Ordinary Meeting

Council Chambers
Date: 25 October 2017
Time: 9:00am

AGENDA

THE ORDINARY MEETING OF THE MAREEBA SHIRE COUNCIL WILL BE HELD AT COUNCIL CHAMBERS, ON **WEDNESDAY, 25 OCTOBER 2017** AND THE ATTENDANCE OF EACH COUNCILLOR IS REQUESTED.

PETER FRANKS
CHIEF EXECUTIVE OFFICER

ORDER OF BUSINESS

MEMBERS IN ATTENDANCE

APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS

BEREAVEMENTS/CONDOLENCES

DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST

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CORPORATE AND COMMUNITY SERVICES

REGIONAL LAND USE PLANNING

ITEM-1 **D CLELAND MATERIAL CHANGE OF USE - MOTOR HOME PARK - LOT 1 ON RP708214 - 59 ROGERS ROAD, BIBOOHRA - MCU/17/0001**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Senior Planner

DEPARTMENT: Corporate and Community Services

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	D Cleland	**ADDRESS**	59 Rogers Road, Biboohra
DATE LODGED	12 July 2017	**RPD**	Lot 1 on RP708214
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Motor Home Park		

FILE NO	MCU/17/0001	**AREA**	8.339 hectares
LODGED BY	D Cleland	**OWNER**	D Cleland
PLANNING SCHEME	Superseded Mareeba Shire Planning Scheme 2004 (Amendment No. 01/11)		
ZONE	Rural zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	One (1)		

ATTACHMENTS:
1. Proposal Plan/s
2. Submitter letters

EXECUTIVE SUMMARY

Council is in receipt of a development application described in the above application details.

The application is impact assessable and one (1) properly made submission was received in response to public notification of the application.

It has been assessed against the relevant statutory planning instruments, including the Regional Plan and the Planning Scheme and does not conflict with any relevant planning instrument.

It is recommended that the application be approved in full with conditions.

OFFICER'S RECOMMENDATION

"1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	D Cleland	**ADDRESS**	59 Rogers Road, Biboohra
DATE LODGED	12 July 2017	**RPD**	Lot 1 on RP708214
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Motor Home Park		

and in accordance with the Planning Act 2016, the applicant be notified that the application for a development permit for the development specified in (A) is:

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), relevant period in (E), further permits in (F), and further approvals from Council listed in (G);

And

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

(A) APPROVED DEVELOPMENT: Development Permit for Material Change of Use - Motor Home Park

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
Appendix 4	Proposal Plan	-	-

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out substantially in accordance with the approved plans and the facts and circumstances of the use as submitted with the application, subject to any alterations:
   - found necessary by Council's delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements; and
   - to ensure compliance with the following conditions of approval.

2. Timing of Effect

2.1 The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the commencement of the use except where specified otherwise in these conditions of approval.

2.2 Prior to the commencement of use, the applicant must notify Council that all the conditions of the development permit have been complied with, except where specified otherwise in these conditions of approval.

3. General

3.1 The development approval would not have been issued if not for the conditions requiring the construction of infrastructure within the conditions of approval.

3.2 The applicant/developer is responsible for the cost of necessary alterations to existing public utility mains, services or installations required by works in relation to the proposed development or any works required by condition(s) of this approval.

3.3 All payments or bonds required to be made to the Council pursuant to any condition of this approval must be made prior to commencement of the use and at the rate applicable at the time of payment.

3.4 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

3.5 Noise Nuisance

Refrigeration equipment, generators, pumps, compressors and mechanical ventilation systems must be located and/or designed, installed and maintained to achieve a maximum noise level of 3dB(A) above background levels as measured from noise sensitive locations.

Guests are not permitted to play amplified music of any kind.

3.6 Waste Management

The applicant shall ensure there is no on site disposal of refuse associated with the approved use unless such refuse is disposed of in refuse bins provided in accordance with the following:

(i) No refuse is to be stored on site outside the refuse bins at any time.

(ii) An on-site refuse storage area for all refuse bins must be provided and be screened from view from adjoining properties and road reserve by a 1 metre wide landscaped screening buffer, 1.8m high solid fence or building.

Lids or coverings must be installed on all refuse storage bins when not in use to prevent wildlife scavenging.

3.7 Bushfire Management

3.7.1 A Bushfire Management Plan, incorporating evacuation procedures, campfire guidelines and fire break/trail maintenance for the motor home park must be prepared to the satisfaction of Council's delegated officer. The approved use must comply with the requirements of the Management Plan at all times.

3.7.2 The applicant must ensure any open fires are appropriately managed and contained.

3.8 Flood Evacuation Plan

The applicant shall prepare a flood evacuation plan for the motor home park. A copy of the flood evacuation plan must be given to each guest upon arrival at the motor home park.

3.9 Signage

3.9.1 No more than 1 advertising sign for the approved development is permitted on the subject site.

3.9.2 The sign must not exceed a maximum sign face area of $6m^2$ and must not move, revolve, strobe or flash.

3.9.3 The sign must be kept clean, in good order and safe repair for the life of the approval.

3.9.4 The sign must be removed when no longer required.

3.9.5 The erection and use of the advertisement must comply with the Building Act and all other relevant Acts, Regulations and these approval conditions.

3.10 The motor home park shall not accommodate more than 40 self-contained caravan/motorhomes at any one time.

3.11 The maximum length of stay for any caravan/motorhome must not exceed five (5) consecutive days.

3.12 The motor home park must only accommodate self-contained motor homes. Self-contained motor homes must have an on-board toilet and shower, on-board water supply and wastewater holding tanks.

4. Infrastructure Services and Standards

4.1 Access

An access crossover must be constructed/upgraded (from the edge of Rogers Road to the property boundary of the subject site) in accordance

with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

4.2 Rogers Road

4.2.1 The section of Rogers Road between Chainage 220 and Chainage 320 must be constructed to rural road (bitumen sealed <100vpd) standard, for the purpose of minimising dust impacts on the dwelling house on Lot 1 on RP711202, in accordance with FNQROC Development Manual standards (as amended) for the applicable planning scheme area and to the satisfaction of Council's delegated officer.

4.2.2 The reasonable value, as agreed by Council's delegated officer, of work required under Condition 4.2.1, will be credited towards the infrastructure contribution payable under Condition 5.2.

4.3 Stormwater Drainage/Water Quality

4.3.1 The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.

4.3.2 Prior to the development commencing, the applicant must develop a Stormwater Quality Management Plan, including an Erosion and Sediment Control Plan. The plan must detail what measures will be implemented to prevent erosion in the event the surface of the motor home park area deteriorates due to wet weather and/or high traffic.

4.3.3 The applicant/developer must ensure that the Stormwater Quality Management Plan is complied with for the life of the development.

4.4 Car Parking/Internal Driveways

4.4.1 All car parking associated with the motor home park must be accommodated within the identified motor home park area.

4.4.2 The internal access road shown on the approved plan must be constructed (from the edge of the access crossover mentioned in Condition 4.1 to the approved motor home park area) to a four (4) metre wide all weather compacted gravel standard, prior to the commencement of the use.

The internal access road must be maintained at this standard for the life of the development.

4.5 Lighting

4.5.1 Where outdoor lighting is required the developer shall locate, design and install lighting to operate from dusk to dawn within all areas where the public will be given access, which prevents the potential for light spillage to cause nuisance to neighbours and must be provided in accordance with Australian Standard 1158.1 – Lighting for Roads and Public Spaces.

4.5.2 Illumination resulting from direct, reflected or other incidental light emanating from the subject land does not exceed 8 lux when measured at any point 1.5m outside the property boundary of the subject site. The lighting fixtures installed on site must meet appropriate lux levels as documented within Australian Standard 4282 – Control of the Obtrusive Effects of Outdoor Lighting.

4.6 Non-Reticulated Water Supply

All non-potable water supplied to park visitors must be clearly labelled at each tap - Non Potable Water - not safe for Human Consumption.

In the event that the motor home park is provided with a potable water supply, it must be treated so as to be potable (safe for drinking in accordance with National Health Medical Research Guidelines).

4.7 On-Site Wastewater Management

4.7.1 No black or grey water from caravans/motorhomes is to be discharged on site.

4.7.2 Any accidental discharge of black or grey water on site must be reported to Council immediately.

5. Additional Payment Condition

5.1 The additional payment condition has been imposed as the development will create additional demand on trunk infrastructure which will create additional trunk infrastructure costs for council.

5.2 The developer must pay $9,000.00 toward trunk infrastructure with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.

A credit will be applied towards this contribution in accordance with Condition 4.2.2.

5.3 The trunk infrastructure for which the payment is required is:

- The trunk transport infrastructure servicing the land

5.4 The developer may elect to provide part of the trunk infrastructure instead of making the payment.

5.5 If the developer elects to provide part of the trunk infrastructure the developer must:

- Discuss with Council's delegated officer the part of the works to be undertaken;
- Obtain the necessary approvals for the part of the works;
- Indemnify the Council in relation to any actions, suits or demands relating to or arising from the works;
- Take out joint insurance in the name of the Council and the developer in the sum of $20,000,000 in relation to the undertaking of the works;
- Comply with the reasonable direction of Council officers in relation to the completion of the works;
- Complete the works to the standards required by the Council; and
- Complete the works prior to endorsement of the plan of subdivision.

(D) ASSESSMENT MANAGER'S ADVICE

(a) A number of other charges or payments may be payable as conditions of approval. The applicable fee is set out in Council's Fees & Charges Schedule for each respective financial year.

(b) Compliance with applicable codes/policies

The development must be carried out to ensure compliance with the provisions of Council's Local Laws, Planning Scheme Policies, Planning Scheme and Planning Scheme Codes to the extent they have not been varied by a condition of this approval.

(c) Compliance with Acts and Regulations

The erection and use of the building must comply with the Building Act and all other relevant Acts, Regulations and Laws, and these approval conditions.

(d) Environmental Protection and Biodiversity Conservation Act 1999

The applicant is advised that referral may be required under the *Environmental Protection and Biodiversity Conservation Act 1999* if the proposed activities are likely to have a significant impact on a matter of national environmental significance. Further information on these matters can be obtained from www.environment.gov.au

(e) Cultural Heritage

In carrying out the activity the applicant must take all reasonable and practicable measures to ensure that no harm is done to Aboriginal cultural heritage (the "cultural heritage duty of care"). The applicant will comply with the cultural heritage duty of care if the applicant acts in accordance with gazetted cultural heritage duty of care guidelines. An assessment of the proposed activity against the duty of care guidelines will determine whether or to what extent Aboriginal cultural heritage may

be harmed by the activity. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsip.qld.gov.au

(f) Motor Home Park/Caravan Park/Camping Ground

The applicant is advised that an application to Council for approval to operate under Council *Local Law No 1 (Administration) 2011* is required prior to the commencement of the motor home park/caravan park/camping ground.

(E) RELEVANT PERIOD

When approval lapses if development not started (s.85)

- Material Change of Use – six (6) years (starting the day the approval takes effect);

(F) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS

- Development Permit for Operational Works

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

- Access approval arising from condition number 4.1 (Please contact Planning Section to obtain application form and applicable fee)"

THE SITE

The subject site is described as Lot 1 on RP708214, situated at 59 Rogers Road, Biboohra, approximately 7.5 kilometres north of the Biboohra township. The site has a total area of 8.339 hectares, is irregular in shape and is zoned Rural under the Mareeba Shire Planning Scheme 2004.

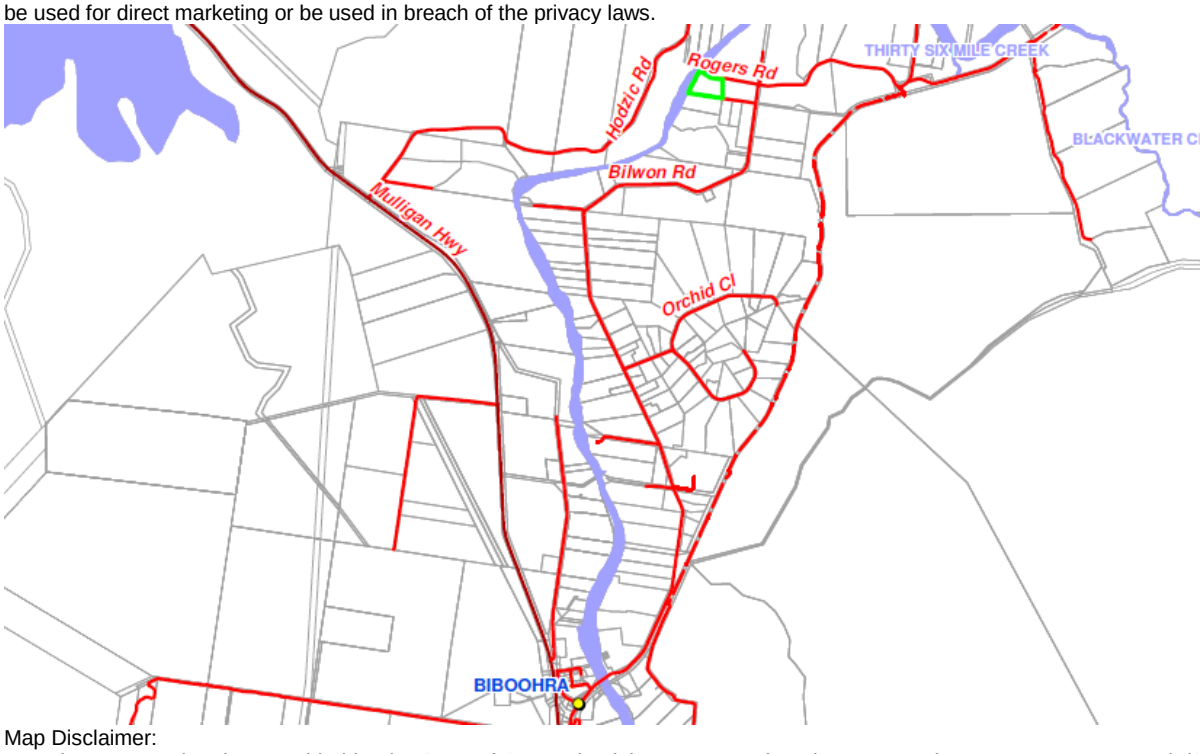
The site has approximately 297 metres of frontage to Rogers Road which is constructed to a gravel standard from its intersection with Bilwon Road, up to the access into the subject land. The site has a secondary frontage of approximately 226 metres to Bullock Road. Bullock Road is unformed for the entire frontage.

The site has approximately 300 metres of frontage to the Barron River, which adjoins the western boundary. Apart from a narrow strip of land immediately to the Barron River, the site is generally flat and cleared of regulated vegetation.

Two (2) dwelling houses and multiple sheds are established in the north-western corner.

Surrounding allotments are zoned rural and contain a mix of land uses including rural lifestyle and low intensity grazing. A meat poultry farm is established on Bilwon Road approximately 500 metres to the east of the subject land.

Map Disclaimer:
Based on or contains data provided by the State of Queensland (Department of Environment and Resource Management) (2009). In consideration of the State permitting use of this data you acknowledge and agree that the State gives no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.



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BACKGROUND AND CONTEXT

Nil

PREVIOUS APPLICATIONS & APPROVALS

Nil

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Material Change of Use - Motor Home Park in accordance with the plans shown in **Attachment 1**.

It is proposed to use the cleared areas located in the western part of the subject site to accommodate motor home parking that provides the opportunity for users of self-contained motor homes and caravans alike to make short term stays. The proposed location is an elevated flat ridge overlooking the adjoining Barron River.

This proposed area will facilitate up to 40 parking sites. The motor home park would operate six (6) months per year (May to October) corresponding with the peak drive tourism season. The applicant expects that the motor home park would typically operate at 50% of its maximum capacity.

The applicant advises that the facility is proposed in response to the increasing demand from self-sufficient travellers for cheaper overnight parking than that traditionally offered in a caravan park. The cheaper fees are achievable as a result of the motor home Park not requiring costly amenities, due to the self-sufficient nature of the vehicles that will utilise this area.

The proposed motor home park will be operated in line with the 'Leave No Trace' principles which encourage users to leave a site in the same or better condition than when arriving leaving no evidence that they have been there.

Access will be via the existing property access point off Rogers Road. It is proposed that an internal driveway be formalised by compacted gravel (or similar) being suitable for heavy vehicles. The width of the internal driveway loop is proposed to be approximately five (5) metres.

No formal parking arrangements will be provided, instead allowing users to choose their preferred location within the perimeter of the permissible parking area which will be clearly identified.

Overnight park fees will be payable at the house that is visible on entry into this area.

One (1) or more refuse bin/s (wheelie bin) will be provided in a screened enclosure in proximity to the Rogers Road frontage of the site adjacent to the entry into the Motor Home Park area.

REGIONAL PLAN DESIGNATION

The subject site is included within the Regional Landscape and Rural Production Area land use category in the Far North Queensland Regional Plan 2009-2031. The Regional Plan Map 3- ‘Areas of Ecological Significance’ also identifies the site is:

- *Strategic Rehabilitation Area*
- *State & Regional Conservation Corridors*
- *Wetland Area of General Ecological Significance*
- *Terrestrial Area of High Ecological Significance*
- *Terrestrial Area of General Ecological Significance*

PLANNING SCHEME DESIGNATIONS

Zone:	Rural zone
Overlays:	Natural Disaster Bushfire Overlay

Planning Scheme Definitions

The proposed use is defined as:-

> ***Motor home park*** *means the use of premises for the parking of self-contained motor homes for short stays without requiring facilities normally associated with a caravan park. The term does not include Caravan park as otherwise defined.*

RELEVANT PLANNING INSTRUMENTS

Assessment of the proposed development against the relevant planning instruments is summarised as follows:-

(a) Far North Queensland Regional Plan 2009-2031

Assessment against the Regional Plan is required because the plan is not reflected in the planning scheme. The application is assessed as being capable of substantially complying with the relevant provisions of the Regional Plan, provided reasonable and relevant conditions are applied.

The following Desired Regional Outcome Land Use Policies are relevant to the assessment of the application:

DRO 2.4 Primary Production & Fisheries			
Land Use Policy		**Complies**	**Comments**
2.4.1	*Good quality agricultural land is protected from urban development outside the urban footprint.*	✓	Complies - The Regional Plan does not define the proposed use as an urban activity; instead, it is defined as Tourist Activity. The subject land is not mapped as GQAL.
2.4.2	*Appropriate buffer distances between incompatible uses and agricultural operations on good quality agricultural land are provided through sensitive land use planning in accordance with State Planning Policy 1/92.*	✓	The proposed motor home park will be separated from an established poultry farm by a minimum distance of 500 metres. Several established dwelling houses are already located between the subject land and the poultry farm. These existing dwelling houses (sensitive receptors) already constrain the operations of the poultry farm and the proposed motor home park with a greater separation distance will not increase the level of constraint.

DRO 5.4 Primary Industries			
Land Use Policy		**Complies**	**Comments**
5.4.2	*Threats to primary production from incompatible development are identified and managed through land use planning and where appropriate, by developer established buffers.*	✓	The proposed motor home park will be separated from an established poultry farm by a minimum distance of 500 metres. Several established dwelling houses are already located between the subject land and the poultry farm. These existing dwelling houses (sensitive receptors) already constrain the operations of the poultry farm and the proposed motor home park with a greater separation distance will not increase the level of constraint.

DRO 5.5 Tourist Development			
Land Use Policy		**Complies**	**Comments**
5.5.2	*Tourist development, including development that incorporates short-term accommodation for tourists, may be undertaken within the regional landscape and rural production area where there is an identified need in a subregion and the accommodation:* *(a) is of a nature and scale that is sympathetic to the maintenance of the regional landscape and rural production values* *(b) minimises the impact on good-quality agricultural land* *(c) avoids areas of high ecological significance and coastal hill slopes and headlands (see sections 1.1 and 2.3).*	✓	The development complies.
5.5.3	*Where tourist development is located within a strategic rehabilitation area, the development should result in an increase in ecological connectivity or habitat extent through rehabilitation of native vegetation cover.*	✓	The subject land is mapped as including strategic rehabilitation area. The proposed development does not require any new on site infrastructure and will not impact on ecological connectivity or habitat extent.

DRO 7.1 Protection of Waterways, Wetlands and Water Quality			
Land Use Policy		**Complies**	**Comments**
7.1.1	Development is planned, designed, constructed and managed in accordance with best practice environmental management to protect environmental values and meet water quality objectives of the Environmental Protection Policy (Water) 1997 (EPP Water) for regional surface water, groundwater and wetlands.	✓	The development can be conditioned to comply.

(b) State Planning Policy

The Department of State Development, Infrastructure and Planning has introduced a single State Planning Policy (SPP) to replace the various SPP's previously in place. As such, this State Planning Policy is not reflected in the Planning Scheme and is therefore applicable to the assessment of the application.

An officer assessment of the proposed development against the provisions contained within the SPP has been undertaken and it is not considered to be in conflict with any relevant aspect of the SPP.

Queensland State Planning Policy		
State Interest	**Complies**	**Assessment Requirements & Comments**
Biodiversity A development application where the land relates to a matter of state environmental significance, if the application is for: (a) operational work, or (b) a material change of use other than for a dwelling house, or (c) reconfiguring a lot that results in more than six lots or lots less than five hectares.	✓	Development: (1) identifies any potential significant adverse environmental impacts on matters of state environmental significance, and (2) manages the significant adverse environmental impacts on matters of state environment significance by, in order of priority: (a) avoiding significant adverse environmental impacts, and (b) mitigating significant adverse environmental impacts where these cannot be avoided, and (c) where applicable, offsetting any residual adverse impacts. **Comment** The MSES area mapping affects a narrow sliver of land (regulated vegetation) adjacent to the Barron River. The proposed motor home park can be undertaken on site without adverse impact on any area of MSES.

Natural hazards A development application for a material change of use, reconfiguring a lot or operational works on land within: (1) a flood hazard area, or (2) a bushfire hazard area, or (3) a landslide hazard area, or (4) a coastal hazard area.	✓	**For all natural hazards:** Development: (1) avoids natural hazard areas or mitigates the risks of the natural hazard, and (2) supports, and does not unduly burden, disaster management response or recovery capacity and capabilities, and (3) directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties, and (4) avoids risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard, and (5) maintains or enhances natural processes and the protective function of landforms and vegetation that can mitigate risks associated with the natural hazard, and **Comment** The subject land adjoins the Barron River and is predicted to be impacted by flooding during significant rainfall events. The threat posed by flooding is able to be reasonably addressed because the peak season for motor home visitation is outside the northern wet season and the motor homes are able to be quickly relocated outside of the flood hazard area should the need arise. The proposed development will avoid the steep banks on the Barron River. The bushfire hazard mapping of the State Planning Policy and the Mareeba Shire Council Planning Scheme 2016 excludes the majority of the subject land from a bushfire hazard area. The proposed development would be partly within the Potential Impact Buffer area. A bushfire management plan will be conditioned for the development.

(c) Superseded Mareeba Shire Planning Scheme 2004 (amendment no. 01/11)

Relevant Desired Environmental Outcomes

DEO	Complies	Comments
(a) Significant natural features such as the dense tropical rainforest adjoining the Wet Tropics area, the savannas, the major river systems, wetlands and wildlife corridors, areas identified in the Areas of Regional significance for the Conservation of Biodiversity under the FNQ Regional Plan are protected	✓	Complies - The proposed development will make use of the existing cleared areas within the subject land. No further clearing is necessary to accommodate the proposed development.
(c) Adverse effects from development on the natural environment are minimised with respect to the loss of natural vegetation, soil degradation, air and water pollution due to erosion, dust and chemical contamination, dispersal of pollutants, effluent disposal and the like.	✓	Complies - The proposed development will make use of the existing cleared areas within the subject land. No further clearing is necessary to accommodate the proposed development. No uncontrolled waste disposal will be allowed on site. All motor homes will need to utilise off-site dumping points for black and greywater. Conditions will be attached regarding erosion control.

(d)	Good quality agricultural land is conserved and protected from fragmentation and alienation.	n/a	Not applicable. The subject land is not mapped as GQAL.
(e)	Agricultural and forestry resources, mining, extractive activity in the rural sector are encouraged, facilitated and protected.	✓	The proposed motor home park will be separated from an established poultry farm by a minimum distance of 500 metres. Several established dwelling houses are already located between the subject land and the poultry farm. These existing dwelling houses (sensitive receptors) already constrain the operations of the poultry farm and the proposed motor home park with a greater separation distance will not increase the level of constraint.
(j)	Threats to public safety and health associated with the natural and built environments, including flooding in the catchments of the Barron River and Mitchell River are minimised.	✓	The subject land adjoins the Barron River and is predicted to be impacted by flooding during significant rainfall events. The threat posed by flooding is able to be reasonably addressed because the peak season for motor home visitation is outside the northern wet season and the motor homes are able to be quickly relocated outside of the flood hazard area should the need arise.
(n)	Mareeba's role and identity as the main business, economic centre and regional service centre and gateway to the Cape is consolidated.	✓	The proposed development does not comprise this DEO.
(q)	The establishment of new industries such as value adding agricultural industries as well as ecotourism and tradeable services beyond agriculture.	✓	The proposed development will increase the tourism services available to visitors.

