

<b>ORDINARY MEETING</b>  <b>16 JUNE 2015</b>	<b>5.14</b>
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REPORT FROM THE CHIEF EXECUTIVE OFFICER  
**Linda Cardew – Chief Executive Officer**

**RECOMMENDATION:**

**That Council receives and notes the report.**

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**EXECUTIVE SUMMARY:**

This report presents an outline of the operational initiatives and progress made by Council's administration from early May to early June 2015.

**BACKGROUND:**

This report continues the practice established in early 2014 to provide an overview of the administration's operations to Council on a regular basis. The aim of these reports is to communicate how the administration is managing the diverse activities and challenges arising in the course of Council's business, and to summarise work in progress and the milestones achieved.

As in 2014, the administration continues to extend an open invitation to the community to provide feedback, at any time, on any aspect of Council's service delivery, or on broader issues that pertain directly to Council's business. The organisational goal of continual improvement will be always better informed if staff have a greater understanding of the community's observations, and so we welcome and encourage all comments.

**REPORT:**

We were very pleased that Douglas recently received the Local Government Managers Association 2015 Award for Excellence in Local Government: *Women in Local Government*. Douglas was recognised for a wide range of workplace initiatives and opportunities that are available for our female workforce.

The CEO was also invited to speak in a panel discussion with two other Queensland CEOs at the LGMA Future Leaders Forum in Brisbane. We were pleased to sponsor attendance by one of Council's "future leaders" at this Forum – staff member Melissa Collins who works in a non-traditional role at Council as a female ganger in the outdoor workforce, is also a fire chief for Queensland Fire and Emergency Services (Mossman) and is currently completing an environmental science degree.

The CEO has also received an invitation to present a paper at the Women in Local Government Leadership 2015 conference in Brisbane.

## CEO UNIT

The CEO Unit continues to be proactively involved with community initiatives and economic development opportunities throughout the Shire.

### Community Partners and Participation

Officers continue to provide support and guidance to Parent and Community Engagement (PaCE) program by assisting to facilitate the community meeting regarding the Draft Strategic Plan.

There has been significant involvement with the planning of the Indigenous Job Expo that will be held at Mossman Gorge and in Mossman on 21 & 22 July 2015.

The Bloomfield Track Steering Committee (Douglas Shire Council, Wujal Wujal Aboriginal Shire Council, Jabalbina Yalanji Aboriginal Corporation, Wet Tropics Management Authority) met on 5 June with identified key stakeholders to present the concept of the Interpretive Signage project and the details to date. These stakeholders have been invited to provide comments and additional content for a downloadable e-book to support the Bloomfield drive experience to WTMA.

The *Get Out Get Active* program of activities has been finalised and promoted. The program consists of a range of come and try, eight week activities with the purpose of giving women the opportunity to 'try' without financial commitment. Once the program ends it is anticipated that the women will become financial members of groups they participated in.

Officers from the CEO Unit have been involved in a number of initiatives and networks since May 2015:

- Hosted and provided administrative support for the NAIDOC meetings
- Supporting the continued delivery of Remote Area Teacher Education (RATEP) in Mossman.
- Launched the '*Access Douglas*' directory and *Missed Business* tool. This was promoted on both channel seven and channel nine along with an article in the Gazette
- Participating in the planning for the Mossman Gorge Family Fun day
- Assisted with the Front Street upgrade community meeting
- Facilitated the removal of rubbish from under Foxtan Bridge and meeting with the CEO and local people at Foxtan Bridge
- Hosted the RADF meeting
- Attendance at Grants Writing workshop in Cairns
- Assisting community groups by proof reading funding applications and suggesting funding opportunities
- Attendance at the CAN meeting, the Liquor Accord, Youth Network, Public Safety, Indigenous Inter Agency.

## Events

The CEO Unit have been involved with the delivery of events such as;

- Sorry Day on 26 May 2015 - This event saw approximately 50 people attend and hear the emotive and inspiring story of a Yalanji woman and her family.
- Carnivale - Officers from across Council play a significant role in the delivery of Carnivale and the events that take place.
- Cairns Airport Adventure Festival - The Festival commenced on Friday 5 June with the first event in Douglas taking place on Sunday 7 June. Again there has been significant coordination as this event requires across Council participation. This is followed by the Ironman event on Sunday 14 June.
- Officers have also facilitated the initial meeting regarding the TriPort Triathlon that will be taking place on Sunday 23 August 2015.
- Council resolved to support the new Port Douglas Beach Picnic Races which officers have facilitated initial planning for the event.
- Assisted in organisation of presentation of war medals to Cop Hingley
- Council's Citizenship Ceremony was held on 21 May 2015 with 18 new residents participating
- 'Fish in the Foyer' – Wasted Art exhibition on Tuesday 2 June 2015



(Above) Presentation of war medals to Cop Hingley



(Above) Council's Citizenship Ceremony 21 May 2015

The **'Love Where you Live. Keep Douglas Clean and Green'** campaign was officially launched with five initiatives taking place during ECO Week.

