

5.14. 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.

EXECUTIVE SUMMARY

This report presents an outline of the operational initiatives and progress made by Council's administration from early May to mid-June 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 has a greater understanding of the community's observations, and so we welcome and encourage all comments.

REPORT

CEO UNIT

Officers from the CEO Unit – *Connecting Communities*, continue to work with organisations, groups and in our diverse communities to achieve social and economical outcomes that are empowering and lasting.

Community Partners and Participation

Officers have worked closely with officers from Apunipima to promote the Ministry of Food program that commenced delivery in Mossman Gorge on Monday 13 June 2016. This program provides opportunities for participants to develop skills that will assist with running a home and caring for themselves and their family.

In collaboration with a number of community groups, the planning for the Douglas NAIDOC celebrations are in the final planning stages. NAIDOC will commence with the Flag Raising on Monday 11 July through to Friday 15 July with the Street March and Family Funday in the Park.

Council renewed its agreement with NEATO Employment Service in hosting the Work for the Dole Program which is based with Open Spaces. The agreement will allow the program to continue through until the end of December 2016. The current program is based with the Open Spaces area of Council and has been most successful in supporting operations in the delivery of parks and garden maintenance and other horticulture projects.

Officers will commence working with the Eliminate Dengue Australia team from Monash University on the possible deployment of an Eliminate Dengue campaign in Port Douglas and Mossman.

Officers will participate in the Port Douglas Family Fun Day on 16 July 2016. Council will have a stall which will promote community participation in Council activities, including Story time and Active Games in the Park.

Council entered a float in the Carnivale Street Parade on May 20 celebrating the local events that Council is a major sponsor of including Carnivale, the RRR Mountain Bike Challenge, the Coral Coast Triathlon, Cairns Ironman, Taste Port Douglas Food & Wine Festival, the Mossman Sugar Festival, the Port Shorts Film Festival, the Croc Trophy, the Great Barrier Reef Marathon, Christmas in the Park and New Year's Eve.



Figure 1 (Above) Council Float at Port Douglas Carnivale 2016 Parade

Officers have commenced planning and coordinating \$15,000 worth of in-kind support for the Mossman Show and organising Council's stall at the Mossman Show which will promote community participation in Council activities, including Storytime with Library staff.

Officers regularly attend community facilitated meetings including:

- Liquor Accords (Meeting of the Mossman and District Liquor Accord and Port Douglas Liquor Accord)
- Community Agency Network (CAN) – Officers hosted the May 2016 CAN meeting where Councillors attended to learn more about the network and how they can support the actions, programs and initiatives identified by CAN
- Reef Guardian Working Group – a six hour workshop of officers from all participating Councils to share ideas and encourage collaboration in programs to increase environmental stewardship of the Great Barrier Reef

Events and Programs

Officers supported and partnered with the Mossman Magistrates Court, Police Services and the Elders Justice Group to host a 'Stay Away' a self-defense course specifically for women. This short course was an opportunity for women in the Douglas region to obtain information, gain skills and techniques to assist them in situations when their physical safety may be threatened or at risk. The event which was facilitated by an instructor from Brisbane was held at the Mossman Shire Hall and attracted 15 participants.

Sorry Day Commemorative Service – 26 May 2016

In respect and support of our strong Indigenous Communities, the Sorry Day Commemorative Service was conducted at the Council Chambers on 26 May 2016 with approximately 50-60 people in attendance. Students representing Mossman State High School participated in the official flag raising and speeches.



Figure 2 (Above) Sorry Day Commemorative Service, Council Chambers

The National Reconciliation Week Movie Night – 27 May 2016

Council in partnership with St Augustine's and Mossman Youth Centre presented an evening of entertainment by students from both St Augustine's and Mossman State High School. Local Kuku Yalanji dancers also provided a display of traditional dance.

Citizenship Ceremony on 27 May 2016

Council hosted a Citizenship Ceremony on 27 May at Mossman Shire Hall for seven new citizens originally from New Zealand, the United States, Pakistan, India, South Korea, the United Kingdom and South Africa.



Figure 3 (Above) Citizenship Ceremony

ECO Week 28 May – 5 June

ECO Week was held to coincide with World Environment Day and is a time when Councils and 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. All sectors of the community were invited to participate by holding their own environmental / community sustainability / green economy event between 28 May and 5 June, and promote through a shared website and Facebook page.

The Junk Weavers workshops 30 May, 1 and 2 June

Council was successful in gaining a \$4000 grant from the Great Barrier Reef Marine Park Authority's Reef Guardian Councils program to fund public art related to marine debris awareness. As part of ECO Week Council ran a series of workshops teaching litter and landfill prevention through turning disposable plastic into wearable and sellable art at the Mossman Community Centre, Port Douglas Neighbourhood Centre and Mossman Gorge Wellbeing Centre. The program was delivered by The Junk Weavers who travel throughout Australia and PNG teaching people how to develop a sustainable handicraft business by weaving discarded plastic.



Figure 4 (Above) The Junk Weavers at Mossman: 12 participants

[The Junk Weavers at Port Douglas \(click here\)](#): 15 participants



Figure 5 (Above) The Junk Weavers at Mossman Gorge: 9 participants.

Cow Bay Toilet Official Opening – 2 June 2016

Council officially opened the new toilet at the Cow Bay Beach car park. Representatives from Douglas Shire Council, the Queensland Parks and Wildlife Service, Jabalbina Aboriginal Corporation and local residents and businesses attended the official opening of the new toilet facilities at Cow Bay Beach and celebrated the occasion with a community morning tea. The previous long-standing toilet at Cow Bay Beach was removed by QPWS due to safety concerns just before Easter in 2015. While there were initially no plans to replace the toilet, concerns raised by the local community on the impact on the environment and lobbying from Council resulted in QPWS funding the \$80,000 construction of new toilet facilities, to be maintained by Council.



Figure 5 (Above) Opening of Cow Bay Beach Toilets

The Scrap Shack Official Opening – 9 June 2016

Council officially opened The Scrap Shack, our new recycle “give-back” shop, on 9 June 2016. Council’s Resource Management team have been working on Douglas’ Waste Reduction and Recycling Plan which includes a target for improved resource recovery at transfer stations, to be achieved in part by the establishment of a recycle shop at Killaloe. Council conducted a “Name Our Recycle Shop” competition before choosing The Scrap Shack suggested by local resident Brydie Maro. Contractor Don Groves did a sensational job making our excellent Scrap Shack sign from items recovered from the waste stream. The Scrap Shack is beginning as a “give back” shop, however options for procurement of an operator for the Scrap Shack are currently being considered.



