

## 5.17. REPORT FROM THE CHIEF EXECUTIVE OFFICER

**REPORT AUTHOR(S):** Linda Cardew, Chief Executive Officer  
**DEPARTMENT:** Office of the 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 mid-March to end April 2016.

### 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

#### CEO UNIT

Officers continue to work with organisations from across the Shire to identify and implement projects that are of social, economic and environmental benefit.

#### Community Partners and Participation

Officers are in the process of planning, progressing or implementing the following:

- ECO Week is held in the first week of June to coincide with World Environment Day and is a time when communities across North Queensland collaborate to build awareness, promote participation and enhance political action around our natural environment and its role in community wellbeing and economic prosperity.

ECO Week 2016 will be an opportunity to celebrate our unique natural heritage and showcase our environmental stewardship as well as inform and engage the community about the environmental issues facing our region.

- Plastic Bag Free Douglas working group comprises representatives from Douglas Shire Sustainability Group, Tangaroa Blue, Cairns and Far North Environment Centre and Low Isles Preservation Society and aims to reduce the use and impact of disposable plastic shopping bags in the Douglas environment.

- Further work regarding homelessness in Douglas has been undertaken with the 'More than a roof over your head' program initiated in November 2015: A consultant position funded by Partners in Recovery, guided by Douglas Community Housing Group (DCHG) an advisory body of service users, to implement one of the recommendations of the 2012 Report: to establish crisis accommodation and coordinated support for vulnerable people in the Douglas Shire.

To date there have been meetings between DCHG and Warren Entsch, MP on 29 March 2016 and the Mossman Community Forum held 31 March, 2016.

- The establishment of the Bama Working Group (BWG) in 2015, has resulted in the strengthening of working relationships with various organisations throughout the Shire and the region. With a focus on Indigenous projects, a number of items have been raised and solutions sought. The BWG meets on a six weekly basis with the agenda developed with contribution from various organisations in the Shire and officers from across Council.

Items discussed since February 2016 include:

- Review of the Blue Pools Land Management Plan
  - Inclusion of the 'Bush Living' code in the Draft Douglas Planning Scheme
  - Bloomfield Track Drive eBook
  - Funding opportunities
  - Challenges faced with anti-social behavior at Foxtan Bridge
  - Opportunities for increased ranger employment opportunities
  - Indigenous Land Use Agreements in various areas throughout the Shire – Camping at Cow Bay
  - Indigenous Language on Council Signage
  - Yalanji Cemetery Causeway
  - Unauthorised Access to Mossman Gorge.
- Officers from the CEO Unit and Environmental Health facilitated meetings with Douglas Meals on Wheels to ensure the continuation of meals for their clients.

Officers also regularly attend community facilitated meetings including:

- Liquor Accords
  - Meetings of Mossman and District Liquor Accord and Port Douglas Liquor Accord
- Youth Services Network
- Cairns Homelessness Taskforce (representing DCHG)
- Community Agency Network
- Mossman Gorge Interagency
- PCYC Sport and Recreation

### Events and Programs

This year's community resilience campaign will involve collecting a series of video-interviews with people about their experiences of severe weather events in the Douglas region; which we will edit into clips for dissemination through internet and social media.

By sharing lived experiences of local weather events we hope to target one of the region's biggest risk factors: complacency.

Officers have commenced implementation of the Illegal Dumping Strategy with internal stakeholder meetings to implement the action plan.

Active Games in the Park has been well attended this term with above average participation numbers at both Mossman and Port Douglas. Promotion of this activity via Facebook has been well received.

Wonderland Spiegeltent is now setup in Dixie Park, Port Douglas ready for the kick off of this year's exciting Carnivale weekend from 20<sup>th</sup> to 22<sup>nd</sup> May. The Spiegeltent will operate from 12<sup>th</sup> to 22<sup>nd</sup> May bringing to Port Douglas a range of fantastic entertainment. □ Visit Carnivale website at [www.carnivale.com.au](http://www.carnivale.com.au) to check out what's happening and to book your tickets.



(Above) Wonderland Spiegeltent going up in preparation for Carnivale 2016

A total of 80 Welcome to Douglas letters were sent out to new ratepayers for March and 54 for April. This letter includes the link:

[http://douglas.qld.gov.au/download/community\\_development/Welcome-to-Douglas-Guide-online.pdf](http://douglas.qld.gov.au/download/community_development/Welcome-to-Douglas-Guide-online.pdf) to the Welcome to Douglas ebook.

Nominations opened for Douglas Shire Council's RADF Committee to assist in the delivery of RADF by voluntarily promoting the program, assessing grant applications and providing funding recommendations to Council. □ The Nomination form and poster were emailed to local arts and cultural networks on 26 April and were also available at Douglas Shire Council's Administration Office Mossman, Port Douglas Community Hub, Douglas Libraries and <http://douglas.qld.gov.au/community/community-grants/regional-arts-development-fund-radf/>. □ Reminders were posted on Facebook and emailed to networks. □ Nominations closed 4.30pm 6 May 2016.

The Mossman Rotary Park amenities block will be prepped next week for the commencement of the Public Art Mural Project adopted by Council at the Ordinary Council meeting held 19 April 2016.

Further to the 19 April Council Report regarding Mossman's Community Christmas in the Park. The President of the Douglas Theatre Arts Group Inc met with a CEO Unit officer to express interest in their organisation's involvement in this year's carols in the community. It is presenting a local version of Melbourne's Carols by Candlelight showcasing the array of local performers, as well as assist Council with the Christmas in the Park. Council Officers will work with DTAG in coming months, to enable sufficient time for promotion, auditions, rehearsals.

Officers of the CEO Unit were once again involved with the planning and delivery of the Mossman Dawn Service and free community breakfast, Port Douglas Anzac Day Community Ceremony and the Cow Bay Dawn Service and free community breakfast.