The first of these was the illegal dumping display and community engagement at the Port Douglas Markets 31 May 2015. Officers also worked in conjunction with Douglas Shire Sustainability Group to share information regarding disposable plastic bags and reducing their use in the Shire



(Above) Love Where you Live. Keep Douglas Clean and Green campaign display at Port Douglas Markets 31 May 2015



(Above) 'Fish in the Foyer' – Wasted Art exhibition 2 June 2015.

If you would like to take part in a survey regarding rubbish and recycling please follow <https://www.surveymonkey.com/s/JMRWR86> as the information captured in this survey will assist Council in understanding why people dump rubbish, or not recycle correctly. There was also the opportunity to participate in a 'Gardening with Natives' talk at Council's Plant Nursery held on Tuesday 2 June.

### Economic Development

Officers have been involved with a number of initiatives including:

- Finalising the planning and commenced promotion of the business planning workshop to be held on 12 June in Port Douglas
- Commencing the implementation of the SpacePort initiative with the ordering of additional equipment and data lines.
- Finalised and ordered the Daintree Ferry feature artwork and interpretive signage. This is scheduled for completion by the week ending 19 June 2015
- Commenced discussions with a new event organiser for bringing an attraction to Douglas.

### Funding

The second round of the Community Support Program (CSP) and RADF closed on the 2 March 2015. There was a good response to the programs with five applicants securing funding under the CSP and three under RADF.

Officers have now undertaken a review of the Community Support Program and the Event Strategy. After twelve months in effect and with the benefit of feedback from community and business groups, a number of efficiencies have been identified and amendments made to the Guidelines.

### Web site and Facebook

Council's Facebook page is the most timely means of communicating with our communities. We have immediate opportunity to promote Council activities, events and programs along with Community based initiatives. In this reporting period Council posted 62 items with a total reach of 69,779. We now have 1752 followers which has increased from 1686.

The website has also seen an increase of new visitors, with our page views at 35,255 (up from 18,218 last month). The website is continuously being reviewed and updated to identify efficiencies and ensure the site is user friendly with the maximum of information.

## **CORPORATE SERVICES**

### **GOVERNANCE**

Council's Governance Section has completed the coordination of the policy review. In total 168 policies were transferred across from Cairns Regional Council under the *Local Government De-amalgamation Implementation Regulation 2013*. This month 33 policies will be provided to Council for adoption, 1 for re-adoption, 8 will be left for further review and another 8 proposed to be revoked. This will be the final stage after earlier revoking 102 policies that were not relevant to Douglas Shire Council activities.

Work has commenced on information gathering for the 2014/2015 Annual Report which is due for Council adoption within 30 days after Queensland Audit Office certification of Council's 2014/2015 financial statements.

### Human Resources / Workplace Health & Safety

In the last fortnight Council has appointed a Labourer within Civil Works and an Administration Officer within Organisational Business Support Unit (for fixed term to August 2015). In addition, an internal recruitment process has seen a staff member transfer from a Labouring position in Public & Natural Areas Port Douglas to Mossman.

There are a number of vacant positions currently being advertised: Animal Pest Controller, two Labourer Public & Natural Area (one full-time and one fixed Term October 2015) and two Local Laws Officers (one full-time and one part-time approved by Council). Several other recently advertised positions are now in the final stages of the recruitment process.

Over the last month staff have attended training covering a diverse range of areas from: First Aid and CPR, Work safely with liquefied gas, Erosion and Sediment Control, Microsoft Excel (Intermediate and Advanced) with training confirmed for June 23-25 June for Confined Space Entry and Breathing Apparatus and Low Voltage Rescue to be confirmed for a date in early July. After twelve (12) months of study three (3) staff members have successfully completed their Certificate III in Water Operations.