Figure 6 (Above) Opening of Killaloe Scrap Shack

Regional Arts Development Fund (RADF)

Council’s first Regional Arts Development Fund (RADF) Council Initiated Project (Public Art) has been completed.

The collaborative mural project on the amenities building at Bill Reese Rotary Park (Foxton) Mossman, engaged artists Loretta Lenoy, Lenice Schonenberger and Daniel (Wally) Wallwork, assisted by local indigenous youth, Kerrod Hart and Lester Port.

The project was funded through the Regional Arts Development Fund (RADF), a State and Local Government partnership to support local arts and culture in Regional Queensland.

This new initiative of Council’s RADF program, Public Art, recognises local culture, history, our environment and industries, contributing to local vibrancy, pride of place and community connectedness, enabling artists and the community to create and participate in arts and cultural activities in our Shire.

Council would like to thank the community for their positive feedback on the Foxton project and all the artists for their fantastic work! A public unveiling of the plaque is planned for July.





Figure 7 (Above) Foxton Artwork Project

Douglas Shire Arts Strategy

Submissions for the Arts Strategy consultancy services which closed 4 May 2016 have been assessed and Kickarts Contemporary Arts has been engaged to develop the Strategy.

Plastic Free Douglas launch of Keep Paradise Plastic Free – 7 June

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

In the Keep Paradise Plastic Free campaign PFD is asking retailers in the LGA to commit to being or becoming disposable plastic bag free and registering as an ambassador by displaying the logo and taking part in publicity for the campaign. PFD is asking shoppers to register for the challenge of a July without using disposable plastic bags.

Modele Fashion parade drew pre-launch attention to the campaign with a Keep Paradise Plastic Free reusable bag for all 235 attendees.



Figure 8 (Above) Keep Paradise Plastic Free bags at Modele Fashion

The official launch was held on 7 June: 80 people attended and registered with the campaign.



Figure 9 (Above) Opening of Cow Bay Beach Toilets

Economic Development

We have engaged the consultant *Possible People* to work with officers from Council to develop the Economic Development Strategy. This project will involve extensive engagement with Councillors, key stakeholders throughout the Shire and region. This will be followed by wider community engagement.

The relationship with the Douglas Chamber of Commerce and Tourism Port Douglas Daintree continues to be strengthened with regular informal catch ups to discuss planning and partnership opportunities.

Council partnered with Chamber of Commerce and Industry Queensland (CCIQ) to bring an EcoBiz trainer to Port Douglas to deliver a business eco-efficiency workshop at the Whileaway Bookstore and Café as part of ECO Week. CCIQ EcoBiz is a free program that helps businesses save thousands of dollars across their power, water and waste bills through one-to-one coaching on putting sustainable ideas into practice.

Unfortunately, due to lack of registrations this workshop was cancelled.

Council approved two applications in the first round of the Business Development Fund. The successful applications were related to tourism promotion of the Daintree region and support for new tourism start-up business.

Although impacted by extremely wet weather, Carnivale 2016 was deemed a huge success! The initial feedback was that the introduction of the Spiegeltent and such fabulous international acts such as Limbo, brought the fresh new approach that we had been searching for.

With the Longest Lunch sold out and over ten thousand people in attendance at the Street Parade, the event coordinators new they would achieve record numbers at the events held over a new three day program.

Unfortunately the wet weather set in by Saturday which dampened down the rest of the weekends festivities. The event coordinators are already planning for Carnivale 2017 so keep posted for dates and events.

The Cairns Airport Adventure Festival (CAAF) kicked off in Port Douglas on Sunday 5 June with the Coral Coast triathlon and the RRR Mountain bike race. This event sees many local competitors take advantage of the home ground and test their abilities in triathlon. We also see a large influx of competitors in the weeks prior to the CAAF, with many taking the opportunity to train in our beautiful Shire. This is also seen after the final event on Sunday 12 June, with many Ironman competitors taking the opportunity to recuperate and relax in the Douglas Shire.

Officers provided assistance and support to Tourism Port Douglas and Daintree which coordinated filming around Port Douglas for the new TV series *Real Housewives of Auckland* in June which will screen to millions of TV viewers in prime time around the world later this year.

Council has also purchased a new digital video camera and plans to produce a series of videos which promote economic development opportunities in the Douglas Shire in the coming months.

The CEO Unit assisted with the organisation of a meeting with more than 30 slipway users and the Department of Natural Resources and Mines to facilitate the reopening of the Port Douglas slipway.

Grants

Table 1. Upcoming Grants

Grant	Provider	Proposed Project	Estimated Amount	Closes
Coastal Hazard Adaptation Strategy	Qld Govt through LGAQ	Mapping coastal hazards and changes due to climate change, rising sea levels or weather events; identifying affected areas and developing strategies to manage expected inundation	Able to apply for up to \$500,000 over three years	Apply anytime
Australian packaging Covenant	APC	Recycling, littering, rubbish reduction projects	Minimum \$50,000 + 30% contribut	August/ September
Dump point subsidy scheme	DTMR & CMCA	Install dump points for caravans and RVs	Dump point + \$3,000 for installation	Apply anytime
Active Healthy NQ	NQPHN (Fed)	Community based health promotion and prevention initiatives	Up to \$20,000	September
Get Playing places and spaces	NPSR (Qld)	New or upgraded sport and recreation facilities	Up to \$1000,000 + 20% contrib	August
Local Government Grants and Subsidies Program (LGGSP)	DILGP (Qld)	Shovel ready projects that create employment and build economic or community infrastructure. Multiple applications allowed.	Up to 40% of project cost	August

Table 2. Grants Pending Decisions

Grant	Provider	Project	Amount	closed
RADF	Arts Qld	RADF	\$30,000	02/06/16
Active Healthy NQ	NQPHN (Fed)	Sports and Wellness Expo, February 2017	\$13,000	27/05/16
Get Playing Plus	NPSR (Qld)	Construct Island Point Walking Trail	\$300,000	29/04/16
Community road safety	DTMR (Qld)	Auto 'Flooding Road Closed' signs and lights at Foxton crossing	\$25,000	29/03/16
NSRF	Infrastructure (Fed)	Port Douglas Water reservoir	\$6,745,000	15/03/16
Safer Streets	Justice (Qld)	Central Mossman security upgrade – lights and CCTV	\$36,998	02/02/16
Cycling Network	DTMR	Design Junction Cycle	\$15,000	29/01/16

Grant	Provider	Project	Amount	closed
		Bridge		
Cycling Network	DTMR	Design Marrs Creek Cycle Bridge	\$15,000	29/01/16

Table 3. Awards

Award	Sponsor	Project	Closes
Heart Foundation Local Govt Awards	Heart Foundation	Douglas Shire holistic approach to community wellbeing	20/05/16
Start Playing Stay Playing	NPSR (Qld)	Women of Douglas get out get active	12/08/16

Website and Facebook

In the one-month period up to June 16 2016, there were 2557 followers (up from 2473 the previous month) and we uploaded 62 posts with a reach of 44,840. This is an average reach of 723 users, down slightly on 830 the previous month. This slight drop is attributed to some of the content, which was aimed at particular audiences.

