely regarded within local government.
**PETER MAGUIRE**  
LGAQ Mayoral Mentor

First elected in 1988, his accomplished 28 year local government career (16 as Mayor) included terms in both the Emerald Shire and the Central Highlands Regional councils.

Peter is an ambassador for community and his well-recognised leadership skills were particularly evident during the significant natural disaster events of 2010 & 2011.

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**ADJUNCT PROFESSOR JOAN SHELDON AM**  
LGAQ Ethics Advisor

The position of Ethics Advisor gives mayors, councillors and council CEOs access to high standard advice about how to manage particular situations so that ethical and integrity issues are properly addressed.

In this position, Adjunct Professor Joan Sheldon, a former deputy premier and treasurer, shows local government is leading the way in ensuring improved transparency and accountability in the sector.

Joan brings to the position a wealth of experience in public life and systems of government, and a clear understanding of the need for integrity and ethical decision making to not only prevail, but to be seen to prevail.

The position of Local Government Ethics Advisor is an in-confidence consultancy-based role. This position is funded by the LGAQ, with access to LGAQ resources when necessary, whilst being independent from LGAQ operations.

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**MR COL MENG**  
Chair  
Local Government Remuneration and Discipline Tribunal

Col Meng is concurrently Chair of Mackay Hospital and Health Service and has extensive local government, board and business experience in the Mackay region. Col served as a Mayor of Mackay Regional Council for a four-year term from 2008 to 2012 then as Queensland Boundaries Commissioner overseeing the de-amalgamation process of four local governments during 2013.

Col was educated and grew up in the Mackay region and has extensive involvement in a range of community organisations. He is a Past President of the Mackay Chamber of Commerce, Mackay Golf Club and was Chairman of the Mackay Regional Area Consultative Committee for seven years.

Col has been a longstanding Member of the Australian Institute of Company Directors and the Australian Institute of Management. He brings to the Tribunal extensive knowledge of and experience in local government, community affairs, public administration, public sector ethics and public finance.
MR MATT CHURCH
Scientific Humourist

Matt Church is best described as a scientific humourist. He is well known for his informative, entertaining and inspirational sessions. Matt is a specialist on productivity, burnout and passion. His clients have described Matt as a “true professional”, “the best ever seen”, “gifted and down to earth”. He leaves his audience buzzing. Matt’s sessions fit into the categories of motivation and lifestyle.

Matt draws on an academic background in applied science and human performance, which he has developed into a study of work life balance so that people can live the lives they deserve. His sessions address the fact that every feeling you have is driven by a chemical. If you can find the chemical you can ‘fix the feeling’.

Matt is so committed to providing leading edge information that is grounded in the principles of quality and practicality, that he employs a small group of dedicated researchers to assist with this.

He has authored the popular Fix How You Feel series which includes Highlife 24/7, Adrenalin Junkies and Serotonin Seekers, published by the ABC.

Matt was recognized in 2003 with the National Speakers Association Nevin Award. This most prestigious honour is awarded to the one speaker each year who demonstrates exceptional skill and quality of service to the profession.

HON JACKIE TRAD MP
Deputy Premier, Minister for Infrastructure, Local Government and Planning and Minister for Trade and Investment.

Ms Trad was elected to the Queensland Parliament in April 2012.

With a Bachelor of Arts from Griffith University and a Masters of Public Policy from the University of Sydney, Jackie has always been interested in how public policy shapes and forms our cities, our communities and ultimately our lives.

The influences of economics and politics on public decision-making and policy development, together with a genuine love of her community, drew her to a career in politics.

A second generation Lebanese migrant who grew up in a small business family on the inner-Southside of Brisbane, Ms Trad and her husband live in West End where they are raising their two young sons.
MR ANDREW POWELL MP
Shadow Minister for Transport, Main Roads and Local Government

Andrew Powell (born 15 May 1973) is an Australian politician. He is a Liberal National party member in the Queensland Parliament, representing the seat of Glass House in the Sunshine Coast hinterland since 2009.

During his first term as the Member for Glass House, Andrew served as the Shadow Spokesperson for the Environment, a member of the Environment, Agriculture, Resources and Energy Committee, a former member of the Scrutiny of Legislation Committee and served on the panel of Temporary Speakers in the chamber.

Following the 2012 election, Andrew was appointed the Minister for Environment and Heritage Protection and he proudly held this position until the 2015 election where he was appointed Shadow Minister for Energy and Water Supply as part of the Opposition Shadow Cabinet.

In May 2016 Andrew was appointed Shadow Minister for Transport and Main Roads and Shadow Minister for Local Government.

MS RABIA SIDDIQUE
Former Terrorism and War Crimes Prosecutor, International Humanitarian, retired British Army Office and a hostage survivor

In 2006 Rabia Siddique was awarded a Queen’s commendation for her human rights work in Iraq and in 2009 was the runner-up for Australian Woman of the Year UK. More recently Rabia was named as one of the 2014 Telstra Business Women’s Award finalists and one of the 100 most influential women in Australia by Westpac and the Australian Financial Review. Rabia was also announced as a finalist for the 2016 Australian of the Year Awards.

After starting life as a criminal defence lawyer and youngest ever Federal prosecutor in Western Australia, Rabia moved to the UK in 1998 where she eventually commissioned as a Legal Officer in the British Army in 2001.

In a terrifying ordeal that garnered worldwide attention, along with a male colleague, Rabia assisted with the rescue of two Special Forces soldiers from Iraqi insurgents in Basra. Her male colleague received a Military Cross for outstanding bravery, while Rabia’s part in the incident was covered up by the British Army and Government. In a fight for justice she brought a landmark discrimination case against the UK Ministry of Defence, and won.
MANTRA SIERRA GRAND
2685 GOLD COAST HWY BROADBEACH
Distance to conference: 850 mtrs
At Mantra Sierra Grand, you will be within strolling distance of everything - golden beaches and crystal surf, sidewalk cafes and superb restaurants, malls and arcades full of boutiques and specialty shops as well as Jupiters Casino, The Gold Coast Convention Centre and Pacific Fair. Guest facilities include sauna, spa, swimming pool, al fresco dining.
One Bedroom Apartment $195 per night -includes 1 king
Two Bedroom Apartment $245 per night -includes 1 king 2 single beds
Room service with breakfast available.
Can be charged back to the accommodation room.

SOFITEL GOLD COAST BROADBEACH
81 SURF PARADE BROADBEACH
Distance to conference: 300 mtrs
A 5-minute walk from the seafront, this straightforward, sleek hotel is 3 km from the SkyPoint Observation Deck and 9.4 km from Sea World and Tallebudgera Creek. The bright, unfussy rooms feature flat-screen TVs, tea and coffee making facilities, and marble bathrooms. Upgraded rooms have private balconies with ocean views; suites add kitchenettes, lounge areas and spas. Wi-Fi and room service are available for a fee.
Classic River View Room $335 per night -includes 1 king bed
Onsite restaurant with breakfast available.
Can be charged back to the accommodation room.

ULTIQA – FRESHWATER POINT RESORT
BROADBEACH
81 SURF PARADE BROADBEACH
Distance to conference: 600 mtrs
Located on the outskirts of Broadbeach, Ultiqa is one of the closest accommodation properties to the Gold Coast Convention and Exhibition Centre. Spectacular hinterland and river views create an ultra-modern boutique hideaway that is perfect for travelers who enjoy being close to the action but crave a luxury retreat.
One Bedroom Apartment $235 per night -includes 1 queen or king bed
Two Bedroom Apartment $280 per night -includes 1 queen and 2 single beds
Onsite café with breakfast available.
Can be charged back to the accommodation room.
BROADBEACH SAVANNAH RESORT
46 SURF PARADE BROADBEACH
Distance to conference: 650 mtrs
Set on the Gold Coast Highway, this whitewashed apartment hotel is a 4-minute walk from Broadbeach South tram station and 3.1 km from Q1, the tallest skyscraper in Australia. The relaxed apartments feature satellite TV, free Wi-Fi and kitchenettes, as well as whirlpool tubs and private balconies with city or ocean views.
1 Bedroom Studio Spa Apartment $ 150 per night - includes 1 king bed
Onsite café with breakfast available.
Can be charged back to the accommodation room.