(Above) Mossman Cenotaph 2016

### Economic Development

Council has been fortunate to secure an ECO Biz workshop. This will be held on 1 June 2016, 5.30pm - 7.30pm with the venue to be confirmed. ECO Biz is a program run by Chamber of Commerce and Industry Qld. This is a fully-subsidised workshop to help businesses save money across energy, water and waste bills.

Council is undertaking an Arts Strategy which will form part of the 2015/2016 and 2016/2017 Operational Plan. The Project Brief to engage a consultant to develop Council's Arts Strategy was emailed on 14 April to local arts and cultural networks and consultants listed on Art Queensland's Reference Guide for consultants. □ An advertisement was placed in the Gazette's 21 April edition and posts were made on Council's Facebook page and website. □ Seven submissions were received by closing date 4 May 2016.

Officers are coordinating meetings with community organisations such as Bamanga Bubu Ngadimunku Inc and Douglas Shire Community Services Association, in relation to planning and developing Social Enterprises for their organisations.

Officers from the CEO Unit hosted the Economic Development Group meeting which is facilitated by the Far North Queensland Regional Organisation of Councils (FNQROC). The Economic Development Group provides valuable networking, information sharing and the ability for regions to work strategically and collaboratively in relation to economic development opportunities and priorities. □

## Grants

Council was successful in gaining a \$4000 grant from The Great Barrier Reef Marine Park Authority to fund public art related to marine debris awareness.

Council has secured The Junk Weavers to run three public workshops on turning disposable plastic into wearable/sellable art as part of ECO Week.

The Junk Weavers Inc. travel throughout Australia and to PNG running workshops teaching marginalised people how to weave discarded plastic into bags, bangles etc. to develop a sustainable handicraft business. <https://www.facebook.com/thejunkwave>.

Workshops will be held in partnership with community organisations: Mossman Community Centre, Port Douglas Neighbourhood Centre, Mossman Gorge Wellbeing Centre.



(Above) Examples of products that can be produced in the Junk Weavers workshops.

Officers are currently working on annual funding bid to Arts Queensland for 2016/2017 funding. To assist in this process residents were invited to complete the Arts in Douglas Survey to assist Council identify arts and cultural needs and priorities in our Shire and help shape our local Regional Arts Development Fund (RADF) program. Responses are invited all year round and feedback received **by April 30 each year** will be taken into account when Council prepares the annual funding application to the State Government for RADF investment.

Officers attended the information session and workshop for the Climate Hazard Adaption Strategy. Information was provided on the program offering grants to coastal local governments to scope possible coastal hazards as a result of climate change, rising sea levels or weather events. Grants are likely to become available in June or July. Council can apply for up to \$500,000 p/a with a nominal co-contribution.

At the 19 April Ordinary meeting, Council resolved to support and submit applications to:

- The Department of National Parks, Sport and Racing's Get in the Game Plus for \$300,000 towards the construction of the Island Point Walking Trail in Port Douglas,
- The third round of the National Stronger Regions Fund for \$6,745,000 towards the construction of a new, larger water supply reservoir to service Port Douglas and surrounding areas,

- Community road safety - Automated flood road closure signs and lights at Foxton crossing, Mossman. Lights automatically flash to signal road closed when water reaches a pre-set depth
- Safer Streets - Central Mossman Safety Upgrade – CCTV cameras and lights in George Davis Park and CCTV cameras on the Library and Shire Hall facing Pinjarra Place to reduce anti-social behaviour.

Council is also nominating for the Get Out Get Active Awards for the Women in Douglas – Get Out Get Active program that was offered throughout the Douglas Shire.

Council will also be submitting a nomination to the Heart Foundation Local Government Awards, for the whole of Council, holistic approach to health and wellbeing. Some of the programs that will be included are;

- The Fitbit Challenge,
- Active Games in the Park
- Women of Douglas – Get Out Get Active

Council is pleased to have secured funding for the Scenic Lookout Upgrade at Flagstaff Hill. This will involve improved car parking, walking path and re-surfacing the lookout area.

#### Website and Facebook

Council's Facebook page continues to be the most effective way to share information with our Communities. In the period for early April to early May 2016, there were 2473 followers and we uploaded 60 posts with a reach of 49,817. This is an average reach of 850 users.

The top 5 posts: Anzac Day Dawn Service (3500 Facebook users), new Council sworn in (3300), found old dog (2600), Jamie Oliver's Ministry of Food van coming to Mossman Gorge (2300), Flagstaff Hill to get a facelift (2200).

The website is continuously under review, with some of the new features recently added on our website.

Your Council Working For You (under About The Shire – Council Information tab)

<http://douglas.qld.gov.au/council-information/your-council-working-for-you/>

Informs our communities about the various tasks and projects currently being undertaken by Council.

Disputes About Trees, Fences & Buildings (under Community – General Information tab)

<http://douglas.qld.gov.au/community/disputes-trees-fences-buildings/>

Provides information about what to do if you have any issues about trees, fences or buildings.

Development Applications Online (under Development – Planning Services tab)

<http://douglas.qld.gov.au/development/planning-services/development-applications-online/>

Development Applications can now be lodged and paid for directly with Council online.

Council's Business Resources are now under the one heading including the new Event Management Guide which takes event organisers through the process step-by-step to ensure they are properly prepared.

There will be other features added in the coming weeks including a Vegetation Fact Sheet, Council's Environmental Initiatives (Reef Guardian Council etc), Starting a Business checklist.

Please take some time to have a look through the web as most questions can be answered through the information provided there: <http://douglas.qld.gov.au/>

## CORPORATE SERVICES

### GOVERNANCE

#### Human Resources and Workplace Health & Safety

The Human Resources and Workplace Health & Safety Unit activities remain focused in the areas of developing a strong WH&S culture, recruitment and selection, staff training and development.

The rollout of the WH&S Corporate procedures is well advanced and considerable time has been allocated in supporting management in return to work programs for those employees that have sustained an injury or illness (both work related and non-work related). As a result of Council's continued commitment in this area, a cost benefit has been realised in a reduction of our workers compensation premiums by 10% for 2016/2017. Please note this is the maximum premium reduction that is granted in any financial year.