To help reach new audiences, Council has done some Facebook advertising over the past month to promote Council activities such as the launch of the Keep Paradise Plastic Free campaign and the official opening of the Scrap Shack to reach residents who may otherwise not seek out Council-related information but may still benefit from it.

This has proved successful and will now form part of Council's marketing budget and strategy. Council is also now significantly increasing the number of scheduled Facebook posts to remind our communities about important Council activities such as the Mossman Library school holiday program, Active Games in the Park, CrocWise reminders and The Scrap Shack.

Top 5 Facebook posts: Scrap Shack Opening (3100 Facebook users), congratulations to Ironman competitors (2700), Cow Bay toilet opening (2600), prawn farm expansion approval (2600) and Be CrocWise (2200).

There has been a 33 per cent increase in traffic to Council's website in the month up to June 16 2016, totalling 14,178 sessions from 10,323 unique users (62 per cent new users). This increase in website traffic has been largely driven by community interest in the CREB Track which remains closed due to unseasonal wet weather and road conditions generally as well as information on the Daintree Ferry and Community Markets.

Top 5 website pages: CREB Track (2089 page visits), Daintree Ferry (1934), Road Conditions (1457), Alerts and Notifications (757), Community Markets (683)

Council also has a new feature on our website promoting our Reef Guardian Council credentials <http://douglas.qld.gov.au/environment-water-and-waste/reef-guardian-council/> which details what actions Council is taking to benefit our environment and what people can do as an individual or business to reduce their environmental impact.

In the coming weeks, live images from the new Flood Cam at Foxton Bridge in Mossman will be added to Council's website so our communities can see in real time the status of the road during periods of heavy rainfall or natural disasters.

CORPORATE SERVICES

GOVERNANCE

Human Resources

Human Resources continues to provide a variety of HR functions particularly within the areas of recruitment and selection, staff training and return to work facilitation. A review is currently underway of Council's Human Resources Administrative Instructions being Council's internal procedures to ensure both compliance and a streamline of processes.

During the month of May staff attended Traffic Management Implementation training and a range of LGAQ accredited training. Training continues into June with Council's Corporate Induction program, First Aid and CPR. Two staff members successfully completed their formal qualifications with LGAQ; one being awarded a Diploma of Local Government Administration and the other a Diploma of Leadership and Management.

The start of June saw the appointment of Council's new Sustainability Officer, a Labourer Public and Natural Areas, and three trainees (within Finance and IT, Infrastructure and Water and Wastewater). Two of the trainees will be undertaking a Certificate III in Business Administration and the other trainee a Certificate II in Water Operations.

Workplace Health and Safety

The rollout of the WH&S Corporate Procedures (Safe Plan Elements 1 to 3) has been completed. Staff now have a greater understanding of how the Safe Plan System works. This has resulted in a rise in our auditable benchmark of 10 points.

Improvements have been made to safety housekeeping procedures in the three depot sites (safety line marking, signage, and organisation of storage areas) and Operations Work Group Procedure manuals have been developed and are ready for rollout.

Records Management

Work has commenced on the project to archive the old Douglas Shire Council records. The documentation and marking of records to be disposed is being conducted by an experienced State Archivist in conjunction with a records disposal contractor. Stage 1 (identification and recording of all records held) commenced 10 May with the physical aspect of identifying and cataloguing the records.

The yearly InfoXpert (council electronic data management software) Conference was attended by two staff members. The Conference focused on software upgrades and enhancements. Council will be implementing a major system upgrade in the near future.

Property Services

Following a deputation to Council by the Mossman-Port Douglas Sharks Rugby League Club a meeting was held with stakeholders to discuss the proposed relocation of the rugby league playing field at the Mossman Showgrounds. A report has been presented to Council for its review and decision.

In conjunction with relevant stakeholders staff are reviewing existing leases due for renewal later this year, with the view to updating to the current standard DNRM terms and conditions lease. These lease renewals will be subject to Council approval. A review is currently

underway of all Land Management Plans (LMPs) to identify where additional LMPs should be developed.

The Property unit currently has 52 individual items listed as ongoing matters, in addition to ad hoc or emergent enquiries. These matters are continually progressed and moved forward by officers.

Port Douglas Markets

The Port Douglas Markets have been influenced by the variable weather conditions, they have been well attended by stall holders and customers on the sunny days but not so popular during periods of wet weather, with the extreme weather experienced on the Port Douglas Carnival weekend resulting in the total closure of the markets for the day.

FINANCE AND INFORMATION TECHNOLOGY

The Queensland Audit Office recently undertook its interim audit visit to Council to review progress in addressing any outstanding audit issues, review a number of Council's financial processes and review progress towards preparing for end of financial year matters. The final audit will be undertaken in the week commencing 19 September 2016 and final audit certification of Council's annual financial statements is expected by 19 October 2016.

Council's 2016/17 budget preparation process is nearing completion and Councillors have been provided with a final draft of the budget for consideration prior to the proposed budget adoption on 28 June 2016. The budget process occurs over a number of months and has involved input from all key areas of Council and has included many workshops with Councillors to consider the various components of the budget such as the capital works program, fees & charges, rates, materials & services and Council's long term financial forecast. Council's operational plan was also developed and workshopped as part of this process.

Council's Finance and IT Trainee commenced employment with Council on 6 June 2016 and in addition to gaining work experience in most areas of the branch will also be undertaking a Certificate III in Business during her 12-month traineeship with Council.

Debt recovery processes have continued with the issue of second reminder notices for water billing to ratepayers who haven't actioned their previous reminder or made a payment arrangement with Council. A process has also been introduced to issue balance owing letters on a six monthly basis to all ratepayers with "arrangements to pay" to encourage payment of outstanding amounts within agreed timeframes. The half yearly pensioner verification process with Centrelink for pension concession purposes has also been completed.

BPAY View is being introduced for the first time with the issue of the 2016/17 rate notices and a mail out has been sent to all ratepayers advising them of the opportunity to register with their financial institution to receive and pay their rates and water usage notices online.

The IT team has been concentrating on operational needs and assisting the business on small projects. This has included introducing Tablets for the waste transfer stations to remove the need for paper based recording and re-keying of transactions.