*Assure Programs*, our Employee Assistance Program (EAP) provider is presenting an awareness session on Tuesday 9 June 2015 at 2.00pm for all staff with a session being held afterwards at 3.00pm targeting Managers and Team Leaders. These sessions will run for approx. 20-30 minutes to assist staff familiarise themselves on the benefits of this confidential service that is independent and is available 24/7 to staff and their immediate family members.

### Property Services

Whilst the team are continually resolving property issues, there are currently 44 ongoing matters being actioned along with staff dealing with an increased number of telephone enquiries covering a diverse range of property related matters.

Inspections of all Council leased properties will start in mid July and are anticipated to be completed by early September 2015. The inspections will ensure that all tenants are abiding by their lease conditions.

Department of Natural Resource Management staff will be visiting the Douglas Shire Council Offices to advise staff of the new amendment to the *Land Act 1914* which was effective from the 25 May 2015. This change allows trustee leases of trust land to be entered into, and registered without the need to obtain or have Ministerial approval under the *Land Act 1994* for trust land under the trusteeship of a the State or a local government, providing certain conditions are met. Further updates on this matter will provided to Councillors when available.

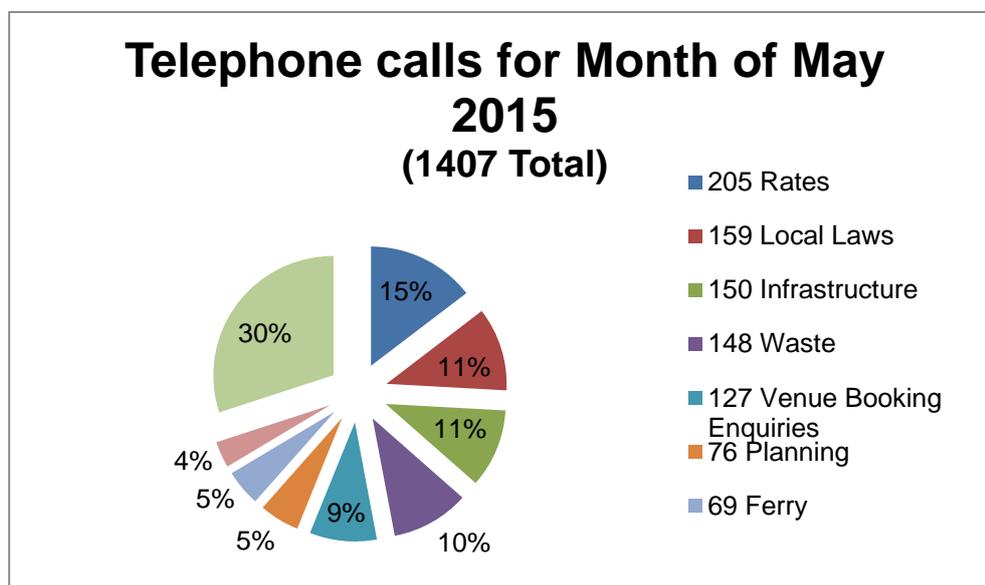
### Port Douglas Markets

Staff are currently awaiting the results of the online survey regarding Hot Food at the Port Douglas Markets. Once the survey period closes all feedback will be collated and the Market Policy will be fully reviewed with a report to Council for determination.

Feedback can be provided until 18 June 2015 – survey can be found at: <https://www.surveymonkey.com/s/FM9QM6P>

## FRONTLINE SERVICE

Frontline Service staff continue to deal with a wide variety of customer queries both across the counter and via telephone. Statistics have been recorded for the month of May and the following chart shows a breakdown of the types of phone calls received on Frontline.



## **FINANCE AND INFORMATION TECHNOLOGY**

The Queensland Audit Office (QAO) recently undertook an interim audit visit to Council to review progress in addressing any ongoing issues raised in previous audits and to audit Council's financial records and processes up to the end of April 2015. In due course QAO will issue an interim management report outlining any new issues raised and any recommended actions that may be required.

Staff are now preparing for the end-of-financial year process, including asset capitalisation and financial statement preparation, with the final audit visit scheduled for the week commencing 31<sup>st</sup> August 2015.

Council's 2015/16 draft budget was issued by the Mayor to all Councillors on 9<sup>th</sup> June and a Special Meeting of Council is proposed for 24<sup>th</sup> June for the purposes of budget adoption.

Water usage notices covering the period from mid-February 2015 to early June will be issued on 25<sup>th</sup> June 2015, with a due date for payment of 28 July 2015. Council is aiming to issue the July half yearly rate notices by mid July 2015.