BEL AIR ON BROADBEACH
2633 GOLD COAST HIGHWAY, BROADBEACH
Distance to conference: 900 mtrs
Set in the centre of the Gold Coast, this laid-back resort is a 5-minute walk from Broadbeach South tram stop and a 13-minute stroll from Kurrawa Beach. It’s also 1.3 km from Jupiters Hotel and Casino. The airy 1- to 3-bedroom apartments offer balconies and full kitchens. They also come with flat-screen TVs, washer/dryers and Wi-Fi (fee). Some have ocean or canal views. Amenities include a café and BBQ areas, as well as a Roman-style outdoor pool, a heated indoor pool, a kid’s wading pool and a hot tub. There’s also an exercise room and a sauna.
Standard One Bedroom Apartment $ 215 per night-includes 1 queen
Superior One Bedroom Apartment $ 230 per night-includes 1 queen
Standard Two Bedroom Apartment $ 260 per night-includes 1 queen and 2 single beds
Onsite café with breakfast available.
Can be charged back to the accommodation room.

JUPITERS HOTEL & CASINO
CASINO DRIVE, BROADBEACH ISLAND, BROADBEACH
Distance to conference: 350 mtrs
Connected by skywalk to the Gold Coast Convention and Exhibition Centre, and by monorail to Oasis Shopping Centre, this sleek casino and hotel sits on an island in Dunlops Canal. It’s a 9-minute walk from the beach. Contemporary rooms have flat-screen TVs and paid Wi-Fi. Upgraded rooms and suites feature living areas and private bars, as well as access to a club lounge for free breakfast. Some also add whirlpool tubs and/or ocean views.
Superior Room  $ 255 per night -includes 1 queen
Onsite restaurants with breakfast available.
Can be charged back to the accommodation room.
**PEPPERS BROADBEACH**

12 ELIZABETH AVENUE, BROADBEACH

Distance to conference: 500 mtrs

This upscale all-suite hotel, set in high-rise towers on the Gold Coast, lies a 3-minute walk from the beach, 3 km from SkyPoint Observation Deck and 18 km from Gold Coast Airport. The high-tech and minimalist suites provide free Wi-Fi and iPads, 1 to 3 bedrooms, and kitchens with dishwashers, fridges and washer/dryers. They also have balconies, most of which offer panoramic views of the Pacific Ocean and Gold Coast Hinterland. Amenities include an outdoor pool and spa with a sauna and a steam room, as well as a Tai Chi lawn, Zen gardens and teppanyaki barbecues. There’s also a gym and a private cinema.

One Bedroom Suite $ 250 per night - includes 1 king-zip
One Bedroom Ocean Suite $ 290 per night - includes 1 king-zip

Offsite restaurants with breakfast available. Can be charged back to the accommodation room.

**WATERMARK HOTEL**

3032 SURFERS PARADISE BOULEVARD, SURFERS PARADISE

Distance to Surfers Paradise G-Link Station: 140 mtrs
Distance to Broadbeach North G-Link Station to conference: 190 mtrs

Set in the centre of Surfers Paradise, this polished hotel is a block from the beach and a 7-minute walk from Cavill Avenue’s shopping. Modern rooms come with free Wi-Fi, flat-screen TVs and mini-fridges, as well as sofas and desks. They also include tea and coffee making facilities, and upgraded rooms add minibars. Suites feature city or ocean views, and some add lounges and whirlpool baths. Room service is offered 24/7. Dining options include a simple buffet, a trendy grill restaurant and a sleek tapas bar. The hotel also offers 2 pools on raised decks, plus a spa, an exercise room and a Japanese-themed hair salon

Superior Room $170 per night – Includes 1 king

Onsite restaurants and room service with breakfast available. Can be charged back to the accommodation room.

**BEACHCOMBER GOLD COAST**

18 HANLAN STREET, SURFERS PARADISE

Distance to Cavill Avenue G-Link Station: 280 mtrs
Distance to Broadbeach North G-Link Station to conference: 190 mtrs

Nestled along the Gold Coast and overlooking the Pacific Ocean, this modern resort with wrap-around balconies is a 2-minute walk from Surfers Paradise Beach. Modern studios and 1-bedroom apartments with vivid artwork have flatscreen TVs and private balconies, plus kitchenettes with mini fridges and microwaves. Contemporary apartments add full kitchens and separate sitting areas; some have ocean views. Wi-Fi is available for a fee. Amenities include an indoor pool, an outdoor pool with sunloungers, a hot tub and a sauna, plus a fitness centre and tennis courts.

Studio Ocean View Apartment $ 295 per night - includes 1 king
One Bedroom City View Apartment $ 325 per night - includes 1 king
One Bedroom Ocean View Apartment $ 345 per night - includes 1 king

Offsite restaurants with breakfast available. Can be charged back to the accommodation room.
**WYNDHAM SURFERS**

**3018 SURFERS PARADISE BOULEVARD, SURFERS PARADISE**

Distance to Surfers Paradise G-Link Station: 100 mtrs
Distance to Broadbeach North G-Link Station to conference: 190 mtrs

A 5-minute walk from Surfers Paradise Beach, this modern, high-rise hotel is also a minute’s walk from Surfers Paradise train station and a 3-minute walk from the Q1 building’s SkyPoint Observation deck. The contemporary 1- and 2-bedroom apartments come with Wi-Fi (fee), flat-screen TVs, and tea and coffeemaking facilities, as well as kitchens, living rooms, sofabeds and washer/dryers. All offer balconies. Room service is available. Breakfast is offered for a surcharge.

1 Bedroom Studio Spa Apartment $ 150 per night - includes 1 king bed

Onsite café with breakfast available. Can be charged back to the accommodation room.

**MARRIOTT SURFERS PARADISE**

**158 FERNY AVENUE, SURFERS PARADISE**

Distance to Surfers Paradise North G-Link Station: 400 mtrs Distance to Broadbeach North G-Link Station to conference: 190 mtrs

A 6-minute walk from the beach, this contemporary high-rise resort is also 1.8 km from the SkyPoint Observation Deck. Refined rooms feature flat-screen TVs and Wi-Fi (fee), plus desks, coffeemakers and balconies. All have sea or mountain views; club level rooms offer access to a lounge for free breakfast and evening appetizers. Studio and 1-bedroom suites add living areas, kitchenettes and whirlpool baths. Room service is available. Amenities include a cafe, a seafood restaurant, and a trendy Japanese steakhouse and sake bar.

Guest Room $ 290 per night - includes 1 king

Onsite café with breakfast available. Can be charged back to the accommodation room.

**CROWNE PLAZA**

**2807 GOLD COAST HIGHWAY, SURFERS PARADISE**

Distance to Florida Gardens G-Link Station: 10 mtrs Distance to Broadbeach North G-Link Station to conference: 190 mtrs

Providing views of the coastline, this high-end hotel is a minute’s walk from a bus stop, a 15-minute walk from the landmark Q1 skyscraper, and 8 km from Sea World. The bright, modern rooms and apartments come with Wi-Fi (fee), flatscreen TVs and floor-to-ceiling windows. They also include balconies, while upgraded rooms feature whirlpool baths and sitting rooms. Room service is available. Apartments in the annex add kitchens and washer/dryers. There are 2 restaurants, 1 poolside and 1 on the rooftop with panoramic views. There’s also a refined bar and an outdoor pool. Other amenities include a fitness room and a tennis court.