LIBRARY

National Simultaneous Storytime was celebrated at Mossman Library on Wednesday 25 May with 78 children and adults enjoying morning tea "I got this hat" story and craft. National Simultaneous Storytime is held annually by the Australian Library and Information Association. Every year a picture book, written and illustrated by an Australian author and illustrator is read simultaneously at 11am in libraries, schools, pre-schools, childcare centres and homes around the country. By facilitating National Simultaneous Storytime, we aim to promote the value of reading, literacy and that books are fun.

"Tech Savvy Seniors Queensland" computer classes continue to provide our Seniors with an opportunity to learn new skills in a fun and flexible environment. Training is provided in email, social media, internet banking, smartphones & tablets and online shopping.

From February to May the Mossman Library has run 17 courses with 87 people attending.

The Rural Libraries Queensland "Tourist card – join RLQ for free and read on the road" is popular and provides the many visitors to our Shire with the opportunity to borrow an item or access a computer free of charge.

In May, 6,420 people visited their local library; 97 people joined; 8,114 items were borrowed; 12 inter-library loans were placed; 361 people attended library programs /events; 64 people participated in outreach and 271 people accessed free Wi-Fi.

OPERATIONS

SUSTAINABLE COMMUNITIES

Development and Coordination

Council has recently successfully negotiated with the State Government to extend its time to prepare a Local Government Infrastructure Plan to June 2018. A Local Government Infrastructure Plan is a mechanism to achieve contributions toward the upgrading of council infrastructure imposed on development as it progressively occurs across the Shire. In obtaining the extension of time, Council was required to provide the State Government with a Project Management Plan outlining how the Local Government Infrastructure Plan would be achieved.

Major Approvals

Council has recently approved a significant expansion of the aquaculture facility (prawn farm) on the eastern side of the Captain Cook Highway in Killaloe. The development involves a significant increase in the number of ponds and the expansion of existing on-site processing and administration facilities to take place within a new building, a caretaker's residence, a boundary realignment to accommodate the expansion and an operational works approval for bulk earthworks to construct the ponds.

Appeals

There are currently no planning appeals although legal advice has been obtained on issues relating to illegal clearing and filling of land.

REGULATORY SERVICES

Local Laws/Environmental Health

Customer Requests:

Customer requests received by Environmental Health & Regulatory Services for the month of May 2016:

Table 3. Resolved CRMs – Local Laws

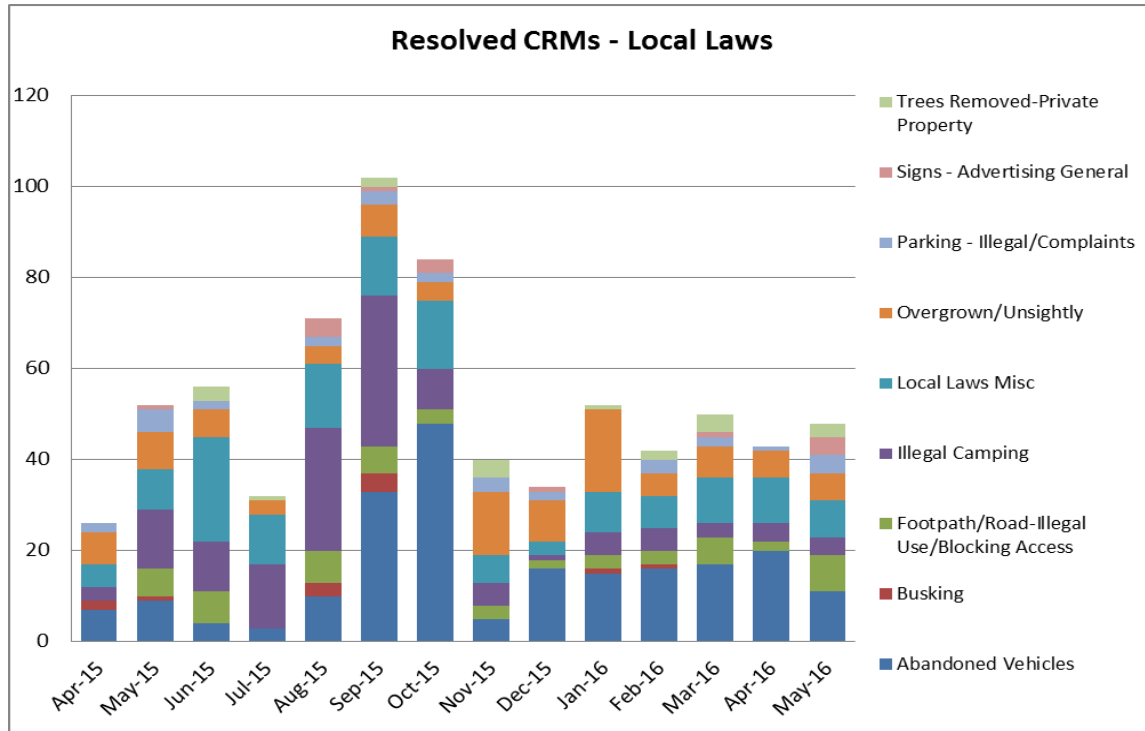


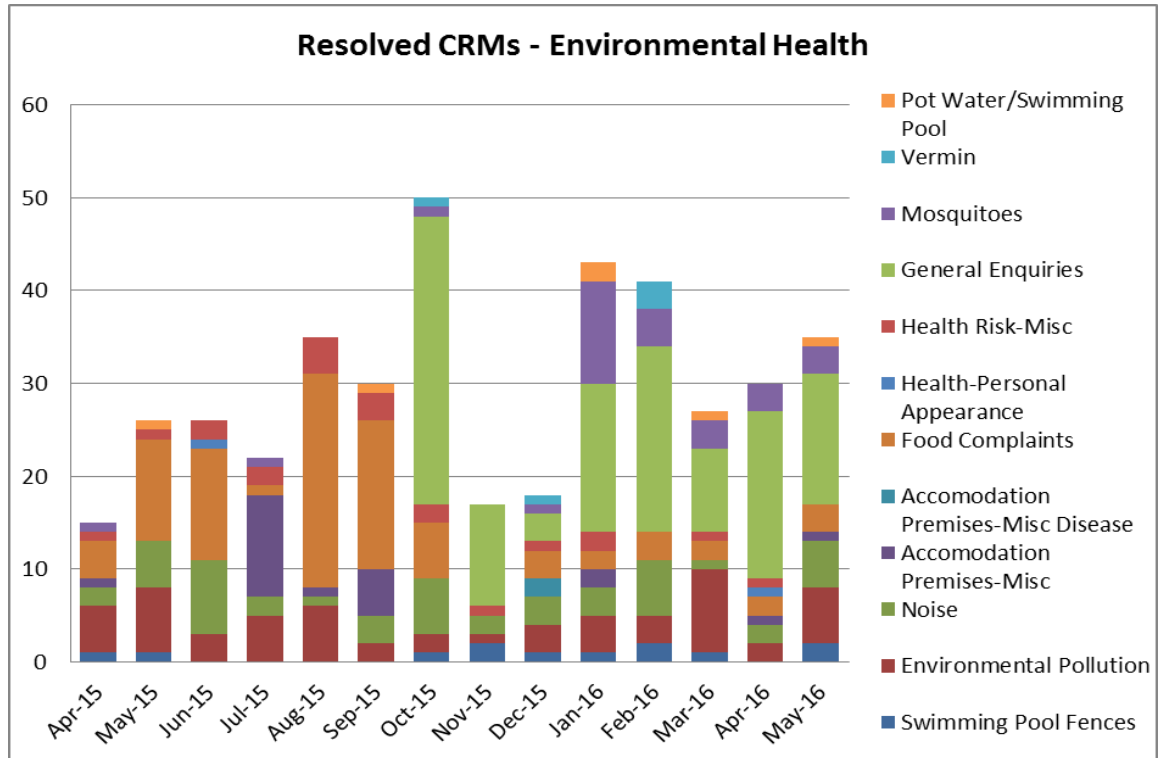
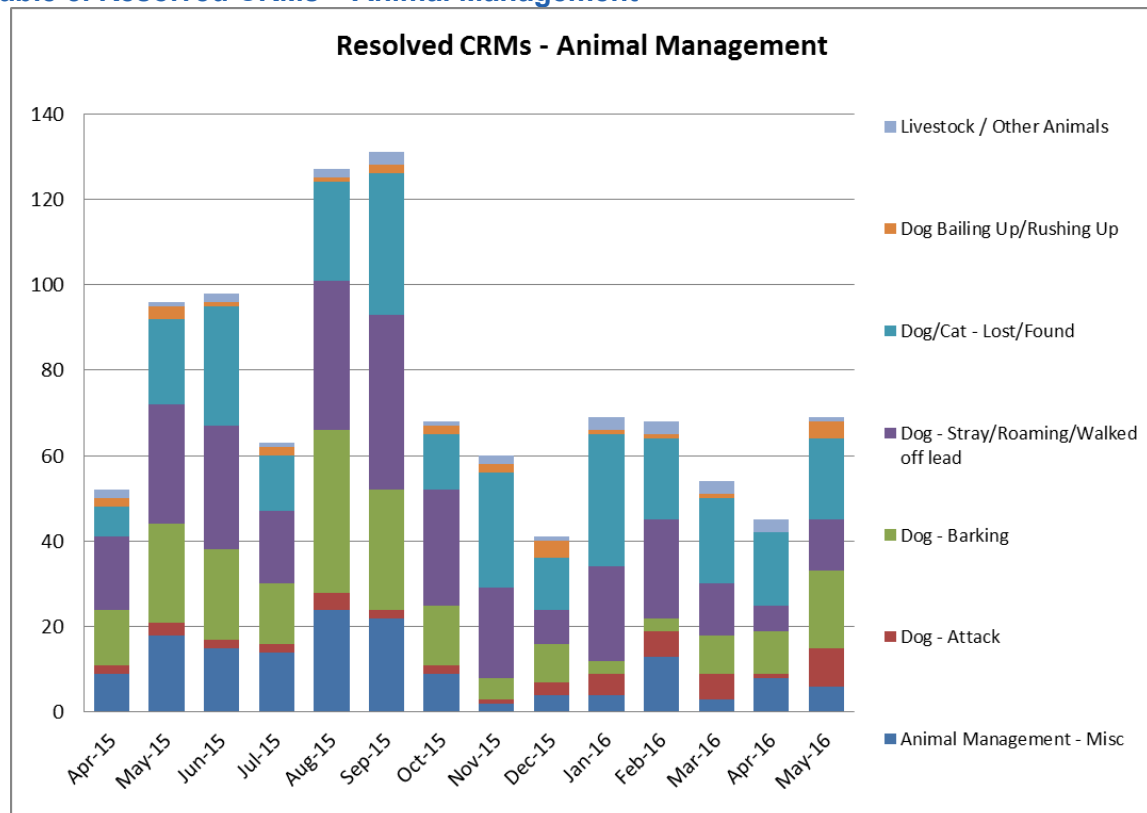
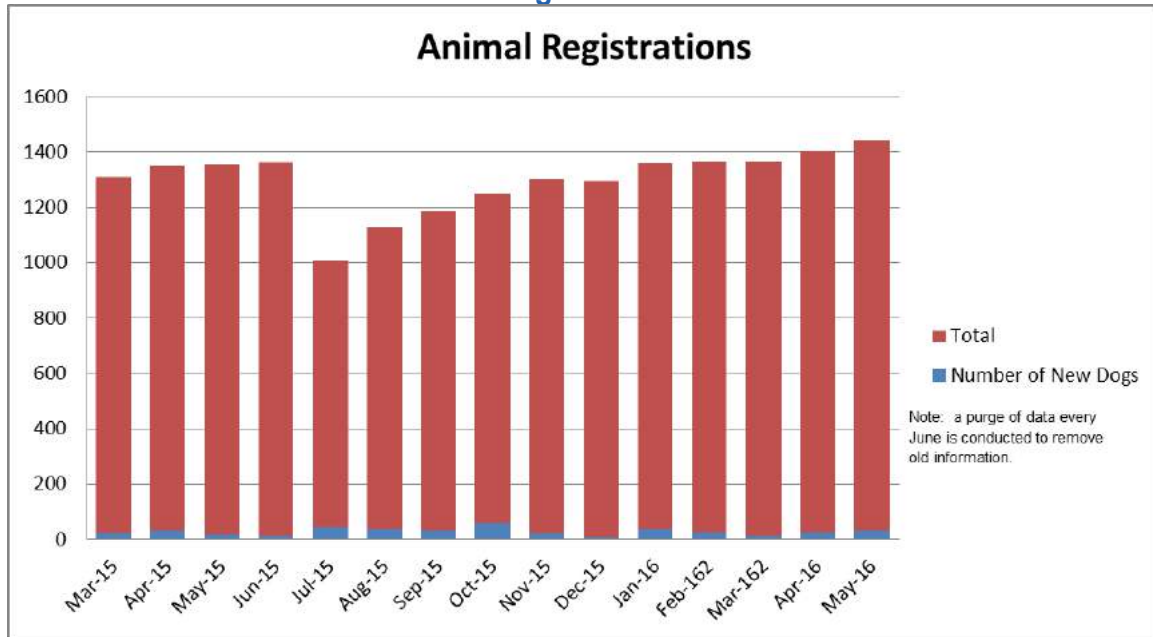
Table 4. Resolved CRMs – Environmental Health**Table 5. Resolved CRMs – Animal Management**

Table 6. Resolved CRMs – Animal Management**Table 7. Penalty Infringement Notices (PINs) Issued in May 2016**

Infringement Name	No.
Parking	1
Prescribed Activity	1
Animal Management	3
Total issued	5

Table 8. Animal Management

No. of Impounded Animals	Returned to Owner	Rehomed	Euthanized
11	5	-	6

Illegal Camping

13 sites were visited on routine patrols. 23 Illegal campers were spoken to and issued information and a written warning. Illegal camping patrols will start to increase for the approaching season.