Supplementary rate notices are now being issued on a monthly basis for new properties and for amendments to properties as a result of valuation changes and adjustments to utility charges since the last full rate notice issue.

Council has also issued second reminder notices for unpaid rates ( for amounts greater than \$50) that were levied in the January 2015 half yearly rate notices and first reminder notices for unpaid water usage that was levied in March 2015.

As part of Council's debt recovery program a review of all properties previously summonsed is being undertaken to determine whether to proceed to listing in court proceedings for judgement purposes for those ratepayers who have not responded to Council's repeated payment requests or have not entered into some form of payment arrangement.

## **LIBRARY**

Douglas celebrated "Library and Information Week" in May. The week is an ideal opportunity to showcase our resources, facilities, programs and events to the community.

The Library participated in "National Simultaneous Storytime", a national event that aims to encourage young Australians to read and enjoy books. 25 people were entertained by Library Assistants, Dei and Deb's dramatized reading of "The Brothers Quibble" by Australian author, Aaron Blabey at 11am.

Library staff visited the Mossman Primary School to celebrate Under 8's week, read stories and to spread the joy of their local Library.

Team Leader, Judy visited Year 2/3 at Wonga Beach Primary School to talk about "Mossman – Then and Now". Feedback from children included "History is fun! – We learnt lots about what Mossman used to look like and what shops were there, how much things cost and how people travelled to Cairns by boat".

In May 2015, 7,465 visited our local Mossman and Port Douglas Library and Kiosk; 102 people joined; 7601 items were borrowed; 28 inter-library loans were placed and 350 people attended library programs & events.

## OPERATIONS

## DEVELOPMENT AND ENVIRONMENT

### Planning Scheme

Targeted informal consultation recently concluded with a number of submissions received. A workshop was held with Council to discuss a range of matters raised by those who participated with the intent to get policy direction on those matters.

A further report will be presented to Council by the end of June seeking to formally resolve to prepare a Planning Scheme at which stage the draft Planning Scheme will be forwarded to the Department of Infrastructure Local Government & Planning for the first round of State interest checks.

The preparation of the Planning Scheme is advancing in accordance with the Council's 2014/15 Operational Plan which schedules the new Draft Planning Scheme to be referred for its first State Interest check by 30 June 2015.

Aligned with the recent amendments to the Sustainable Planning Act 2009, Council is required to prepare and adopt:-

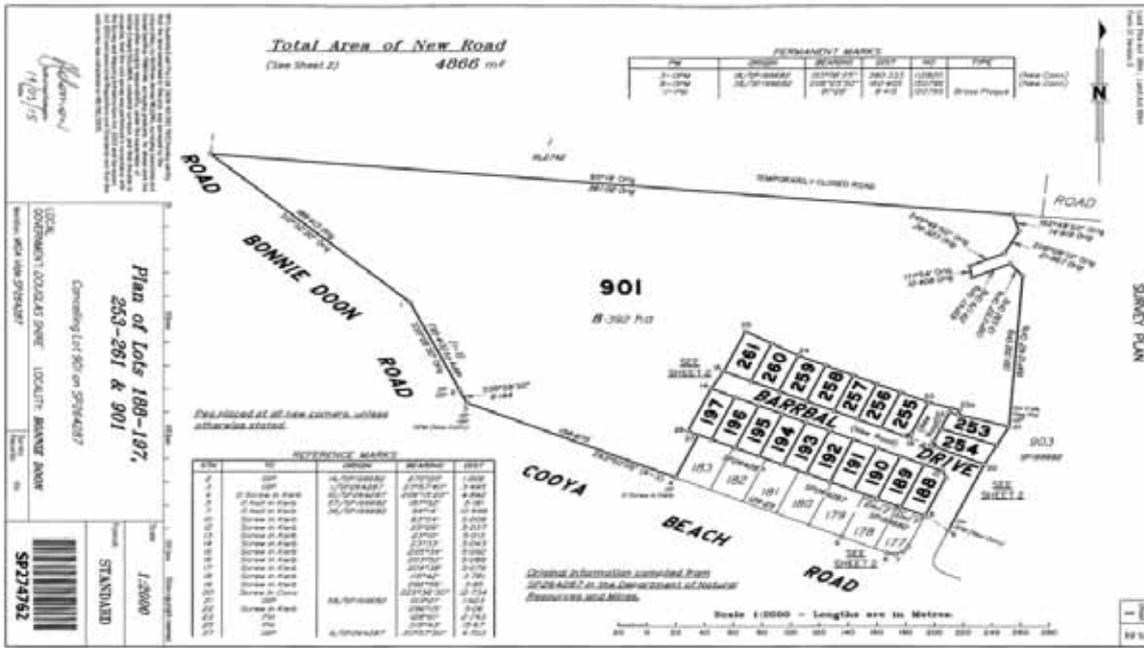
- a Local Government Infrastructure Plan (LGIP) prior to 1 July 2016; and
- a new Adopted Infrastructure Charges Resolution (AICR) by 1 July 2015.