Superior Double Room $ 240 per night - includes 1 double

Onsite restaurants with breakfast available. Can be charged back to the accommodation room.
**MANTRA LEGENDS**
**LAYCOCK STREET, SURFERS PARADISE**

Distance to Surfers Paradise G-Link Station: 200 mtrs
Distance to Broadbeach North G-Link Station to conference: 190 mtrs

This high-rise hotel is a minute’s walk from the SkyPoint Observation Deck and 3 minutes from both Surfers Paradise beach and a tram stop. Streamlined, modern rooms feature floor-to-ceiling windows and balconies with water or skyline views. All offer flat-screens and Wi-Fi (fee), along with tea and coffee making facilities and minibars. Upgraded rooms add kitchenettes, and suites add separate living areas, and whirlpool baths in the bathrooms. Room service is available.

Hotel Deluxe Twin $ 160 per night - includes 2 double beds Hotel Deluxe Studio $ 170 per night – includes 1 king
Spa Suite $ 200 per night – includes 1 king
Offsite restaurants with breakfast available. Can be charged back to the accommodation room.

**QT HOTEL**
**7 STAGHORN AVENUE, SURFERS PARADISE**

Distance to Cypress Avenue G-Link Station: 200 mtrs
Distance to Broadbeach North G-Link Station to conference: 190 mtrs

Set a block from the beach, this hip, contemporary hotel is a 3-minute walk from Cypress Avenue tram station and a 10-minute walk from Nerang River. Featuring colourful designer furnishings, the bright rooms and suites offer ocean or river views, as well as free Wi-Fi, flat-screen TVs and private balconies. Suites add lounges with sofabeds. There’s an upscale bar, a Japanese eatery and a marketplace restaurant with wood fire ovens, plus an eclectic cafe. Other amenities include a luxury spa, an outdoor pool and a chic, airy lobby.

Mountain View King Room $ 240 per night - includes 1 king
Onsite restaurants and room service with breakfast available. Can be charged back to the accommodation room.

**PHOENICIAN RESORT APARTMENTS**
**24-26 QUEENSLAND AVENUE, BROADBEACH**

Distance to conference: 450 mtrs

Set in the City Centre, this Gold Coast hotel is a 3-minute walk from the Broadbeach North tram and bus station, a 5-minute walk from the beach, and 9 km from Sea World. The casual 1- and 2-bedroom apartments feature balconies, kitchens and living rooms, as well as TVs and Wi-Fi (fee). All also provide washer/dryers and sofabeds. Amenities include a hot tub, a sauna, indoor and outdoor pools, an exercise room and a game room, plus BBQ facilities.

One Bedroom Room $ 250 per night - includes 1 queen
Two Bedroom Room $ 330 per night - includes 1 queen
Offsite restaurants with breakfast available. Can be charged back to the accommodation room.

**CLICK HERE for more information on accommodation information**

* A $10 BOOKING FEE WILL BE ADDED PER PERSON, PER BOOKING*
Council delegates and observers will be issued with ONE shirt whilst at conference. These need to be ordered online as part of your conference registration.

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<tr>
<td><strong>Ladies Modern Fit</strong></td>
<td>4</td>
<td>6</td>
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<td>14</td>
<td>16</td>
<td>20</td>
<td>22</td>
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<td>26</td>
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<tr>
<td><strong>Alpha Size</strong></td>
<td>XXS</td>
<td>XS</td>
<td>XS-S</td>
<td>S</td>
<td>M</td>
<td>L</td>
<td>L-XL</td>
<td>XL</td>
<td>2XL</td>
<td>3XL</td>
<td>5XL</td>
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<tr>
<td>BUST (CM)</td>
<td>76.5</td>
<td>79</td>
<td>84</td>
<td>89</td>
<td>94</td>
<td>99</td>
<td>104</td>
<td>111</td>
<td>116</td>
<td>121</td>
<td>126</td>
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</tbody>
</table>

Please select your size carefully as there won’t be the opportunity to change your size once at conference.
Early Bird Registration – prior to and including 9 September 2016
Council or State Government observer $ 1430.00
5 or more observers from one Council/Government Department $ 1320.00
Corporate (Private Sector) $ 2860.00

After 9 September 2016
Council or State Government observer $ 1630.00
5 or more observers from one Council/Government Department $ 1500.00
Corporate (Private Sector) $ 3100.00

Early Bird One Day Registration – prior to and including 9 September 2016
Council or State Government observer $ 660.00
Corporate (Private Sector) $ 1100.00

After 9 September 2016
Council or State Government observer $ 770.00
Corporate (Private Sector) $ 1500.00

FUNCTIONS

Welcoming Ceremony $ 50.00
(accompanying persons, day registrations and additional trade exhibitors)

Dinner
Gala Dinner – Wednesday evening (19 October 2016) $ 150.00

Please note that the Welcoming Ceremony on the Monday evening is included in the conference fee for delegates, observers and corporates attending the full three days of conference.

Accompanying persons are welcome to attend the Welcoming Ceremony and Gala Dinner.

DELEGATE REGISTRATION - CLICK HERE
CORPORATE REGISTRATION - CLICK HERE

Please refer to registration cancellation policies on www.lgaq.asn.au when making your registration.
ENQUIRIES

Conference:
Members Hotline – 1300 542 700 or email ask@lgaq.asn.au

Exhibition:
Carolyn McSweeney, Trade and Liaison, Local Buy
Ph 0437 822 142
Fax 07 3252 8863
e-mail: cmcsweeney@localbuy.net.au
120th LGAQ Annual Conference

NEW WORLD ORDER

#LGAQ2016
2016 LGAQ Media and Communications Forum
Embracing the ideas boom

Gold Coast Convention & Exhibition Centre
2684-2690 Gold Coast Highway, Broadbeach

18th October 2016
Cutting through unnecessary information and understanding how best to reach and engage constituents, the media and other key stakeholders is an ongoing challenge for Queensland councils.

Leading best practice digital and traditional communication initiatives within councils can at times be hamstrung by the unique operating environment of local government.

Communicating consistently and well can be easier said than done – particularly given the diverse roles and scope of local governments and their broad communication objectives.

By the same token, councils now have at their fingertips a suite of digital tools that enable them to deliver engaging, cutting edge messaging with maximum impact – for minimal resources. Big budgets no longer guarantee marketing or communication success, as digital levels the playing field.

The ‘ideas boom’ is upon us, and with it comes a new era of innovation and creative thinking.

Examples of councils collaborating to leverage greater benefit and reach from social media platforms like Twitter, Instagram and Facebook are becoming increasingly frequent. This year for instance, councils came together nationally to show off the diversity of their services for a national Local Government Twitter Day.

Reaching residents through smart phones and other devices and gathering information and analytics about your audience based on their online behaviour are also helping to transform the way local government delivers services and information.

Live streaming, instant polling and online chat platforms are becoming bywords for the community engagement of our time – developments which must still be tempered with an understanding of how to reach all segments of the community.

For the first time, the popular LGAQ Media and Communications Forum is being run as a component of the 120th LGAQ Annual Conference – a recognition of the important role communication professionals now play in the successful operation of local governments as they seek to share their story.

Just as there has never been a better time to think innovatively and embrace new approaches to communicating – there has never been a better time to share stories of best practice across our sector.

**LGAQ Media and Communications Executive, Craig Johnstone**

Twitter: @LGAQ2016
REASONS YOU SHOULD ATTEND

INSIGHT
Learn how to engage with best in class strategies and techniques in the world of online, visual and print communication. Hear from journalists, photographers and consultants to enhance your understanding of how best to reach people – now.

LEARN
The program showcases best practice case studies from a number of councils with variations in size and resourcing.