An audit is currently being undertaken to capture employee licences and qualifications to verify all employee skills, licences and qualifications are accurately captured within the Human Resources Information System (HRIS) Skills Register. The task of collating and capturing this data within the HRIS will assist in identify training gaps and ensure employees participate in training and development opportunities that align with both organisational and position requirements.

Throughout March and April staff have participated in a wide range of training from the TAE Trainer Skills Set including:

- WH&S Systems Induction
- Contract Fundamentals
- Traffic Management Implementation
- Health & Safety Representative

In addition, several staff have completed varying formal qualifications from Bachelor of Environmental Health, Diploma of Water Operations and Certificate III of Water Operations.

As part of Council's Contractor Induction, letters have been issued to Contractors and Suppliers informing them of Council's new Corporate WH&S Induction Process. The Induction Manual can be accessed on the Council website and once completed Contractor employees are then able to obtain a Council identification card (ID) from Council's Frontline Services.

Council was invited and recently participated in the Mossman State High School Pathways Evening that provided year 10, 11 and 12 students and their parents the opportunity to gain an insight to different pathways into the workforce. A short presentation on Local Government, pathways and vocations for young people was presented during the evening with two of our younger employees: graduate Planning Officer and former Trainee Administration Officer being in attendance and available for student questions.

## Records

The Records Unit daily operations continue as per normal which includes providing support and assisting in other areas with the following projects:

- Forms Committee – Reviews have commenced for the lead up to new financial year with new fees structure
- F drive Folder cleanup – Procedure finalised for saving daily banking documentation and cleaning of Frontline Services F drive

The Records Unit hosted a fellow Records Officer from Torres Shire Council for two days. Purpose of the visit was information gathering and experiencing first hand how we operate with InfoXpert (Council's Electronic Records Management System) and the functionalities of other applications including Authority and Doc Assembler and the overall structure and operations of Douglas Shire Council and staff.

Work has commenced on archiving the old Douglas Shire Council records which will be undertaken in two stages:

- Stage 1 – Identification and recording of all records held determining whether these records can be destroyed or are required to be retained.
- Stage 2 – Electronically capturing all records to be retained and profiling these documents into InfoXpert.

The task of sourcing quotes for the Retention & Disposal of historical records (Stage 1) have been received and assessed, and the preferred supplier has been engaged which should see works commencing in early May 2016.

## Property & Governance

The process is underway for the 'gazettal' of part of the Upper Daintree Road, Upper Daintree, that passes through freehold land. The seven (7) affected properties will have road reserve created over that part of the land that the existing road runs through. This will be completed by land acquisition under the *Acquisition of Land Act 1967*. This process will take approximately 12 months to complete.

As all Council property inspections have now been completed officers are now in the process of identifying which properties do not have a lease in place. Consideration will be given to the most appropriate form of tenure to formalise tenancy arrangements and this matter will be subject to a future Council report.

Tenure analysis has been received by the Native Title Tribunal for native title claims QUD 398/15 Djabugay-Bulway-Yirrgay-Guluy People and QUD 673/14 Cape York United Claim #1. Officers are identifying any "public works" that exists on these reserves that were established on or before 23 December 1996. Both these claims will be before the Federal Court in the second half of this year.

In addition to the above Councils Property staff are handling 49 property related matters which vary with different degrees of complexity.

## PROCUREMENT

Procurement continues to provide leadership, governance and high quality procurement solutions that achieve the most economical and advantageous procurement outcomes for the community.

This has resulted in 23 new contractual arrangements being made with our suppliers for the period 1 January 2016 to 30 April 2016.

In establishing our key supplier base procurement has begun to finalise the 1st refresh of our Register of Prequalified Suppliers for Goods and Services. Advertisements will be placed in the Mossman Port Douglas Gazette, the Cairns post (Saturday edition) and will be listed on Council's website through: Business – Tenders.

All existing suppliers who are listed on the register will be notified that there is no need for existing suppliers to reapply. Suppliers in council's database who are not on the register will also be contacted and encouraged to submit against the tender when it opens.

Other major procurement opportunities scheduled to be issued to the market are:

- Mowing Contract for Council assets in Mossman, Port Douglas and Daintree.(scheduled to be advertised in June 2016)
- Cleaning Contract for Council facilities (scheduled to be advertised in June 2016)
- Cowie Range Pavement upgrade (currently advertised and at market, closing 25 May 2016)

Procurement undertakes a liaison role with Council suppliers, particularly local businesses, to promote cost effective procurement opportunities. We have added several local suppliers to the LG Tender Box system either over the phone or face-to-face and have provided further information on how to do business with Council to these suppliers. We continue to promote our Council's website, particularly the Business-Tenders page.

## FRONTLINE SERVICES/ORGANISATIONAL BUSINESS SUPPORT UNIT

Total enquiries received from mid-March 2016 to 30th April 2016 total 2,479 with the top 5 categories being:

|                        |     |
|------------------------|-----|
| Rates & Water          | 505 |
| Venue Hire             | 232 |
| Locals Laws/Animals    | 165 |
| General Enquiries      | 127 |
| Various Waste Services | 100 |

## FINANCE AND INFORMATION TECHNOLOGY

The Queensland Audit Office recently undertook their annual planning visit to Council to review progress in addressing any issues raised at the last audit, review a number of Council's financial processes and discuss the proposed timeline for future audit visits and finalisation of the 2015/16 end of financial year process. As a result, it has been agreed that the interim audit will be conducted in the week commencing 30<sup>th</sup> May 2016 and the final audit in the week commencing 19<sup>th</sup> September 2016. Final audit certification of Council's annual financial statements is expected by 19 October 2016.

The preparation of Council's 2016/17 draft budget is now well underway, including a recent workshop with Councillors to provide an overview of the budget process and the process for reviewing Council's long term financial forecast. Further workshops will be held to consider the capital works program, fees & charges, rates, materials & services and the operational plan.