A Councillors' workshop has been scheduled for 16 June 2015 to detail the AICR and how it is intended to apply infrastructure charges until the preparation and adoption of an LGIP at a later date.

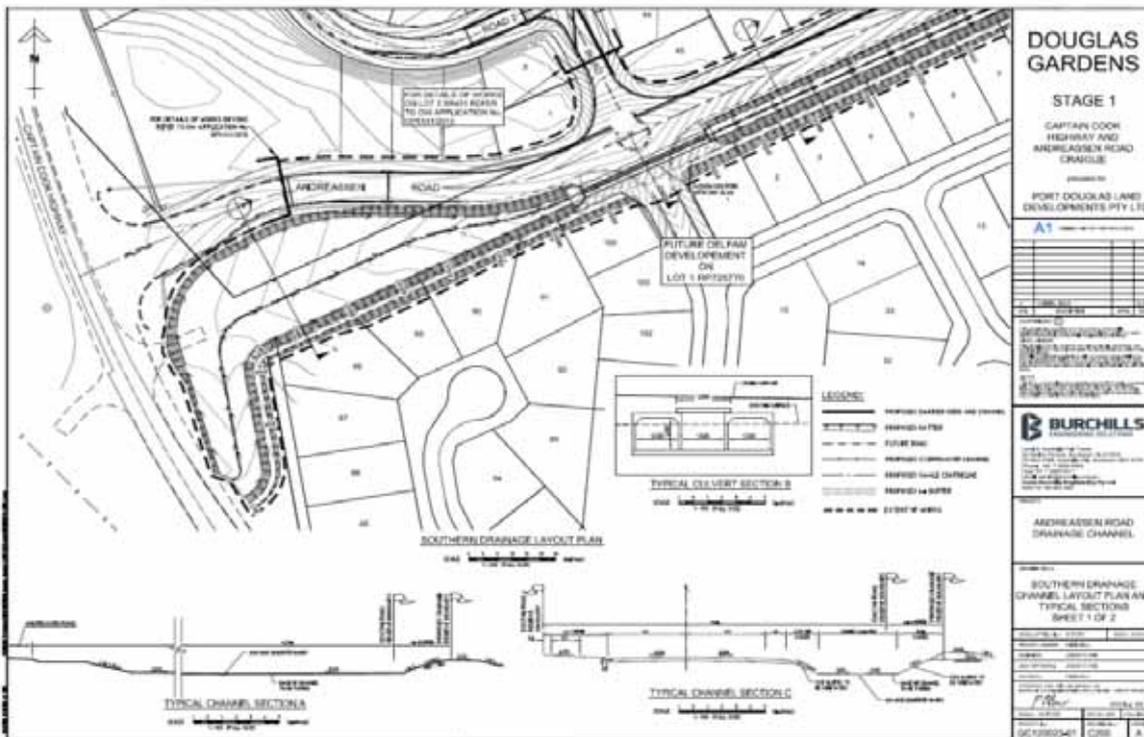
### Planning

The number of new development applications has slowed over the last several weeks which is not uncommon leading up to the end of the financial year. The majority of applications are of a domestic nature however the following specific items are mentioned as a point of interest.

1. The Survey Plan creating 19 residential lots comprising Stage 5B of Ocean Breeze Estate at Cooya Beach was endorsed. This stage forms one of a multi staged master planned residential estate comprising 288 lots. As part of the endorsement, Council received payment of Infrastructure Charges totalling 310K. Intersection upgrades with the Captain Cook Highway and Bonnie Doon Road to be completed by the applicant are imminent as a consequence of conditions imposed by Department of Transport & Main Roads. Such works were bonded by the applicant with DTMR to allow the release of Stage 5B.