NETWORK
Connect with speakers and your peers to get first hand advice on how to use all the tools at your disposal to run effective communication initiatives in your council. Find out what worked and what didn’t and take away actionable ideas back to the office.
PRESENTERS

IAIN TWINE
CEO Edelman South East Asia & Australasia

TWITTER AUSTRALIA

JEN PEACE
Head of Business Development BWM Dentsu

STEPHEN MAYNE
City of Melbourne Councillor and Crikey.com Founder

GIULIO SAGGIN
Former national photo editor, ABC Online

CORY GALE
Marketing Operations Manager Visit Sunshine Coast

SAMANTHA DEAN
LGAQ Corporate Communications and Social Media Advisor

CATHIE SCHNITZERLING
Regional editor at ABC Queensland

More to be advised.
As this Forum coincides with Day 1 of the 120th Annual Conference, there are a number of different accommodation providers which have been sourced by Corporate Traveller.

For accommodation inquiries, please contact Corporate Traveller Groups on lisa.janson@corporatetraveller.com.au or click here to access the travel booking website.

<table>
<thead>
<tr>
<th></th>
<th>p/p 550.00</th>
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<tbody>
<tr>
<td>Council Registration</td>
<td>550.00</td>
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<tr>
<td>Corporate Registrations</td>
<td>660.00</td>
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</tbody>
</table>

Or register online at www.lgaq.asn.au under the Events Tab on the home page when making your registration.

**FORUM CONTACT**

Local Government Association of Queensland
Member Services Centre
**PH:** 1300 542 700
**E:** ask@lgaq.asn.au
JUNE 2016