Relevant Development Codes

The following Development Codes are considered to be applicable to the assessment of the application:

Part 4, Division 14	Rural Zone Code
Part 5, Division 8	Natural Disaster - Bushfire Overlay Code
Part 6, Division 5	Car Parking Code
Part 6, Division 14	Tourist Facility Code
Part 6, Division 15	Landscaping Code

The application included a planning report and assessment against the planning scheme. An officer assessment has found that the application satisfies the relevant acceptable solutions (or

probable solutions/performance criteria where no acceptable solution applies) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural Zone Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Natural Disaster Bushfire Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Car Parking Code	The application can be conditioned to comply with the relevant acceptable/probable solutions contained within the code apart from the following: ▪ Acceptable Solution AS6 ▪ Acceptable Solution AS9.1 Refer to discussion below:
Tourist Facility Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Landscaping Code	The application complies with applicable acceptable/probable solutions/performance criteria.

(e) Planning Scheme Policies

The following planning scheme policies are relevant to the application:

No. 1 - Water Supply (Outside Reticulated Water Supply Area)

Only self-contained vehicles will be permitted to stay at the motor home park. These vehicles are required to have on board water storage.

No. 4 - Development Manual

All development works will be conditioned to be designed and constructed in accordance with the FNQROC Development Manual.

(f) Additional Trunk Infrastructure Condition

The subject land is located outside the identified Priority Infrastructure Area (PIA).

The applicant has nominated a maximum capacity of 40 vehicles per day for the motor home park. Due to the seasonal nature of drive tourism, particularly caravans and motor homes, the park would operate six (6) months per year, at an expected occupancy of 50%.

Discounting the seasonal/occupancy factors results in 10 vehicles per day or 20 vehicle movements per day.

Under Planning Scheme Policy No. 6, the base contribution of $4,500 is equivalent to the traffic from a standard allotment or 10 vehicle movements per day. As such the contribution applicable to this development would be:

- $4,500 x 2 = $9,000

The value of the Rogers Road dust seal works required by Condition 4.2 will be credited against this contribution.

REFERRALS

Concurrence

This application did not trigger a referral to a Concurrence Agency.

Advice

This application did not trigger a referral to an Advice Agency.

Internal Consultation

Advice was sought from the Acting Director Infrastructure Services in relation to the best means of minimising the proposed developments dust impacts on the dwelling house on Lot 1 on RP711202.

Bitumen sealing of all or a section (100 metres) of Rogers Road is considered the only practical means of limiting dust, whilst not burdening Council with excessive ongoing maintenance requirements.

The use of other dust mitigation measure such as low dust gravel, chemical treatments is not supported as these will be less effective, increase maintenance costs and/or interfere with Council's ability to carry out maintenance grading etc.

PUBLIC NOTIFICATION

The development proposal was placed on public notification from 12 August 2017 to 4 September 2017. The applicant submitted the notice of compliance on 8 September 2017 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

One (1) properly made submission was received.

The grounds for objection are summarised and commented on below:

Grounds for objection	Comment
Submitter's dwelling is 25 metres from the unsealed Rogers Road. Submitter is concerned about increased dust impact.	There is potential for adverse dust impacts on the submitter's residence due to Rogers Road being unsealed, the proposed development operating during the dry season and the proximity of the submitter's residence to Rogers Road. Various options for dust minimisation were considered including bitumen sealing, low dust gravel and chemical treatment. Bitumen sealing of a 100 metre section of Rogers Road adjacent to the submitters residence is considered the only workable long term option. The development has been conditioned accordingly.

Submitters

Name of principal submitter	Address
1. W Cardew	PO Box 2050, Mareeba

PLANNING DISCUSSION

Non-compliance with the relevant acceptable solutions or probable solutions/performance criteria contained within the above Codes are summarised as follows:

Car Parking Code - Car Parking Design

S6 Car parking spaces are of adequate dimensions and standard to meet user requirements.

AS6 *Car parking spaces meet the design requirements of Australian Standards AS2890.1–1986 and AS2890.2–1989 (as amended) provided that the minimum car parking space width is no less than 2.6 metres.*

Comment

Acceptable Solution AS6 is not considered particularly relevant to motor home parks. The application proposes to utilise a grassed clearing within the subject land to accommodate the informal parking of motor homes.

Sufficient area exists within the grassed area to meet the car parking needs of the proposed use.

It is considered the proposed development satisfies Specific Outcome S6.

Car Parking Code - Car Parking Numbers

S9 *Sufficient car parking spaces are provided to accommodate the demand likely to be generated by the use.*

AS9.1 *The number of car parking spaces provided for the use is in accordance with the Car Parking Schedule.*

Comment

The Planning Scheme includes the following car parking rate for motor home park:

"11 spaces per 10 sites plus one (1) space per 10 sites as visitor spaces"

This is the same rate as a caravan park. Council officers consider the use of the caravan park car parking rate inappropriate for motor home parks. Caravan parks may include long term and permanent residents and it is appropriate to require visitor parking spaces.

Motor home parks are restricted to short term stays only and it would be rare for a non-guest to visit the site.

The designated motor home parking area is of a sufficient size to accommodate a large number of motor homes during the peak tourist seasons. Adequate space exists within this parking area to also accommodate a number of visitors.

Based on this, it is considered the proposed development satisfies Specific Outcome S9.

Date Prepared: *16 October 2017*

ATTACHMENT 1

APPROVED PLANS

ATTACHMENT 2

MCU/17/0001

P URP-MCU
IT URP

Warren Cardew
PO Box 2050
Mareeba Qld 4880

Department of Planning
Mareeba Shire Council
PO Box 154
Mareeba Qld 4880

Dear Sir

Material change of use – Motor Home Park (Self -Contained accommodation vehicles) Lot 1 on RP708214 situated at
59 Rogers Rd Biboohra

I Warren Cardew would like to formerly lodge an objection to the proposal of Material Change of Use for a Motor Home Park(Self-Contained accommodation vehicles) for 59 Rogers Rd. Our property, 25 Rogers Rd or Lot 1 on RP 711202 is adjacent to the proposed property. Our property and home access is directly on to Rogers Rd.

Rogers Rd is an unsealed dirt road which is only 25M from our front door. My main objection is to the amount of dust that would be generated from the increased traffic on the unsealed road which would greatly affect our quality of life. This area is zoned rural and as such have a limited traffic flow. Rogers Rd services only 3 properties and is also a dead end road. So traffic is limited, there are only 2 houses directly serviced by this unsealed road so traffic is limited to only 2 families.

The proposed material change could see traffic movements up to an extra 80 heavy vehicles per day for six months in the driest time of the year, which would mean our home would be engulfed in dust every time a RV or Caravan ensemble entered or exited the proposed Motor Park. This number is based on the maximum parks available for the proposed site. There is also the possibility of even more traffic movements when people access local shops for basic supplies and tourist activities.

This proposed material change of use is totally unacceptable unless Rogers Rd is sealed before any proposed development takes place. I would also ask the council to consider the use of speed bumps on the sealed road to slow the traffic near our house as we have small children staying with us on a regular basis. The wind due to the topography of the area blows from the North East predominately so any vehicle entering or exiting Rogers Rd the dust generated blows directly into our home.

I refer to Table 1 Strategic Outcomes – Development Response section f and r. The proposed development dismiss any impact on local residents, this is not the case as my family is directly affected by air pollution and traffic interaction.

I ask the planning department to a knowledge receiving this letter by return correspondence to P O. Box 2050 Mareeba 4880 and to consider my objection.

Kind regards
W Cardew.
Warren Cardew

RECEIVED
23 AUG 2017

Document Set ID: 3284961
Version: 1, Version Date: 23/08/2017

ITEM-2 **M & G CRUSHING & MATERIALS PTY LTD - MCU - EXTRACTIVE INDUSTRY - LOT 2 ON RP733458 & LOT 247 NR1876 - 303 NARCOTIC CREEK ROAD, CHEWKO - DA/17/0012**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Senior Planner

DEPARTMENT: Corporate and Community Services

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	M & G Crushing & Materials Pty Ltd	**ADDRESS**	303 Narcotic Creek Road, Chewko
DATE LODGED	18 April 2017	**RPD**	Lot 2 on RP733458 & Lot 247 on NR1876
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Extractive Industry		

FILE NO	DA/17/0012	**AREA**	Lot 2 - 43.712 ha Lot 247 - 43.099 ha
LODGED BY	Hughes Consulting	**OWNER**	R Niceforo
PLANNING SCHEME	Mareeba Shire Council Planning Scheme - July 2016		
ZONE	Rural zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	Two (2)		

ATTACHMENTS:
1. Proposal Plan/s
2. Department of Infrastructure, Local Government and Planning Referral Agency Response - 18 July 2017
3. Submitter letters
4. Applicant's response to submissions

EXECUTIVE SUMMARY

Council is in receipt of a development application described in the above application details.

The application is impact assessable and two (2) properly made submissions were received in response to public notification of the application.

It has been assessed against the relevant statutory planning instruments, including the Regional Plan and the Planning Scheme and does not conflict with any relevant planning instrument.

It is recommended that the application be approved in full with conditions.

OFFICER'S RECOMMENDATION

"1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	M & G Crushing & Materials Pty Ltd	**ADDRESS**	303 Narcotic Creek Road, Chewko
DATE LODGED	18 April 2017	**RPD**	Lot 2 on RP733458 & Lot 247 on NR1876
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Extractive Industry		

and in accordance with the Sustainable Planning Act 2009, the applicant be notified that the application for a development permit for the development specified in (A) is:

Approved by Council in accordance with the approved plans/documents listed in (B), subject to assessment manager conditions in (C), assessment manager's advice in (D), concurrence agency conditions in (E), relevant period in (F), further permits in (G), and further approvals from Council listed in (H);

And

The assessment manager does not consider that the assessment manager's decision conflicts with a relevant instrument.

(A) APPROVED DEVELOPMENT: Development Permit for Material Change of Use - Extractive Industry

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
HCN003 N002	Fig. 2 Contours, Drainage and Regional Ecosystems	Hughes Consulting	8/2/2017
HCN003 N003	Fig. 3 Site Drainage and Buffer Zones	Hughes Consulting	8/2/2017

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out substantially in accordance with the approved plans and the facts and circumstances of the use as submitted with the application, subject to any alterations:

   - found necessary by the Council's delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements; and
   - to ensure compliance with the following conditions of approval.

2. Timing of Effect

   2.1 The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the commencement of the use except where specified otherwise in these conditions of approval.

   2.2 Prior to the commencement of use, the applicant must notify Council that all the conditions of the development permit have been complied with, except where specified otherwise in these conditions of approval.

3. General

   3.1 The development approval would not have been issued if not for the conditions requiring the construction of infrastructure within the conditions of approval.

   3.2 The applicant/developer is responsible for the cost of necessary alterations to existing public utility mains, services or installations required by works in relation to the proposed development or any works required by condition(s) of this approval.

   3.3 All payments or bonds required to be made to the Council pursuant to any condition of this approval must be made prior to commencement of the use and at the rate applicable at the time of payment.

   3.4 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

   3.5 Hours of Operation

All operations pursuant to the extractive industry, or in any way connected with the extractive industry will, for site operations and for removal of material, be limited to the hours between 7.00 am and 6.00 pm Mondays to Friday and 7:00am to 12:00 noon Saturdays (except Public Holidays), PROVIDED ALWAYS that the Council will have the right at any time, and from time to time, to fix other hours of operation, and upon the fixing of any such other hours of operation pursuant to the permit, or in any way connected therewith, the extractive industry will be limited to such other hours. The Applicant will not be allowed to conduct nor permit nor suffer to be conducted, any extractive industry operation nor run nor start any motors, machinery, or the like, nor remove any materials from the said land on any Sunday or Public Holiday, or at any time outside the hours mentioned or such other hours as will be fixed by Council.

3.6 The Applicant shall provide Council with records of quantities of material extracted from the site on a monthly basis.

3.7 All operations pursuant to the extractive industry must be carried out in accordance with the Site Based Management Plan, except where modifications are required by the conditions of this approval.

3.8 The applicant will be required to take every precaution to avoid spillage and any spillage which occurs on any public road, shall be removed at the end of each working day or within four (4) hours of any verbal requirement by Council's delegated officer.

3.9 Scale and Intensity

The extraction volume must not exceed 5,000 tonnes per annum.

3.10 No extraction is to occur within 100 metres of Lot 1 on RP733458 and the rail corridor Lot 261 on SP129911. The sand screening plant and any stockpile/s must be sited at least 200 metres from the closest property boundary.

3.11 No extractive industry operations are to occur within 25 metres of Narcotic Creek and 10 metres of the unnamed waterway.

3.12 Rehabilitation

A Site Rehabilitation Management Plan is to be prepared by a suitably qualified and experienced person detailing the timing/staging of vegetation removal, method of removal and the sequence of operations and rehabilitation works.

Site rehabilitation works must be provided in a progressive manner in accordance with extraction sequences and staging. The method of rehabilitation needs to be detailed with appropriate revegetation strategies indicated including the species list to be used including plant source. The plan is to be submitted to Council and operations are not to commence prior to receipt of Council’s approval of the plan.

All site rehabilitation is to occur in accordance with the approved Site Rehabilitation Management Plan.

4. Infrastructure Services and Standards

4.1 Access

A **Commercial** access crossover, for the extractive industry access, must be constructed and maintained, to the property boundary of the Sales Permit area in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

(D) ASSESSMENT MANAGER'S ADVICE

(a) A number of other charges or payments may be payable as conditions of approval. The applicable fee is set out in Council's Fees & Charges Schedule for each respective financial year.

(b) Compliance with applicable codes/policies

The development must be carried out to ensure compliance with the provisions of Council's Local Laws, Planning Scheme Policies, Planning Scheme and Planning Scheme Codes to the extent they have not been varied by a condition of this approval.

(c) Compliance with Acts and Regulations

The erection and use of the building must comply with the Building Act and all other relevant Acts, Regulations and Laws, and these approval conditions.

(d) Environmental Protection and Biodiversity Conservation Act 1999

The applicant is advised that referral may be required under the *Environmental Protection and Biodiversity Conservation Act 1999* if the proposed activities are likely to have a significant impact on a matter of national environmental significance. Further information on these matters can be obtained from www.environment.gov.au.

(e) Cultural Heritage

In carrying out the activity the applicant must take all reasonable and practicable measures to ensure that no harm is done to Aboriginal cultural heritage (the "cultural heritage duty of care"). The applicant will comply with the cultural heritage duty of care if the applicant acts in accordance with gazetted cultural heritage duty of care guidelines. An assessment of the proposed activity against the duty of care guidelines will determine whether or to what extent Aboriginal cultural heritage may be harmed by the activity. Further information on cultural heritage, together with a copy of the duty of care guidelines and cultural heritage search forms, may be obtained from www.datsip.qld.gov.au.

(f) Transportation of Soil

All soil transported to or from the site must be covered to prevent dust or spillage during transport. If soil is tracked or spilt onto the road pavements as a result of works on the subject site, it must be removed prior to the end of the working day and within four (4) hours of a request from a Council Officer.

(E) CONCURRENCE AGENCY CONDITIONS

Department of Infrastructure, Local Government and Planning conditions dated 18 July 2017.

(F) RELEVANT PERIOD

When approval lapses if development not started (s.341)

- Material Change of Use – four (4) years (starting the day the approval takes effect);

(G) OTHER NECESSARY DEVELOPMENT PERMITS AND/OR COMPLIANCE PERMITS

- Nil

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Access approval arising from condition number 4.1 (Please contact Planning Section to obtain application form and applicable fee)"

THE SITE

The subject site comprises land described as Lot 2 on RP733458 and Lot 247 on NR1876, Parish of Tinaroo, situated at 303 Narcotic Creek Road, Mareeba. The site is approximately 12km south-west of Mareeba and 7.5 km north-west of Walkamin.

The site has a combined area of 86.8 hectares with a total frontage of approximately 1.36 kilometres to Narcotic Creek Road. Access to the site is obtained directly off Narcotic Creek Road via multiple established farm accesses.

Narcotic Creek Road is constructed to a bitumen sealed width of approximately 3.5 metres for the majority of its length. Narcotic Creek Road is a loop road which intersects with Chewko Road to the north and south of the subject land. Chewko Road is constructed to a dual lane bitumen sealed standard.

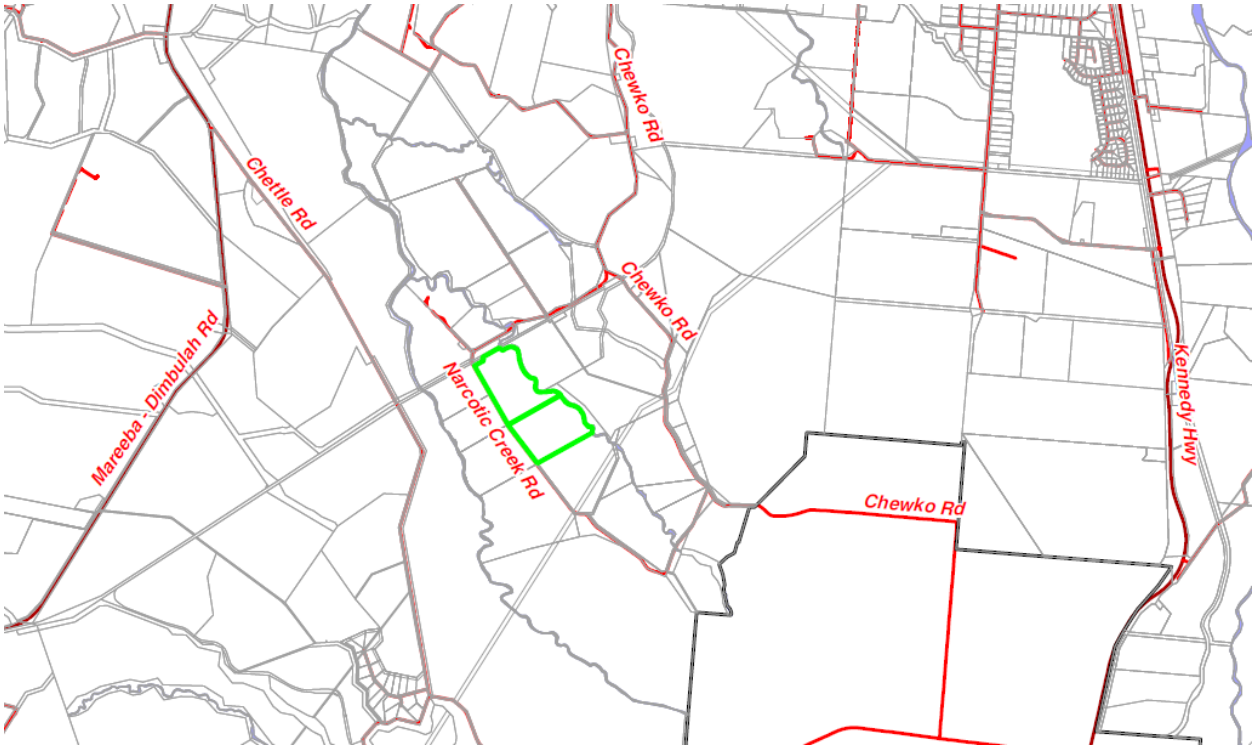
The site is generally gently sloping at an average of 2.5%, (less than 1.5^0) and sits between the 560 m and 520 m contours. This gentle gradient to the east drains overland flow into Narcotic Creek which in turn discharges into Granite Creek.

The proposed extraction area has been previously cleared and ploughed for cultivation and is currently lying fallow. Regulated vegetation (MSES) along a watercourse (Narcotic Creek) follows the north-eastern lot boundary and Category R vegetation bisects both lots along a small unnamed creek of stream order 1.

A farm residence and multiple farm sheds are established on each lot comprising the subject site. Five (5) workers cottages are established on Lot 2 on RP733458 in proximity to the farm residence and the Narcotic Creek Road frontage.

The closest external dwelling house to the extraction area is on Lot 1 on RP733458. The boundary of the proposed extraction area is approximately 50 metres from this dwelling house.

Map Disclaimer:
Based on or contains data provided by the State of Queensland (Department of Environment and Resource Management) (2009). In consideration of the State permitting use of this data you acknowledge and agree that the State gives no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accepts no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.



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BACKGROUND AND CONTEXT

Nil

PREVIOUS APPLICATIONS & APPROVALS

1. C33/96 - On subject land

On 19 December 1996, Council approved town planning consent application C33/96 for the establishment of an extractive industry over part of Lot 247 on NR1876, situated on Narcotic Creek Road.

The approval covered two (2) hectares of Lot 247 on NR1876 and allowed for the extraction of up to 10,000 cubic metres (approx. 6,500 tonnes) of sand per annum.

This approval was acted upon, however was eventually abandoned and lapsed.

2. MC2004/27 - Land on opposite side of Narcotic Creek Road

On 17 August 2004, Council approved an application for Material Change of Use for an extractive industry on land described as part of Lot 243 on N1876, situated at 274-288 Narcotic Creek Road.

The approval allowed for the extraction of up to 5,000 tonnes of sand per annum.

This approval was acted upon and was ultimately abandoned by the land owner in September 2016.

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Material Change of Use - Extractive Industry in accordance with the plans shown in **Attachment 1**.

The development is a proposed sand quarry at which extraction and screening activities will be undertaken. The following extractive industry processes will be carried out as part of the project.

- Excavation
- Screening
- Stockpiling
- Stabilisation and rehabilitation of disturbed areas

It is anticipated that the quarry will operated on an as-required basis to service resource demand, not exceeding an annual quantity of 5,000 tonnes. Material will be extracted using diesel powered machinery (e.g. excavator, loader), with drilling and blasting not being required. Once extracted, the sand will be screened and stockpiled. Extraction activities will occur outside the wettest months, when access can be safely gained to the sand extraction area.

Sand will be extracted in a staged approach to minimise disturbance to land, commencing at the eastern boundaries. The total extraction area will be approximately 50 ha in total. Progressive rehabilitation will be undertaken as land becomes available where required although it should be noted that the land is likely to be farmed and the end land use for the area will be a return to agricultural as required.

Prior to commencement of quarry operations in each stage the disturbance boundary will be defined on the ground by metal pickets. The area of Category R Reef Vegetation which bisects the proposed development area will be excluded from disturbance to protect the existing remnant vegetation. The steam subject to Category R is a stream order level 1 and this flows into Narcotic Creek which is stream order level 2.

A mobile screening and washing plant will be utilised within the disturbed area on a temporary basis as needs require and be moved off site when not required. Material extracted from the excavation area will be stockpiled on-site. A haul road will follow an existing track from the boundary at Narcotic Creek Road to the area of extraction. It is expected that this development will increase traffic on Narcotic Creek Road by less than an average of one (1) truck per day based on an expected annual rate of extraction which will not exceed 5,000 tonnes. A turn around will also be constructed.

Operations will occur between 7 am and 6 pm Monday to Friday and 7 am to 12 pm on Saturdays. No activities will take place on Sundays or Public Holidays. Up to three people will be employed at any one time. Visitors to the project site are not expected on a regular basis. Employees will reside off site. No waste disposal will occur on site. Minor fuel spoils may be remediated on-site via bioremediation, all other spill material will be removed as a regulated waste.

It is unlikely that that any diesel will be stored on site, rather brought on-site by mobile self-bunded fuel tank when required for operation of equipment. Any fuel tank will be parked 100 m away from any drainage line. A spill kit will be retained on the project site for the duration of the works.

The site establishment and construction will occur once development approval has been gained and in association with any tender process including the construction of site access and quarry fixed infrastructure, establishment of the stockpile area by clearing and levelling where necessary.

REGIONAL PLAN DESIGNATION

The subject site is included within the Regional Landscape and Rural Production Area land use category in the Far North Queensland Regional Plan 2009-2031. The Regional Plan Map 3- 'Areas of Ecological Significance' also identifies the site is:

- *Wetland Area of General Ecological Significance*
- *Terrestrial Area of General Ecological Significance*

PLANNING SCHEME DESIGNATIONS

Strategic Framework:	***Land Use Categories*** • Rural Agricultural Area • Rural Other ***Natural Environment Elements*** • Biodiversity Areas
Zone:	Rural zone
Overlays:	Agricultural land overlay Airport environs overlay Bushfire hazard overlay Environmental significance overlay Regional infrastructure corridors and substations overlay Transport infrastructure overlay

Planning Scheme Definitions

The proposed use is defined as:-

Column 1 Use	***Column 2 Definition***	***Column 3 Examples include***	***Column 4 Does not include the following examples***
Extractive industry	Premises used for the extraction and/or processing of extractive resources and associated activities, including their transportation to market.	Quarry	

RELEVANT PLANNING INSTRUMENTS

Assessment of the proposed development against the relevant planning instruments is summarised as follows:-

(a) Far North Queensland Regional Plan 2009-2031

Separate assessment against the Regional Plan is not required because the Mareeba Shire Council Planning Scheme appropriately advances the Far North Queensland Regional Plan 2009-2031, as it applies to the planning scheme area.