Table 9. Environmental Approvals

Food applications received	Food licences issued	Food business closed	Food business change of ownership	Temp food approvals issued	Other approvals issued*
6	-	-	1	27	-

*Includes accommodation, swimming pool and skin penetration businesses

Table 10. Prescribed Activities Approvals

e.g. social, community or commercial activities

Prescribed Activity applications received (all)	Temporary Entertainment approvals issued	Filming/Photography approvals issued	Sporting and Recreational approvals issued	Other prescribed activity approvals issued**
11	5	3	1	2

**Includes other prescribed activity approvals regulated under Councils' Local Law e.g. fireworks

- Environmental Health issued 5 Temporary Entertainment Event approvals for Carnivale in the month of May. A total of 20 food businesses were involved, and 37 inspections were undertaken during the course of the Carnivale period.
- A presentation to Year 11 hospitality students from Mossman High School on food safety was delivered by Environmental Health. The presentation was positively received.
- Anti-barking collars were donated to Paws & Claws to help with managing barking dogs.
- An attempt by a salvage operator to raise a sunken boat at the Council moorings in Dickson Inlet revealed the boat was too heavy and another salvage attempt will be organised.
- Dengue mosquito inspections (*Aedes aegypti*) within the Shire have revealed low numbers and minimal activity for the month of May.

Council's Sustainable Communities Manager recently met with representatives of the Eliminate Dengue program, based at Monash University in Melbourne, to look at the resourcing and development of a program for the release of Wolbachia infected *Aedes aegypti* mosquitoes in the Shire. Development of a program is in the early stages but the program could be a pilot trial for rapid response and release of the Wolbachia infected mosquitoes in at risk locations worldwide. Currently Eliminate Dengue are operating programs in Vietnam, Indonesia, Brazil, Townsville and Columbia. The opportunity for Douglas to partner with Monash University and possibly development programs to assist other tropical countries is very exciting.

Resource Management

As mentioned earlier in this report, a recycle shop in Killaloe officially opened on 9 June 2016, with the winner of the "Name Our Recycle Shop" Competition, Brydie Maro, present for the announcement of her name suggestion "The Scrap Shack". The Scrap Shack will be open Mondays, Wednesdays, Saturdays and Sundays from 10am – 4pm with drop off items accepted at any time during Killaloe Resource Facility opening hours. The shop is expected to increase landfill diversion rates as a part of Council's Waste Reduction and Recycling Plan.

Council Officers and Transfer Station Staff recently undertook training for the newly installed waste management software, Mandalay. Tablets have been deployed to Cow Bay and Newell Beach Transfer Stations to track transactions and alleviate the manual processes which are currently undertaken for waste tracking, reporting and invoicing.

Council Officers also attended the LAWMAC (Local Authority Waste Management Advisory Committee) meeting in Townsville, which included site visits to landfills within the Townsville Local Government Area.

Volumes and statistics for May 2016:

- Processible waste collected in the kerbside collection service: 465 tonnes
- Recyclables collected in the kerbside collection service: 106 tonnes
- Recyclables self-hauled to Killaloe (bottles, cans, tins and cardboard): 14 tonnes

CRMs Received in May:

- Waste related CRMs: 55
- Recycling related CRMs: 26

Sustainability

Council's Sustainability Officer Nicola Learmond commenced employment with Council on 6 June 2016. Currently the Nicola is busily gathering and interpreting data to determine Council's current carbon footprint as part of developing Council's sustainability strategy.

A Coastal Hazard Adaptation Strategy Working Group (CHWG) has been formed to allow expert subject staff to provide input and work together to achieve the specified goals of the program including the scoping of possible hazards and the development of a strategy to mitigate the effects of climactic events such as storm surges or rises in sea levels due to climate change. A second meeting of the working group will be held in early July to list coastal hazard issues within Douglas and possible areas currently exposed. A further meeting of the CHWG will be held later in July with the Project Advisor for the program.



Disaster Management

Council's Infrastructure officers have recently project managed the installation of the Foxton Bridge Flood Camera at the area north of the Foxton Bridge where the Mossman River regularly floods the Mossman – Daintree Road. The camera provides real time visual feedback for Council, SES, Emergency Management Queensland and the public during flooding events.

This project is being implemented in Two Stages:

- Stage 1 (Completed) - Installation of a Flood Camera with, plan, tilt and zoom (30xtime optical view) functions; installed on an 8m tilt pole.
- Stage 2 – Installation of a water level sensor to provide real time alerts and activation of automated road closed signage to be installed at the approaches to Foxton Bridge.

Council has lodged a funding application with DTMR through the Safer Communities Grants Program for joint funding of Stage 2.



Figure 10 (Above) Foxton Bridge Flood Camera

New 8m pole and camera on the northern side of Foxton Bridge

It is difficult to predict when the road will be cut by floodwaters and the below photos demonstrate the effect of flooding on this section of road.



Figure 11 (Above) Foxton Bridge Flooding

The newly installed flood camera provides real time images for the monitoring of water levels across the road. The images below demonstrate the capabilities of the new camera, including zoom and rotate abilities. The camera images can be viewed live with the controller rotating the camera in real time, giving 360 degree views and the option to zoom into specific locations. Infra –red lighting and an additional flood marker will also soon be installed at the site.



Figure 12 (Above) Foxton Bridge Flood Camera Images

Increase in the weather proofing of vehicles in recent years means that where water reaches the floor level of a vehicle there is a danger the vehicle will float off in floodwaters. Recent rain events in Douglas, Queensland and in other parts of Australia have resulted in the loss of vehicles in floodwaters and in some cases lives.