Council has now updated and balanced its property system with the full revaluation recently provided by the Valuer-General and the new values will apply to all rateable properties within the Shire with effect from 1 July 2016 and be included in Council's 2016/17 rating process. Overall there has been an average 8.00% increase in property values.

Council's debt recovery processes have continued with the issue of second reminder notices for rates, first reminder notices for water billing and rates letters of demand to any ratepayers who have not actioned their previous reminders or made a payment arrangement with Council.

Council has also issued rates supplementary notices, submitted the half yearly fire levy return to Queensland Fire and Emergency Services (QFES) and commenced the half yearly pensioner verification process with Centrelink for pension concession purposes.

Council's email records have been migrated to a new server environment to allow the future archiving of old emails. An online development application module has now been implemented which allows for the online lodgement and payment of development applications, rather than having to visit the Council office for this purpose.

## **LIBRARY**

The Library has "something for everyone" and in April 8,261 people visited their local library; 83 people joined; 7,989 items were borrowed; 444 people attended library programs / events / outreach; 741 public computer bookings were taken and 277 people used the free Wi-Fi.

The Library is currently in receipt of 2 government grants:

### **First5forever**

A State Library of Queensland family literacy initiative that aims to support stronger language and literacy environments for young children 0-5 years.

Baby Rhyme Time and Storytime sessions are held weekly at Mossman Library and programs have been modified to encourage parents, as their child's first teacher, to have fun sharing stories, singing, talking and playing with their children.

Partnerships have been developed with the Baby Clinic at Mossman Multi-Purpose Health Service and children are able to receive a small book, information to support parents and a card to collect a free toolkit from the Library.

Library staff are also engaging in outreach activities at playgroups, childcare centres and schools.



A free first5forever toolkit is available to every family who have children aged 0-5 years.

The grant is over four years (2015-2018) and Douglas receives \$12,258.

### **Teach Savvy Seniors Queensland**

This grant (\$6,680) is a partnership between State Library of Queensland and Telstra. Training is provided in email, social media, internet banking, smartphones and tablets, online shopping and cyber safety. Participants have provided positive feedback and have been grateful to "find help" and "cross the bridge".

During the month of April, the Library celebrated Heritage Week with a walk back in time through Mossman. Ninety people attended the 3 walks which were a partnership between the Library and the Douglas Shire Historical Society.

## **OPERATIONS**

### **SUSTAINABLE COMMUNITIES**

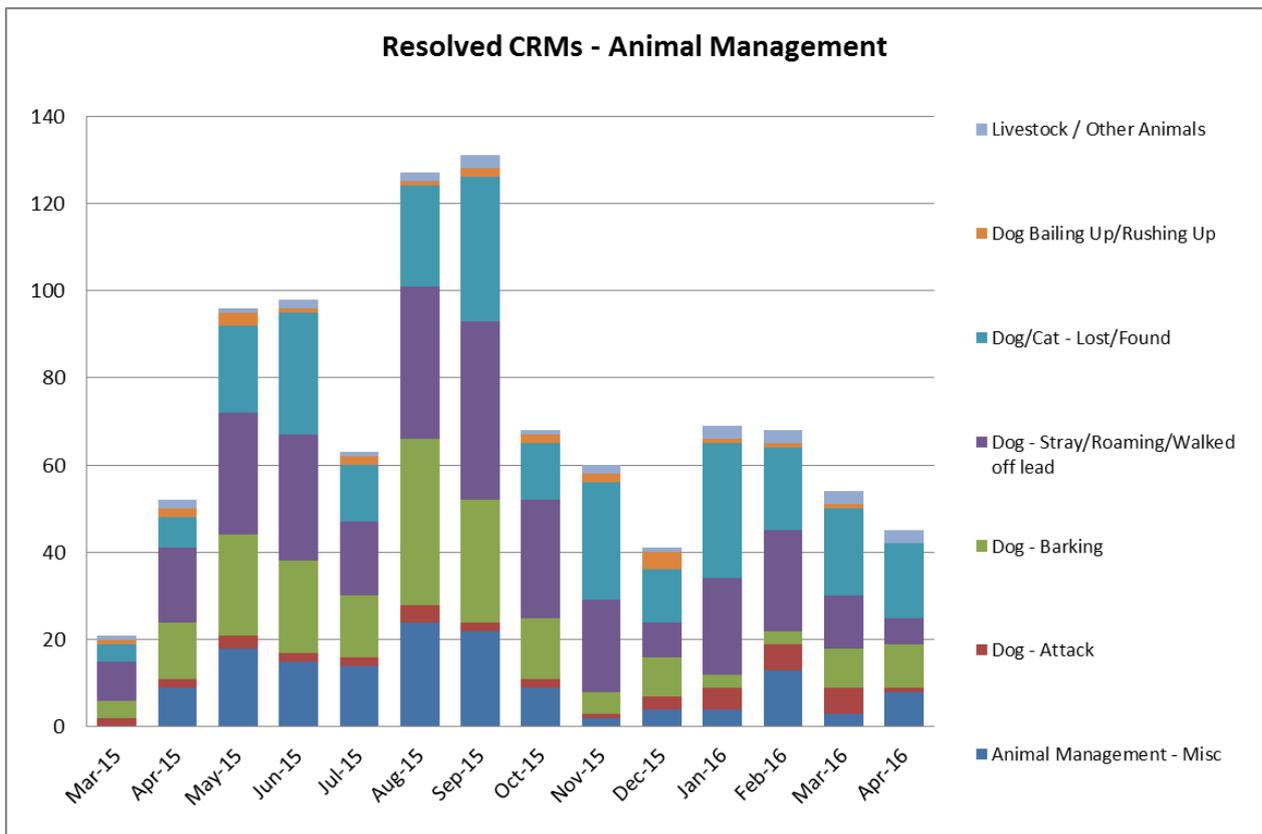
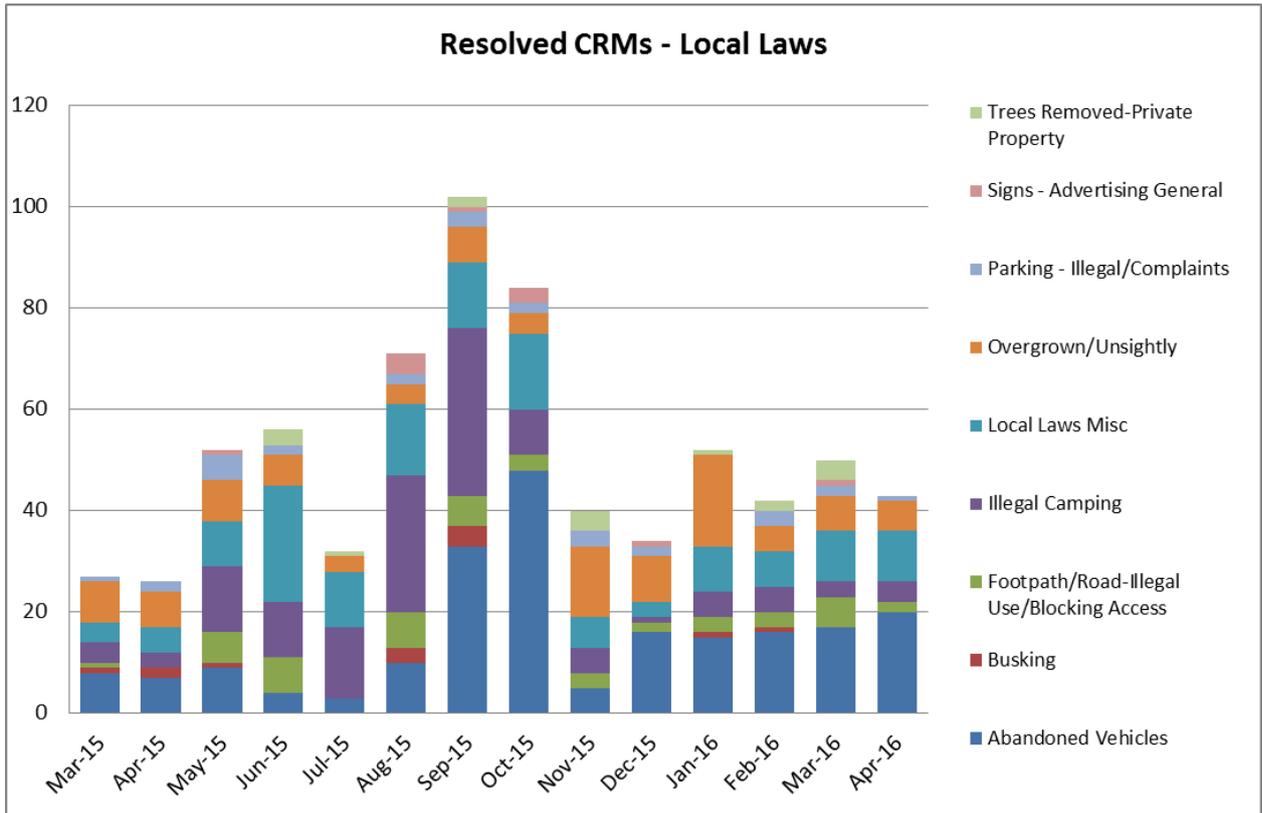
#### **Development Assessment & Coordination**