(b) State Planning Policy

Separate assessment against the State Planning Policy (SPP) is not required because the Mareeba Shire Council Planning Scheme appropriately integrates all relevant aspects of the SPP.

(c) Mareeba Shire Council Planning Scheme - July 2016

Strategic Framework

3.7 Economic development

3.7.1 Strategic outcomes

(7) The geological diversity and rare mineral occurrence of Mareeba Shire provide the basis for the establishment of mixed mining activities of varying scales, supporting increased employment and wealth within the shire, while ensuring ecological and amenity values are not negatively impacted. Support services and infrastructure to existing and future mineral exploration, including workers accommodation, are encouraged in appropriate locations.

(8) *Key resource areas* (of local, regional and state significance) and associated haul routes are buffered from incompatible development. New resource operations establish in *rural areas* where impacts on surrounding land are manageable and environmental values can be protected.

3.7.11 Element - Extractive resources

3.7.11.1 Specific outcomes

(1) *Key resource areas* of local, regional and state significance and their associated haul routes are protected from development that might prevent or constrain current or future extraction.

(2) Extractive industries:

(a) mitigate impacts relating to air, noise, water and waste on local ecological and environmental values and the amenity of residential areas, and surrounding rural dwellings;
(b) avoid areas of ecological significance and values;
(c) progressively rehabilitate disturbed land on site and ensure ecological values are rehabilitated (where relevant).

(3) Sand extraction in watercourses maintains and restores the environmental and hydrological values of the site, and does not impede community recreational usage and public access points to waterways.

Comment

Whilst the subject site itself is not within a key resource area (KRA), KRA151 commences approximately 520 metres to the north-east, on the corner of Narcotic Creek Road and Chewko Road.

KRA151 is intended to recognise and protect the sand resource which extends from Narcotic Creek Road in a north-westerly direction to McBean Road. Numerous historic and active sand extractive industries are scattered throughout this KRA.

Since 1996, Council has approved two (2) sand extractive industries along Narcotic Creek Road, with one (1) of these being located on the subject site. Both of these extractive industries were of a similar scale (approx. 5,000 tonnes per annum) to the current proposal and both have since been abandoned. Neither of these extractive industry operations had a record of adverse environmental or residential amenity impacts.

The proposed development would comply.

Relevant Development Codes

The following Development Codes are considered to be applicable to the assessment of the application:

6.2.9 Rural zone code
8.2.1 Agricultural land overlay code
8.2.2 Airport environs overlay code
8.2.3 Bushfire hazard overlay code
8.2.4 Environmental significance overlay code
8.2.9 Regional infrastructure corridors and substations overlay code
8.2.11 Transport infrastructure overlay code
9.3.5 Industrial activities code
9.4.2 Landscaping code
9.4.3 Parking and access code
9.4.5 Works, services and infrastructure code

The application included a planning report and assessment against the planning scheme. An officer assessment has found that the application satisfies the relevant acceptable solutions (or probable solutions/performance criteria where no acceptable solution applies) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural Zone Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Agricultural Land Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Airport Environs Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Bushfire Hazard Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Environmental Significance Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Regional Infrastructure Corridors and Substations Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Transport Infrastructure Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Industrial Activities Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Landscaping Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Parking and Access Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Works, Services and Infrastructure Code	The application complies with applicable acceptable/probable solutions/performance criteria.

(e) Planning Scheme Policies

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

All development works will be conditioned to be designed and constructed in accordance with the FNQROC Development Manual.

(f) Additional Trunk Infrastructure Condition - (Section 650 of SPA)

The subject land is located outside the identified Priority Infrastructure Area (PIA).

Section 650 of SPA allows Council to condition additional trunk infrastructure outside the PIA.

The application proposes the extraction of up to 5,000 tonnes of sand per annum. Based on each truck and dog trailer hauling 30 tonnes per load, the quarry may generate 334 truck movements per year, or less than seven (7) truck movements per week.

The small number of truck movements does not warrant the imposition of an additional trunk infrastructure condition.

REFERRALS

Concurrence

The application triggered a referral to the Department of Infrastructure, Local Government and Planning as a Concurrence Agency (SARA - Railways).

That Department advised in a letter dated 18 July 2017 that they require the conditions to be attached to any approval **(Attachment 2**).

Advice

This application did not trigger a referral to an Advice Agency.

Internal Consultation

Technical Services

PUBLIC NOTIFICATION

The development proposal was placed on public notification from 28 July 2017 to 18 August 2017. The applicant submitted the notice of compliance on 25 August 2017 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

Two (2) properly made submissions were received.

The grounds for objection are summarised and commented on below:

Grounds for objection	Comment
Narcotic Creek Road is a single lane road and unsuitable for heavy trucks. Cane truck usage already requires cars to pull off to the side of the road and the road shoulders are steep/unsafe. There has already been two deaths on the road.	The applicant has provided a detailed response to the issues raised by both submitters **Attachment 4**. The application proposes the extraction of up to 5,000 tonnes of sand per annum. Based on each truck and dog trailer hauling 30 tonnes per load, the quarry may generate 334 truck movements per year, or less than seven (7) truck movements per week. The number of proposed truck movements will be no greater than those previously permitted under the two abandoned Narcotic Creek Road extractive industries.

Submitters

Name of principal submitter	Address
1. D Fregona & D Daven	115 Narcotic Creek Road, Mareeba
2. A & A Fregona	169 Narcotic Creek Road, Mareeba

PLANNING DISCUSSION

NIL

Date Prepared: *9 October 2017*

ATTACHMENT 1

APPROVED PLANS

15

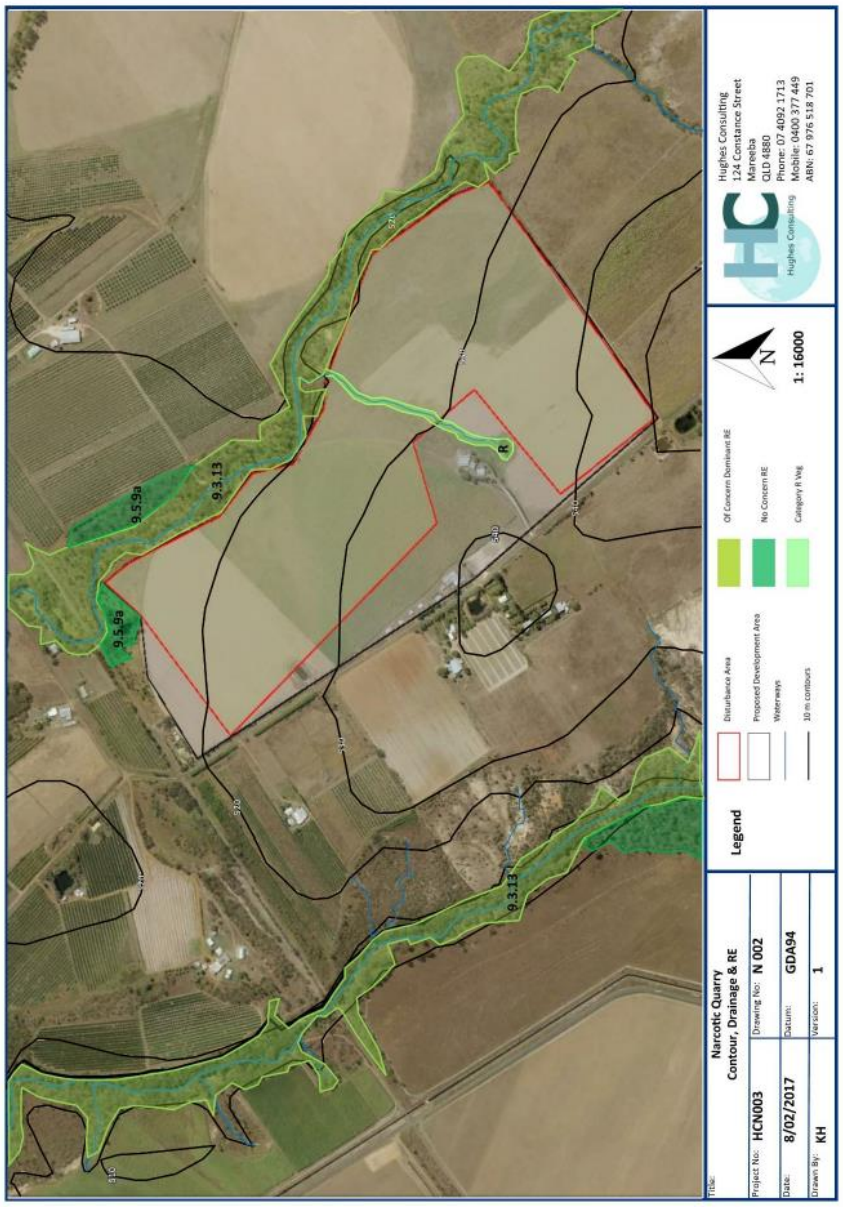


Fig. 2 Contours, Drainage and Regional Ecosystems

16

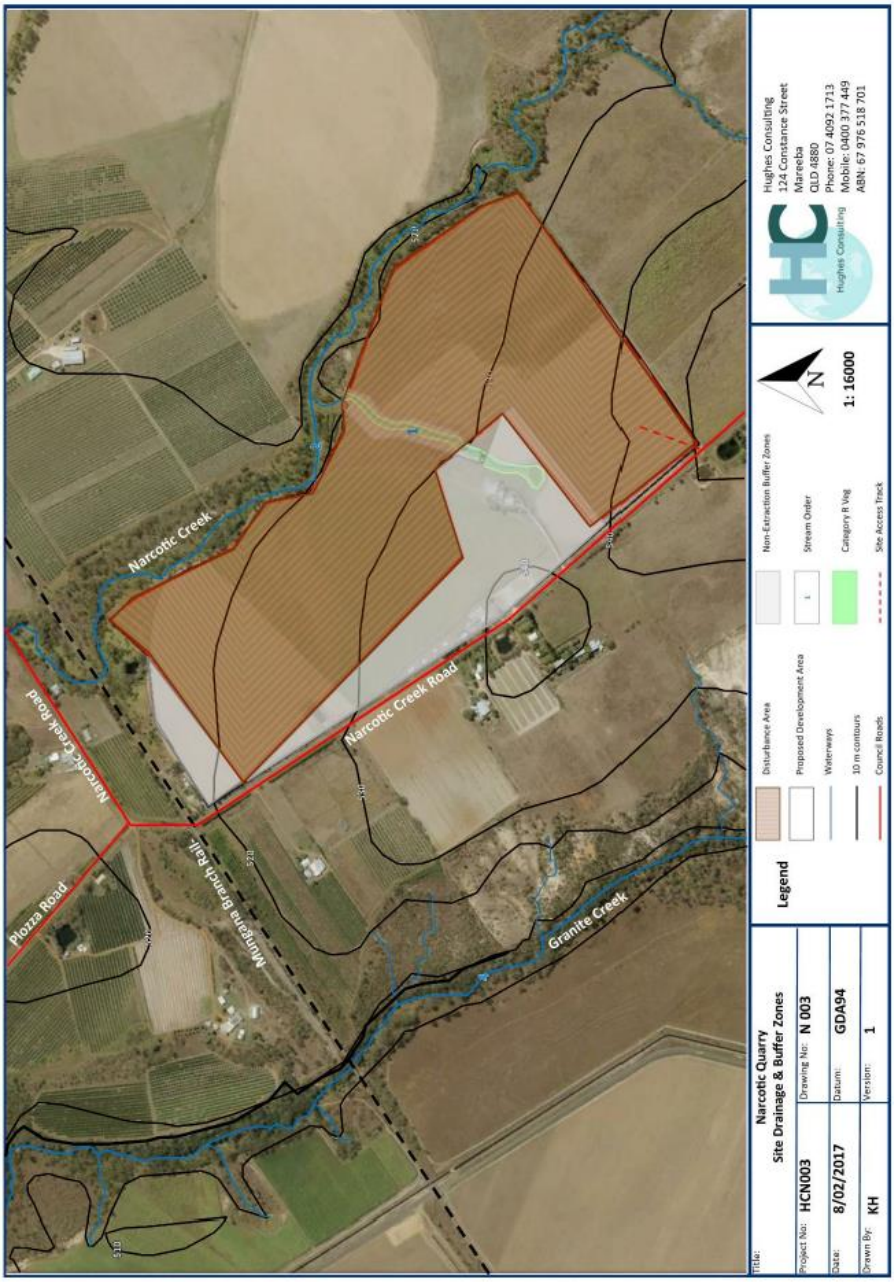


Fig. 3 Site Drainage and Buffer Zones

ATTACHMENT 2

Queensland Government

Department of Infrastructure, Local Government and Planning

Our reference: SDA-0517-039257
Your reference: DA/17/0012

18 July 2017

Chief Executive Officer
Mareeba Shire Council
PO Box 154
MAREEBA QLD 4880

Attn: Brian Millard

Dear Sir / Madam

Concurrence agency response—with conditions
Material change of use (extractive industry) at 303 Narcotic Creek Road, Chewko, described as Lot 247 on NR1876 and Lot 2 RP733458
(Given under section 285 of the *Sustainable Planning Act 2009*)

The referral agency material for the development application described below was received by the Department of Infrastructure, Local Government and Planning under section 272 of the *Sustainable Planning Act 2009* on 7 June 2017.

Applicant details

Applicant name:	M & G Crushing & Materials Pty Ltd T/A Xtraco
Applicant contact details:	77 Morganbury Road Walkamin Queensland 4872 pixie@hughesconsulting.com.au

Site details

Street address:	303 Narcotic Creek Road Chewko
Lot on plan:	Lot 247 on NR1876 and Lot 2 on RP733458
Local government area:	Mareeba Shire Council

Application details

Proposed development:	Development permit for material change of use (extractive industry)

Far North Queensland Regional Office
Ground Floor, Cairns Port Authority
PO Box 2358
Cairns QLD 4870

SDA-0517-039257

Aspects of development and type of approval being sought

Nature of Development	Approval Type	Brief Proposal of Description	Level of Assessment
Material Change of Use	Development permit	Extractive Industry, sand quarry, extraction and screening of under 5000 tonnes per annum	Impact Assessment

Referral triggers

The development application was referred to the department under the following provisions of the *Sustainable Planning Regulation 2009*:

Referral trigger Schedule 7, Table 3, Item 15A—Railways

Conditions

Under section 287(1)(a) of the *Sustainable Planning Act 2009*, the conditions set out in Attachment 1 must be attached to any development approval.

Reasons for decision to impose conditions

Under section 289(1) of the *Sustainable Planning Act 2009*, the department must set out the reasons for the decision to impose conditions. These reasons are set out in Attachment 2.

Further advice

Under section 287(6) of the *Sustainable Planning Act 2009*, the department offers advice about the application to the assessment manager—see Attachment 3.

A copy of this response has been sent to the applicant for their information.

For further information, please contact Michele Creecy, Senior Planning Officer, SARA Far North QLD on 4037 3206, or email michele.creecy@dilgp.qld.gov.au who will be pleased to assist.

Yours sincerely

Brett Nancarrow
Manager (Planning)

cc: M & G Crushing & Materials Pty Ltd T/A Xtraco, pixie@hughesconsulting.com.au
enc: Attachment 1—Conditions to be imposed
Attachment 2—Reasons for decision to impose conditions
Attachment 3—Further advice

SDA-0517-039257

Our reference: SDA-0517-039257
Your reference: DA/17/0012

Attachment 1—Conditions to be imposed

No.	Conditions	Condition timing
Aspect of development: Material change of use (extractive industry)		
Schedule 7, Table 3, Item 15A - Railways—Pursuant to section 255D of the *Sustainable Planning Act 2009*, the chief executive administering the Act nominates the Director-General of Department of Transport and Main Roads to be the assessing authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
In accordance with approved report		
1.	The development must be generally in accordance with the following report: Site Based Management Plan, prepared by Hughes Consulting, dated 12/04/2017, reference SMP V1, and version V1, in particular, Section 2.1 Location.	Prior to the commencement of use and to be maintained at all times.
Stormwater management		
2.	(a) Stormwater management of the development must ensure no worsening or actionable nuisance to the railway. (b) Any works on the land must not: (i) create any new discharge points for stormwater runoff onto the railway; (ii) interfere with and/or cause damage to the existing stormwater drainage on the railway; (iii) surcharge any existing culvert or drain on the railway; (iv) reduce the quality of stormwater discharge onto the railway.	(a)and (b) At all times

Our reference: SDA-0517-039257
Your reference: DA/17/0012

Attachment 2—Reasons for decision to impose conditions

The reasons for this decision are:

- To ensure the development is carried out generally in accordance with the proposed report to maintain the safety and efficiency of the state transport corridor.
- To ensure that the impacts of stormwater events associated with development are minimised and managed to avoid creating any adverse impacts on the state transport corridor.

Our reference: SDA-0517-039257
Your reference: DA/17/0012

Attachment 3—Further advice

General advice	
Ref	Railways
1.	**Memorandum of Understanding for Railway Level Crossings** As per the *Memorandum of Understanding between the Local Government Association of Queensland and Queensland Rail and the Department of Transport and Main Roads with respect to the Management and Funding Responsibility for Level Crossing Safety,* the local government is responsible for any safety upgrades to a level crossing if the change in risk to the level crossing is due to changes in nearby land uses which have been authorised by local government. Mareeba Shire Council should continue to monitor the level of safety risk and number of reported level crossing issues at the Narcotic Creek Road crossing of the Mungana Branch railway as further development in the area is approved. The proposed development will be likely to contribute to cumulative impacts on the safety of the railway level crossing. Consideration should also be given to implementing improved control and safety measures, as required, in particular to address the poor sight distance and the narrow and curved road formation on the northern approach to the level crossing.

ATTACHMENT 3

DA/17/0012 URP-MCU J.T. URP.

DENNIS FREGONA & DEBORAH DAVEN

115 NARCOTIC CREEK ROAD

MAREEBA,QLD.0403262901

THE ASSESSMENT MANAGER MAREEBA SHIRE COUNCIL,

WE ARE WRITING TO YOU WITH OUR CONCERNS FOR THE PROPOSED NEW DEVELOPMENT ON OUR ROAD AT 303 NARCOTIC CREEK ROAD. IF YOU HAVE EVER DRIVEN OUT HERE ,YOU WOULD REALISE THIS ROAD CANNOT HANDLE THE HEAVY TRAFFIC THAT IT PRESENTLY DOES ,LET ALONE ANYMORE.IT IS SINGLE LANE ,JUST AND THERE IS HARDLY ANYWHERE SAFE TO PULL OFF TO LET THE TRUCKS PAST.WE HAVE TO FULLY GET OFF THE ROAD TO ALLOW SUGARCANE TRUCKS TO PASS ,AS THE ROAD SHOULDERS ARE SO STEEP ,THAT THEY WOULD ROLLOVER IF THEY GO TO FAR OFF.WE HAVE A FAMILY WITH TEENAGE KIDS WHO ARE LEARNING TO DRIVE AND WE ARE EXTREMELY CONCERNED FOR THEIR SAFETY WHEN THEY ARE DRIVING ON THEIR OWN AND IN SMALL CARS.WE HOPE YOU TAKE ARE FAMILY'S SAFETY IN CONSIDERATION AND EITHER BRING THIS ROAD UP TO A STANDARD WHICH WOULD ALLOW FOR MORE HEAVY TRAFFIC OR NOT ALLOW THIS NEW DEVELOPMENT.

THANK YOU

DENNIS FREGONA DEBORAH DAVEN

Document Set ID: 3283000
Version: 1, Version Date: 18/08/2017

DA/17/10012 URP-GEN-COM URP-

MR & MRS A FREGONA

169 NARCOTIC CREEK ROAD

MAREEBA,QLD,4880

THE ASSESSMENT MANAGER MAREEBA SHIRE COUNCIL,

WE HAVE LIVED AT 169 NARCOTIC CREEK ROAD SINCE 1971 AND WE ARE VERY CONCERNED ABOUT THE PROPOSED DEVELOPMENT ON L2 AND L247 NARCOTIC CREEK WHICH IS RIGHT ON OUR BACK BOUNDARY.A PREVIOUS SAND MINE WAS DENIED YEARS AGO BY THE COUNCIL , AS THE ROAD WAS DEEMED UNSUITABLE FOR THE CONSTANT USE BY HEAVY TRUCKS.IT IS ONLY SINGLE LANE AND WE HAVE ALREADY GOT CANE TRUCKS WHICH FORCE YOU TO FULLY DRIVE OFF THE ROAD WHEN THEY APPROACH.WE CAN ACCEPT THIS AS IT HAS ALWAYS BEEN AN AGRICULTURAL AREA AND THE CANE TRUCKS ARE ONLY HERE FOR A SHORT TIME. OVER THE YEARS ,THERE HAVE BEEN 2 DEATHS ON OUR ROAD AND WE ARE CONCERNED THAT THIS COULD OCCUR AGAIN WITH THE CONSTANT HEAVY TRUCKS ON OUR ROAD.IF YOU HAVE EVER DRIVEN ON OUR ROAD ,YOU CAN REALISE IT IS A SKINNY ROAD WITH DANGEROUS EDGES AND NOT MANY SAFE PLACES TO PULL OFF THE ROAD ESPECIALLY IN A SMALL CAR. WE HAVE FAMILIES WITH TEENAGE KIDS LEARNING TO DRIVE ON THIS ROAD AND WE DO NOT NEED ANY EXTRA DANGEROUS SITUATIONS ON OUR ROAD. THE ROAD WOULD HAVE TO BE HEAVILY UPGRADED TO ALLOW FOR SUCH A PROPOSED DEVELOPMENT.WE HOPE AND PRAY ,THAT THE COUNCIL CONSIDERS THE WELL BEING OF MANY RESIDENTS OVER THE PROFITEERING OF A FEW.

YOURS IN HOPE

ANTONIO FREGONA ALBERTINA FREGONA

A. Fregona A. Fregona

Document Set ID: 3281788
Version: 1, Version Date: 14/08/2017

ATTACHMENT 4

Hughes Consulting
124 Constance Street
Mareeba
4880
Queensland
Ph: +61 400377449
E: pixie@hughesconsulting.com.au
ABN: 67 976 518 701

3rd October 2017

Brian Millard
Mareeba Shire Council
P O Box 154
Mareeba
Queensland
4880

Dear Brian

Re: Development Application – DA/17/0012

I am in receipt of two letters of objection in relation to the application for a Development Approval on Narcotic Road, Mareeba DA/17/0012.

Both objections rely on the perception that the proposed development will result in "constant use by heavy trucks" and the road "would have to be heavily upgraded", neither of which is correct.

The development application is clear in delineating the level of disturbance and additional traffic proposed. The project is small in comparison to many developments of this nature in being under 5000 tonnes per year to be worked on a campaign basis. The sand resource will be transported from site by vehicle using a truck and dog configuration. While Narcotic Road is designated a heavy vehicle route, in line with Mareeba Shire planning scheme no heavier vehicles such as B-Doubles will be used along this route. Narcotic Road is a connecting road to Chewko Road, a designated KRA route. It would be expected that an average of less than 160 truck movements per year would be added to the current load.

The objections both mention safety as a concern, siting 2 deaths having occurred though not demonstrating when or how. An investigation into accident numbers between 2001 and 2016 reveals that there were 3 accidents on Narcotic Creek Road during this time. In 2005 a fatal accident occurred when a single vehicle (car) hit an object after leaving the road on a bend travelling at 70km/h. In 2009 a single vehicle accident resulted in injury when the car left the road on a bend travelling at 110km/h and in 2012 a single vehicle accident resulted in injuries when the car left the road on a bend travelling at 90km/h. No other vehicles were involved in these incidences, much less a truck. In the 16 year period of record there have been no recorded accidents attributable to the passage of cane trucks or any truck along Narcotic Road. The applicant can assure the Council that every care will be taken while transporting resource from site.

Please do not hesitate to contact me should you have any questions.

Regards

Kathy Hughes (Pixie)
Consultant

ITEM-3 PROPOSED KOAH PLANNING STUDY

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Senior Planner

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

Concurrent with the adoption of the Mareeba Shire Council Planning Scheme 2016 at the Ordinary Meeting on 15 June 2016, Council resolved to request that Council officers progress an investigation into a potential rural precinct area centred around Koah Road and to encompass all land within Preferred Area No 3 - Clohesy River Area of the Mareeba Shire Planning Scheme 2004, and report back to Council with a recommendation on the preferred minimum lot size for the rural zone in this area.

Council officers have been unable to meaningfully progress this investigation due to other competing workload commitments.

Development enquiries for the Koah area are continuing to be received and Council officers recognise the need to progress the Koah investigation as soon as practicable. To ensure this occurs, it is recommended that Council seek fee proposals from suitably qualified planning consultants to undertake the investigation externally.