INFRASTRUCTURE

Civil Works

The Maintenance Crews have been busy operating the slasher north of the Daintree River and have moved back to Mowbray, Bonnie Doon and Mossman areas. Road Maintenance Crews are patching potholes on the sealed and unsealed road network, undertaking tree maintenance and cleaning out stormwater drainage on roads for safety.

The Construction Crews have been working on the remaining capital works projects for 2015/2016 and have recently completed the Meelele Bridge relieving slab on the Bloomfield Track (refer to photo below).

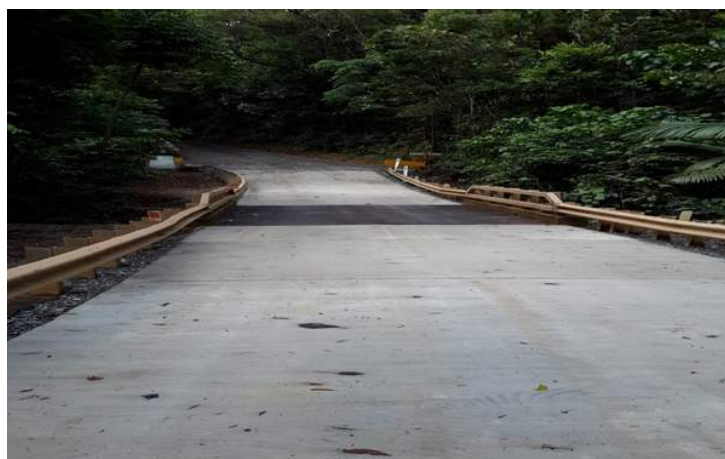


Figure 13 (Above) Meelele Bridge Works

All Footpaths North of the Ferry (over 7km in length) were pressure washed as part of routine maintenance in April & May 2016. These paths are difficult to maintain with 90% of them under canopy meandering through rainforest. A constant supply of leaf matter and moisture create the perfect environment for mould and algae. To ensure this was an efficient process we utilised a contractor with the best equipment available in North Queensland and used Council's water tanker to ensure a continuous supply of water was provided for the entirety of the project. Traffic control was also used at times during the project in positions where equipment could not be parked off the road. The entire project took 10 working days to complete.



Figure 14 (Above) Before and After images of Footpaths North of Daintree River

This financial year the position of Inspector Roads has achieved inspections to meet our Road Maintenance Performance Contract (RMPC). This position had the added bonus of completing council inspections for the Local Roads corridor.

Table 11. RMPC Road Inspections Results

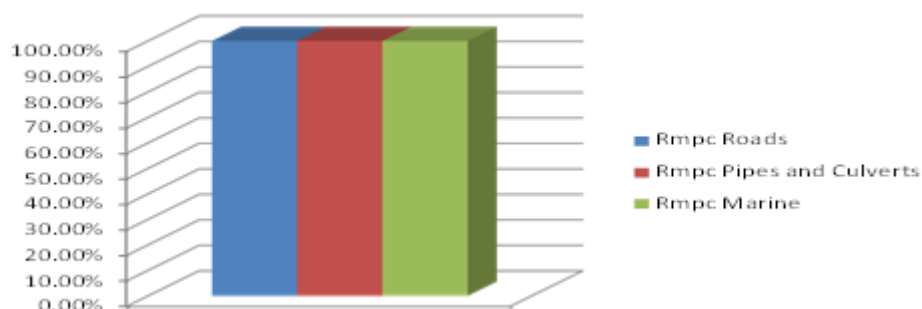


Figure above indicates that all of the inspections set out in the RMPC document have been completed.

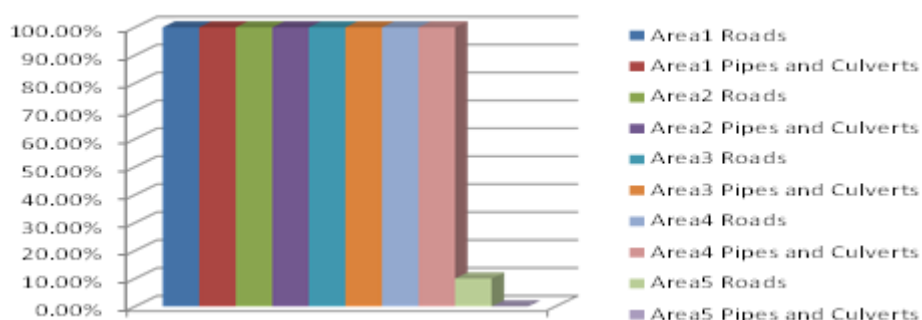
Table 12. Council Control Road Network Inspections

Figure above indicates the Council controlled road network (by area) inspected in 15/16. With the position running for a complete 12 month period the expectation is that all inspections on Council roads will be completed in this time frame.



The VMS Board was purchased through funding that was submitted by Michael Matthews within Infrastructure and will be a vital asset when it comes to safety on our roads by making motorists aware of up coming roadwork and events.

The primary objective of the message board is to raise speed awareness of motorists in the environment they are travelling and to change motorists behaviour and expectations on what is considered a safe speed zone.

Other objectives of the message board will be to reduce the number of serious injury and fatal crashes, provide a visible speed calming option, to increase road user awareness around schools, events and roadworks areas.

Figure 15. Douglas Shire Council New Variable Message Board

Disaster Mitigation and Resilience Funding

Documentation for the acquittal process has been submitted for the northern roads package to the Queensland Reconstruction Authority and is awaiting finalisation by the Authority. The southern roads package final valuation has been agreed and acquittal documentation is expected to be submitted by the end of June.

The Contractor has returned to complete the outstanding defects on the southern package and the majority of the northern package is now off maintenance. CREB track works have not been completed due to continual rain and track remains shut.

Estimated Cost to Complete	\$22,251,128
Total Expenditure to date	\$21,614,484
Payments received to date	\$19,085,920
Remaining payment to be claimed	\$636,644

Public and Natural Areas

The Pest Management crew has been hard at work over the past few months, completing 731 person / hours treating 19.3 hectares of declared weeds throughout the Shire. The majority of time was spent treating Siam weed in the Mossman Catchment. Works have also continued on priority weed hiptage this year. Local contractors MPDT have been engaged to treat 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 faces. This project is funded by Terrain with a grant of approximately \$44,000.00. The contractors have completed a total of 606 person hours on this project this financial year.

May / June is the peak period for feral pigs and Council's pest animal control program has captured and destroyed a total of 103 feral pigs during this time. Our Pest Animal Controller (Jeff White) captured his largest ever feral pig in the Daintree Lowlands last week weighing over 130kgs.



Figure 16 (Above) Captured Feral Pig

On another occasion, Council trapped 12 feral pigs in the one trap.