- HALF YEARLY CORPORATE PLAN REPORT
- QUARTERLY OPERATIONAL PLAN REPORT
<table>
<thead>
<tr>
<th>No</th>
<th>Strategic Direction</th>
<th>Strategies</th>
<th>RO</th>
<th>Proposed Actions</th>
<th>June 2016 Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>One</td>
<td>1.1 Plan and execute timely preventative maintenance regimes that extend the useful life of roads, water and sewerage network infrastructure in a cost effective manner.</td>
<td>EMES</td>
<td>Continued refinement of long term asset management plans.</td>
<td>Draft asset management plans have been developed. Further update planned by end of calendar year.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>EMES</td>
<td>Development of a roads hierarchy and associated service levels.</td>
<td>Completed.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>EMES</td>
<td>Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.</td>
<td>Draft preventative maintenance regimes have been developed, awaiting final review and fine tuning before being finalised.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>1.2 Plan and execute timely preventative maintenance regimes for building assets that extend the useful life in a cost effective manner.</td>
<td>EMECS</td>
<td>Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs.</td>
<td>Completed.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1.3 Ensure that proposed extension to road, water or sewerage networks have a demonstrated social and economic imperative.</td>
<td>EMES</td>
<td>Extension of the reticulated water supply to Forrest Beach.</td>
<td>Completed.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Investigation of access to identified cane expansion areas in collaboration with industry stakeholders.</td>
<td>On hold as Wilmar have no plans to expand the cane tramway network into the Allendale / Milton Road area.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>1.4 Be open to innovative and alternate solutions for the provision of ongoing public infrastructure needs.</td>
<td>EMES</td>
<td>Prior to the end of useful life of current assets review innovative and alternate solutions.</td>
<td>Ongoing. As assets are identified for renewal or rehabilitation, the Engineering Design Department analyse the current use and potential options available.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>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.</td>
<td>EMES</td>
<td>Maintain access to and improve recreational boating and fishing facilities.</td>
<td>Taylors Beach Dredging now completed. Progressing a road opening for Dungeness Carpark extension. Progressing investigation into feasibility of developing the Forrest Beach Boat Ramp via pre lodgement meeting with the referral agencies.</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>EMECS</td>
<td>Development of a parks and reserves hierarchy and associated services levels.</td>
<td>Draft report is with CEO for review.</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>EMECS</td>
<td>Refurbishment of CBD public toilets.</td>
<td>Completed.</td>
</tr>
<tr>
<td>11</td>
<td>Two</td>
<td>2.1 Delivery of a robust and meaningful Town Planning Scheme.</td>
<td>EMDP</td>
<td>Consultation for and development of a new Town Planning Scheme that acts as an enabler for lifestyle aspirations, supports population growth and the realisation of opportunities.</td>
<td>New Planning Scheme is scheduled to be workshopped with the Council on 12 July 2016. The process after the workshop: include any amendment and changes requested. Submit to the State Government for acceptance. Community consultation process to be developed, community consultation to be undertaken. Consultation report and recommendations preparation. Submit to Council for adoption. Implementation.</td>
</tr>
<tr>
<td>No</td>
<td>Strategic Direction</td>
<td>Strategies</td>
<td>RO</td>
<td>Proposed Actions</td>
<td>June 2016 Comment</td>
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<tr>
<td>12</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Regularisation of levies.</td>
<td>Levee Construction is guided through the Water Act and Water Regulations. Councils are responsible for the management of the process. Guidelines for the construction or modification of levees is on the DNRM website and divided into 3 categories ie: 1. Self assessable levees 2. Code Assessable Levees - off property impact on more than 3 persons. The Assessment Codes is available from the DNRM Website and is not necessary to include it in the CII PS. A levee guideline/explanatory document will be prepared to be displayed on Council’s website in August 2016.</td>
</tr>
<tr>
<td>13</td>
<td>2.2</td>
<td></td>
<td>EMDP</td>
<td>Revision of the existing flood study.</td>
<td>Completed.</td>
</tr>
<tr>
<td>14</td>
<td>2.3</td>
<td></td>
<td>CEO</td>
<td>Funding of the Herbert River Improvement Trust.</td>
<td>Council contribution for 2015/2016 financial year has been paid.</td>
</tr>
<tr>
<td>15</td>
<td>2.4</td>
<td></td>
<td>EMECS</td>
<td>Pest and weed management activities.</td>
<td>The vector control program is on track. Very few mosquito complaints are being received.</td>
</tr>
<tr>
<td>16</td>
<td>2.4</td>
<td></td>
<td>EMECS</td>
<td>Involvement in catchment management activities.</td>
<td>Council continues to maintain an active and leading role within the community to deliver key natural resource management projects throughout the Shire in partnership with stakeholders, to ensure the protection of the region's biodiversity in sensitive creek and riparian zones.</td>
</tr>
<tr>
<td>18</td>
<td>Three</td>
<td></td>
<td>CEO</td>
<td>Community Shed Meetings.</td>
<td>Community Shed Meetings have been held for Bambaroo and Lannercost.</td>
</tr>
<tr>
<td>19</td>
<td>3.1</td>
<td></td>
<td>CEO</td>
<td>Provide Councillor representation at recognised community group meetings.</td>
<td>Councillor representation continues to be provided at community group meetings.</td>
</tr>
<tr>
<td>20</td>
<td>3.2</td>
<td></td>
<td>CEO</td>
<td>Communications Plan developed and executed.</td>
<td>Updated Communications Plan finalised with Council 21 July 2015. Will be reviewed with new Council.</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td>CEO</td>
<td>Further development of online content.</td>
<td>Social media is continuing to be developed. Investigations into redeveloping the Council website are continuing.</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td>CEO</td>
<td>Continued publication of a ratepayers newsletter.</td>
<td>Publication distributed to ratepayers in August and November 2015 and May 2016.</td>
</tr>
<tr>
<td>23</td>
<td>3.3</td>
<td></td>
<td>CEO</td>
<td>Advocate for the provision of youth social services delivered locally.</td>
<td>Continue to review in 2016 / 2017.</td>
</tr>
<tr>
<td>No</td>
<td>Strategic Direction</td>
<td>Strategies</td>
<td>RO</td>
<td>Proposed Actions</td>
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</tr>
<tr>
<td>24</td>
<td>Plan and execute timely preventative maintenance</td>
<td>CEO</td>
<td>Support for community health service providers to address the needs of at risk community members.</td>
<td>Financial support provided during financial year for various groups.</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Advocate for the delivery of the State’s regionalisation agenda specifically as it relates to population growth and regional investment.</td>
<td>CEO</td>
<td></td>
<td>Council has provided a list of priority projects to the Department and continues to participate in NQROC and FNQROC meetings as well as REDROC.</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Membership of LGAQ and participation in relevant discussions and agendas.</td>
<td>CEO</td>
<td></td>
<td>Membership fees have been paid and participation in various discussion groups and seminars has been undertaken. Elected members update was held in June 2016.</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>3.4 Policy and Procedure.</td>
<td>EMCS</td>
<td>Local buy first preference policy development.</td>
<td>Procurement Policy to be reviewed with new Councillors by August 2016.</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Review of the organisational structure and resourcing in response to meeting our strategic direction.</td>
<td>CEO</td>
<td></td>
<td>A report on Organisation Structure was presented to Council and adopted 28 June 2016. This reflected approved structure effective from 1 July 2016.</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Ongoing membership of Townsville Enterprise Limited.</td>
<td>CEO</td>
<td></td>
<td>Membership upgraded from Bronze to Silver.</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>4.1 Arts and Cultural Investment.</td>
<td>EMDP</td>
<td>Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs.</td>
<td>The visitation numbers at TYTO has increased over the past year. With visitation for arts and cultural programs being well patronised by locals. There has also been increasing numbers of Townsville and regional visitors attending these activities. Completed.</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Continued funding of the Regional Arts Development Fund program.</td>
<td>EMDP</td>
<td></td>
<td>The RADF program is continuing and is well used by local artists and organisations. Completed.</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Exploration of a fresh water recreational facility.</td>
<td>EMES</td>
<td></td>
<td>Studies are now available to the public for review and submissions.</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Continued community partnerships for the delivery of services at the Kelly Theatre and Hinchinbrook Aquatic Centre.</td>
<td>EMECS</td>
<td></td>
<td>Continuing cooperation with Lessees.</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>School holidays program featuring children / youth activities.</td>
<td>EMDP</td>
<td></td>
<td>The school holiday program has been well patronised during the year. Completed.</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Continued support for Hinchinbrook based events that provide both economic returns by way of visitation and opportunities for participation by the community.</td>
<td>EMDP</td>
<td></td>
<td>The full Council budget had been expended to provide a program of festivals and events in the Shire. Completed.</td>
<td></td>
</tr>
<tr>
<td>No</td>
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<tr>
<td>36</td>
<td>4.3</td>
<td>Community Partnership Support.</td>
<td>EMECS</td>
<td>Continue to provide funding for community groups to deliver on the wider social welfare agenda.</td>
<td>Council provides community grant funding annually to approved applicants.</td>
</tr>
<tr>
<td>37</td>
<td>4.4</td>
<td>Living well over 60 with a highly desirable lifestyle</td>
<td>EMECS</td>
<td>Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes.</td>
<td>Minor involvement in advocacy role.</td>
</tr>
<tr>
<td>38</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Self assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities.</td>
<td>A contractor has been engaged to undertake this assessment. A draft report has been circulated to Councillors with a discussions planned with Council for the 12 July 2016 session.</td>
</tr>
<tr>
<td>39</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Plan to address shortcomings.</td>
<td>Not yet commenced.</td>
</tr>
<tr>
<td>40</td>
<td>4.5</td>
<td>Regulatory Functions that underpin liveability.</td>
<td>EMECS</td>
<td></td>
<td>Animal control services are ongoing.</td>
</tr>
<tr>
<td>41</td>
<td></td>
<td></td>
<td>EMECS</td>
<td>Provide meaningful business licensing activities.</td>
<td>Food business licence renewals have been sent out for 2016/2017.</td>
</tr>
<tr>
<td>42</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Provide timely building regulatory functions and enforcement action as necessary.</td>
<td>Council has extended the Building Certifier contract to the 30 September 2016 and will be calling quotes for the provision of services for two years with a two year option. Achieved.</td>
</tr>
<tr>
<td>43</td>
<td>4.6</td>
<td>Educational Opportunities that support population attraction.</td>
<td>EMDP</td>
<td>Foster partnership opportunities with vocational and tertiary educational service providers.</td>
<td>The Hinchinbrook Shire Library continues to provide assistance with study space, free WiFi services and access to computers.</td>
</tr>
<tr>
<td>44</td>
<td>Five</td>
<td>Our Ingham CBD is attractive, alive and diverse.</td>
<td>EMDP</td>
<td>CBD refresh and associated actions.</td>
<td>Tully Street works are complete. The Lannercost precinct is complete. Work is still progressing on the Hinchinbrook Way Walk and Rotary Park including the new EOI for a business opportunity and signage.</td>
</tr>
<tr>
<td>45</td>
<td></td>
<td></td>
<td>EMECS</td>
<td>Refurbishment of CBD public toilets.</td>
<td>Completed.</td>
</tr>
<tr>
<td>46</td>
<td>5.2</td>
<td>Support for business diversity and employment growth.</td>
<td>EMECS</td>
<td>Local buy first preference policy development.</td>
<td>Procurement Policy to be reviewed with new Councillors by August 2016.</td>
</tr>
<tr>
<td>47</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Employment of a dedicated Economic Development and Tourism Officer.</td>
<td>Council has resolved to make this position permanent. Completed</td>
</tr>
<tr>
<td>48</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Funding of the Herbert Resource Information Centre.</td>
<td>Completed.</td>
</tr>
<tr>
<td>No</td>
<td>Strategic Direction</td>
<td>Strategies</td>
<td>RO</td>
<td>Proposed Actions</td>
<td>June 2016 Comment</td>
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<tr>
<td>50</td>
<td></td>
<td>5.3 Tourism Development</td>
<td>EMDP</td>
<td>Employment of a Conference and Events Officer.</td>
<td>Completed.</td>
</tr>
<tr>
<td>51</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Event activity at the TYTO Precinct.</td>
<td>An ongoing program of events has been implemented. Officers have been assessing which events and activities could be charged a participation fee. Completed.</td>
</tr>
<tr>
<td>52</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Event funding support program.</td>
<td>Completed.</td>
</tr>
<tr>
<td>53</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Ongoing membership of Townsville Enterprise Limited.</td>
<td>Council has upgraded the membership to Silver level. An agreement has been entered into with TEL for their increased assistance with the Shire’s economic development initiatives. Completed.</td>
</tr>
<tr>
<td>54</td>
<td></td>
<td>5.4 Natural Disaster Management</td>
<td>CEO</td>
<td>Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.</td>
<td>Officers continue to be trained in Disaster Management roles. Council is ready for activation should an event occur. Council again participated in the regional awareness campaign. Council’s recovery plan is up to date and ready to be implemented should an event occur. Updated Local Disaster Management Plan (LDMF) adopted by Council on 27 January 2016. CEO has undertaken additional training.</td>
</tr>
<tr>
<td>55</td>
<td></td>
<td>5.5 Shire Wide Branding</td>
<td>EMDP</td>
<td>Develop and finalise shire wide branding project.</td>
<td>A full launch was held on the 4 May 2016. Completed.</td>
</tr>
<tr>
<td>56</td>
<td></td>
<td></td>
<td>EMDP</td>
<td>Development of the new shire flag based on the shire wide branding project.</td>
<td>Council has given direction for a competition to be held to determine a new flag. No action has been undertaken regarding this as yet.</td>
</tr>
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JUNE 2016 QUARTERLY REPORT