OFFICER'S RECOMMENDATION

"That Council authorise the Chief Executive Office to seek fee proposals from suitably qualified planning consultants to undertake a planning study into a potential rural precinct area centred around Koah Road, encompassing all land within Preferred Area No 3 - Clohesy River Area of the Mareeba Shire Planning Scheme 2004, including a recommendation on the preferred minimum lot size for the rural zone in this area."

BACKGROUND

Council at its Ordinary Meeting of 15 June 2016 resolved as follows:

> *"Council request that Council officers progress an investigation into a potential rural precinct area centred around Koah Road and to encompass all land within Preferred Area No 3 - Clohesy River Area of the Mareeba Shire Planning Scheme 2004, and report back to Council with a recommendation on the preferred minimum lot size for the rural zone in this area."*

Attachment 1 of this report identifies Preferred Area No 3 using a dotted blue line.
The implementation of the new Mareeba Shire Council Planning Scheme 2016; the commencement of the new Queensland Planning Act 2016, including the alignment

amendment of the planning scheme; and development assessment/compliance activities have been the priority of Council officers over the past twelve months.

Limited resources have been available to progress the Koah investigation internally and at present this is expected to be the case for the remainder of 2017.

Development enquiries and subdivision applications within the Koah area are continuing to be received and Council officers recognise the need to progress the Koah investigation as soon as practicable. To ensure this occurs, it is recommended that Council seek fee proposals from suitably qualified planning consultants to undertake the investigation externally.

LINK TO CORPORATE PLAN

ENV 3 - Appropriate consideration is given to planning and development controls, design guidelines, traditional ownership and sustainable development principles when making planning decisions.

ECON 4 - Ensure Council's planning scheme and policies promote responsive land use planning for agriculture, residential, commercial and industrial development***.***

CONSULTATION

Internal
Chief Executive Officer

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Subject to Council's approval, a project brief will be prepared and fee proposals will be invited from suitably qualified consultants.

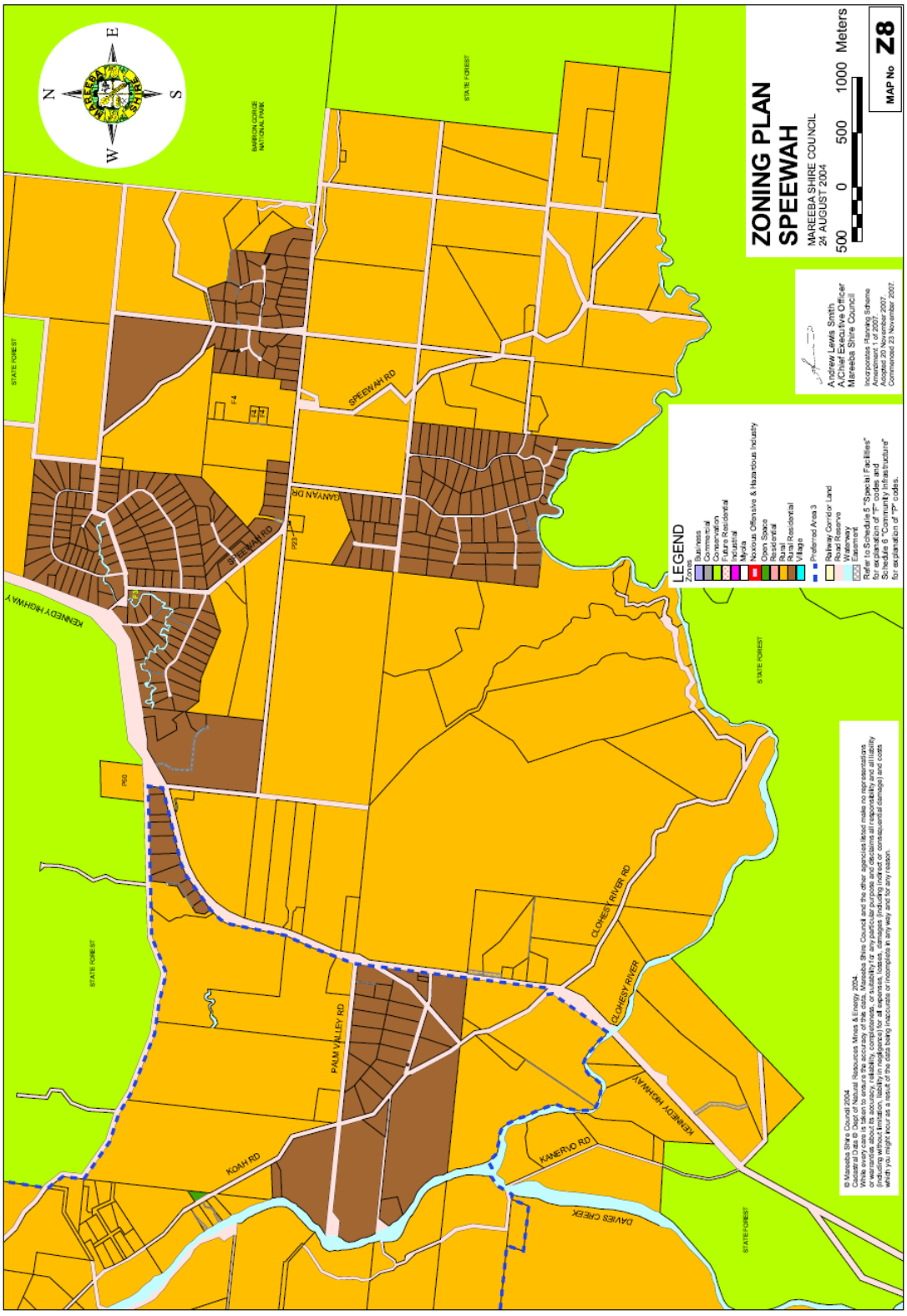
A further report would be submitted to Council once the fee proposals have been reviewed by Council officers.

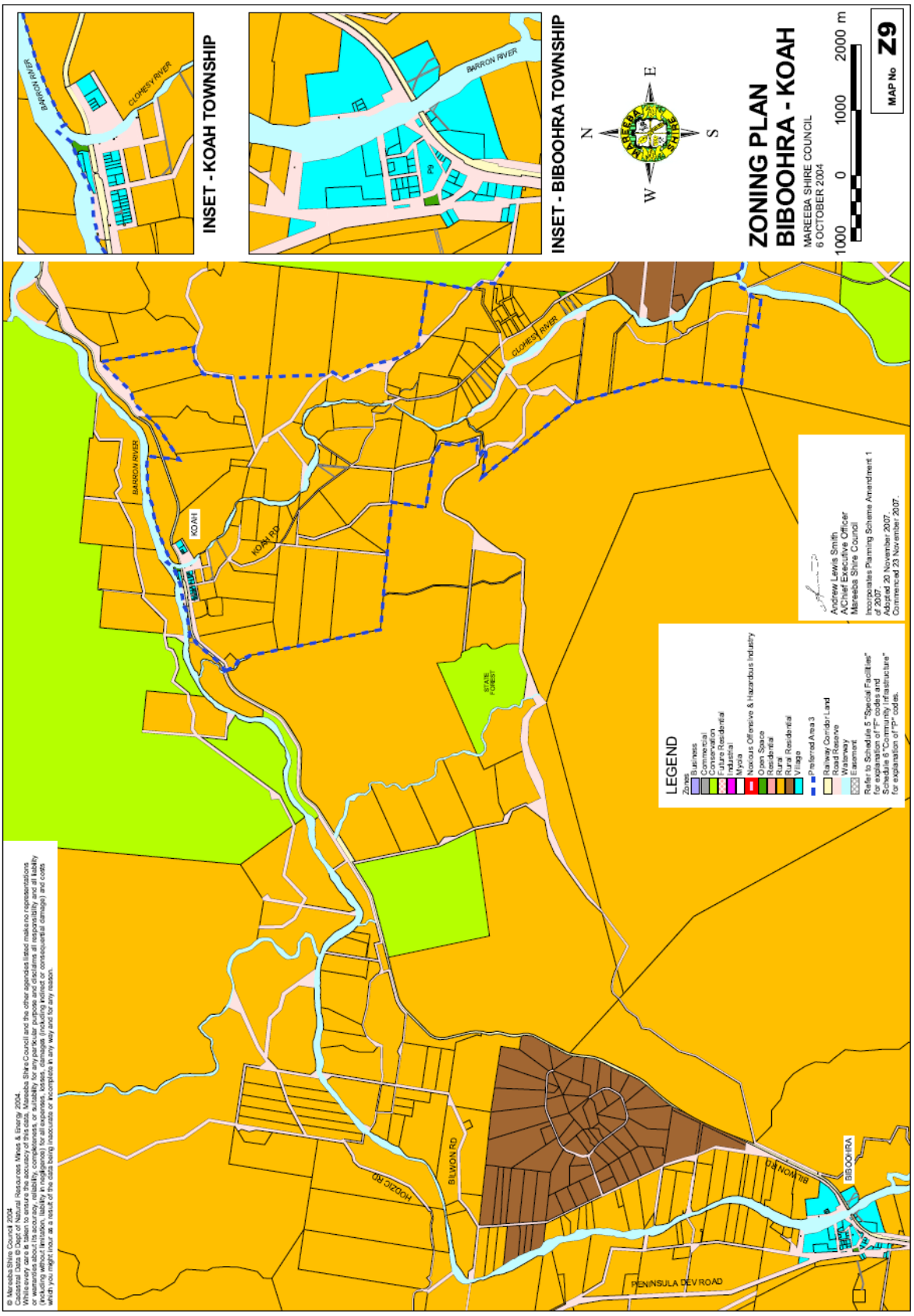
ATTACHMENTS

1. 2004 Planning Scheme Map Sheets Z8 & Z9

Date Prepared: *16 October 2017*

ATTACHMENT 1




INSET - KOAH TOWNSHIP
BARRON RIVER
CLOHESY RIVER
INSET - BIBOOHRA TOWNSHIP
BARRON RIVER
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E
S
W
ZONING PLAN
BIBOOHRA - KOAH
MAREEBA SHIRE COUNCIL
6 OCTOBER 2004
1000 0 1000 2000 m
MAP No 29
LEGEND
Zones
Business
Commercial
Conservation
Future Residential
Industrial
Mysia
Noxious Offensive & Hazardous Industry
Open Space
Residential
Rural
Rural Residential
Village
Preferred Area 3
Railway Corridor Land
Road Reserve
Waterway
Easement
Refer to Schedule 5 "Special Facilities" for explanation of "F" codes and Schedule 6 "Community Infrastructure" for explanation of "P" codes.
Andrew Lewis Smith
A/Chief Executive Officer
Mareeba Shire Council
Incorporates Planning Scheme Amendment 1 of 2007.
Adopted 20 November 2007.
Commenced 23 November 2007.
© Mareeba Shire Council 2004.
Cadastral Data © Dept of Natural Resources Mines & Energy 2004.
While every care is taken to ensure the accuracy of this data, Mareeba Shire Council and the other agencies listed make no representations or warranties about its accuracy, reliability, completeness, or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.
KOAH
KOAH RD
BARRON RIVER
CLOHESY RIVER
STATE FOREST
HOGAN RD
BILWON RD
PENINSULA DEV ROAD
BIBOOHRA

GOVERNANCE AND COMPLIANCE

ITEM-4 **DEVELOPMENT AND GOVERNANCE QUARTERLY REPORT - JULY TO SEPTEMBER 2017**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Development and Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

This report presents the key activities and achievements of the Development and Governance Group for the July to September 2017 quarter.

OFFICER'S RECOMMENDATION

"That Council receive and note the quarterly report of the Development and Governance Group for July to September 2017."

BACKGROUND

The development and Governance Group is comprised of the following Council service areas:

- Governance and Compliance
- Building and Plumbing
- Regional Land Use Planning
- Local Laws and Environmental Health

GOVERNANCE AND COMPLIANCE

Some of the main issues addressed by the Governance and Compliance section during the July to September quarter were as follows:

Leases

The following trustee leases or management agreements were finalised this quarter:

- Mareeba Basketball Inc. - draft trustee lease with Mareeba Basketball for comment;
- Eight (8) trustee leases are in the process of preparation with the view to provide a draft version to the relevant community entity for the provision of comment.

Complaints Management

Details of complaints received/processed during the quarter ending 30 September 2017 are displayed in the table below:

Complaints carried over from previous period (April to June 2017)	4
Complaints lodged during reporting period (July to September 2017)	11
Complaints finalised during reporting period (July to September 2017)	13
Complaints still in process (not finalised) during reporting period (July to September 2017)	2

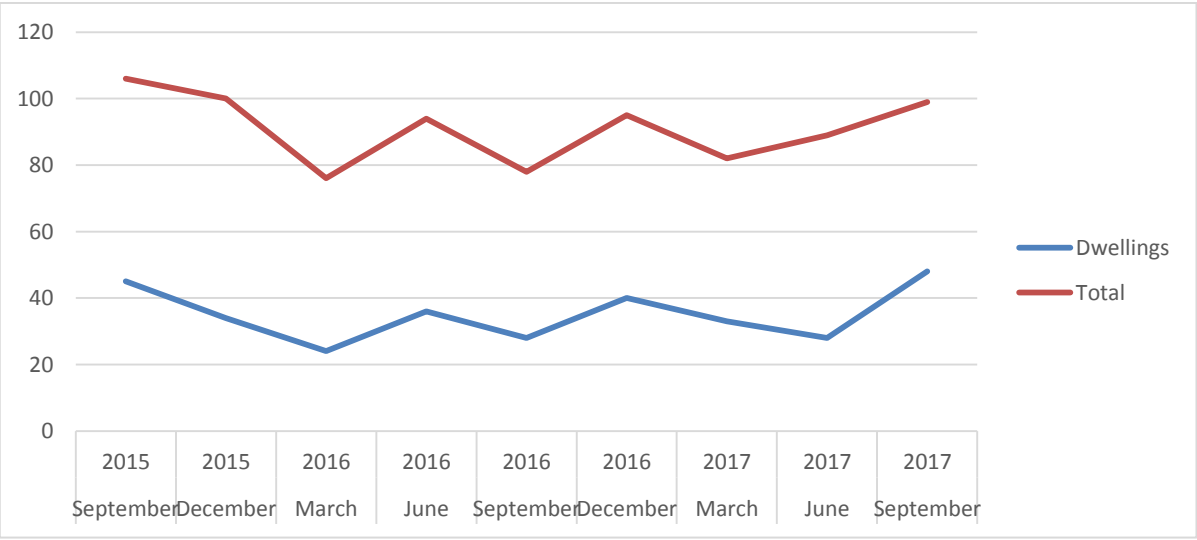
BUILDING AND PLUMBING

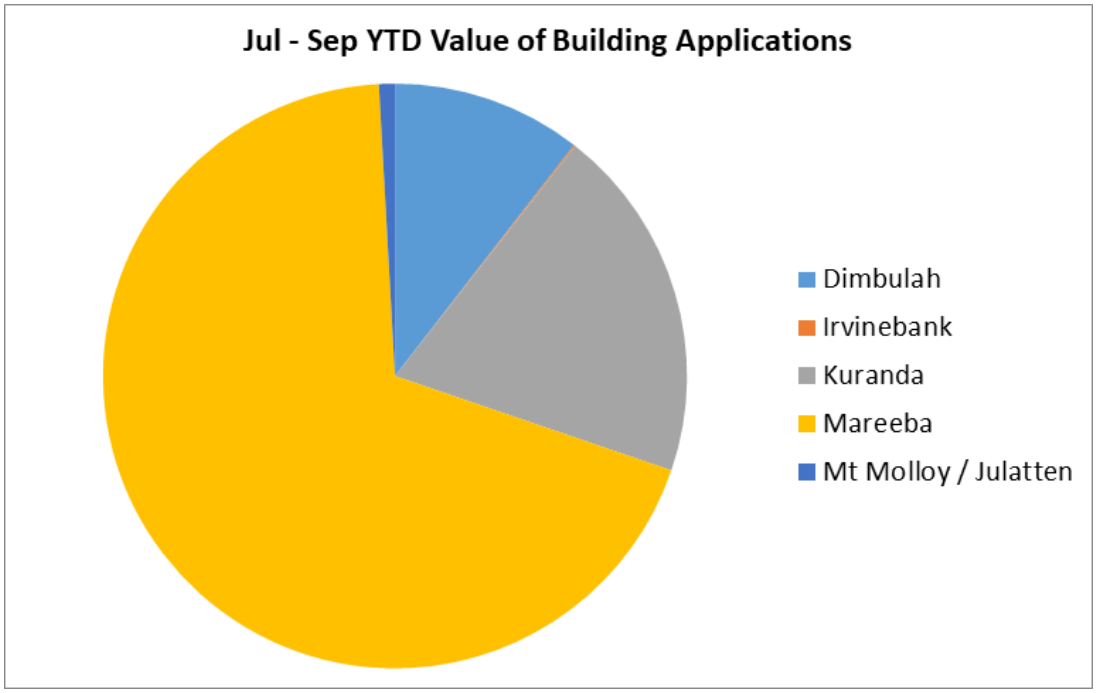
Building Approvals

Building and plumbing approval statistics point to an increase in construction level similar to two (2) years ago. However, the number of constructed dwellings surpassed two (2) years ago.

Commercial activity this month is also higher. The stats below have excluded the building applications for Mt Emerald Wind Farm, which is in excess of $300m. They have been excluded to assist the Council in understanding the comparative data without said large variation.

	Jul - Sep 2017		Jul - Sep 2016	
Type	$	A	$	A
Dwellings	10,249,476	48	6,990,576	28
10A (Sheds, ETC)	976,705	27	1,067,384	39
Commercial	2,165,250	16	1,169,058	2
Others	343,208	8	459,796	8
Total	**13,734,639**	**99**	**9,686,814**	**77**





Regulatory Tasks
Building Services dealt with 198 formal customer requests in this period, for a range of issues. The statistic is higher than normal, which is due to a change in process with Customer Service allowing us to capture more customer requests and manage workday interruptions.

Internal reporting for management to consider workloads and outputs have now been finalised and implemented. This will assist Council in better understanding where to apply resources and detect trends that Council can react to proactively.

REGIONAL LAND USE PLANNING

New Development Applications
18 development applications were lodged in the September quarter 2017 compared to 15 lodged in the September quarter 2016.

Development Applications received/approved during the quarter:

	Sep Quarter 2017	Sep Quarter 2016
New Development Applications lodged	18	15
Decision Notices issued under delegated authority	12	18
Negotiated Decision Notices issued under delegated authority	Nil	Nil
Decision Notices issued (from Council Minutes)	5	8
Negotiated Decision Notices issued (from Council Minutes)	Nil	Nil
Extensions to relevant period issued	4	1
Change to existing Development Approval issued	1	Nil
Building Work approvals issued under delegated authority	2	6
Survey Plans endorsed	8	19
Notices issued under SPA	Nil	1
Planning Appeals and other Court proceedings	Nil	Nil

LOCAL LAWS AND ENVIRONMENTAL HEALTH

Environmental Health

The Environmental Health section responded to a total of 60 enquiries, complaints and service requests for the quarter relating to the following matters:

	Jul - Sep 2017	**2017 - 2018 YTD**	**2016 - 2017 YTD**
Food Complaints	0	0	2
Food Enquiry	12	12	31
Health Enquiry	9	9	3
Pollution	23	23	14
Flying Foxes	2	2	4
Public Health Complaint, Enquiry	4	4	4
General Service Enquiry	6	6	3
Other	4	4	2
Total	60	60	63

Notices Issued, Inspections Carried Out, Applications Processed

	Jul - Sep 2017	2017 - 2018 YTD	2016 - 2017 YTD
Animals Impounded	132	132	216
Regulated Parking infringements issued	187	187	40
Animal Management infringements issued	363	363	288
Local Laws Infringements issued	12	12	12
Warning letters issued	156	156	80
Compliance Notices issued	17	17	16
Food Inspections done	107	107	90

Local Laws

Local Laws Officers dealt with a total of 438 complaints and enquiries during the quarter relating to the following matters

Animals

	Jul - Sep 2017	2017 - 2018 YTD	2016 - 2017 YTD
Dangerous Aggressive dogs	43	43	51
Missing/Lost/Found	34	34	37
Barking Complaints	77	77	38
Restrained for Collection	29	29	42
Council traps	36	36	57
Straying Animals	107	107	118
Too Many Animals	10	10	6
Enquiries, Unregistered, Hygiene, unleashed	101	101	68
Cruelty	1	1	1
Total	**438**	**438**	**418**

Other Areas

	Jul - Sep 2017	2017 - 2018 YTD	2016 - 2017 YTD
Pollution	10	10	7
Abandoned Vehicles	1	1	3
Overgrown	6	6	0
Commercial Use of Roads	3	3	1
Illegal Camping	14	14	8
Illegal Signs	3	3	0
Parking, illegal parking	7	7	4
Obstruction of Footpath	1	1	1
General Enquiries	8	8	5
Other	4	4	1
Total	**57**	**57**	**30**

Dog Registration

As at the 30 September 2017 council has a registered population of 3923 dogs in the shire.

Inspection program started in this period. Mt Molloy and Speewah have been completed, and Kuranda area has begun. A report will be supplied to Council in regards to the success of the program. Customer service statistics have shown an increase in dog registration, which also includes addresses not yet inspected.

	Jul - Sep 2017	2017 - 2018 YTD	2016 - 2017 YTD
New Registrations	332	332	324
Deceased	151	151	88
Left the area	116	116	49
Other	10	10	12

LINK TO CORPORATE PLAN

GOV 5 - Conduct a work management systems and procedures review to develop an efficient organisation supported by cost-effective work practices and systems

ENV 2 - Maintain a proactive response to public health and safety matters including incorporating CPTED principles in town centres and commercial developments

ENV 3 - Appropriate consideration is given to planning and development controls, design guidelines, traditional ownership and sustainable development principles when making planning decisions

CONSULTATION

Internal
Senior Planner
Senior Building & Plumbing Officer
Coordinator Environmental Health & Local Laws
Governance & Compliance Adviser

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Nil

Date Prepared: *16 October 2017*

ITEM-5 AUDIT COMMITTEE POLICIES

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Development and Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

As part of the policy review process and as a result of the appointment of a new Audit Committee Chairperson the following policies and associated documents have been reviewed and recommended for adoption by Council by the Audit Committee.

Audit Committee Policy; Audit Committee Charter; Audit Committee Terms of Reference; Internal Audit Policy; and Internal Audit Charter.

OFFICER'S RECOMMENDATION

"That the following Policies, Charters and Terms of Reference be adopted by Council:

- Audit Committee Policy
- Audit Committee Charter
- Audit Committee Terms of Reference
- Internal Audit Policy
- Internal Audit Charter"

BACKGROUND

The aforementioned Policies, Charters and Terms of Reference have been reviewed and amended (as necessary) through consultation between the reporting officer, the Director Corporate and Community Services and the Chief Executive Officer and were recommended by the Audit Committee at Audit Committee Meeting held on 5 October 2017 for adoption by Council.

CONSULTATION

Internal
Manager Development and Governance
Director Corporate and Community Services
Chief Executive Officer

External
Audit Committee

ATTACHMENTS

1. Audit Committee Policy
2. Audit Committee Charter
3. Audit Committee Terms of Reference
4. Internal Audit Policy
5. Internal Audit Charter

Date Prepared: ***6 October 2017***

ATTACHMENT 1

AUDIT COMMITTEE POLICY

Draft ☐	Final ☑	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	25 October 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

CONTENTS

1. POLICY INTENT 1
2. SCOPE 1
3. BACKGROUND/SUPPORTING INFORMATION 1
4. POLICY STATEMENT 1
5. REVIEW 1
6. ASSOCIATED DOCUMENTS 1

1. POLICY INTENT

This policy has been formulated to meet the requirements of s.105 of the Local Government Act 2009 regarding the establishment of an audit committee

2. SCOPE

This policy shall apply to Council, its Audit Committee, its internal auditor and staff subject to, or responsible for, the various functions of Council's corporate governance activities

3. BACKGROUND/SUPPORTING INFORMATION

The Audit Committee is established in accordance with Section 105 of the Local Government Act 2009.

The Audit Committee is an advisory committee as determined by Section 265 of the Local Government Regulation 2012. It has no line (delegated) authority in itself and does not replace the responsibilities of executive management, but acts as a source of independent advice to the Council and to the Chief Executive Officer on governance, risk management, accountability and audit-related matters.

4. POLICY STATEMENT

Under Section 105 of the Local Government Act 2009 Council will establish an audit committee to contribute to the improved performance of the organisation by enhancing the quality of governance.

The Audit Committee provides an independent forum where representatives of the Council and management work together to fulfil specific governance responsibilities as set out in the Audit Committee Terms of Reference.

5. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every two years or as required by Council.

6. ASSOCIATED DOCUMENTS

- Internal Audit Policy
- Internal Audit Charter
- Audit Committee Charter
- Audit Committee Terms of Reference
- Handbook for Advisory Committees

ATTACHMENT 2

AUDIT COMMITTEE CHARTER

Draft ☐	Final ☑	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	25 October 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

CONTENTS

1. POLICY INTENT 1
2. SCOPE 1
3. BACKGROUND/SUPPORTING INFORMATION 1
4. POLICY STATEMENT 2
5. REVIEW 4

1. POLICY INTENT

It is the policy of Mareeba Shire Council to maintain an Audit Committee.