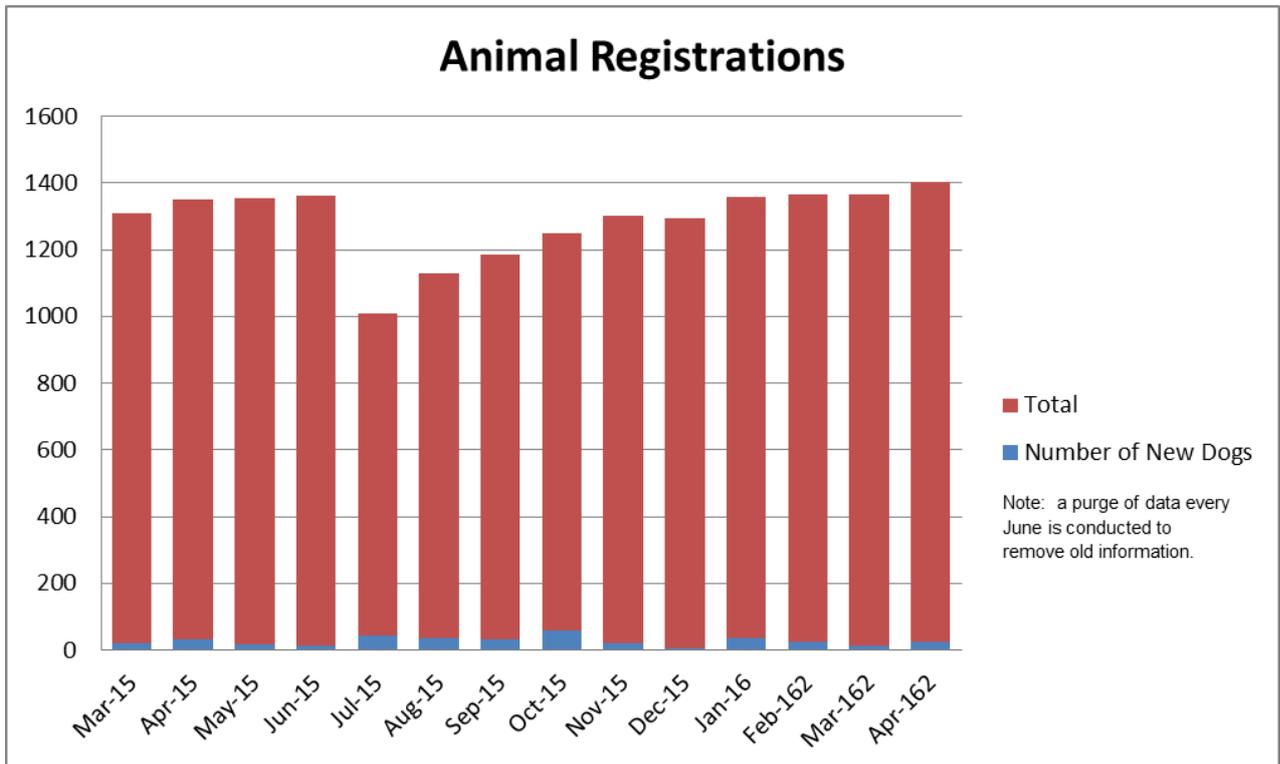
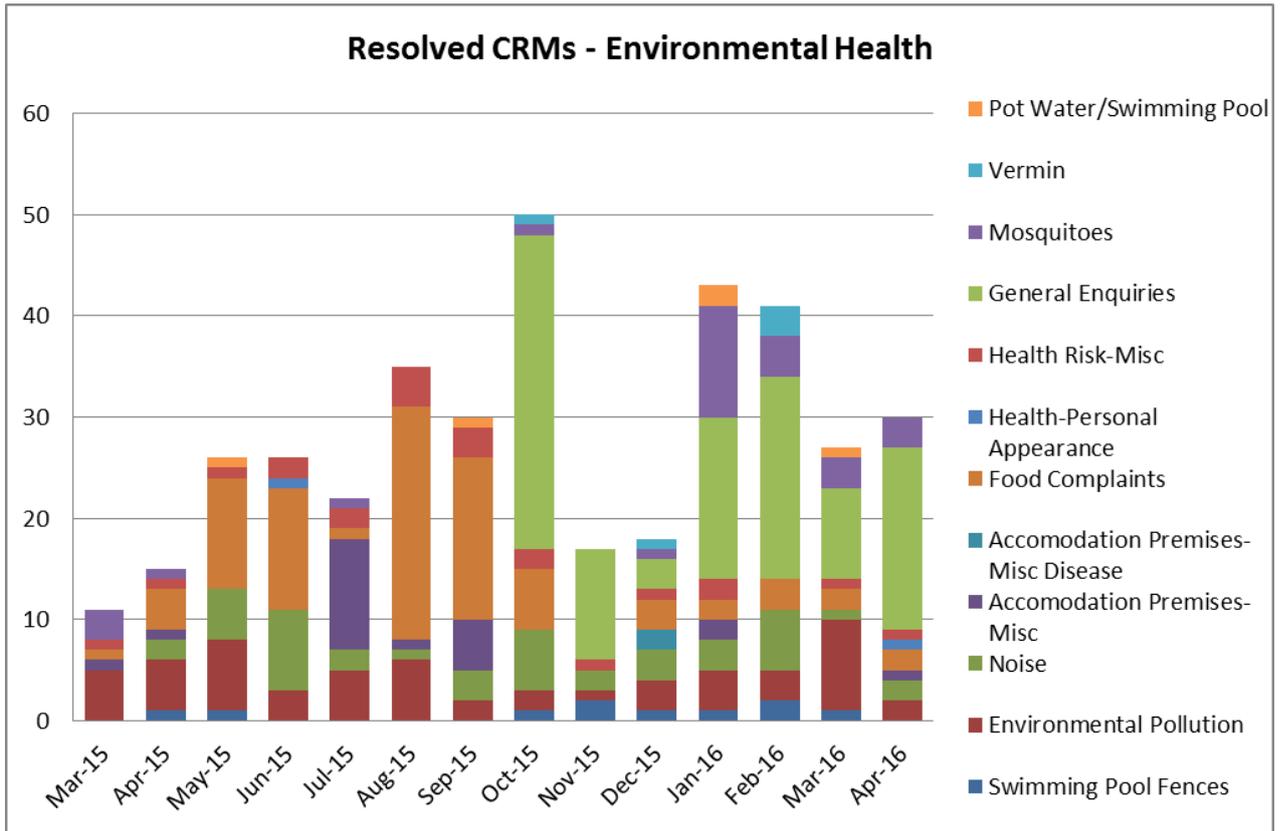
The proposed Douglas Shire Council Planning Scheme has been returned to Douglas Shire Council following its State Interest Review. The letter from the Deputy Premier indicates that the proposed planning scheme satisfies State interests and Council can now undertake public consultation. The next step is to prepare a Communication Strategy to demonstrate how the Douglas community will be consulted about the proposed new planning scheme.