- OPERATIONAL PLAN
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<tr>
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</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Continued refinement of long term asset management plans.</td>
<td>EMES</td>
<td>1.1.1 Review and update asset management plans by June 2016.</td>
<td>Draft asset management plans have been developed. To be updated in new financial year.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMES</td>
<td>1.1.2 Complete development of sewerage and water asset maintenance manuals, including asset inspection regimes and intervention levels based on agreed levels of service by June 2016.</td>
<td>Draft preventative maintenance regimes have been developed, awaiting final review and fine tuning before being finalised.</td>
</tr>
<tr>
<td></td>
<td>Development of a roads hierarchy and associated service levels.</td>
<td>EMES</td>
<td>1.1.3 Develop unsealed road maintenance management plan including procedures, resource register, program and cost benchmarking.</td>
<td>Draft unsealed road maintenance database have been developed. Roughness data collection has commenced. Procedure for implementation requires fine tuning before being finalised.</td>
</tr>
<tr>
<td></td>
<td>Planned preventative maintenance regimes are comprehensive in nature and costed for inclusion in ten year forward budgets.</td>
<td>W&amp;SM</td>
<td>1.1.4 Sewerage and water ten year preventative maintenance regimes are documented and included in ten year budgets by June 2016.</td>
<td>Plan layout and contents have been populated. Meetings with maintenance crews, fitters and operators still required to finalise all costings and timeframes.</td>
</tr>
<tr>
<td>1.2</td>
<td>Development of preventive maintenance plans for all building assets, including exit strategies for assets deemed surplus to needs.</td>
<td>EMECS</td>
<td>1.2.1 Preventative maintenance plan documented and included in ten year budgets 2015-2025 for the Lannercost Street building.</td>
<td>Completed.</td>
</tr>
<tr>
<td>1.3</td>
<td>Extension of the reticulated water supply to Forrest Beach.</td>
<td>W&amp;SM</td>
<td>1.3.1 Complete Forrest Beach Water Security Project by 30 June 2016.</td>
<td>Final claim has been processed and received by the State Government. Project completed.</td>
</tr>
<tr>
<td></td>
<td>Investigation of access to identified cane expansion areas in collaboration with industry stakeholders.</td>
<td>EMDP</td>
<td>1.3.2 Business case and funding models explored on a case by case basis.</td>
<td>On hold as Wilmar have no plans to expand the cane tramway network into the Allendale / Milro Road area.</td>
</tr>
<tr>
<td>1.4</td>
<td>Prior to the end of useful life of current assets review innovative and alternate solutions.</td>
<td>EMES</td>
<td>1.4.1 Review and update priority infrastructure plan by June 2016.</td>
<td>Executive Manager Development and Planning has applied to the State Government for an extension of time of approximately 2 years.</td>
</tr>
<tr>
<td>1.5</td>
<td>Maintain access to and improve recreational boating and fishing facilities.</td>
<td>EMES</td>
<td>1.5.1 Secure approvals and permits required to undertake first round of access management activities at Taylors Beach / Victoria Creek boat ramp completed by June 2016.</td>
<td>Works have been completed successfully.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMES</td>
<td>1.5.2 Extension to the Dungeness parking area completed by June 2016.</td>
<td>Council have accepted the offer documentation from DNRM to open a road. Cultural heritage and protected species (mangrove clearing) need to be addressed before works can commence.</td>
</tr>
<tr>
<td></td>
<td>Development of a parks and reserves hierarchy and associated services levels.</td>
<td>EMECS</td>
<td>1.5.3 Complete development of a parks and reserves hierarchy by June 2016.</td>
<td>HSC Intervention Level Plan and HSC Parks and Gardens Management Plan is in draft form awaiting final approval.</td>
</tr>
<tr>
<td></td>
<td>Refurbishment of CBD public toilets.</td>
<td>EMECS</td>
<td>1.5.4 Replacement toilet facility established on Townsville Road by 30 August 2015.</td>
<td>Completed.</td>
</tr>
<tr>
<td>2.1</td>
<td>Consultation for and development of a new Town Planning Scheme that acts as an enabler for lifestyle aspirations, supports population growth and the realisation of opportunities.</td>
<td>EMDP</td>
<td>2.1.1 Commence draft planning scheme codes by December 2015.</td>
<td>Response has been received from the State with a number of environmental matters to be addressed. The Planning Consultant will be presenting the draft to Council on 12 July 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMDP</td>
<td>2.1.2 Adoption of final scheme by January 2016.</td>
<td>Work has been delayed due to updating of the revised flood modelling to incorporate climate change variables. Draft Scheme has been sent to Department of State Development and Infrastructure for the State Interest Check.</td>
</tr>
<tr>
<td></td>
<td>Regularisation of levies.</td>
<td>EMDP</td>
<td>2.1.3 Implementation of criteria developed to regulate levy construction by June 2016.</td>
<td>Development and Planning Manager has reviewed the legislation and has established the required process for dealing with applications for levies. The next stage is to undertake public education of what is required to ensure that landholders make an application to the appropriate assessment manager where applicable.</td>
</tr>
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</tr>
<tr>
<td>2.2</td>
<td>Revision of the existing flood study.</td>
<td>EMDDP 2.2.1</td>
<td>Revised flood study developed by December 2015 to inform the development of the Town Planning Scheme.</td>
<td>Completed.</td>
</tr>
<tr>
<td>2.3</td>
<td>Funding of the Herbert River Improvement Trust.</td>
<td>EMCS 2.3.1</td>
<td>Funds allocated and payment made by October 2015.</td>
<td>Amount has been paid.</td>
</tr>
<tr>
<td>2.4</td>
<td>Pest and weed management activities.</td>
<td>EMCS 2.4.1</td>
<td>Continuous monitoring and improvement of vector control practices and public education delivery by June 2016.</td>
<td>The Vector Control Officer continues to treat swamps near beach communities, stormwater drains and other problem sites in built up areas of the Shire.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PMO 2.4.2</td>
<td>Implement the Hinchinbrook Pest Management Plan in cooperation with primary producers and other key stakeholders by June 2016.</td>
<td>Implementation of plan continuing with the annual review undertaken on 11 May 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PMO 2.4.3</td>
<td>Continue the Hinchinbrook Community Feral Pig Management Program - implement all activities by June 2016.</td>
<td>Program continuing with 87 feral pigs controlled during this period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EHO 2.4.4</td>
<td>Flying Fox Roost Management Program implemented by 30 June 2016.</td>
<td>There are currently no flying foxes present at the roost site. A Statement of Management Intent is being developed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PMO 2.4.5</td>
<td>Develop, assist with and carry out revegetation projects including promotion of National Tree Day by June 2016.</td>
<td>Revegetation projects continuing in the Palm and Insulator Creek systems and other minor locations. Application submitted for a number of Green Army crews in partnership with CVA. Outcome will be known in around September 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMECS 2.4.6</td>
<td>Implement agreed activities from the Reef Guardian Action Plan by June 2016.</td>
<td>Actions relevant to our Reef Guardian commitment are progressing as planned.</td>
</tr>
<tr>
<td>3.1</td>
<td>Community Shed Meetings.</td>
<td>EA 3.1.1</td>
<td>Hold annual community shed meetings.</td>
<td>Community Shed Meetings were held for Lower Herbert, Forrest Beach, Ingham and Mt Fox from July to December 2015 and Community Shed Meetings held for 2016 were Bambaroo and Lannercost.</td>
</tr>
<tr>
<td></td>
<td>Providing Councillor representation at recognised community group meetings.</td>
<td>EA 3.1.2</td>
<td>Facilitate an annual review of Councillor nominations for representational roles.</td>
<td>New Council reviewed Councillor Organisation / Committee Responsibilities in April 2016.</td>
</tr>
<tr>
<td>3.2</td>
<td>Communications Plan developed and executed.</td>
<td>MCO 3.2.1</td>
<td>Annual communication plan developed and presented to Council by September 2015.</td>
<td>Communications Plan for 2015/2016 was presented to Council in August 2015 with results from 2014/2015 Plan also detailed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MCO 3.2.2</td>
<td>Activity and outcome report presented twice a year to Councillors.</td>
<td>Actioned in line with program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MCO 3.2.4</td>
<td>Facebook pages for Council, TYO and Hinchinbrook Disaster Management further developed.</td>
<td>To be focus of new Graduate Media/Communications and Website Officer. Website Working Group will meet late July.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MCO 3.2.5</td>
<td>Three ratepayer newsletters published by June 2016.</td>
<td>Three ratepayer newsletters were published during the financial year.</td>
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<tr>
<td>3.3</td>
<td>Advocate for the provision of youth social services delivered locally.</td>
<td>EMECS 3.3.1</td>
<td>Support for local not for profit providers by way of the rates relief policy.</td>
<td>Completed. Included in 2015/2016 Budget.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMECS 3.3.2</td>
<td>Review the grant funding service as provided by the Hinchinbrook Community Support Centre by June 2016.</td>
<td>Grant continued for 2015/2016 financial year with activity reports being provided as per MOA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMECS 3.3.3</td>
<td>On an as identified basis an advocacy role with other levels of government and service providers of youth social services.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td></td>
<td>Support for community health service providers to address the needs of at risk community members.</td>
<td>EMECS 3.3.4</td>
<td>On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of at risk community members.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td></td>
<td>Advocate for the delivery of the State’s regionalisation agenda specifically as it relates to population growth and regional investment.</td>
<td>EMDP 3.3.6</td>
<td>Participate in State government forums to influence the regional agenda.</td>
<td>Council participated in the Northern Queensland Economic Summit 2015 held in Cairns. Former Mayor and EMDP met with Minister for Tourism and Major Events Kate Jones. Further meetings to occur in relation to development of master plan for Wallaman Falls.</td>
</tr>
<tr>
<td></td>
<td>Membership of LGAQ and participation in relevant discussions and agendas.</td>
<td>CEO 3.3.7</td>
<td>State and Regional LGAQ conferences and meetings attendance.</td>
<td>Attend LGAQ events as appropriate. Also attend CEO Forums.</td>
</tr>
<tr>
<td>3.4</td>
<td>Local buy first preference policy development.</td>
<td>EMECS 3.4.1</td>
<td>Policy to be reviewed by 30 September 2015.</td>
<td>Policy includes preference for local suppliers but will be reviewed with new Council.</td>
</tr>
<tr>
<td>3.5</td>
<td>Review of the organisational structure and resourcing in response to our strategic direction.</td>
<td>CEO 3.5.1</td>
<td>Present to Council a Building Organisation Capacity Adaptable Report by 31 December 2015. This will reflect LGAQ’s Better Councils Better Communities Productivity and Performance Project.</td>
<td>This will be presented to Council by end of August 2016. Updated report on progress was presented to Council in February 2016.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO 3.5.2</td>
<td>Implement a program of introducing apprentices and trainees into Council for 2015/2016.</td>
<td>All 12 apprentices and trainees are now employed. Noted that First Start Subsidies of $125,000 received for 10 / 12 of the apprentices and trainees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO 3.5.3</td>
<td>Implement a corporate culture program into Council by 30 June 2016.</td>
<td>Performance Appraisals and Position Description reviews currently in progress. Meeting held with all Third Tier Supervisors to discuss Performance Appraisals. Performance Appraisal templates for all levels are completed and are to be discussed with all staff July/August.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CEO 3.5.4</td>
<td>Implement a cross Council Business Improvement Team by 31 July 2015.</td>
<td>Team meet regularly. Key initiative currently occurring is the IT Environment Audit.</td>
</tr>
<tr>
<td></td>
<td>Development of our human resources.</td>
<td>HRSM 3.5.5</td>
<td>Continuation of the new employee induction program.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRSM 3.5.6</td>
<td>Ensure all staff have an opportunity to attend an ordinary meeting of Council within their first 12 months of employment.</td>
<td>Cancelled by request of CEO.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRSM 3.5.7</td>
<td>Annual delivery of the Code of Conduct training to all employees.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRSM 3.5.8</td>
<td>Workplace training identified and delivered on an as needs basis.</td>
<td>April: 36 employees received training in Senior First Aid, 28 in Work at heights. May: 10 Advanced CPR, 10 Confined Space, 13 MUTCD Level 2 refresher. June: 89 Grinder safety training.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HRSM 3.5.9</td>
<td>Review position descriptions and implement performance appraisals for all staff for 2015/2016.</td>
<td>One Council Performance Management module was finalised. Hardcopy forms had to be modified to suit. Managers have been consulted and advised program to commence in July 2016.</td>
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<tr>
<td>HINCHINBROOK SHIRE COUNCIL JUNE 2016 QUARTERLY OPERATIONAL PLAN REPORT</td>
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<tr>
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<tr>
<td>1.1</td>
<td>Maximise the use of the TYTO Precinct for the delivery of arts and cultural programs.</td>
<td>TPM</td>
<td>4.1.1</td>
<td>Annual signature event for TYTO.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TPM</td>
<td>4.1.2</td>
<td>Provide events and activities to attract visitors from the Townsville Region.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TPM</td>
<td>4.1.3</td>
<td>Three ratepayer newsletters published by June 2016.</td>
</tr>
<tr>
<td>4.2</td>
<td>Exploration of a fresh water recreational facility.</td>
<td>EMES</td>
<td>4.2.1</td>
<td>Commence communications phase of the study to give the community, results of the Freshwater Retention Basin Feasibility Report.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSON</td>
<td>4.2.2</td>
<td>Continue engagement with the lessees of the Kelly Theatre.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSON</td>
<td>4.2.3</td>
<td>Continue engagement with the lessees of the Hinchinbrook Aquatic Centre.</td>
</tr>
<tr>
<td></td>
<td>School holidays program featuring children / youth activities.</td>
<td>TPM</td>
<td>4.2.4</td>
<td>Delivery of a TYTO based school holiday program during the September, January and April school holiday periods.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMEDP</td>
<td>4.2.5</td>
<td>Budget provision made to support a mix of Hinchinbrook based events.</td>
</tr>
<tr>
<td>4.3</td>
<td>Continue to provide funding for community groups to deliver on the wider social welfare agenda.</td>
<td>CSON</td>
<td>4.3.1</td>
<td>Apply the policy and procedure for community grants and provide financial and non financial assistance to community groups.</td>
</tr>
<tr>
<td>4.4</td>
<td>Advocate for adequate local facilities and services to support older residents, particularly those that allow them to live longer in their own homes.</td>
<td>CSON</td>
<td>4.4.1</td>
<td>Progress the handover of ownership of Forrest Glen Retirement Village to the Hinchinbrook Community Support Centre.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LEU</td>
<td>4.4.2</td>
<td>On an as identified basis an advocacy role with other levels of government and service providers of programs to address the needs of older residents.</td>
</tr>
<tr>
<td></td>
<td>Self assess Hinchinbrook against the World Health Organisation Checklist of Essential Features of Age Friendly Cities.</td>
<td>SEDTO</td>
<td>4.4.3</td>
<td>To be completed as part of the work done in support of the new planning scheme by June 2016.</td>
</tr>
</tbody>
</table>
## Corporate Plan Strategies