This Charter sets out the roles and responsibilities of the Audit Committee within the Council.

The Audit Committee has been established in accordance with Part 11, Division 1 of the Local Government Regulation 2012. It does not replace nor diminish the responsibility of management to maintain an adequate governance and internal control system and manage risks.

2. SCOPE

The main objective of the Audit Committee is to assist Council in fulfilling its corporate governance role and oversight of financial management and reporting responsibilities imposed under the Financial and Performance Management Standard 2009, the Queensland Local Government Act 2009 and other relevant legislation.

More specifically the Committee will:

- Enhance Councillors' ability to exercise due care, diligence and skill in relation to compliance with applicable laws and policy;
- Add to the credibility and objectivity of financial reports;
- Ensure the independence and effectiveness of Council's Internal Audit function;
- Monitor the use of appropriate accounting and disclosure policies;
- When required, examine existing policies and recommend changes to enhance their effectiveness against unethical behaviour;
- Provide a communication link between management, internal and external auditors and Council;
- Maintain its independence from the day-to-day operation of the Council;
- Be aware of its obligations and responsibilities to the community.

3. BACKGROUND/SUPPORTING INFORMATION

The Audit Committee Charter has been designed to assist Council in fulfilling its corporate governance role and oversight of financial management and reporting responsibilities. The Audit Committee is to ensure:

- Effective management of financial risks;
- Reliable management and financial reporting;
- Compliance with laws and regulations; and
- Maintenance of an effective and efficient audit.

4. POLICY STATEMENT

4.1 COMPOSITION

The Audit Committee will comprise of three (3) members of which at least two (2) members shall be Councillors as appointed by Council. The Chair of the Committee is to be selected by Council in accordance with the requirements of the Local Government Regulation 2012.

A quorum for committee meetings is at least half the number of members, with a minimum of two members.

The Committee may invite Council officers to attend meetings as required.

The Queensland Audit Office and its representatives have an open invitation to attend each meeting.

4.2 INDEPENDENCE AND ACCESS

The Audit Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. However, the Audit Committee has neither executive authority nor responsibility in implementing any of its recommendations.

The Audit Committee will exercise a monitoring and review role over financial and other reporting, internal control, risk, ethics and compliance with laws and policies.

The Audit Committee shall endeavour to resolve any disagreements between management and the auditor on financial reporting.

The Audit Committee may recommend seeking advice from independent experts, including the appointment of an independent internal auditor, as it considers necessary, to execute its duties and responsibilities. Requests shall be forwarded through the Chief Executive Officer.

The Audit Committee has the authority to seek any information it requires from any person employed by Council or business units controlled by Council. Requests shall be forwarded through the Chief Executive Officer.

4.3 RESPONSIBILITIES

The responsibilities of the Audit Committee will include:

Control and Policies

- Evaluate and monitor the integrity, adequacy and effectiveness of finance, administrative and operating systems and policies and procedures through communication with, and reports from management, external and internal auditors;
- Monitor the standard of corporate governance and ethical considerations;
- Monitor compliance with statutory, regulatory and policy obligations; and
- Review the operation of an accounting and financial control and risk environment.

Financial Reporting

- Review the accuracy and timeliness of all financial information and the inclusion of all appropriate disclosures;
- Review any changes in accounting practices or policies or material change in accounting treatment;
- Review and make recommendations as to issues in relation to end-of-year financial statements, context of monthly reports and internal and external reports; and
- Review the Council's financial status and performance.

Internal and External Audit

- Review the planned scope of the internal and external auditors to ensure they are adequate to detect any weaknesses in internal control, risk, or unethical behaviour;
- Review the draft of Council's financial statements for the preceding financial year before the statements are certified and given to the Auditor-General;
- Oversee Council's external audit and consider the audit findings and the response by management to the auditor's management letter;
- Endorse internal audit plans;
- Review internal audit reports and findings; and
- Review the implementation of recommendations made by internal and external auditors.

Other

- Monitor and review Council's risk management strategies, policies and procedures;
- Review this Charter at least annually and recommend changes if required;
- To report any matter identified during the course of carrying out its duties that the Audit Committee considers should be brought to the attention of the Council;
- To perform or undertake on behalf of the Council any such other tasks or actions as the Council may from time to time authorise.

4.4 **MEETNGS AND REPORTING**

The Audit Committee shall meet as often as it determines, but not less than two times per year. A meeting shall be scheduled to enable the consideration of the annual audited financial statements.

The Chairperson shall determine the agenda in conjunction with Council staff and circulate it prior to each meeting and attend to all meeting arrangements including arrange a minute taker for the meetings.

The Audit Committee shall review all audit reports and any recommendations arising from these reviews shall be tabled to Council for consideration.

All matters discussed and all material provided at Audit Committee meetings is to be considered as confidential in nature and be treated as such.

The Chairperson of the Audit Committee shall attend a Council meeting on an annual basis to formally report on the progress of the Audit Committee.

Meetings shall be conducted in accordance with the Mareeba Shire Council Handbook for Advisory Committees.

5. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every two years or as required by Council.

ATTACHMENT 3

AUDIT COMMITTEE TERMS OF REFERENCE

Draft ☐	Final ☑	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	25 October 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. ESTABLISHMENT

The Audit Committee has been established in accordance with Subdivision 2, Sections 208-211 of the Local Government Regulation 2012. It does not replace nor diminish the responsibility of management to maintain an adequate governance and internal control system and manage risks.

2. OBJECTIVES

The primary objective of the Audit Committee is to assist Council in fulfilling its corporate governance role and oversight of financial management and reporting responsibilities imposed under the *Local Government Act 2009* and other relevant legislation.

More specifically the Committee will:

- Enhance the ability of Councillors to discharge their legal responsibility to exercise due care, diligence and skill in relation to compliance with applicable laws and policy.
- Monitor the credibility and objectivity of financial reports.
- Ensure the independence and effectiveness of Council's internal audit function.
- Monitor the application of appropriate accounting and disclosure policies.
- Monitor existing corporate policies and recommend for consideration any new corporate policies it considers necessary to prohibit unethical, questionable or illegal activities.
- Advise Council regarding its management of its strategic risks.
- Provide a communication link between management, internal and external audit and Council.
- Promote the need for public accountability of managers to Council, the ratepayers and other interested parties.
- Support measures to improve managerial performance and internal controls and the minimisation of risks and fraud.
- Encourage and support a culture of proper governance and control at all levels within Council.

3. INDEPENDENCE AND ACCESS

The Audit Committee will need to liaise closely with management and internal and external auditors to carry out its responsibilities. However, the Audit Committee has neither executive authority nor responsibility in implementing any of its recommendations.

The Audit Committee will exercise a monitoring and review role over financial and other reporting, internal control, risk, ethics and compliance with laws and policies.

The Audit Committee has the authority to seek any information it requires from any person employed by Council or business units controlled by Council. Requests shall be forwarded to the Chief Executive Officer.

4. STRUCTURE AND MEMBERSHIP

4.1 COMPOSITION

Section 210 of the *Local Government Regulation 2012* specifies that the Audit Committee of a local government must consist of at least three and no more than six members. Section 266 *Local Government Regulation 2012* provides for the appointment of an alternate member who "... attends meetings of the committee and acts as a member of the committee only if another member of the committee is absent from the meeting of the committee".

The Audit Committee shall comprise the following with full voting rights:

- two councillors;
- one independent external appointee who must have significant experience and skills in financial matters;
- An alternate member in the event that one of the members is unable to attend; and
- Council will appoint one of the three committee members as chairperson.

Non-voting attendees include the Chief Executive Officer and the internal auditor who will be required to attend meetings of the Audit Committee by standing invitation. Other Council officers will be invited by the Audit Committee to attend committee meetings as and when required to assist the Committee.

The Mayor has a standing invitation to attend the meetings.

4.2 TERMS OF MEMBERSHIP

Councillors will be appointed to the Committee for the term of the Council unless otherwise removed by a resolution of full Council or acceptance of a resignation. In the event of a Councillor resigning his/her position on the Committee, the full Council will nominate a Councillor to fill the vacant position.

An external member shall be appointed for a period of two years, with an option to extend for one year. Appointments of external members shall be made by way of a public advertisement; an evaluation of candidates and a recommendation for appointment put to Council.

The external member may not be Council officers, employees or contractors. They should have significant experience and skills in financial matters and be conversant with the role of internal audit, enterprise risk management principles and the financial and other reporting requirements of local governments.

The evaluation of potential external members will be undertaken by the Mayor or a nominated Councillor; Chief Executive Officer and if appropriate the Audit Committee Chair taking account of the experience of candidates and their likely ability to apply appropriate analytical and strategic management skills.

4.3 **MEETINGS AND REPORTINGS**

The Audit Committee shall meet as often as it determines, but not less than two times per year. An additional meeting may be called to enable the consideration of the annual audited financial statements and on consideration of the Chief Executive Officer and the Audit Committee Chair for specific issues as required.

The Chief Executive Officer and the internal auditor will be required to attend meetings of the Audit Committee by standing invitation. Other Council officers will be invited by the Audit Committee to attend committee meetings as and when required to assist the Committee.

Due to the confidential nature of information and the high level of independence of internal and external audit, Committee Meetings may be closed in accordance with Section 275 of the Local Government Regulation 2012.

The Audit Committee will report to the next scheduled Council meeting, following each Audit Committee meeting.

4.4 **QUORUM**

As stipulated in Section 211 of the Local Government Regulation 2012, the quorum for this Committee shall be at least half the number of members of the committee and either the chairperson shall preside or if the chairperson is absent, the member chosen by the members present as chairperson for the meeting presides.

5. RESPONSIBILITIES

5.1 **CONTROL AND POLICIES**

- Evaluate and monitor the integrity, adequacy and effectiveness of finance, administrative and operating systems, policies and procedures through communication with, and reports from management, external and internal auditors;
- Monitor the standard of corporate governance and ethical considerations;
- Monitor compliance with statutory, regulatory and policy obligations; and
- Review the operation of an accounting and financial control and risk environment.

5.2 **FINANCIAL REPORTING**

- Review the accuracy and timeliness of all financial information and the inclusion of all appropriate disclosures;
- Review any changes in accounting practices or policies or material change in accounting treatment;
- Review and make recommendations as to issues in relation to end of year financial statements, context of monthly reports and internal and external reports; and
- Review the Councils financial status and performance.

5.3 **INTERNAL AUDIT**

- Review the Internal Audit Policy and the Internal Audit Charter to ensure that the charter maintains and enforces the internal audit independence from management;

- Review the proposed internal audit plan for the coming year to ensure that it covers key risks;
- Endorse internal audit plans;
- Review internal audit reports and findings; and
- Monitor management actions to ensure satisfactory and timely resolution of findings reported by internal audit.

5.4 **EXTERNAL AUDIT**

- Review the draft of Council's financial statements for the preceding financial year before the statements are certified and given to the Auditor-General;
- Oversee Council's external audit and consider the audit findings and the response by management to the auditors' management letter;
- Review the implementation of recommendations made by external auditors.

5.5 **RISK MANAGEMENT**

- Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the financial and business risks, including fraud;
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review whether a sound and effective approach has been followed in establishing Council's business continuity planning arrangements, including whether disaster recovery plans have been tested periodically;
- Review the Council's Fraud and Corruption Prevention Policy and Guidelines and ensure appropriate processes and systems are in place to capture and effectively investigate fraud related information;
- Assess the adequacy of the internal processes for determining and managing key risk areas;
- Provide guidance in the development and implementation of risk management systems.

5.6 **OTHER**

- Review the Audit Committee Policy and Audit Committee Terms of Reference every two years or as required by Council and recommend changes if required;
- To report any matter identified during the course of carrying out its duties that the Audit Committee considers should be brought to the attention of the Council;
- To perform or undertake on behalf of the Council any such other tasks or actions as the Council may from time-to-time authorise provided these did not impinge upon the independence of the Audit Committee.

6. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every two years or as required by Council.

ATTACHMENT 4

INTERNAL AUDIT POLICY

Draft ☐	Final ☑	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	25 October 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. POLICY INTENT

To establish a policy about an internal audit function and its interaction with the Audit Committee.

2. SCOPE

This policy is to apply to the Internal Auditor, the Audit Committee and staff involved in the internal audit function.

3. BACKGROUND/SUPPORTING INFORMATION

Section 105(1) of the *Local Government Act 2009* provides that each local government must establish an efficient and effective internal audit function.

Section 207 of the *Local Government Regulation 2012* provides as follows:

207 Internal audit

(1) For each financial year, a local government must—

(a) prepare an internal audit plan; and

(b) carry out an internal audit; and

(c) prepare a progress report for the internal audit; and

(d) assess compliance with the internal audit plan.

(2) A local government's ***internal audit plan*** is a document that includes statements about—

(a) the way in which the operational risks have been evaluated; and

(b) the most significant operational risks identified from the evaluation; and

(c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.

(3) A local government must give its audit committee—

(a) the progress report mentioned in subsection (1)(c); and

(b) at least twice during the year after the internal audit is carried out, each of the following documents—

(i) a summary of the recommendations stated in the report;

(ii) a summary of the actions that have been taken by the local government in response to the recommendations;

(iii) a summary of any actions that have not been taken by the local government in response to the recommendations.

4. POLICY STATEMENT

4.1 Council will establish and maintain an internal audit function.

4.2 Council is to appoint an Internal Auditor (who may or may not be a local government employee).

4.3 The Internal Auditor must perform the following duties:

(a) Identify and assess the risks to which the local government's operations are exposed;

(b) Prepare audit plans to lessen the identified risks;

(c) Develop a work program for all internal audit activities of the local government;

(d) Supply a summary of each internal audit report to the Mayor, Chief Executive Officer and the Audit Committee;

(e) Supply a summary of audit findings, actions taken and actions outstanding to the Mayor, Chief Executive Officer and Audit Committee;

(f) Attend Audit Committee meetings;

(g) Perform probity reviews on various matters across Council as required.

5. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every two years or as required by Council.

ATTACHMENT 5

INTERNAL AUDIT CHARTER

Draft ☐	Final ☑	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	25 October 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. INTRODUCTION

Section 105 (1) of the *Local Government Act 2009* requires Council to establish an internal audit function. It is the policy of Council to provide an internal audit function, independent of all other organisational functions. This Internal Audit Charter establishes the authority and responsibility conferred by Council on the internal audit function and incorporates the internal audit requirements of Section 207 of the *Local Government Regulation 2012*. It is the purpose of this Charter to define the function, scope, operating and reporting parameters for the internal audit activity.

2. ROLE AND PURPOSE OF INTERNAL AUDIT

The internal audit function is established to assist the Council, Audit Committee, Chief Executive Officer (CEO) and other levels of management to achieve sound managerial control over all activities under their control, in order that these activities can be carried out efficiently and effectively. The objectives of internal audit are achieved by furnishing Council, Audit Committee and CEO and other levels of management with reports, analyses, appraisals, recommendations, counsel and information concerning the activities audited/reviewed and by promoting effective control at reasonable cost.

Accordingly audit planning must be sufficiently comprehensive to regularly audit/review all facets of Council's operations, having regard to the functions and duties imposed on Council. An effective audit function will provide Council and the CEO with:

2.1 Risk based appraisals of Council functions and activities to determine their appropriateness in the context, of Council objectives (including, but not restricted to accounting and financial management information, performance monitoring and control systems).

2.2 Reviews of the reliability of accounting and financial management, an assessment of the systems of internal control, an evaluation of compliance with relevant legislation, local laws, subordinate local laws, Council policies, operating guidelines and delegations and the protection of the assets and resources under the control of management.

2.3 Independent and confidential advice on action to be taken to improve operational effectiveness, efficiency and economy.

2.4 Follow up appraisals, where appropriate, regarding action taken by operational management as a result of audit recommendations.

3. INDEPENDENCE AND POSITION OF INTERNAL AUDIT FUNCTION WITHIN COUNCIL

The internal audit function has independent status within the Council and for that purpose:

3.1 Shall be responsible for operational purposes to the CEO but shall have further access to the Audit Committee.

3.2 Subject to 3.1, shall be independent of any section or officer or employee of Council.

3.3 Shall have no executive or managerial powers, functions, authorities or duties except those relating to the management of the audit function.

3.4 Shall not be involved in the day-to-day operation of Council, nor in the internal operational checking systems of Council except those relating to the administration and management of the audit activities.

3.5 Shall not be responsible for the designing, installing or maintaining of systems, procedures or controls, but will advise on these matters and provide assurance to management that completed systems will contribute to the achievement of the intended corporate objectives. If, however, the internal audit function is involved in the detailed development or implementation of a system, then any post implementation review should, as far as possible, be conducted by staff entirely independent of the Internal Auditor.

4. AUTHORITY

4.1 Internal audit function has neither direct responsibility, nor authority over any of the activities which it audits. Therefore the audits and evaluations do not in any way relieve other persons in Council of the responsibilities assigned to them.

4.2 Internal audit function shall generally undertake projects in accordance with internal audit plans approved by the Audit Committee but shall also conduct such further unscheduled projects as the CEO considers desirable. Due consideration should also be given to the views of the Directors in regard to suitable projects. The nature and scope of each project will be left to the professional judgment of the Internal Auditor.

4.3 Internal audit function is authorised to review all areas of Council and to have full, free, and unrestricted access to all of Council's activities, records (both manual and electronic), property and personnel. Council activities include entities over which Council has direct management, sponsorship or financial control.

4.4 All employees shall co-operate fully in making available any material or information reasonably requested by the Internal Auditor. Further, all employees are expected to bring to the attention of the Internal Auditor any suspected situation involving improper activity or non-compliance with applicable policies, plans, procedures, laws or regulations of which they have knowledge.

4.5 It is the policy of Council that all audit activities remain free of influence by any organisational elements. This will include such matters as scope of audit programs, the frequency and timing of examinations and the content of audit reports.

4.6 For approved areas of audit, evaluation and review, where the Internal Audit Unit does not possess all the necessary experience/skills, additional internal or external resources may be utilised, subject to approval by the CEO, or as provided for in the audit plan.

5. RELATIONSHIP TO EXTERNAL AUDIT

In accordance with *Australian Auditing Standards*, the Internal Auditor may advise the Auditor-General or its delegates about any audit findings.

The Internal Auditor shall co-operate fully with the Auditor-General and the appointed external auditor in respect of any internal audits undertaken by the internal audit function. Working papers together with any further explanations are to be made available in order to enhance the effectiveness of the total audit coverage and to minimise duplication.

To ensure that the internal audit function is aware of all matters associated with its functional responsibilities, the Internal Auditor is to be supplied with copies of all relevant correspondence received from external audit and Queensland Audit Office.

6. SCOPE OF INTERNAL AUDIT ACTIVITIES

The scope of activities of the Internal Audit is generally subject to the Audit Plan.

6.1 The scope of internal auditing is to determine whether the organisation's network of governance, risk management and control processes, as designed and represented by management, is adequate and functioning in an effective manner. It includes, but is not necessarily limited to, the following:

6.1.1 Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.

6.1.2 Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and whether the organisation is in compliance. The internal audit function should also be pro-active in offering advice to management with regard to the implications of future legislation, policy and industry changes.

6.1.3 Reviewing the means of safeguarding assets and, where appropriate, verifying the existence of such assets.

6.1.4 Reviewing and appraising the economy and efficiency with which resources are employed, identify opportunities to improve operating performance, and recommend solutions where appropriate.

6.1.5 Contributing to the corporate management process by assessing and reporting the relevance, reliability and adequacy of management data and performance indicators and reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

6.1.6 Co-ordinating audit work around external auditor requirements to assure completeness of coverage, preventing a duplication of effort and ensuring the effective use of audit resources.

6.1.7 Participating (in an advisory role) in the planning, design, development, implementation and operation of major computer-based systems to determine whether:
- i. Adequate controls are incorporated in the systems;
- ii. Thorough system testing is performed at appropriate stages;
- iii. System documentation is complete and accurate;
- iv. The needs of the user are met.

6.1.8 Promote high standards of personal and Council performance through the promotion of Council's Code of Conduct.

6.1.9 The core role of internal audit function with regard to Enterprise Risk Management (ERM) is to provide objective assurance to Council on the effectiveness of the organisation's ERM activities to help ensure key business risks are being managed appropriately and that the system of internal control is operating effectively.

6.1.10 Developing a Three Year Internal Audit Plan and an Annual Internal Audit Plan, based on risk analysis. The plans shall be reviewed and approved by the Audit Committee. In the formulation of these plans, the views of the CEO should be taken into consideration. Work programs/proposals will be prepared for each audit activity or project undertaken by Internal Audit.

6.1.11 Conduct audit projects of Council activities as directed by the CEO.

6.1.12 Follow up the implementation of audit recommendations.

6.2 Undertake a probity role as directed by the chief executive officer such as, but not limited to, probity checks on significant tender processes.

6.3 The scope of internal audit function extends to include all departments, groups, sections and teams, funded schemes and entities over which council has direct management, sponsorship or financial control.

6.4 Any dispute as to whether an activity falls within the scope of council's internal audit function shall be determined by the CEO.

7. RESPONSIBILITY FOR DETECTING AND REPORTING IRREGULARITIES

7.1 Internal Audit is not legally or professionally responsible for preventing irregularities (which include fraud, other illegal acts and errors). In order to facilitate the fraud/corruption prevention function, the Internal Auditor should be informed of any special investigation, fraud, theft or other suspected cases of misappropriation.

7.2 The responsibility for prevention of irregularities rests with Council and management through the implementation and continued operation of an adequate internal control system. The Internal Auditor is responsible for examining and evaluating the adequacy and the effectiveness of actions taken by management to fulfil this obligation.

7.3 However, in exercising due professional care, Internal Audit should be alert to the possibility of irregularities and those conditions and activities where irregularities are

most likely to occur. Due care implies reasonable care and competence, not infallibility, nor extraordinary performance. It requires internal auditors to conduct examinations and verifications to a reasonable extent.

7.4 The Internal Auditor has a responsibility to report irregularities to the CEO and the Audit Committee.

7.5 The CEO is responsible for reporting any irregularities according to the provisions of the Local Government Act 2009, the Crime and Corruption Act 2001 and any other statutory regulations that may come into force from time to time. In this regard the Internal Auditor will fulfil the role of liaison officer to the Crime and Misconduct Commission.

8. INTERNAL AUDIT APPROACH

8.1 Internal Audit will adopt an integrated risk based approach to allocating resources and planning.

8.2 Risk profile and Internal Audit Plans:

8.2.1 The plan of engagement for Council's internal audit activities should be based on a risk assessment, undertaken annually, so that greater audit attention can be directed to areas of higher risk.

8.2.2 Based on the risk assessment, the general direction of Council's internal audit activities over the medium term is to be documented in the Strategic Internal Audit Plan covering a three year period. This plan shall be reviewed and approved by the CEO. The plan will also be reviewed annually to take account of any change in circumstances.

8.2.3 The annual Audit Plan projects may include financial, compliance, performance, due diligence, information systems, program evaluation, operational audits and other approaches as deemed appropriate, given the resources and also the priorities established through the risk assessment process and other more recent considerations.

8.3 Responsibilities and Auditing Standards:

8.3.1 The audit function will be carried out in accordance with appropriate Standards including:

i. The Institute of Internal Auditors' Standards for Professional Practice;
ii. The Information Systems Audit and Control Association (ISACA) Statements on Information Systems Auditing Standards; and
iii. Auditing and Assurance Standards Board (AUASB).

8.3.2 Audit will discharge its responsibilities in accordance with this document and the Standards with the proviso that this document shall not be overridden by the Standards, should a conflicting interpretation arise.

8.3.3 Specific Standards which are to be followed include:

- Audit staff must maintain an independent outlook and must ensure their independence to plan, investigate and report with honesty and objectivity.
- Projects are to be performed by or under the control of a suitably skilled, experienced and competent person(s).
- Findings and recommendations or suggestions are developed and documented with due care during the course of each engagement, such that the reporting process is expedited.
- Regular quality assurance reviews of project plans, reports and working papers are carried out.

9. REPORTING ACCOUNTABILITY

9.1 Internal Audit Report:

9.1.1 A draft report shall be prepared and issued by the Internal Auditor to the director/manager as soon as possible after the completion of an audit project. The draft report will include comments and action plans by the operational manager where appropriate.

9.1.2 The director/manager receiving the draft audit report should respond within five (5) working days or such longer period as may be determined between the director/manager and the Internal Auditor. This response is to indicate what actions are to be taken or planned; nominate a responsible officer and a timetable for the anticipated completion of these actions in regard to the specific findings and recommendations in the draft audit report.

9.1.3 A final audit report will be prepared and issued by the Internal Auditor to the CEO and will include the comments and action plans as per the response of the director/manager. If a response is not received by the due date, Internal Audit is required to issue the draft as the final audit report with a comment in relation to the non-response.