A high number of compliance issues continue to be investigated and Show Cause Notices were issued in relation to clearing and also for filling of an area without an Operational Works Permit. Some long standing drainage issues are also under investigation in Port Douglas.

#### **Environmental Health & Regulatory Services**

Customer requests received by Environmental Health & Regulatory Services for the months of March and April 2016:





Animal Management

| No. of Impounded Animals | Returned to Owner | Rehomed | Euthanized |
|--------------------------|-------------------|---------|------------|
| 28                       | 6                 | 4       | 18         |

## Illegal Camping

16 sites were visited on routine patrols. Illegal camping patrols will start to ramp up for the approaching season.

## Penalty Infringement Notices (PINs) Issued

PINs issued during March and April period.

| Infringement Name   | Number |
|---------------------|--------|
| Parking             | 1      |
| Prescribed Activity | 1      |
| Animal Management   | 5      |
| Littering           | 1      |
| Illegal Dumping     | 1      |
| Swimming Pool       | 1      |
| Food Act            | 1      |

## Resource Management

### Projects

A cardboard baler has been installed at Killaloe Transfer Station as part of Council's 2015/16 Capital Expenditure. The baling process is expected to not only reduce transport costs for Council but also increase volumes of cardboard which can be exported off site for recycling in accordance with Council's Waste Reduction and Recycling Plan.



(Above) Baled Cardboard at Killaloe Transfer Station

Preparations are also underway for the opening of the recycle shop at Killaloe Transfer Station, with the 'Name Our Recycle Shop" Competition closing on Friday 29 April 2016. The shop will be officially opening in May 2016, offering recoverable items for free until the preferred business plan for the shop is established. The shop is expected to increase landfill diversion rates in accordance with Council's Waste Reduction and Recycling Plan, and give the community an opportunity to recover usable items which would have otherwise been disposed of.