Figure 17 (Above) Captured Feral Pigs

The Council Nursery produced 918 native tree species and supplied 251 native trees to the community, land care groups and private organisations over the past few months.

Our team utilised the steam weed machine to assist the Miallo State School in their environmental studies. Council's Coordinator Open Spaces conducted a presentation on invasive weeds to the students followed by a demonstration of the steam weed machine killing Singapore Daisy. The site has now been revegetated with over 100 native trees by the students and our team. This project will be complemented by signage provided by the Local Marine Advisory Committee through the Reef Guardianship program.



Figure 18 (Above) Steam Weeding at Miallo State School

The Parks and Gardens crews have been busy completing various capital works projects including:

- Installation of bollards on the Port Douglas Esplanade;
- Installation of new bins in Macrossan Street (refer to photo below). The bins feature rays, dugongs and turtle motives which were done especially for Douglas;
- Site preparation for McDowell's lane revegetation of Daintree River bank following stabilisation works;
- Set up and preparation for events, including: Carnivale, Coral Coast and Iron man triathlons;
- Flying fox playground equipment maintenance in Gorge Davis Park; and
- Mapping of current mowing areas into GIS systems for review and monitoring.



Figure 19 (Above) New Bins installed in Macrossan Street, Port Douglas

Fleet

Fleet Services have been busy undertaking routine maintenance of Council plant and equipment and is in the process of finalising the procurement of a new sweeper truck.

Fleet has also recently placed orders for two (2) new utes which will renew existing aging work utes in the fleet.

An updated 'pre-start checklist and procedure' will be rolled out over the coming weeks and training with machinery operators will be conducted to ensure pre-start checks are conducted and recorded for each piece of plant. This will improve safety and identify mechanical defects through a routine inspection process.

Facilities Management

Facility Management has been addressing a number of operational and capital works projects with the end of the financial year fast approaching. April and May saw the removal of a number of light poles at the Mossman Pool, Douglas Soccer Club and Mossman Show Grounds due to safety concerns. Efforts are now under way to develop a lighting design for the installation of new lights early in the new financial year.

The Cow Bay Toilet was official opened on 2 June 2016. While we encountered a few issues with water supply to the toilet, a new control unit and pump will reduce this in the future. Below is a photo of the toilet block during construction and one at the official opening.



Figure 20 (Above) Construction and Opening of New Cow Bay Beach Toilet

Work has begun on the Port Douglas Sports Complex change room ceiling relining and the Mossman library staff shower.

Facility Management welcomed a new staff member to the team in recent weeks. Liza Russell has been appointed as the Trainee Administration Assistant and she will be providing administration support over the next twelve months. Part of Liza's traineeship involves studying to complete a Certificate 3 in business administration. This additional resource will enable the Facility Management team to move forward with establishing new service contracts for Council facilities, improving the processing time for invoices, more effective management of data collection for asset management and the implementation of the building management plans.

With the end of the financial year approaching, attention is turning to the 2016/2017 projects and the team is preparing project documentation to hit the ground running in July.

WATER AND WASTEWATER

Capital Works Program Progress

Newell Beach Esplanade mains upgrade has been completed with 32 new 20mm copper water service connections, five (5) new fire hydrants and two (2) new sluice valves. A total of 520 meters of 150mm blue brute water main was installed and replaces the aging 100mm asbestos-cement water main. The new 150mm main will improve water quality and increase the water flow to fire hydrants and to residents of Newell Beach. There were no water quality complaints during the commissioning of this new water main.



Figure 21 (Above) Newell Beach Esplanade Water Mains Upgrade in Progress

Water reticulation team connecting 32 new water connections at the Newell Beach Esplanade after the installation of the new 150mm water mains.

The gas chlorination project for the Mossman Water Treatment Plant is underway. The contract has been awarded to Hydramet for the supply of the gas chlorination dosing module. The site is currently prepared for module delivery scheduled for early July.

The sewer relining contractor had made great progress during May and most of the identified 300mm and 375mm pipelines were successfully relined in Mossman and Port Douglas. Smaller pipelines (150mm) were also relined in Port Douglas.



Figure 22 (Above) Sewer Relining contractor active at various locations in Mossman and Port Douglas

Water and Wastewater Compliance

Isolated rain periods have continued with some heavy falls causing localised flooding in the water plant intake creeks. There were a number of high raw water turbidity events as a result with subsequent impacts to plant operations. All intakes have good flows of water with adequate capacity to meet operational demands. Consumption from all water schemes is on average but notably there have been some high demand periods from Port Douglas that seem to indicate high irrigation usage.

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

There has been one water quality incident recorded on 24 May 2016 with a routine sample detecting positive for 1 *E. coli* (1cfu/100ml sample) at Cooya Beach. The incident was reported to the Water Supply Regulator and a follow up sample was taken for testing by SGS Laboratories. The second sample provided a negative result for *E. coli*. A subsequent investigation found that inclement weather at the time of sampling with nearby overhanging branches caused external contamination of the sample resulting in the false positive. It was found that the reticulation system water quality was not compromised. Control measures have now been put in place to help protect the sample integrity whilst sampling during periods of inclement weather.

All other tested parameters in drinking water samples during the May and June 2016 period were compliant with the ADWG and the Health Act. Douglas Shire Council received three water quality complaints during the May/June 2016 reporting period.

Wastewater compliance samples are taken from bio-solids, final effluent, receiving waters and bores. During the May/June 2016 reporting period all wastewater parameters tested were compliant with licence conditions. There has been no odour complaint. The Mossman Wastewater Treatment Plant (WWTP) was intermittently not compliant with dry weather flow limits during May and June due to ingress and infiltration into the sewer network.

The Department of Environment and Heritage (DEHP) conducted a compliance audit at Mossman WWTP on 30 May 2016. There were no non-compliances apart from the dry weather flow limits and use of the bypass. Staff members were satisfied with the process followed during the audit and a helpful discussion followed on the current non-compliance on dry weather flow limits. The proposed upgrade of the Mossman WWTP was also discussed and EHP compliance officers were informed of the proposed capital item to upgrade the plant in 2017/2018.

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.

9.1. AGENDA ITEM 9 - CLOSED SESSION

- 9.1 Contractual Matter S275 (1) (E) *Local Government Regulations 2012* - **2016/2017 Regional Bitumen Reseal and Register of Pre-Qualified Suppliers**
- 9.2 Contractual Matter S275 (1) (E) *Local Government Regulations 2012* - **Gold Coast 2018 Commonwealth Games Queen's Baton Relay Agreement**
- 9.3 Prejudicial Matter S275 (1) (H) *Local Government Regulation 2012* - **Encroachment onto Reserve for Park - Birdwing Street, Craiglie**