9.1.4 As well as the final report to the CEO, copies will be provided to the relevant director/manager and other officers as appropriate. An indication will be given as to whether the person receiving the report should be taking action or securing action in relation to the report, or merely receiving the report for information.

9.1.5 A copy of this report will also be forwarded to the Mayor and the Audit Committee.

9.2 The Internal Audit may also advise the Queensland Audit Office or the Auditor-General's delegate/contractor about any audit findings as appropriate or if requested.

9.3 A summary of audit recommendations, action taken and action outstanding will be included in Internal Audit Reports to be sent on a quarterly basis to the Mayor, CEO and the Audit Committee.

10. RESPONSIBILITY OF MANAGEMENT FOR CORRECTIVE ACTION

10.1 The director/manager is responsible for seeing that action is either planned or taken within thirty (30) working days from receipt of the final audit report on recommendations made or deficient conditions reported by auditors (internal and external). Recommendations are considered outstanding until they are implemented and/or hold a status of 'no further action required'. Any recommendations that have not been actioned within the agreed timeframe will be reported to and followed through by the CEO.

10.2 If the director/manager foresees difficulties implementing the recommendations within the time frame, the manager should advise Internal Audit regarding the cause of delay and the revised implementation schedule.

10.3 Upon implementation of the recommendations, a notification should be provided by the responsible officer to the relevant director/manager and a copy be sent to Internal Audit.

11. QUALITY ASSURANCE

In order to ensure that the quality of internal audit work is consistently maintained at a high standard, Internal Audit should establish and maintain a quality assurance program. This program is to include:

- Developing a comprehensive work reporting arrangement;
- Maintaining a regular review of audit plans, reports and working papers;
- Maintaining effective communication links with the Audit Committee, CEO, directors, managers, external auditors and the Queensland Audit Office;
- Arranging and providing on-going staff training as appropriate; and
- Issue of necessary oral and written directions and the provision and maintenance of written policies and procedures to assist and direct staff in the performance of their duties.
- All records, documentation and information accessed in the course of undertaking internal audit activities are to be used solely for the conduct of these activities. Staff involved in Internal Audit (including contractors and external service providers performing work on behalf of internal audit) are responsible and accountable for maintaining the confidentiality of the information they receive during the course of their work.
- Internal audit reports are deemed to be confidential reports of the Council. However, under its legislation, the Queensland Audit Office and its appointed auditors have access to all relevant Council documents including internal audit reports.

12. REVIEW

It is the responsibility of the CEO to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every two years or as required by Council.

ITEM-6 **OPERATIONAL PLAN 2017-2018 PROGRESS REPORT JULY - SEPTEMBER 2017**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Development & Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The attached report provides advice on progress in implementing the 2017/18 Operational Plan for the July to September 2017 quarter.

OFFICER'S RECOMMENDATION

"That Council receive and note the progress report on implementation of the 2017/18 Operational Plan for the July to September 2017 quarter."

BACKGROUND

The Local Government Regulation 2012 provides that a local government must prepare and adopt an annual operational plan for each year. The Operational Plan is a statement of specific works to be undertaken and services to be provided in order to progress the goals and objectives set out in a Council's Corporate Plan over a period of one year.

In accordance with section 174(3) of the Local Government Regulation 2012, the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than three (3) months.

The attached document provides a progress report on what action has been taken up to and including the July to September 2017 quarter with respect to the items and projects listed in the Operational Plan.

LINK TO CORPORATE PLAN

The Operational Plan details those items or projects that can be carried out within a 12 month budget period to progress the goals and objectives set out in the Council's Corporate Plan and is therefore relevant to all strategies contained within the Corporate Plan.

CONSULTATION

Internal
Director Corporate & Community Services

Director Infrastructure Services
All Managers

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

It is a statutory requirement for an assessment of progress in implementing the Operational Plan to be presented to Council at least on a quarterly basis.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

N/A

ATTACHMENTS

1. Operational Plan Progress Report

Date Prepared: *13 October 2017*

Mareeba SHIRE COUNCIL

OPERATIONAL PLAN

2017-2018

PROGRESS REPORT (JUL - SEP)

Mareeba Shire Council
OPERATIONAL PLAN 2017-2018

FINANCE					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Enhance access to financial information.	GOV 5	More informed reporting and financial decision making.	Ongoing	• More users able to operate financial systems and locate relevant documentation	• This is an ongoing process striving to continually improve the Tech One suite involving the creation of internal reports to assist in better decision making. We will endeavor to move more Council functions over to the work order system and implement the defect module to assist in better asset management
Timely preparation of Financial Statements and resolution of recommendations.	GOV 1	Financial Statements are prepared in accordance with legislation.	30 September 2017	• Finalise Financial Statements within legislative timeframes and achieve unqualified audit	• The 2016/17 financial statements were prepared and audited within the legislative timeframe. Council achieved an unqualified audit
Review full cost pricing models to ensure equitable allocation of costs across departments.	GOV 3	To better reflect actual business unit costs and incorporate into fees and charges.	Ongoing	• Review completed model and aim for more accurate cost allocation	• This ensures that a more accurate account of costs across Council is known and reported on. The corporate overhead model was completed with the results reflected in the Cost Recovery Fees and Budget for 2017/18.
Ensure long-term asset management planning and financial planning is updated to support financial sustainability.	GOV 1	Long term financial strategies in place for the ongoing financial management of Mareeba Shire.	30 June 2018	• Compliance with LGA 2009 and provision of models to inform decisions regarding project priorities	• The Long Term Financial Forecast was part of the 2017/18 budget and adopted on 21 June 2017. Work on asset management plans is still continuing and this will be reflected in the LTFP as and when more information comes to hand.

COMMUNITY WELLBEING					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Update long term community plan.	GOV 1 GOV 4	Updated community priorities are reflected in a revised community plan which is aligned with the MSC Corporate Plan.	Dec 2017	• Draft community plan is completed and adopted by Council • Community priorities inform budgeting and Council decision making	• Community engagement is completed and draft town/district community plans are being prepared for discussion with Councillors in December.

Mareeba Shire Council
OPERATIONAL PLAN 2017-2018

DEVELOPMENT AND GOVERNANCE					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Local Government Infrastructure Plan.	ENV 1	Progress the development of the Mareeba Shire Local Government Infrastructure Plan to allow the LGIP to be adopted by Council before 1 July 2018.	December 2017	• LGIP preparation is progressing in accordance with approved LGIP Project Plan	• Jacobs are continuing to progress on LGIP, even though Council's deadline is December 2017, the Council is required to finalise this by July 2018.
Progress phases 2 and 3 of the sale of land within the Chillagoe Industrial Estate.	ECON 2	Leased land within the Estate is sold to current lessees or other interested parties: Phase 2 - sale of leased but undeveloped lots (no improvements erected); Phase 3 - sale of leased lots that have substantial improvements erected on them.	December 2017	• Ministerial approval obtained for sale of developed lots direct to current lessees with sale of at least 10 lots	• The final element left is to have the lots valued. Upon receiving the final valuation report our submission to the State can be sent.
Make new Local Laws and Subordinate Local Laws to replace the current suite of local laws carried over from Tablelands Regional Council.	ENV 2	New set of five (5) MSC Local Laws and Subordinate Local Laws adopted by Council. (Administration; Animal Management; Community & Environmental Management; Local Govt Controlled Areas, Facilities and Roads; Parking)	June 2018	• New set of MSC Local Laws and Subordinate Local Laws adopted by Council	• Currently Reviewing Local Law 5 (Parking) and Subordinate Local Law 5 (Parking). The process will continue with an aim to finalise the review by June 2018.

Mareeba Shire Council
OPERATIONAL PLAN 2017-2018

INFORMATION SYSTEMS & CUSTOMER SERVICE					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Enhance Disaster Recovery capability for Council information systems.	GOV 5	All core information systems will remain accessible and functional in the event of a disaster rendering the primary site inoperable.	June 2018	• All information systems are classified based on agreed BCP. • A failover process is documented and can be demonstrated for each relevant system.	• Council's intention is to leverage the 'high availability' capabilities of cloud service providers to deliver DR/BCP as per the current ICT Strategy 2017-2020. This work is detailed in subsequent items.
ICT Strategy; Tranche 1: Adopt redundant Internet communications links.	GOV 5	Council Internet communications provided by diverse, redundant and high performance links.	June 2018	• Internet communications delivered over redundant links sourced from disparate providers in support of Council's long term Cloud adoption strategy.	• Discussions have commenced with a number of service providers, hardware vendors and ICT integrators to formalise a plan to implement an active/active communications solution utilising SD-WAN technologies.
ICT Strategy; Tranche 1: Perform cloud readiness assessment – Office 365.	GOV 5	Deliver detailed design and planning document to support migration to Microsoft Office 365.	June 2018	• Clear direction provided relating to the migration of relevant services to Office 365, including limited prototyping.	• Council has engaged Data#3 to assist in the development of an Office 365 implementation plan. The work is currently scheduled for late October 2017.

ORGANISATIONAL DEVELOPMENT					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress comment**
Provide high level advice and support to the Senior Management Team in relation to the new industrial relations legislation, the Certified Agreement (CA) negotiation - framework, and implementation of the new Local Government Industry Award.	GOV 5	Managers and supervisors kept up to date with industrial relations requirements. Informed decisions made in relation to the negotiation of the new CA and new award conditions implemented as required.	On going	• Management action taken complies with new legislative and Award requirements • New certified agreement negotiated and implemented	• Information circulated to SMT members and workshops under development to be delivered later in the year. • New certified agreement currently under negotiation
Monitor, review and improve WHS policies, procedures, and systems to protect the health and safety of Council employees.	GOV 5	A reduction in incidents, accidents, and work related injuries. Lost time injuries managed to ensure injured employees return to work at the earliest opportunity	On going	• Reduced rate of work related injuries • Duration of injury related absences reduced	• WHS policies, procedures and systems under on-going review. • Workshops and training developed to address specific issues as they arise in the workplace e.g. Reversing in the Workplace

Mareeba Shire Council
OPERATIONAL PLAN 2017-2018

WORKS					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Undertake capital roadworks and drainage projects (excluding reseals) in accordance with approved capital works schedule.	ECON 3	Council's road and drainage networks are progressively upgraded.	Individual projects scheduled throughout year	• Individual projects completed as per budget	• Chewko Road 50% complete • Rob Veivers Drive 80% complete • Kowa Street complete • Thongon Street complete • Mt Lewis, Hoey & Kovacic Rd bridges complete
Actively pursue 3rd Party DTMR projects scheduled by the department within Mareeba Shire boundaries.	ECON 3	Increased revenue for Mareeba Shire Council	As 3rd Projects are released by the DTMR	• Cumulative total of works at June 2018	• Successful tenders submitted for Mulligan H'way culvert works, Bilwon intersection upgrade, resheet projects at Herberton-Petford & Almaden-Chillagoe
Undertake Parks & Gardens capital works projects in accordance with approved capital works schedule.	ECON 3	Council's parks, gardens, and reserves are progressively upgraded.	June 2018	• Individual projects completed as per budget	• All softfall projects complete
Maintain state controlled roads within Mareeba Shire effectively and efficiently within the constraints of the RMPC budget	ECON 3	State controlled roads are maintained in the most trafficable condition that the RMPC funds allow	June 2018	• State controlled road user complaints are minimized	• RMPC works on budget
Complete all Work For Queensland road and bridge projects within specified timeframe	ECON 3	Council's road and bridge networks are progressively upgraded.	November 2017	• Projects completed and claimed	• 16 projects completed with 2 remaining projects to be completed prior to November 30 2017

WATER & WASTEWATER					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Replace water main on Rob Veivers (Renewal) .	ECON 3	Upgrade and ensure that trunk infrastructure is planned and provided in an efficient and orderly manner.	Feb 18	• Upgrading of the existing water main completed on time and within budget	• Works completed
Barang Street Pump Station Capacity Upgrade	ECON 3	Meet DEHP licence requirements.	Feb 18	• Successful completion of project to DEHP's requirements	• Assessment and design being carried out by external consultants
Design and Construct new erosion and sediment control works	ECON 3	Meet DEHP licence requirements.	Jun 18	• Successful completion of project to DEHP's requirements	• Design work completed with site works set for completion December 2017

Mareeba Shire Council
OPERATIONAL PLAN 2017-2018

TECHNICAL SERVICES					
Task/Activity	**Corp Plan Ref**	**Outcome**	**Timeframe**	**Performance Measures/Officer Comment**	**Progress Comment**
Upgrade and update Asset Management System and data	ECON 3 GOV2	Council's asset management system to be progressively upgraded and the quantum and quality of data be increased	June 2018	• A more robust tool for decision making for Asset Management is in place for the next budget	• An asset management maturity audit is complete for all asset classes. • A draft AMP template has been prepared for EMT review.
Undertake the bitumen roads reseal and asphalt overlay program	ECON 3	All roads nominated in the program and endorsed by Council are completed and updated in the Asset management system	30 June 2018	• Project completed on time and within approved budget	• Contract awarded and works due to commence in November 2017
Design and documentation of projects listed in the Capital Works program	ECON 3	Design and documentation for all capital works projects are completed in sufficient time to allow all projects to be constructed prior to end of financial year	April 2018	• Design & documentation of all projects completed on time	• Design & Documentation for 2017-18 Capital Works is 90% complete
Complete all Work For Queensland Facilities projects within specified timeframe	ECON 2	1. Refurbishment of Mareeba Swimming Pool and extension of administration area 2. Replacement of airconditioning plants at Leagues Club and Mareeba Library	November 2017	• All works completed within budget and on time	• Total of 24 projects. 16 are 100% complete, 4 are 90% complete, 4 are 50% complete
Mareeba Wastewater Treatment Plant refurbishment	ECON 3	The Mareeba sewerage treatment plant is of a fully refurbished .	Aug 2017	• Project completed and commissioned within budget	• Construction and plant optimisation completed.
Mareeba Airport Development.	ECON 2	Overall upgrade of Mareeba Airport including lengthening and strengthening of the runway, development of new lease area, new water supply and upgrade of the adjacent road network.	Aug 2018	• Project completed within budget • Number of new leases issued at Airport	• Early Works packages completed. Tenders invited for construction of airside infrastructure.
2016 NDRRA Restoration Works.	ECON 3	Restoration of damage caused by the 2016 Event.	Nov 2016	• Project completed within budget and allowable time.	• Five of the seven western roads are 100% complete and the remaining two roads are approximately 50% complete

FINANCE

ITEM-7 FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2017

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Finance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2017 to 30 September 2017.

OFFICER'S RECOMMENDATION

"That Council note the financial report for the period ending 30 September 2017."

BACKGROUND

Financial Summary

Each month, year to date financial statements are prepared in order to monitor actual performance against budgets.

For the period ending 30 September 2017, Council shows an operational surplus of $6,409,275 compared to a budgeted surplus of $9,528,602. This difference will not impact on our budgeted year end position, as the significant variances contributing to this are as follows:

1. Received 50% of the 2017/18 Financial Assistance Grant in June ($3M) and had to be accounted for the in 2016/17 financial year. The budget was set for the full amount to be received quarterly and the remaining amount is available in operational reserves to allocate to the 2017/18 year.
2. No allocation was made for 2016 Council flood damage (other than the trigger point), either income or expenditure. The year to date spend ($1.4M) will be offset from grant income which is expected to be received in the coming months. Council has already received a pre-payment in the 2016/17 financial year, and these funds are available in operational reserves to allocate to the 2017/18 year.

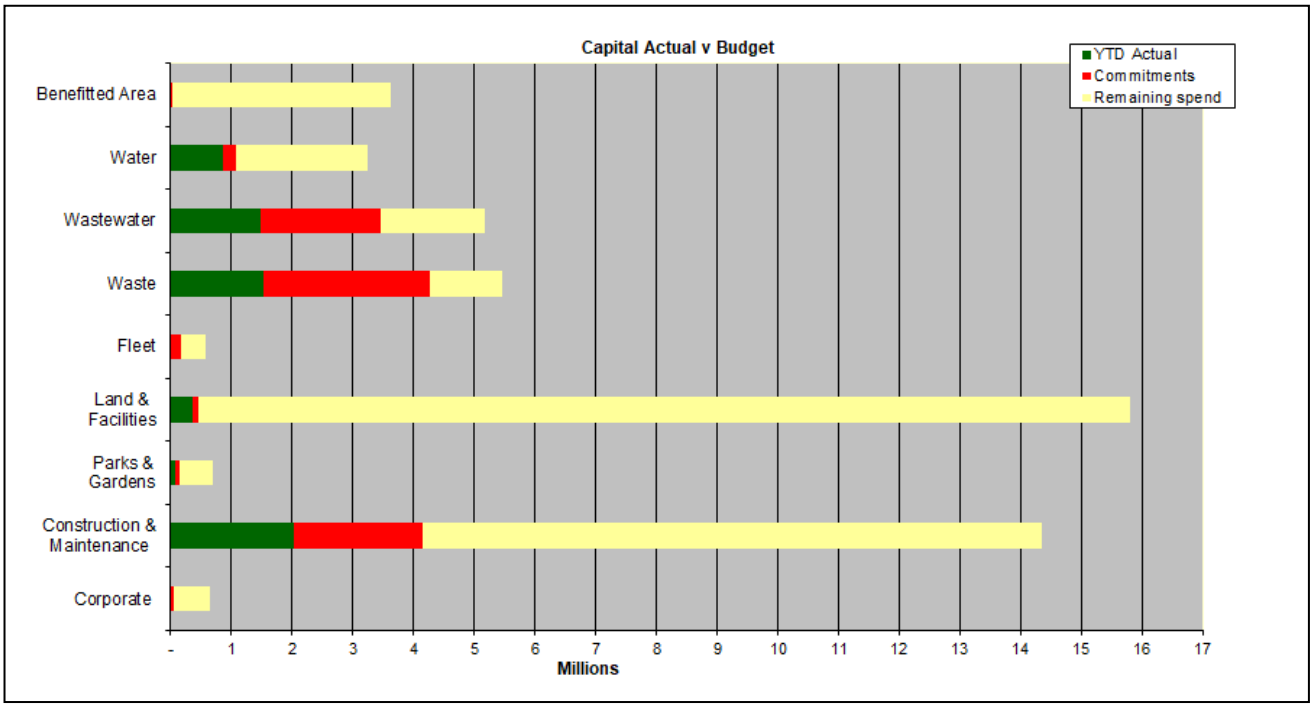
The budget reflects the 2017/18 Budget as adopted by Council at the 21 June 2017 meeting. As only three months have passed, there are no additional issues to discuss or areas of concern at this stage. As each month goes past, there will more financial data to analyse and any areas of concerns will be highlighted.

September 2017 - Snapshot

Total Operating Income	$	17,099,772
Total Operating Expenditure	$	10,690,497
Operating Surplus/(Deficit)	$	6,409,275
Total Capital Income (grants, developer contributions)	$	2,254,415
Net Result - Surplus/(Deficit)	$	8,663,690

Capital Expenditure

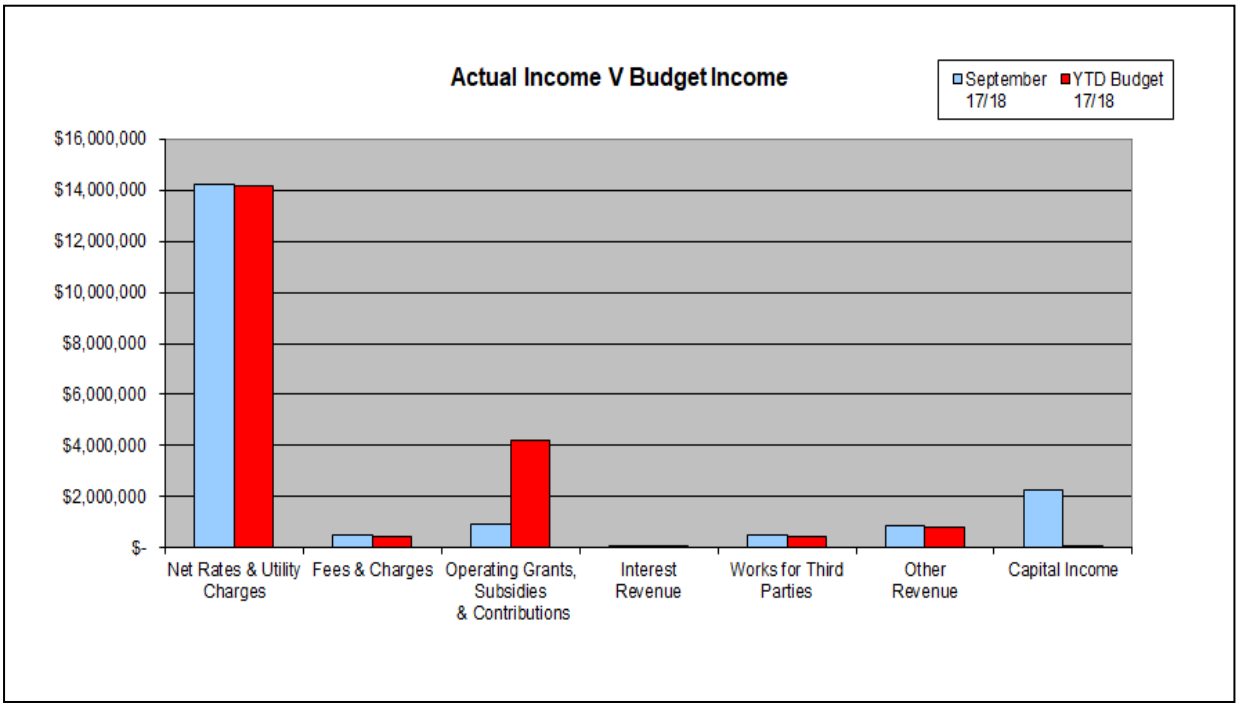
Total capital expenditure of $16,380,479 (including commitments) has been spent for the period ending 30 June 2018 against the 2017/18 adjusted annual capital budget of $46,093,155.



Income Analysis

Total income (including capital income of $2,254,415) for the period ending 30 September 2017 is $19,354,186 compared to the YTD budget of $20,204,251.

The graph below shows actual income against budget for the period ending 30 September 2017.



Description	Actual YTD	Budget YTD	Note
Net Rates & Utility Charges	14,208,425	14,175,338	
Fees & Charges	509,852	454,206	**1**
Operating Grants, Subsidies & Contributions	933,522	4,190,082	**2**
Interest Received	58,866	105,700	**3**
Works for Third Parties	511,929	447,059	
Other Revenue	877,178	800,616	
Capital Income	2,254,415	31,250	**4**

Notes:

1. Higher than anticipated revenue from town planning applications ($34k) and animal revenue ($62k). Cemetery income lower than budget ($39k).

2. 50% of the 2017/18 Financial Assistance Grant (FAG) was paid in June and is available in operational reserves to allocate to the 2017/18 year. This timing difference will be adjusted in the forthcoming operational budget review.

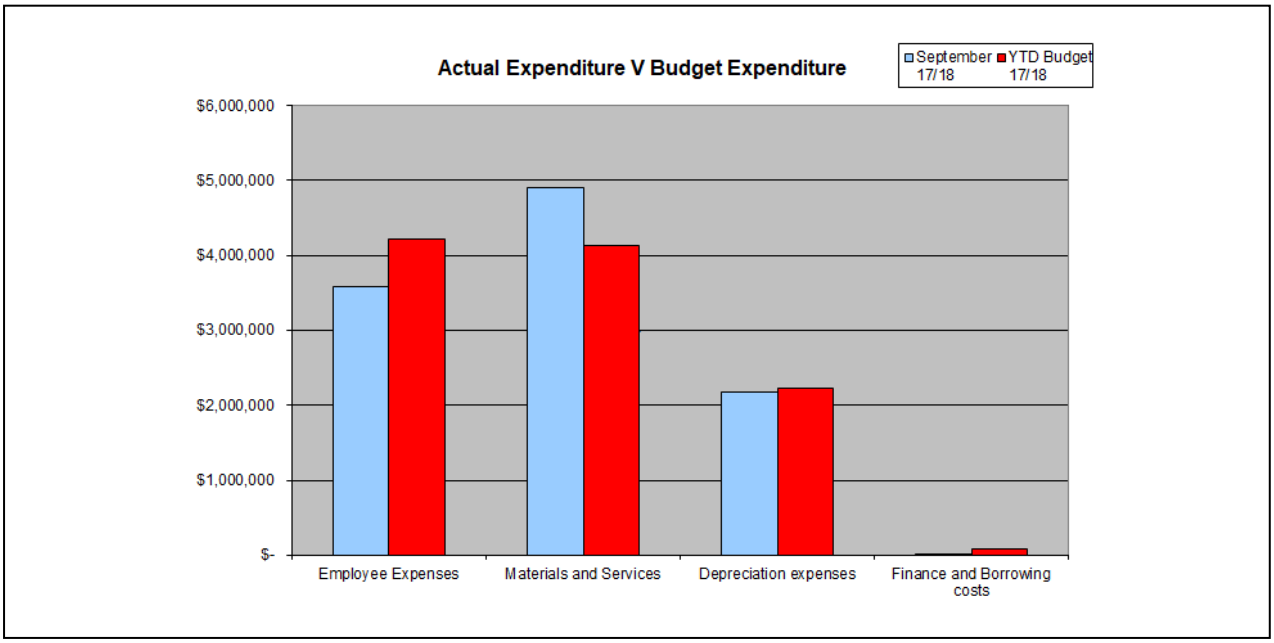
3. Council currently has three term deposits, of which two are due to expire in October and the third will expire in April 2018. The total expected interest from these term deposits is $165k.