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>4.5</strong> Provide meaningful Animal Control Services.</td>
<td>EHTO 4.5.1</td>
<td>Respond to complaints in a timely manner and execute appropriate actions.</td>
<td>Continued response to complaints in a timely manner and in accordance with current workflow procedures. Regulatory actions also being taken in accordance with relevant State and Local legislation.</td>
</tr>
<tr>
<td></td>
<td>EHTO 4.5.2</td>
<td>Continue to partner with animal welfare organisations to provide appropriate services.</td>
<td>Ongoing collaboration between animal rehoming organisations in Ingham, Innisfail, Cairns and Townsville.</td>
</tr>
<tr>
<td></td>
<td><strong>Provide meaningful business licensing activities.</strong></td>
<td>EHO 4.5.3</td>
<td>Respond to complaints in a timely manner and execute appropriate actions.</td>
</tr>
<tr>
<td></td>
<td>EHO 4.5.4</td>
<td>Continue to provide opportunities for business owners to meet their compliance responsibilities.</td>
<td>Licensees maintain a high level of compliance and continue to strive for best management. Food business licence renewals have recently been sent out. Licences expire on 31 August 2017.</td>
</tr>
<tr>
<td></td>
<td><strong>Provide timely building regulatory functions and enforcement action as necessary.</strong></td>
<td>EMDP 4.5.5</td>
<td>Respond to complaints in a timely manner and execute appropriate actions that safeguard the public interest.</td>
</tr>
<tr>
<td><strong>4.6</strong> Foster partnership opportunities with vocational and tertiary educational service providers.</td>
<td>SEDTO 4.6.1</td>
<td>Continue to collaborate with James Cook University to establish course components within the Shire.</td>
<td>Liaison with JCU is continuing. Planning subject field components have been held locally.</td>
</tr>
<tr>
<td></td>
<td>TPM 4.6.2</td>
<td>Continue to provide training and educational activities through the Hinchinbrook Shire Library.</td>
<td>Computer training and e-resources are being provided with a positive outcomes at HSL. The TIWC has conducted many tours with local schools and delivered information sessions about the wetlands. TYTO currently has created a display at the Museum of Tropical Qld.</td>
</tr>
<tr>
<td></td>
<td>SEDTO 4.6.3</td>
<td>Continue to participate in the Edu Tourism program.</td>
<td>No update at this stage.</td>
</tr>
<tr>
<td><strong>5.1</strong> CBD refresh and associated actions.</td>
<td>SEDTO 5.1.1</td>
<td>Deliver the CBD Revitalisation work in line with the objective set out in the Economic Development Strategy by June 2016.</td>
<td>Works are near practical completion.</td>
</tr>
<tr>
<td></td>
<td>SEDTO 5.1.2</td>
<td>Deliver the associated on-ground works by December 2015.</td>
<td>Works are near practical completion.</td>
</tr>
<tr>
<td></td>
<td>EMECS 5.1.3</td>
<td>Increase public safety through the installation of CCTVs by 30 June 2016.</td>
<td>Completed.</td>
</tr>
<tr>
<td></td>
<td>EMECS 5.1.4</td>
<td>Continuation and expansion of the Christmas in Hinchinbrook Project by December 2015.</td>
<td>Ongoing.</td>
</tr>
<tr>
<td></td>
<td><strong>Refurbishment of CBD public toilets.</strong></td>
<td>EMECS 5.1.5</td>
<td>Replacement of the public toilet facility located on Townsville Road by 30 August 2016.</td>
</tr>
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</tr>
<tr>
<td>5.2 Local buy first preference policy development.</td>
<td>EMCS 5.2.1 Local buy first preference policy development.</td>
<td></td>
<td>Policy to be reviewed by 30 September 2015.</td>
</tr>
<tr>
<td>Employment of a dedicated Economic Development and Tourism Officer.</td>
<td>EMDP 5.2.2 Employment of a dedicated Economic Development and Tourism Officer.</td>
<td></td>
<td>Implement Economic Development Strategy and focus on short term actions. Work with Tropical Coast Tourism to partner on projects of benefit to the Hinchinbrook Shire.</td>
</tr>
<tr>
<td>Funding of the Herbert Resource Information Centre.</td>
<td>EMDP 5.2.3 Funding of the Herbert Resource Information Centre.</td>
<td></td>
<td>HRIC is no longer to continue after the 30 June 2015.</td>
</tr>
<tr>
<td>5.3 Employment of a Conference and Events Officer.</td>
<td>EMDP 5.3.1 Employment of a Conference and Events Officer.</td>
<td></td>
<td>Position was filled in November 2014. No further action required.</td>
</tr>
<tr>
<td>Event activity at the TTYO Precinct.</td>
<td>TPH 5.3.2 Event activity at the TTYO Precinct.</td>
<td></td>
<td>Yearly activity plan formulated prior to the commencement of 2016.</td>
</tr>
<tr>
<td>Event funding support program.</td>
<td>EMDP 5.3.3 Event funding support program.</td>
<td></td>
<td>Activity and outcomes report presented twice a year to Councillors.</td>
</tr>
<tr>
<td></td>
<td>EMDP 5.3.4 Event funding support program.</td>
<td></td>
<td>Budget provision made to support a mix of Hinchinbrook based events.</td>
</tr>
<tr>
<td>Ongoing membership of Townsville Enterprise Limited.</td>
<td>EMDP 5.3.5 Ongoing membership of Townsville Enterprise Limited.</td>
<td></td>
<td>Budget allocation made, service levels agreed and funds transferred by December 2015.</td>
</tr>
<tr>
<td>5.4 Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.</td>
<td>LEO 5.4.1 Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.</td>
<td></td>
<td>Local Disaster Management Plan in place, reviewed annually and adopted by Council prior to December 2015.</td>
</tr>
<tr>
<td></td>
<td>EMES 5.4.2 Local Disaster Management coordination, awareness raising, planning, service provision and recovery activities.</td>
<td></td>
<td>Commence communications phase of the North South Solution investigation to give the community, results of the feasibility study.</td>
</tr>
<tr>
<td>5.5 Develop and finalise shire wide branding project.</td>
<td>SEDTO 5.5.1 Develop and finalise shire wide branding project.</td>
<td></td>
<td>Implementation of the plan to commence by September 2015.</td>
</tr>
<tr>
<td>Development of the new shire flag based on the shire wide branding project.</td>
<td>SEDTO 5.5.2 Development of the new shire flag based on the shire wide branding project.</td>
<td></td>
<td>Flag design and implementation finalised by December 2015.</td>
</tr>
<tr>
<td>DATE</td>
<td>COUNCIL MEETING / DEPUTATION DAY / WORKSHOP</td>
<td>MEMBER MEETING e.g. List of Crs Portfolio</td>
<td>CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING</td>
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<td>01/07/2016</td>
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<tr>
<td>02/07/2016</td>
<td>Lucinda Progress Association Meeting</td>
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<td>04/07/2016</td>
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<td>NAIIDOC Flagraising Ceremony</td>
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<td>04/07/2016</td>
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<td></td>
<td>Meeting with A Cripps</td>
</tr>
<tr>
<td>05/07/2016</td>
<td>CEO Portfolio Meeting</td>
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<tr>
<td>05/07/2016</td>
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<td>NAIIDOC - Ingham Health Service</td>
</tr>
<tr>
<td>05/07/2016</td>
<td>Councillor Only Session</td>
<td></td>
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MAYOR RAMON JAYO
COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR
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<th>COUNCIL MEETING / DEPUTATION DAY / WORKSHOP</th>
<th>MEMBER MEETING</th>
<th>CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING</th>
<th>COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS</th>
<th>OTHER (Council related only)</th>
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## CR. WALLY SKINNER