- Discussions have progressed on the upgrade of Andreassen Road, Craiglie. An Operational Works application was lodged with Council in December 2014 which seeks to upgrade Andreassen Road as required by approvals to develop the land. Both Coral Gardens (to the north) and Delfam (to the south) have development approval to subdivide their respective properties for residential estates. However each developer is responsible to undertake the upgrades necessary to achieve safe and flood immune access to their respective properties. Council officers understand that each party is working collaboratively to achieve the upgrade. Works involve the realignment and widening of Andreassen Road to accommodate the upgrade.





## REGULATORY SERVICES

### Local Laws/Environmental Health/Plumbing

Carnivale concluded last week for another year and over the 2 week period, over 50 food inspections were completed, 15 Temporary Food Licences, 4 Temporary Entertainment Event permits and 2 firework permits were issued.

Louise and Michelle investigated an ongoing odour complaint and visited the Port Douglas sewerage treatment plant as part of the investigation. Whilst there, Jason explained how the facility operates.



Louise, Michelle and Jason taking a tour of the Port Douglas sewerage treatment plant

Routine Inspections for Food, Accommodation & Swimming Pools are ongoing:

- 8 new food premises have been approved to operate.
- Enquiries regarding options for mobile food vehicles in the Shire have increased, particularly in relation to the Port Douglas Markets.
- 12 Temporary Food premises approvals independent of the Carnivale
- 6 Roadside vending enquiries

Customer requests have been received for a variety of matters including;

- Noise (Building works, generators & regulated devices)
- Water contamination
- Odour
- Food Safety & Hygiene

A Public Health Order was issued for mosquito breeding in a residential swimming pool, in addition to two Penalty Infringement Notices (PINs) issued for illegal dumping and one PIN relating to non-compliance with the Pool Safety Standards.

A Prescribed Activity Approval has been issued for the RRR Mountain Bike Race, Coral Coast Triathlon, Cairns Ironman with discussions taking place surrounding the following events / activities :-

- Croc Trophy Mountain Bike Event
- Taste of Paradise - New Food Event
- The Trippo - Worlds Largest Inflatable Waterslide
- Port Douglas Beach Races

## Local Laws

Approximately 120 Customer requests were received including:

- 5 Dog Attacks
- 13 Dog Barking
- 19 Dog Stray/Roaming
- 3 Dog Rushing Out/Bailing Up
- 25 Illegal Camping
- 12 Abandoned Vehicles
- 9 Overgrown Allotment Complaints

16 dogs were impounded with 42 cats being either impounded, trapped or surrendered.

Further, a number of new applications for outdoor dining, goods on footpath or sandwich boards were assessed and approved.

Recruiting is underway for the recently vacated Local Laws position along with the part time Local Law position recently approved by Council.

An audit of pile mooring leases has been conducted with Notices to be issued for illegally moored vessels and breaches of lease terms and conditions. Quotes are being sort for maintenance and repairs of the mooring piles.

## Waste

Collections under the battery and ferrous metals collection contract commenced in May for batteries and will commence in July for various metals.

Capital works projects have been ongoing, including preparations for the capping of Phase A at Killaloe Landfill.

Officers attended the recent LAWMAC workshop in Ingham where topics including leachate management, capping landfills and a regulated waste review.

Preparations for lodgement of the Annual Return required by the Environmental Regulator have commenced.

## **INFRASTRUCTURE**

Infrastructure Group staff have been busy completing various training over the past few months, including:

- Diploma of Asset Management through the Local Government Association Queensland;
- Asset Edge Conference – three officers attended the user group conference which will help our maintenance crews identify defects and update works complete using on-line data loggers in the field;
- Sediment & Erosion Control Course – two officers attended this training and both have passed the exams.

The upcoming Ironman Triathlon and Coral Coast Triathlon has seen our maintenance crews busy with street sweeping, mowing and general tidy up around Port Douglas public areas. Many hours in preparation have gone into ensuring the traffic management and event coordination runs smoothly for participants, spectators and residents.

### Disaster Management

The General Manager Operations and key Information Technology staff have attended a presentation on the Guardian disaster management software. Guardian is being used by approximately 50 councils in Queensland to assist in the response and recovery to disaster situations. Staff are now trialling a demonstration of the software in a training environment. It became apparent during the demonstration that there was potential for further uses of the software that would benefit Council and the communities within Douglas and these potential uses are being further investigated.

### Civil Works

The annual gravel and grading of local roads commenced in May, starting in at the southern end of the shire and progressing north. Minor drainage repairs and vegetation management are being carried out along the road corridors to facilitate the gravel re-sheeting and grading work.