4. Council has currently received $2M in capital grants (TIDS, R2R, W4Q progress payment) and $175K for developer contributions.

Expenditure Analysis

Total expenses for the period ending 30 September 2017 is $10,690,497 compared to the YTD budget of $10,644.399.

The graph below shows actual expenditure against budget for the period ending 31 August 2017.



Description	Actual YTD	Budget YTD	Note
Employee expenses	3,582,653	4,209,481	**1**
Materials & Services	4,908,619	4,129,213	**2**
Depreciation expenses	2,178,149	2,222,876	
Finance & Borrowing costs	21,076	82,829	

Notes:

1. There are no significant issues to report. The reason for the large variance at this point in time is a result of the budget apportionment - with employee expenses allocated equally over twelve periods. Staff absences and staff working on capital projects also contribute to this favourable variance.

2. Works for the 2016 NDRRA Council Flood damage are in progress and to-date totals $1.4m, which was not included in the budget. However, this will be offset from grant income from claims yet to be submitted, as well as an appropriation from the operational grants reserve for the pre-payment received in 2016/17.

Loan Borrowings

Council's loan balance as at 30 September 2017 is as follows:

QTC Loans	$6,448,512

Rates and Sundry Debtors Analysis

Rates and Charges

The total rates and charges payable as at 30 September 2017 is $4,092,794. Of this total, $1,974,984 belongs to valueless land properties. The procedure has commenced to acquire these properties and could take up to twelve months to complete. There are currently 161 properties with payment arrangements that total $205k.

Rates were issued on 16 August for the six (6) months July to December, with the discount closing 15 September. Total Gross Rates and Charges levied for the six (6) month period was $16,089,752.

As per Councils Debt Recovery Policy, 1,309 first reminder notices were sent on 25 September, for a total value of $4,134,485. These reminder notices provide an additional 14 days to pay the outstanding amount.

Any properties with an outstanding balance of $50 or greater will be sent to Collection House for recovery.

Collection House collected $40,801 for the month of September. The outstanding amount for properties currently with debt collection is $235,438.

Sundry Debtors

The total outstanding for Sundry Debtors as at 30 September 2017 is $827,915 which is made up of the following:

Current	30 days	60 days	90 + days
$802,265	$9,888	$4,327	$11,435
96.9%	1.2%	0.5%	1.4%

LINK TO CORPORATE PLAN

Nil

CONSULTATION

Internal
Director Corporate & Community Services
Financial Accountant

External
Nil

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Section 204 of the Local Government Regulation 2012 requires the financial report to be presented to local government if the local government holds its ordinary meetings more frequently (than once per month) - to a meeting in each month.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Financial Statements

Date Prepared: *13 October 2017*

MAREEBA SHIRE COUNCIL

Budgeted Income Statement by Fund
For the period ending 30 September 2017

	Consolidated			General Fund			Waste Services		
	Actual YTD	Budget YTD	Budget 2017/18	Actual YTD	Budget YTD	Budget 2017/18	Actual YTD	Budget YTD	Budget 2017/18
Revenue									
Rates and utility charges	**15,098,741**	**15,075,886**	**30,151,770**	8,401,722	8,279,006	16,558,012	1,776,339	1,759,518	3,519,035
Less Discounts and Pensioner Remissions	**(890,316)**	**(900,548)**	**(1,801,097)**	(890,316)	(900,548)	(1,801,097)	-	-	
Net Rates and Utility Charges	**14,208,425**	**14,175,338**	**28,350,673**	7,511,406	7,378,458	14,756,915	1,776,339	1,759,518	3,519,035
Fees and Charges	**509,852**	**454,206**	**1,246,686**	509,529	446,706	1,216,686	-	-	-
Operating Grants and Subsidies	**933,522**	**3,968,854**	**6,817,316**	933,522	3,968,854	6,817,316	-	-	-
Operating Contributions	**-**	**221,228**	**884,912**	-	-	-	-	-	-
Interest Revenue	**58,866**	**105,700**	**422,800**	58,866	70,000	280,000	-	12,500	50,000
Works for Third Parties	**511,929**	**447,059**	**1,788,234**	493,091	433,250	1,733,000	-	-	-
Other Revenue	**877,178**	**800,616**	**3,191,981**	524,339	411,216	1,634,381	313,084	373,275	1,493,100
Total Operating Revenue	**17,099,772**	**20,173,001**	**42,702,602**	10,030,753	12,708,484	26,438,298	2,089,423	2,145,293	5,062,135
Expenditure									
Employee Expenses	**3,582,653**	**4,209,481**	**17,166,780**	3,195,893	3,828,208	15,613,679	86,192	73,371	298,388
Materials and Services	**4,908,619**	**4,129,213**	**12,651,739**	3,131,748	1,904,317	4,178,011	757,589	979,001	3,908,815
Depreciation expense	**2,178,149**	**2,222,876**	**8,891,499**	1,606,063	1,482,980	5,931,919	28,312	23,875	95,499
Finance and Borrowing costs	**21,076**	**82,829**	**331,317**	21,076	46,820	187,280	-	-	-
Total Operating Expenses	**10,690,497**	**10,644,399**	**39,041,335**	7,954,780	7,262,325	25,910,889	872,093	1,076,247	4,302,702
Operating Surplus/(Deficit)	**6,409,275**	**9,528,602**	**3,661,267**	2,075,973	5,446,159	527,409	1,217,330	1,069,046	759,433
Capital Income									
Capital Contributions	**175,502**	**-**	**-**	156,409	-	-		-	-
Capital Grants and Subsidies	**2,078,913**	**-**	**-**	1,498,913	-	-	-	-	-
Profit/(Loss) on Sale of Asset	**-**	**31,250**	**125,000**	-	31,250	125,000	-	-	-
	2,254,415	**31,250**	**125,000**	1,655,322	31,250	125,000	-	-	-
Net Result	**8,663,690**	**9,559,852**	**3,786,267**	3,731,295	5,477,409	652,409	1,217,330	1,069,046	759,433

MAREEBA SHIRE COUNCIL

Budgeted Income Statement by Fund
For the period ending 30 September 2017

	Sewerage Services			Water Services			Benefited Areas		
	Actual YTD	Budget YTD	Budget 2017/18	Actual YTD	Budget YTD	Budget 2017/18	Actual YTD	Budget YTD	Budget 2017/18
Revenue									
Rates and utility charges	2,305,939	2,277,016	4,554,032	2,456,897	2,599,159	5,198,317	157,844	161,187	322,374
Less Discounts and Pensioner Remissions	-	-		-	-		-	-	
Net Rates and Utility Charges	2,305,939	2,277,016	4,554,032	2,456,897	2,599,159	5,198,317	157,844	161,187	322,374
Fees and Charges	323	7,500	30,000	-	-	-	-	-	-
Operating Grants and Subsidies	-	-	-	-	-	-	-	-	-
Operating Contributions	-	-	-	-	-	-	-	221,228.00	884,912
Interest Revenue	-	-	-	-	12,500	50,000	-	10,700	42,800
Works for Third Parties	-	2,500	10,000	18,838	11,309	45,234	-	-	-
Other Revenue	15,429	-	-	23,565	7,000	28,000	761	9,125	36,500
Total Operating Revenue	2,321,691	2,287,016	4,594,032	2,499,300	2,629,968	5,321,551	158,605	402,240	1,286,586
Expenditure									
Employee Expenses	120,493	98,591	401,562	165,655	187,721	765,171	14,420	21,590	87,980
Materials and Services	406,267	422,239	1,585,531	592,552	725,840	2,708,669	20,463	97,816	270,713
Depreciation expense	202,825	301,862	1,207,446	316,534	356,378	1,425,511	24,415	57,781	231,124
Finance and Borrowing costs	-	36,009	144,037	-	-	0	-	-	-
Total Operating Expenses	729,585	858,701	3,338,576	1,074,741	1,269,939	4,899,351	59,298	177,187	589,817
Operating Surplus/(Deficit)	1,592,106	1,428,315	1,255,456	1,424,559	1,360,029	422,200	99,307	225,053	696,769
Capital Income									
Capital Contributions	10,093	-	-	9,000	-	-	-	-	-
Capital Grants and Subsidies	450,000	-	-	130,000	-	-	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-	-	-	-	-	-	-
	460,093	-	-	139,000	-	-	-	-	-
Net Result	2,052,199	1,428,315	1,255,456	1,563,559	1,360,029	422,200	99,307	225,053	696,769

INFRASTRUCTURE SERVICES

TECHNICAL SERVICES

ITEM-8 **MAREEBA AIRPORT UPGRADING - SEPTEMBER 2017 PROGRESS REPORT**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Acting Director Infrastructure Services

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

Council has received grant funding from the State and Australian Governments towards the upgrading of the Mareeba Airport.

Design and construction of the Mareeba Airport Upgrade Project is underway, this report sets out progress to date.

OFFICER'S RECOMMENDATION

"That Council note the September 2017 progress report on the Mareeba Airport Upgrade Project."

BACKGROUND

Funding

Council has received two (2) grants - $13M from the Queensland State Government's Royalties for Regions program and $5M from the Australian Government's National Stronger Regions Fund - towards the upgrading of the Mareeba Airport. Both these grants are for specific aspects of the proposed upgrading project.

Programme

A programme of works has been prepared which reflects the works and commitment made by Council in the funding agreements.

A number of early works have been completed to date, including:

- Airport Water Supply Upgrade
- Ray Road and Vicary Road Upgrade
- Vicary Road Leased Area Pavements
- Aviation Commercial Precinct - Early Works

Construction of the Airside Infrastructure was scheduled to commence in July 2017, however, assessment and negotiation of tenders has taken longer than anticipated. This is likely to impact the scheduled completion date of 31 August 2018.

Airside Infrastructure

Jacobs Engineering Group has been engaged to undertake the detailed design and documentation for the runway, taxiways, airfield lighting and aviation commercial precinct (western lease area). Trinity Engineering and Consulting has been engaged to provide project management services for the project.

Four (4) firms were invited to tender on this work after being shortlisted through invitations for Expressions of Interest. Tenders closed on 9 May 2017 and conforming and non-conforming tenders were received from all four (4) tenderers. Evaluation of tenders has been completed and Council officers have obtained clarification and further pricing information from tenderers.

This process has taken longer than anticipated due to tender prices being higher than the available budget. In consultation with the State Government, Council has lodged a Variation Request with the Federal Government to amend the funding agreements to deliver only the aviation commercial precinct and works completed to date. It is proposed to use the State Government funding to contribute to the aviation commercial precinct, as well as construct the taxiways, lighting and resurface the existing runway. This will allow a contractor to be engaged to construct the aviation commercial precinct after the 2017/18 wet season, while Council seeks additional funding to lengthen and strengthen the runway. Should Council be unsuccessful in securing additional funding, the work to construct the taxiways, lighting and runway resurfacing will commence in mid-2017. An outcome from the Variation Request with the Federal Government is expected by early November 2017.

Council anticipates substantial benefits from the upgrade. There is a clear demand for more lease space at Mareeba Airport and construction if the aviation commercial precinct necessary for the benefits of any further upgrades to the runway and taxiways to be realised. Much of the future demand forecast (and corresponding economic benefit) is based on continued use by smaller aircraft for flight training and establishment of additional general aviation and aircraft maintenance businesses. The current constraints to enabling further growth at Mareeba Airport have been suitable road access, utilities and availability of lease sites for establishment of new businesses. All of these shortcomings would be addressed by the amended scope as proposed.

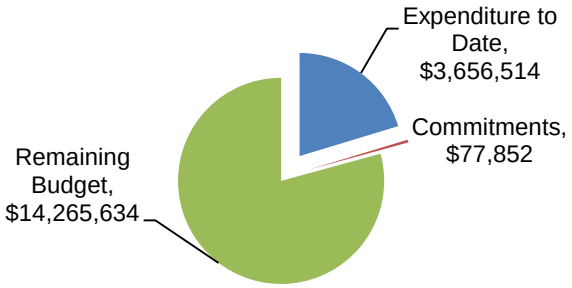
Stakeholder Engagement

A Communication and Stakeholder Engagement Plan has been developed, which sets out the engagement strategy for delivery phase of the project.

Aviation Commercial Precinct Leasing Opportunities

To date, four (4) applications have been received for leasing of sites within the new aviation commercial precinct. Council has received many enquiries regarding leasing of land, with further lease applications expected to be received when construction of the airside infrastructure commences. Other enquiries received have included potential users interested in establishing charter flights to and from Mareeba Airport utilising the existing terminal facilities.

Expenditure



LINK TO CORPORATE PLAN

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
Manager Works

External
Australian and State governments
Jacobs Engineering Group
Trinity Engineering and Consulting
Mareeba Airport Users Group

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

As detailed in the funding agreements Council has signed with the State and Australian governments, Council is required to meet various milestone and reporting targets.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
The project is to be funded over the 2016/2017 and 2017/2018 financial years. Funding has been made available from the Australian and State Governments for the project.

Operating
To be included in future budgets.

Is the expenditure noted above included in the 2017/2018 budget?
Yes

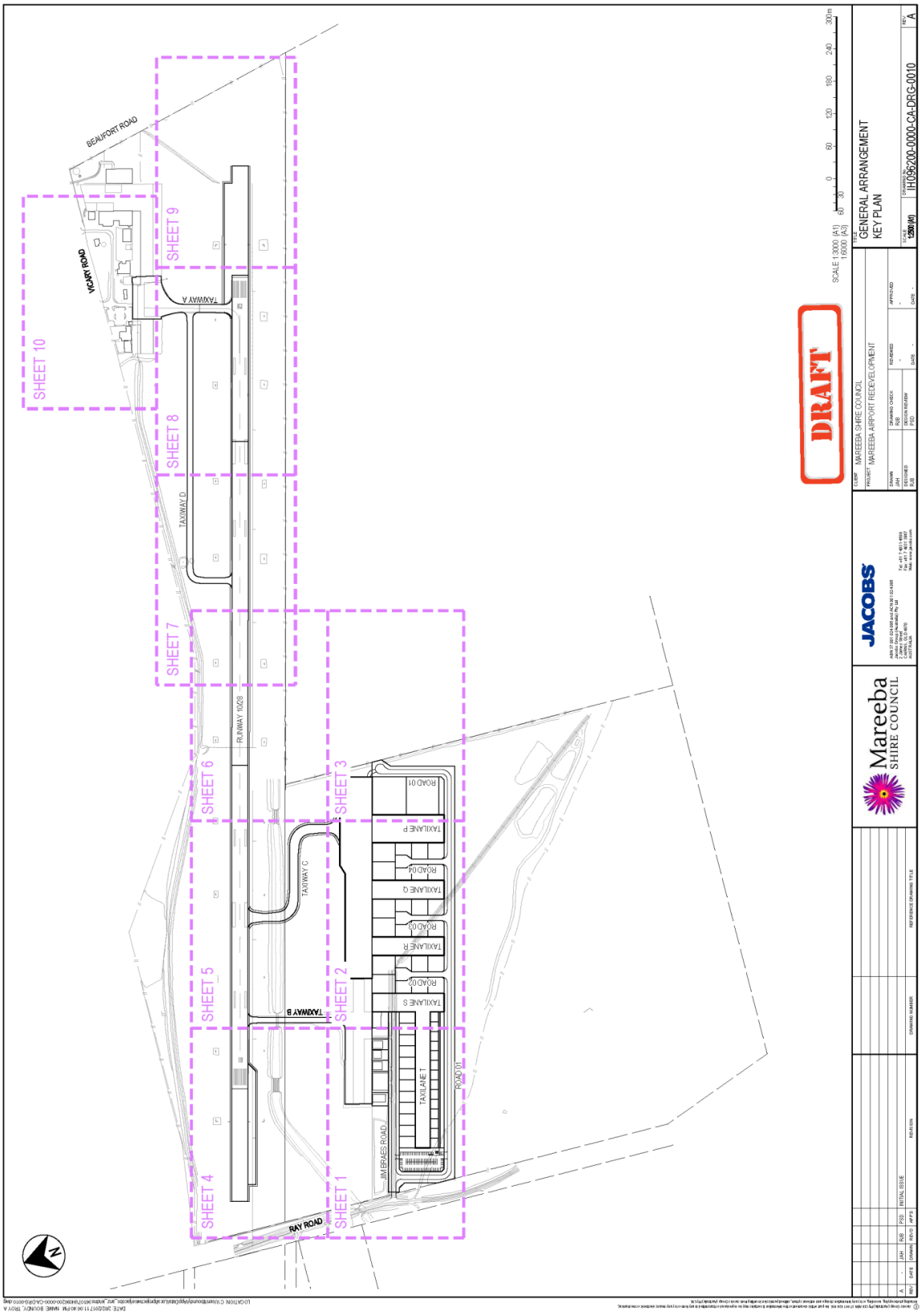
IMPLEMENTATION/COMMUNICATION

All communications are required to follow set out protocols within the funding agreements between the Commonwealth and State Governments.

ATTACHMENTS

Nil

Date Prepared: *17 October 2017*


DRAFT
GENERAL ARRANGEMENT
KEY PLAN
MAREEBA AIRPORT REDEVELOPMENT
MAREEBA SHIRE COUNCIL
JACOBS
Mareeba SHIRE COUNCIL
SCALE 1:3000 (A1)
1:6000 (A3)
SHEET 1
SHEET 2
SHEET 3
SHEET 4
SHEET 5
SHEET 6
SHEET 7
SHEET 8
SHEET 9
SHEET 10
BEAUFORT ROAD
VICARY ROAD
TAXIWAY A
TAXIWAY D
RUNWAY 10/28
TAXIWAY C
TAXIWAY B
TAXILANE P
TAXILANE Q
TAXILANE R
TAXILANE S
TAXILANE T
ROAD 01
ROAD 02
ROAD 04
JIM REAES ROAD
RAY ROAD

ITEM-9 **INFRASTRUCTURE SERVICES - TECHNICAL SERVICES MONTHLY ACTIVITIES REPORT - SEPTEMBER 2017**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Technical Services

DEPARTMENT: Infrastructure Services, Technical Services Group

EXECUTIVE SUMMARY

This report summaries Council's Technical Services activities undertaken by Fleet, Design, Soils Lab, Survey, Quality, GIS, Project Management and Investigation Sections of Infrastructure Services during the month of September 2017.

OFFICER'S RECOMMENDATION

"That Council receive and note the Technical Services Monthly Report for the month of September 2017."

BACKGROUND

Design

- 2016/17 Capital Works
  - Bolwarra Road, Tate River Crossing Renewal and Upgrade - Providing technical advice as required.
- 2017/18 Capital Works
  - Oak Forest Road, Kuranda - Design plans completed and delivered to works for construction.
  - Malone Road, Mareeba - Drainage Easement protection. Site visit conducted and detailed design in progress.
  - Mareeba Airport Upgrade - Providing technical assistance as requested.
  - Railway Avenue, Mareeba - Concept designs into RV and car parking delivered to works for costing.
  - Byrnes Street Mareeba, Stormwater upgrade - Providing technical advice as required.
- 2017/2018 Works for Queensland
  - Tinaroo Creek Road, Mareeba - Initial site visit conducted, detailed design in progress

- Miscellaneous Works
  - Anzac Avenue and Ceola Drive Intersection Upgrade - redesigning roundabout layout
  - Hastie Street, Mareeba School Parking - Concept plan being development
  - Jasper Street, Mareeba - Police Parking Bay - Site investigation completed and concept plan being developed
  - Bunny Seary Lookout, Mareeba - Preparation of concept designs for parking
  - Main Street, Mount Molloy Parking Signage Upgrade - Site investigation conducted signage plan being developed
  - Bridge 7 Black Mountain Road, Kuranda - Detailed survey works
  - Chircan Road, Dimbulah - Design vehicle turn paths for intersection with Kennedy Highway
  - Kuranda Township - Design plans for signage upgrades within the township, finalized and delivered to Local Laws
  - Rural Address Installation - Providing assistance to GIS when requested
  - Internal/External Sewer As-constructed Requests - Providing detail property plans to internal and external customers

SUBDIVISIONS AND INVESTIGATIONS

Subdivisions

- Current - Under Construction
  - Amaroo Stage 9
- On Maintenance - Monitoring for 12 months as the Defects Liability Period prior to becoming a Council Asset
  - Amaroo Stage 8
  - Mt Emerald Wind Farm - Irrigation Pipeline Protection
  - Springmount Road and Kippen Drive Upgrade
- Operational Works
  - 112 Barnwell Road
    - ~ Dam construct completed and being monitored
    - ~ New section of Barnwell Road proof rolled and constructed to FNQROC Standards <100 VPD

PROJECT MANAGEMENT

Building

- Mareeba Leagues Club Air-conditioning Replacement - 90% completed, expected completion date is 27 October 2017.
- Mareeba Library Air-conditioning Replacement - 90% completed, expected completion date is 27 October 2017.
- PCYC Building Upgrade commenced as recommended by Council's Building Certifier and quotes received from building contractor. The Department of Environmental and Heritage Protection have issued an exemption certificate to carry out development works with conditions. Estimated commencement date is 6 November 2017.

- Mareeba Landfill Leachate Pump Network - FGF has completed installation of the packaged leachate pump station, pipe laying works are continuing with electrical and pump installation yet to be completed.
- Kuranda Public Toilets Facilities Upgrade - Preliminary works commenced.
- Abattoir Swamp Julatten - Fencing component completed, mowing 50% completed. Excavation of ponds due to commence by the end of October.
- Tenders for the upgrade to the pool filters at Mareeba and Dimbulah closed and assessed. Tenders received exceed current budget and both Mareeba and Dimbulah Pool filtration works included on PPT. Obtaining alternative solution for the Dimbulah Pool.

Civil

- 2017-18 Bitumen Reseals Program - FGF regional program commenced. MSC works scheduled for November.
- 2017-18 Asphalt Program - FNQROC uncertain whether a regional/ collective program will be instigated.
- Tate River Causeway Upgrade - Concrete base poured, culvert units in place.
- Therwine Street Redevelopment - EOI submissions shortlisted Tenders invited. Closing date extended to 7 November 2017.