**COUNCILLOR ACTIVITY REPORT IN RELATION TO ROLE AS COUNCILLOR**

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<th>MEMBER MEETING</th>
<th>CONFERENCE / PROF. DEVELOPMENT / WORKSHOP / TRAINING</th>
<th>COMMUNITY REPRESENTATION AND COMMUNITY / PUBLIC MEETINGS</th>
<th>OTHER (Council related only)</th>
<th>TIMES ATTENDED</th>
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<tbody>
<tr>
<td>01-Jul</td>
<td>Engineering Inspections</td>
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<tr>
<td>12-Jul</td>
<td>Engineering Inspections Lourdes access upgrades</td>
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<td>14-Jul</td>
<td>HRTF meeting</td>
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<td>16-Jul</td>
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<td>Business Development Forum</td>
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<td>18-Jul</td>
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<td>Touch base with CEO</td>
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<td>19-Jul</td>
<td>Councillor Connect</td>
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<td>20-Jul</td>
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<td>FBBRTC meeting</td>
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<td>22-Jul</td>
<td>Engineering Inspections</td>
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<td>Meet with Atkinson St and Stone River Rd residents re separate matters</td>
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<td>Council General Meeting</td>
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<td>Ingham Community Health Meeting</td>
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<td>28-Jul</td>
<td>Unsealed Road Network Workshop</td>
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