Asphalt and bitumen roads are being attended to as per run sheets with minor failures and edge patching being done as required.

Roadside slashing and herbicide application are on schedule following established run sheets.

Major maintenance project work over the past few months has included the reshaping and topsoiling of the road verge between Parkers Creek and Woolworths in Mossman. This work has improved the visual amenity of the verge as motorists enter Mossman.

Bamboo Creek Road and Miallo-Bamboo Road have had extensive culvert cleaning, sight line clearing and shoulder work.

Under our Road Maintenance Performance Contract with the Queensland Department of Main Roads, drainage work and vegetation management has been completed on several sections of the Mossman-Daintree Road.

The relining of a section of stormwater pipe in Nautilus Street – Port Douglas has been completed. This will ensure that tree roots and soil material doesn't end up in our stormwater pipe system and reduce ground subsidence over the pipes.

The pedestrian footbridge in Sonata Close – Port Douglas has been completed.

Girders and bracing for Fischer's Bridge on the Creb Track have been fabricated and pre-drilled ready for transport to site. Sections of China Camp Road and the Creb track are being upgraded to allow for heavy vehicle access to the bridge work site. Work is expected to be finished by mid July.

Guard rail installation on the Alexandra Range at Ferntree Corner is being designed in preparation for a submission to Wet Tropics Management Authority. The existing embankment has failed in places and earthworks are required to stabilise this area. The guardrail will be replaced to provide a sufficient barrier for motorists.

### Disaster Mitigation and Resilience Funding

The Spring Creek causeway on Mowbray River Road is currently being upgraded and the work is substantially completed. The new causeway is expected to be open in early July. The new causeway will be approximately 1.5m above the existing causeway road level and will provide improved flood immunity for the local residents. The dry weather has helped with the construction program and work is well ahead of schedule.



(Above) Spring Creek Causeway: culverts and link slab

### Public and Natural Areas

The Port Douglas team have had a very busy month preparing for, and assisting with Carnivale. In addition to routine maintenance to ensure the general amenity of the town was to a high standard, the team also completed Carnivale street parade clean up, trimming of 350 oil palms and the mounding and turfing of Port Douglas Road ( Barrier Street to Atoll Close) to prevent vehicle access. The team have also conducted irrigation checks on all areas and activated systems.

During this period works commenced in preparation for the Adventure Festival including the Coral Coast / Ironman Triathlon events.



(Above) New mounds on Port Douglas Road to limit vehicular traffic

Coconut de-nutting has commenced at Wonga and Newell Beaches and is expected to be completed by the end of June.

The Pest Management team conducted 1,003 man hours controlling 12 hectares of declared weeds this May. The crews conducted their annual run for sickle-pod at Degarra and China Camp. Additionally, the team commenced a joint agency control and survey operation on Siam weed in Mossman with the assistance of QPWS, Jabalbina rangers and Conservation Volunteers Australia Green Army Team.



(Above) Joint agencies DSC, QPWS, CVA target Siam Weed.

A total of 63 feral pigs were destroyed last month as part of the Daintree Feral Pig Trapping Program.

The team engaged Mossman-Port Douglas Tree (MPDT) lopping as a trial to treat the invasive species Hiptage vine in Mossman. The trial was funded under a pest initiative grant from Terrain and the MPDT crew conducted 503 man hours on the core infestation of Butchers Hill.



(Above) Treating massive Hiptage infestation

## Fleet

Asset Management and maintenance has been the focus for fleet services over the past few months. Fleet services have begun a review of maintenance scheduling, reporting and fleet procedures and systems. This review will help identify assets that need to be replaced and serviced.

A new tractor and 2 slasher decks have been ordered and will be arriving over the coming month.

## Facilities Maintenance

Capital Works projects are reaching the final stages as the end of the financial year approaches. Works are proceeding at the Mossman Depot with the asbestos removed and the re-sheeting of the rear wall of the depot well under way. The new dividing wall separating the meeting room and the kitchen area has been installed and is just waiting for a coat of paint. The new kitchen cabinets are due to be installed towards the end of the second week of June.



(Above) Mossman Depot rear wall and dividing wall in meeting room

The Mossman Administration Building air-conditioner refurbishment is well under way with the three larger ducted systems having new fans installed on the 30<sup>th</sup> & 31<sup>st</sup> of May. When complete the air-conditioning system will be audited and flow rates adjusted to equalise temperatures throughout the building.



(Above) Delivery of New fans for the A/C system and installation.