Council has also been involved in the Waste Prioritisation & Resource Recovery Options Investigation. Stage 1 of this project aims to provide FNQROC member Councils with a snapshot of the current conditions in the waste industry, including waste generation, infrastructure, secondary markets and challenges facing Far North Queensland. Stage 2 of this project will result in a report that will assess and prioritise options and provide a framework for the planning and development of waste management that meets the region's waste priorities and predicted trends in waste generation.

Two (2) new public place recycle bins have been produced locally and these will be installed at the Daintree Gateway and outside the Port Village Shopping Centre. A revamp of signage on existing public place recycle bins is also due to occur.



(Above) Recycle Bins

### Volumes and Figures

- Over 30 tonnes of green waste was received at Killaloe Transfer Station during Council's free green waste period in April 2016, with the free mulch giveaway period commencing in early May 2016;
- Recyclables exported from Transfer Stations totaled over 17.50 tonnes in April 2016, made up of batteries, cardboard, tyres, bottles and cans;
- Volumes of waste collected in the kerbside collection service from residential and commercial properties totaled 310 and 112 tonnes respectively in April 2016; and
- Resource Management also received 54 recycling and 109 waste CRMs between mid-March and April 2016.

## Disaster Management

The official end of the cyclone season arrived on 31 April and the Local Disaster Management Group met to review recommendations as a result of Operation Turbine. The 2015/16 cyclone season was the quietest on record as a result of the strong El Nino weather pattern. The Bureau of Meteorology have now declared a La Nina watch with ongoing elevated sea temperatures and a possible higher than average 2016/2017 cyclone season.

In the coming months reviews of the Disaster Management Plan and Sub-plans will concentrate on the areas communications, hazard mitigation and warnings.

A contractor has been awarded the contract for the supply and installation of a Flood Watch camera for the Mossman River at Foxtton Bridge. The camera will assist in allowing disaster management staff to obtain field intelligence and make decisions in relation to evacuation and response activities.

## **INFRASTRUCTURE**

### Civil Works

The Maintenance Crews have been busy conducting slasher operators in the Daintree area over the past month and once the Daintree area is completed they will be moving North of the River. The operators are working hard to keep up with the fast growth rate due to warm weather and shower activity.

The road maintenance crews are patching potholes (asphalt and gravel roads) and are busy completing tree maintenance before the cane season begins. All other crews are working to complete the capital works program and have successfully completed the Solander Boulevard roadwork and drainage upgrade project and the Kingfisher lane concrete extension. Inspectors have inspected all roads from Wangetti to Daintree Township (includes state controlled roads, boat ramps and jetties) and this will help to inform the maintenance program into the future.



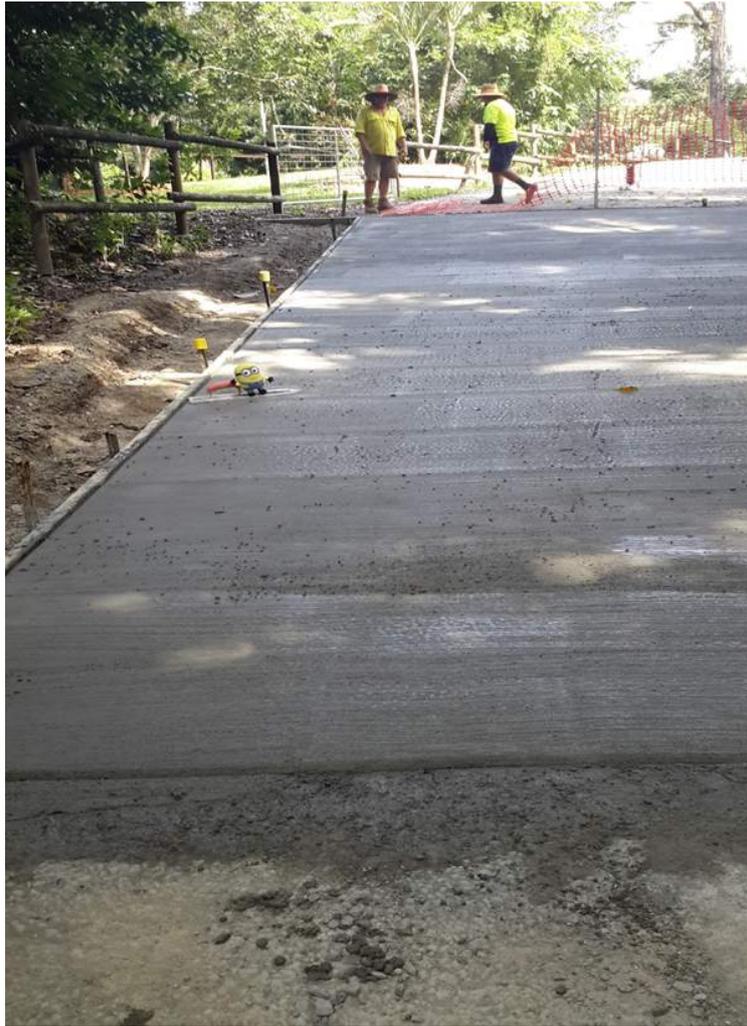
(Above) Solander Boulevard - kerb and channel replacement and asphalt reseal



(Above) Kingfisher Lane extension of concrete approaches to bridge



(Above) Old Forestry Road Causeway concrete extension Northern Approach



(Above) Old Forestry Road Causeway concrete extension Southern Approach

### Public and Natural Areas

The Pest Management Crew have conducted 1,279 person hours treating 63 hectares of declared weeds throughout the Shire. The majority of time was spent treating council road reserve north of the Daintree River for Sicklepod, Singapore Daisy and Tobacco Weed. Works have also commenced on priority weed Hiptage.

Local contractors have been engaged to treat high risk areas infesting very steep terrain on Butchers Hill - Mossman. The site requires experienced climbers and the use of anchor ropes to access and treat the infested cliff sides. This project was funded by Terrain NRM.

Our pest animal control program has captured and destroyed a total of 86 feral pigs consisting of 50 boars (1,849kg) and 36 sows(1,270kg) this year. Four wild dogs have also been captured and destroyed this year.



(Above) Wild Dogs

Our pest management staff have recently completed training in the forthcoming Biosecurity Act to enable them to become authorised officers under the new legislation when it comes into effect on 1<sup>st</sup> July 2016. Below is a photo of the staff undertaking training.



(Above) Public Spaces Officers participating in Biosecurity Act Training

The Council Nursery has produced 7,085 native tree species and supplied 3,133 native trees to the community, land care groups and private organisations this year. This service has proven to be very popular and ensures native trees are planted across the Shire.

The Parks and Gardens Team have been project managing a steam weed trial with several playgrounds and kerb and channel sites receiving the chemical free treatment. Initial treatments are producing good results with high mortality rates. The trial is expected to be finished in July and results will be reported back to Council.



(Above) Steam Weed Trial

Other works and completion of Capital Works projects includes:

- Installation of bollards along the northern end of Cooya Beach to restrict vehicle traffic around the children's playground;
- Installation of a new swing set at the Cooya Beach play area; and
- Installation of a new playground and shade sail at Bells Park - Wonga Beach.



(Above) New shade sails at Wonga Beach

### Fleet

Fleet Services have been busy undertaking routine maintenance of Council plant and equipment and is in the process of finalising the procurement process for the new sweeper truck. This has been a long and thorough procurement process and staff have been involved in field trip to Cairns and Mareeba to talk to fellow Council officers to determine the most suitable truck for our needs.

Fleet has also recently placed orders for three (3) new utes which will renew existing aging work utes in the fleet.

### Facilities Management

Facilities Management officers have seen the completion of two more capital works projects over the past few months; including the new mulch storage bays at the Mossman Depot (which will help contain the storage of two grades of mulch and reduce the risk of spillage into the stormwater drain) and the Daintree Gateway toilet which now has its own on-site wastewater disposal area. This will assist in the reduction of pump outs with the operational budget savings taking only 12 months to cover the costs of the capital investment. Other capital projects due to be completed in May include the Cow Bay Toilet Block.

The Dixie Shed upgrade has been awarded to a leading indigenous civil, construction and landscaping services contractor (BAMA). BAMA established in 2010 as a small construction and landscaping business and has expanded into civil, construction, facilities maintenance and environmental services. Bama cultivates strong relationships with Indigenous groups to optimise opportunities for local people and their clients.



(Above) Two Views of the mulch bay (before and after the project was completed)



(Above) Gateway Toilet Dispersal area (before and after the project was completed)

The operation program is moving ahead with new service contracts due to be rolled out in time for the 16/17 financial year. These will include cleaning contracts for the Mossman, Cow Bay, Daintree and Port Douglas Council owned facilities. A new pest management, black spot tower servicing, fire services, asbestos management and security contracts are also up for renewal and will be advertised in the coming months.

## WATER AND WASTEWATER

### Progress on the capital works program

Newell Beach Esplanade pipeline upgrade is nearing completion and is expected to be finished by the end of April. The replacement of the current aging 100mm asbestos cement pipeline with new 150mm Blue Brute water main will reduce breakages but will also improve the water quality in this water supply area.

A contractor has been appointed for the supply of two Calcium hypochlorite dosing modules to be installed at Flagstaff and Rocky Point reservoirs. The chlorine dosing at these two reservoirs will be fully automated and monitored once completely installed. All major civil works have been completed and the buildings were delivered to sites in April 2016.

Installation of new turbidity meters has been completed at all Ultra Filtration (UF) racks at the Mossman water treatment plant. Final testing and commissioning is currently in progress.

The UF racks are performing well and the additional on-line monitoring of individual UF rack permeate turbidity is ensuring the filtered water is within the compliance limits. To further ensure compliance, new butterfly valves associated with integrity testing were installed at all UF racks.

The SCADA and telemetry upgrades are almost completed at all water and wastewater plants with only a few more testing cycles to be completed. The SCADA servers were also separated from the main council server for security reasons. The upgraded SCADA systems provide secure access and a stable environment as required in the newly approved Douglas Shire Drinking Water Quality Management Plan.

The odour control project at Port Douglas wastewater treatment plant implemented several steps e.g. replacement of fan and seals. The project continues as the odour abstraction unit is refurbished after severe corrosion was discovered. The appointed contractor will complete the project in April and will subsequently minimise odours emanating from mainly the inlet works at Port Douglas.

## Water and Wastewater Compliance

Rain periods developed during the start of the reporting period with some heavy falls causing localised flooding in the water plant intake creeks. A number of significant high raw water turbidity events occurred as a result of isolated heavy rains causing operational issues at the water plants. With forecasts indicating a below average wet season and increased possibility of an extended dry season water restrictions may need to be re-introduced as early as June/ July.

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 3 water supply schemes and tested at a NATA accredited laboratory and at the Douglas Water Laboratory for physical, chemical and microbiological parameters.

During the March and April 2016 period, all tested parameters in drinking water samples were compliant with the ADWG. Douglas Shire Council received four water quality complaints during the March/ April 2016 reporting period.

Wastewater compliance samples are taken from bio-solids, final effluent, receiving waters and bores. During the March/ April 2016 reporting period all wastewater parameters tested were compliant with licence conditions. There has been no odour complaint.

The Mossman WWTP was intermittently not compliant with dry weather flow limits during March due to ingress and infiltration into the sewer network. Discussions are continuing between Douglas Shire and DEHP regarding the non-compliance on dry weather flow limits. The proposed upgrade of the Mossman WWTP will be discussed during upcoming capital budget workshops and will determine further negotiations with DEHP.

## **FINANCIAL/RESOURCE IMPLICATIONS**

Council's operations are conducted in accordance with the 2015-2016 Budget adopted 24 June 2015.

## **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**

**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

**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.

## **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 2015-2016 adopted 24 June 2015.

## **CONSULTATION**

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

**External:** Nil.