Other works planned for completion include new solar lights over the picnic benches on the Esplanade - Port Douglas and drainage installed at the Port Douglas Sports Complex. The Port Douglas Community Hall will also have major works completed this month with three new air conditioners installed, extra data points and security cameras.

## **WATER AND WASTEWATER**

### Visit by the Queensland Water and Wastewater Regulators

On 7 May, Douglas Shire Council was visited by a water delegation consisting of 11 senior and executive members of Queensland Water, Department of Energy and Water Supply, Department of Health, Department of Environment and Heritage Protection and Local Government Association of Queensland. The purpose of this Water Connection tour was to give the senior Regulators first hand experiences of the challenges of water and sewerage service delivery in regional Queensland. The delegation visited the Mossman Water Treatment Plant and the Rex Creek Water intake.



(Above) DSC CEO, water and wastewater staff and Queensland Water Regulators visiting the water intake at Rex Creek.

### Water and Wastewater Progress on the Capital Works Program

Capital projects are progressing well and most are nearing completion. The installation of the Mowbray river road pipeline commenced on 12 May, and during the month of May and June the reticulation team installed 500 meters of pipeline.

Site construction works at Craiglie reservoir and the Mossman sewer plant are well underway in preparation for the installation of gas chlorine plants. The demountable plant buildings are due for delivery early June and final site works and commissioning will follow in the last week of June. Stage one of staff training in relation to the safe handling and awareness of gas chlorination has been completed. Stage two of the training will commence once the final commissioning is completed.

All the site works for the re-commissioning of the Mossman reservoir have been completed. Final commissioning and water quality testing of the reservoir is underway prior to the reservoir being placed into service. The Drinking Water Quality Management Plan is currently being amended to incorporate this addition to the network and other capital improvements at the water plant.

### Trade Waste

A total of 9 businesses were identified as requiring trade waste approval, 2 of which have now submitted their application. There were 3 new business approvals and 10 renewal approvals

issued. Annual inspections have been occurring and most businesses visited are compliant, with only minor aspects to address. Although some business operators have been concerned about change, once the relevance of trade waste is explained, including the adverse impacts their waste can cause on Council's infrastructure, Council's approach is supported.

An automated annual invoicing process is currently being worked on for implementation and, once complete, the monthly raising and issuing of the renewal reminders will be more efficient. Currently the invoices are raised manually.

#### Water and Wastewater Compliance

Drinking water is sampled at intakes, reservoirs, treatment plants and in the reticulation network to ensure compliance with the Australian Drinking Water Guideline (ADWG). Water samples were taken from the 4 water supply schemes and tested at a NATA accredited laboratory and at the Douglas Water Laboratory for physical, chemical and microbiological parameters. All tested parameters in drinking water samples were compliant with the ADWG and no water quality complaint was recorded during this period. Wastewater compliance samples are taken from bio-solids, final effluent, receiving waters and bores. All wastewater parameters tested were compliant with licence conditions.

During the reporting period the reticulation team attended to 3 main breaks in the Shire and undertook 33 service repairs. A leak on a 40mm service resulted in higher than average water consumption for the Daintree Township. This leak was extremely hard to detect in the heavy scrub and has now been located and repaired with outflows to the township returning to normal.

#### **CORPORATE/OPERATIONAL PLAN, POLICY REFERENCE:**

Council's operations are conducted as required by the Local Government Act 2009, and in accordance with all applicable policies and the Douglas Shire Council Operational Plan 2014 - 2015 adopted 27 June 2014.

#### **FINANCIAL/RESOURCE IMPLICATIONS:**

Council's operations are conducted in accordance with the 2014-2015 Budget adopted 27 June 2014.

#### **RISK MANAGEMENT IMPLICATIONS:**

The new Council's operations have been subjected to an early risk assessment process, which will shortly be followed by the finalisation of the Risk Policy and a comprehensive Enterprise Risk Management Plan.

#### **SUSTAINABILITY IMPLICATIONS:**

**SOCIAL:** The diverse communities of Douglas are Council's clients. Council's operations, services and programs are designed and delivered to support the people of Douglas.

**ECONOMIC:** The twin pillars of financial and economic sustainability underpin all Council's operations.

**ENVIRONMENTAL:** Environmental management is a priority consideration in the delivery of all Council operations and services.

**INTERNAL/EXTERNAL CONSULTATION:**

Council's General Managers and Branch Managers have been consulted and have contributed to the preparation of this report.

**ATTACHMENTS:**

Nil attached.