FACILITIES

Dimbulah Caravan Park

- Total of bookings for September 2017 - 776

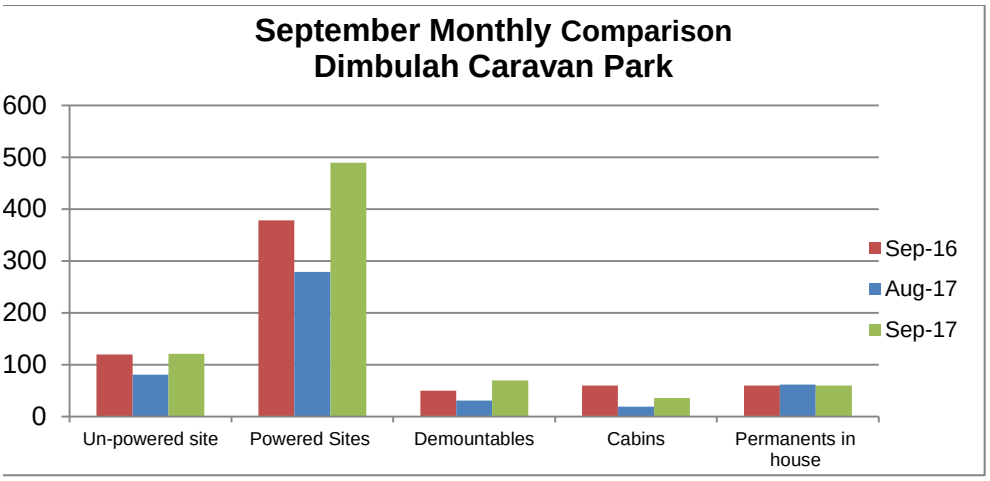


Figure 1. Monthly comparison Dimbulah Caravan Park

Mareeba Riverside Caravan Park

- Total of bookings for September 2017 - 2,690

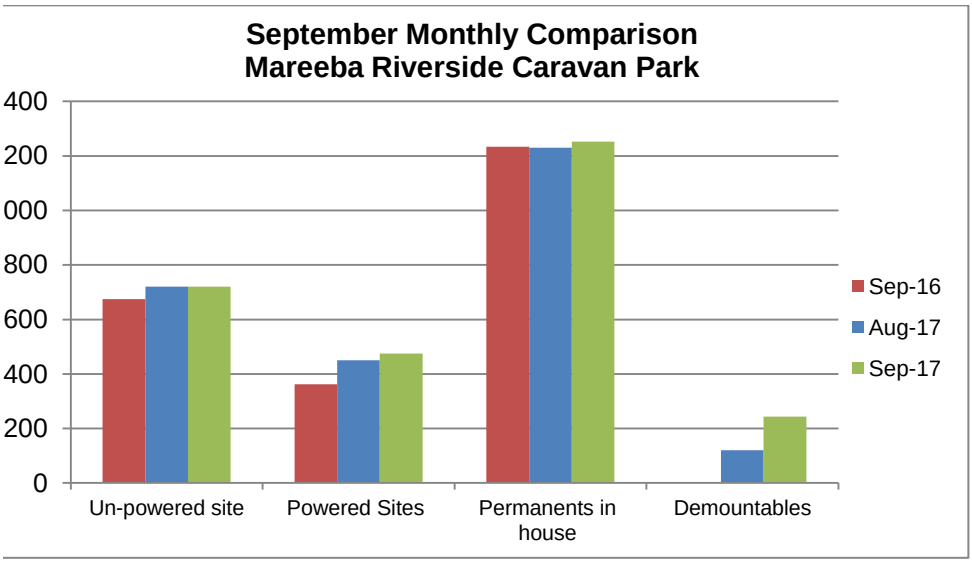


Figure 2. Monthly comparison Mareeba Riverside Caravan Park

Public Halls

- Totals of hall bookings for September 2017, 97

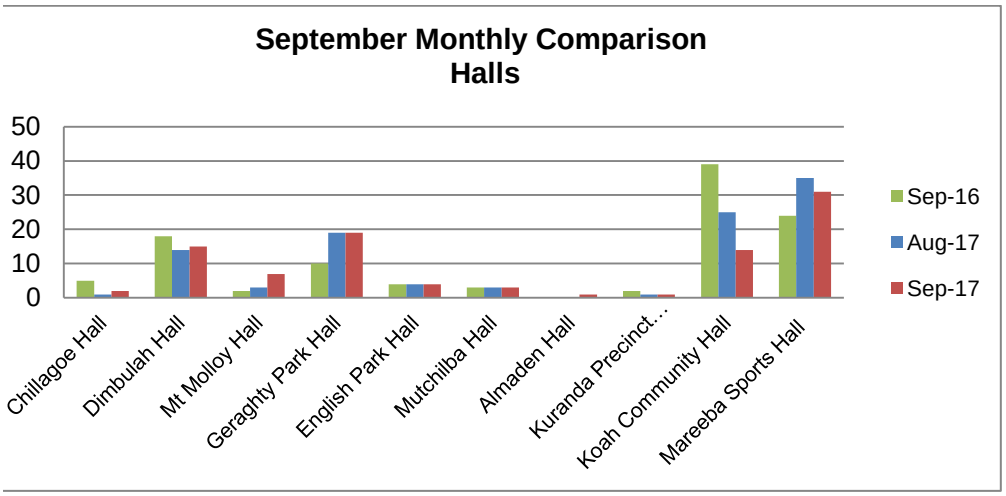


Figure 3. Monthly comparison halls

Swimming Pools

- Total of patron entries for September 2017
  - Mareeba 2,314
  - Kuranda 646
  - Dimbulah 169

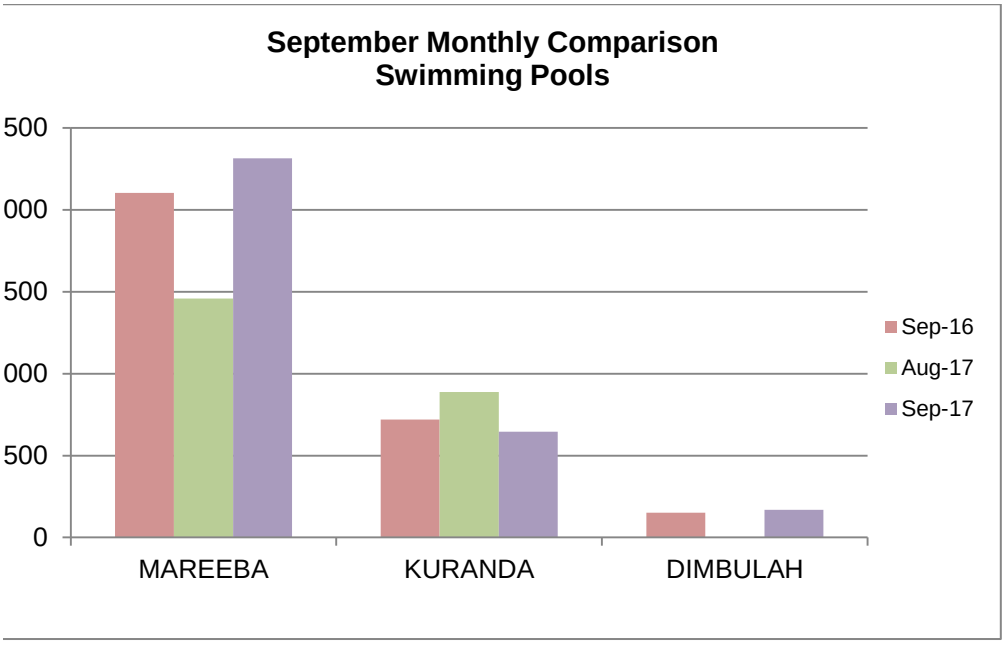


Figure 4. Monthly comparison swimming pools

Park Hire

- Total park bookings for September 2017, 62

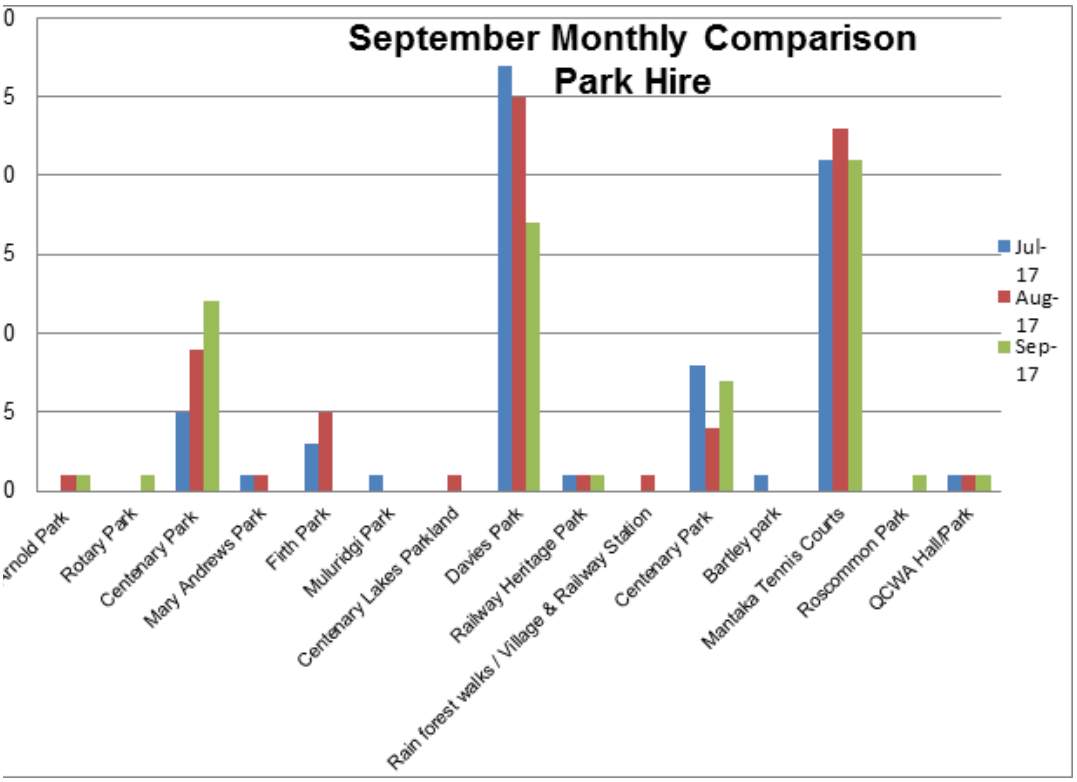


Figure 5. Monthly comparison Park Hire

Vandalism and Graffiti
During September 2017, six (6) reports of graffiti and vandalism were recorded on Council's Facilities.

- Mareeba Arnold Park
- Mareeba Centenary Park
- Mareeba Mary Andrews Park
- Mareeba Sports Hall
- Mareeba Theatre Hall

Graffiti and Vandalism	Year to date actuals
2015-16	$2,134
2016-17	$16,546
2017-18	$7,467

Currently, there is no allocated budget for graffiti and vandalism; these costs are being booked to operational.

LINK TO CORPORATE PLAN

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
Nil

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Vandalism costs will be funded from maintenance budgets.

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *13 October 2017*

ITEM-10 TRAFFIC ADVISORY COMMITTEE - MINUTES OF MEETING HELD 19 SEPTEMBER 2017

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Acting Director Infrastructure Services

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

Minutes of the Mareeba Shire Council Traffic Advisory Committee Meeting held on Tuesday, 19 September 2017 are presented for Council's information.

The action items presented in the minutes of the Traffic Advisory Committee (TAC) are recommendations to Council. Council's endorsement or contrary view of the recommendations is required.

OFFICER'S RECOMMENDATION

"That Council note the minutes of the Traffic Advisory Committee Meeting held 19 September 2017 and resolves to:

1. In respect to Item 17.09-03, Council write to affected business operators / clubs seeking their interest / agreement in having the sign located on the northern entrance to Mareeba (near the Mary Andrews Park) replaced at their expense."

BACKGROUND

The Traffic Advisory Committees (TAC) is a consultative committee of Council established to raise community and other representative body concerns in relation to traffic conditions with Council and the Department of Transport and Main Roads.

LINK TO CORPORATE PLAN

COM 3:Encourage the building of strong partnerships with community, private sector and government so as to build community capacity and develop strategies to encourage and support leadership and self-responsibility in the community

CONSULTATION

Internal
Nil

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Internal resources for investigation and follow up actions.

Is the expenditure noted above included in the 2017/2018 budget?
Nil

If not you must recommend how the budget can be amended to accommodate the expenditure
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Minutes of Mareeba Shire Council Traffic Advisory Committee Meeting held 19 September 2017.

Date Prepared: *12 October 2017*

Mareeba SHIRE COUNCIL

TRAFFIC ADVISORY COMMITTEE MEETING
MAREEBA BOARDROOM, 65 RANKIN STREET, MAREEBA
TUESDAY, 19 SEPTEMBER 2017
9:33AM TO 10:12AM

MINUTES

PRESENT:

Transport and Main Roads (TMR) - A/Senior Transport Inspector	Ian Wiltshire
Transport and Main Roads (TMR) - A/Senior Advisor - Road Safety	Sue Dawson
Transport and Main Roads (TMR) - Principal Engineer - Civil	Richard Evans
QUBE Logistics	Darren Fuller
Mareeba Chamber of Commerce	Joe Moro
Queensland Police Service (QPS) - Mareeba	Ben Williams (for John Ridgway)
Mareeba Shire Council (MSC) - Councillor	Alan Pedersen (Chair)
Mareeba Shire Council (MSC) - A/Director Infrastructure Services	Glenda Kirk
Mareeba Shire Council (MSC) - Manager Technical Services	Val Shannon
Mareeba Shire Council (MSC) - Minutes Secretary	Marjorie Anthony

APOLOGIES:

Mareeba Shire Council (MSC) - Councillor	Mayor Tom Gilmore
Mareeba Shire Council (MSC) - Councillor	Angela Toppin
Mareeba Shire Council (MSC) - Councillor	Kevin Davies
Transport and Main Roads (TMR) - Senior Advisor - Road Safety	Alison Barlow
Transport and Main Roads (TMR) - Senior Transport Inspector	Philip Donnelly
Mareeba Chamber of Commerce	Sam Musumeci

1. MINUTES

Tuesday 20 June 2017

Minutes of the Mareeba Shire Council Traffic Advisory Committee Meeting held on Tuesday, 20 June 2017 were ratified by Council at their Ordinary Meeting of 19 July 2017.

2. BUSINESS ARISING FROM PREVIOUS MEETING

Item	Organisation	Issue	Recommendation / Follow Up Action	Action Required by	Action Due Date
16.03-03	Traffic Management Study Mareeba CBD	Council seeks to undertake a full traffic management study for the Mareeba CBD area, including vehicle and pedestrian movements, disability access and parking	**Letter to TMR 27/01/2016 TMR interested in cost sharing agreement Draft Brief prepared and under review MSC provided TMR (Darryl Jones) draft hard copy of Brief, electronic draft copy to follow via email MSC met with DTMR on 09/09/2016 to finalise tender documents, minor changes required, waiting advice from TMR on cost sharing arrangement Letter from TMR offering contribution of up to $55k (+GST) matching Council's funding allocation Tender responses received by MSC / TMR, pending evaluation: commencing week of 12/12 Tender awarded to AECOM, cameras installed on 21/02/2017 at 9 intersections for 24 hours, data currently being analysed. Expected completion date is 05/2017 Meeting with QPS scheduled for 22/03/2017 to review data, It is anticipated a draft report will be ready early April with the final report expected May 2017 Workshopped with Council and QPS, final report due end of June Final draft due week ending 22/09/2017 Funding to be sourced / identified for rectification works**	**MSC / TMR**	30/09/2017
16.03-04	St Thomas's P&F Representative (Dave Saul)	St Thomas's P&F seeks approval for the temporary reduction of the speed limit around Centenary Park on Mareeba Market days, similar to the Yungaburra Markets	**Locations for temporary signage identified and matter to be dealt with by TMR MSC to email signage proposal to TMR for consideration Signage plan forwarded to DTMR, waiting their official response TMR advised Traffic Management Plan required; TMR to meet with St Thomas's P&F Representative TMR seeks formal process of signage management TMR still waiting on TMP to be provided with details proposal. TMR to investigate requirements for persons with approval to change regulatory speed zone signage TMR waiting on Traffic / Event Management Plan from Market Coordinators MSC to contact Market Coordinators seeking their advice on resolving the matter**	**MSC**	30/11/2017
	16.06-03 Councillor (Alan Pedersen)	Enquiry received requesting a temporary 40kph zone on Byrnes Street from the Heritage Centre to the Cairns Connection road on market days	**Refer to Item 16.03-04 above**		

Item	Organisation	Issue	Recommendation / Follow Up Action	Action Required by	Action Due Date
16.06-04	QPS (Insp Rolf Straatemeier)	What is required for "High Crash Zone" signs to be placed between Mareeba and Kuranda	**QPS to liaise with TMR as to locations for low cost solutions** **QPS checking crash rates, will review in 2 months** **QPS to advise TMR of suggested locations based on statistics** **Since upgrade at Brickworks Road, statistics have improved** **Upgrades subject to funding availability on Kennedy Highway** **TMR waiting advice on location, funding sought, assessment being undertaken on the Kuranda Range Road to Smithfield** **TMR to liaise with QPS identifying locations for high crash zone signage**	**QPS / TMR**	
16.06-08	Mareeba Chamber (Sam Musumeci)	Seeks the review of line marking and speed signage heading into the Mareeba Industrial Estate in particular Bower / Barrett Streets	**MSC to install traffic counters, review and investigate current signage** **Traffic counters to be installed, programmed to be carried out** **Traffic count to be completed, signage to be reviewed** **Summary of Results from traffic count for 2017 and 2013 presented** **MSC to review line marking** **Line marking complete** **No further action required by this Committee, resolved to remove from the minutes**		
16.09-03	Shirley Osbourne Dimbulah/Mutchilba Community BBQ CRM/16/08741	Access from Mareeba-Dimbulah Road to Chircan Road is too narrow - the intersection is too narrow for a low loader to turn into Chircan Road due to the size of the culvert. They currently load heavy vehicles on the highway which is dangerous practice but the heavy vehicles cannot get into Chircan Road to property. Chircan Road is a Council road intersecting with a main road so any improvements require DTMR approval.	**Issue to be raised with TMR** **TAC Committee resolved to recommend** **Council write to the customer seeking their proposal** **Letter sent 01/12/2016** **MSC forwarded sketch plans to TMR 04/08/2017** **Matter pending advice from TMR**	**TMR**	30/11/2017
16.09-07	QPS (Inspector Rolf Straatemeier)	Keep Left Strategy - issue of international visitors failing to keep left	**Inter-Agency Workshop held 12/09/2016** **Workshops will be held every 2 wks identifying strategies to address issue** **Funding is currently being sourced to undertake line marking and install warning signage similar to that used in Stanthorpe** **MSC currently working with QPS to identify high risk locations** **Fruit Growers to be approached to incorporate information for "keep Left Strategy" in safety inductions of backpackers** **Sites identified across the Tablelands for signage** **MSC to supply wrist bands to Mba District Fruit & Vegie Growers** **Corflute signage to be provided to Mba District Fruit & Vegie Growers** **Meetings have continued, locations identified for placement of signs** **Funding being sought for purchase of signage;** **individual councils making funds available for installation** **15 locations in Mareeba network and 15 locations in Tablelands network identified,** **TMR funding approved for purchase of signs** **Signs ordered and will be delivered to Council for installation**	**MSC / QPS**	30/11/2017

Item	Organisation	Issue	Recommendation / Follow Up Action	Action Required by	Action Due Date
			Our Roads Our Rules pamphlets to be distributed to farms and signs to be installed on farm gates when exiting **Next meeting is July, the campaign will then be managed by TAC** **TMR waiting delivery of signage**		
16.12-12	Councillor (Kevin Davies)	Request for the speed limit on the Atherton-Mareeba Road either side of the McIver Rd intersection can the 60 and 80 be relocated approximately 200m South of this intersection	**TMR to review and advise** **TMR advised on completion of speed review undertaken in 2016, it was concluded that the 80kph posted speed limit was appropriate for this location** **TAC Committee resolved to recommend Council consider reducing the speed limit** **Review already completed, request does not meet criteria to warrant change** **No further action required by this Committee, resolved to remove from the minutes**		
17.03-01	Councillor (Nipper Brown)	Mulligan Highway - Request for signage on the northern entry into Mareeba (near Mary Andrews Park) prior to the Dimbulah Road turnoff stating all road trains must turn right. There have been instances where road trains did not turn and ended up in Byrnes Street, issued raised by trucking company	**TMR to investigate** **TMR designing sign, TMR to provide wording** **TMR advised this is a work in progress, wording currently being sorted**	**TMR**	31/12/2017
17.06-01	Councillor (Angela Toppin)	Rankin Street Roundabout - Visibility is difficult of *Through Traffic Stay Right Sign*	**Vegetation trimmed** **No further action required by this Committee, resolved to remove from the minutes**		
17.06-02	Councillor (Kevin Davies)	Truck stop signage difficult to see approaching Mt Carbine from West	**TMR to inspect** **MSC to identify exact location and advise TMR**	**MSC**	30/09/2017
17.06-03	Councillor (Alan Pedersen)	Turning lanes required on Mulligan Highway turning onto Blacks Road / Mary Andrews Park	**External road works , MSC to check Developer Contributions** **Council to send request through to TMR** **TMR advised that this intersection and access is unlikely to satisfy warrants for upgrading from either a safety or traffic volume requirement. MSC to provide traffic count data if available**	**MSC**	31/10/2017

3. NEW BUSINESS FOR CONSIDERATION (Incoming Correspondence / Requests)

Item	Organisation	Issue	Recommendation / Follow Up Action	Action Required by	Action Due Date
17.09-01	Sharyn McArdle (CRM/17/07583)	Requests consideration be given for the construction of turning lanes on Mulligan Highway at Bilwon Road, Biboohra	**MSC has provided TMR with a price to perform upgrade works. TMR currently has no funding to proceed with these works**	**TMR**	30/09/2017
17.09-02	Councillor (Lenore Wyatt) (CRM/17/09566)	Requests the speed limit be reduced from 100kph to 80kph on the Mulligan Highway at Biboohra	**TMR to provide MSC with the criteria which is required to be met to warrant reduction** **Matter pending further information**	**TMR**	30/09/2017

Item	Organisation	Issue	Recommendation / Follow Up Action	Action Required by	Action Due Date
17.09-03	Mareeba Chamber (CRM/17/09562)	Requests the deteriorated main roads sign located on the northern entrance to Mareeba near Mary Andrews Park be revamped / refurbished	Sign is the responsibility of Business Operators / Clubs MSC to send letter to business operators / clubs seeking their interest / agreement in having the sign replaced at their expense Application to TMR can be made online	MSC	31/10/2017
17.09-04	QPS (A/Sgt Ben Williams)	Hansen / Springmount Road - request consideration be given to the installation of a convex traffic mirror at the intersection for motorists turning right onto Channel Road. The speed reduction to 80kph will improve safety at the intersection somewhat, but visibility or lack thereof is the key factor that increased risk to motorists at the intersection	Matter to be raised at TRC TAC Meeting today No further action required by this Committee, resolved to remove from the minutes		
17.09.05	TMR (Ian Wiltshire)	Discussion on vehicle access (B-double configuration) to Mareeba Transport depot for purposes of vehicle inspections only	Heavy vehicles are "As of right", information and map to be provided to TMR	MSC	31/10/2017
17.09-06		Recent complaints received again by MSC of parking / de-hitching of B-doubles at Speewah (Old Kennedy Highway)	Recent instances reported to TMR Letter from Mareeba Chamber forwarded to TMR 08/12/2016, TMR to follow up on response to Chamber	MSC	31/10/2017

4. GENERAL BUSINESS

Item	Organisation	Issue	Recommendation / Follow Up action	Action Required by	Action Due Date
17.09-07	Mareeba Chamber (Joe Moro)	Shanty Creek crossing on Shanty Creek Road upgrade	Currently listed on PPT for future consideration No further action required by this Committee, resolved to remove from the minutes		
17.09-08	Mareeba Chamber (Joe Moro)	Requests a sign be installed for Emerald Creek Falls similar to that of the Davies Creek Falls sign recently installed	TMR to advise cost	TMR	31/12/2017
17.09-09	QPS (Ben Williams)	Request consideration be given to installing rumble strips on the double white lines on the "S" bend on Anzac Avenue (on the eastern side of the Barron River Bridge crossing) alerting drivers they are straying across the centre line	Funding recently announced for the upgrade of the Anzac Avenue Bridge; MSC will consider this request in the scope of works	MSC	31/12/2017
17.09-10	TMR (Ian Wiltshire)	Keep Left Strategy; it was suggested rolling the stickers out to hire car companies	QPS provided a brief outline of the actions taken by the group It would also be beneficial for the stickers to be distributed to vehicle service workshops as many backpackers are purchasing vehicles	QPS	31/10/2017
17.09-11	Darren Fuller (Qube)	Requests consideration be given to changing the current GIVE WAY sign on Euluma Creek Road at the intersection of Mt Molloy / Mossman Road (at the school end) to a STOP sign; Qube operators have a self-imposed *stop* coming out of Euluma Creek; a number of near miss incidents have been experienced with civilian traffic; camber (off Euluma Creek Road) alignment is incorrect	TMR to review and consider request	TMR	30/11/2017

Item	Organisation	Issue	Recommendation / Follow Up action	Action Required by	Action Due Date
17.09-12	Councillor (Alan Pedersen)	Complaints received from residents advising heavy vehicles are pulling up and stopping overnight near Centenary Park	TMR advised a study of heavy vehicle stopping areas is planned to be undertaken over the whole Tableland region, funding is then required to be sourced This is an on-going issue	TMR	31/12/2018
17.09-13	Councillor (Alan Pedersen)	Committee was informed of Val Shannon's imminent retirement on 1 December and thanked him for his dedication and commitment	Noted		

5. FUTURE MEETINGS

Meeting dates for 2017:

Tuesday, 5 December 9:30AM

6. CLOSURE

10:12am

ITEM-11 **PETITION FOR REMOVAL OF SPEED HUMPS ON BARRON FALLS ROAD, KURANDA**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Acting Director Infrastructure Services

DEPARTMENT: Infrastructure Services, Technical Services

EXECUTIVE SUMMARY

This report introduces a petition which was received by Council on 25 September 2017, from a resident who has collected the signatures in support of the Petition to remove the speed humps on Barron Falls Road, near the intersection of Tully Court in Kuranda.

OFFICER'S RECOMMENDATION

"That Council receive the petition and refer to officers for a report."

BACKGROUND

In terms of Council's Standing Orders, Council has three (3) options with regard to petitions that are tabled and these are:

1. The petition be received and consideration stand as an order of the day for the meeting; or for a future meeting; or

2. Petition be received and referred to a committee or officer for consideration and a report to the local government; or

3. The petition not be received.

The petition meets the requirements as per the Standing orders, in that it is legible and has more than 10 signatures. The Petition has 32 signatures.

The petition reads as follows:

We, the undersigned residents, property and business owners request the Mareeba Shire Council to remove the speed humps from Barron Falls Road, near the intersection of Tully Court and to improve pedestrian safety.

The Petition is attached to this report.

LINK TO CORPORATE PLAN

ECON 3 Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
Manager Technical Services
Manager Works

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

The Head Petitioner will be notified of Council's decision.

ATTACHMENTS

1. Copy of petition;
2. Photographs taken by Council Officers.

Date Prepared: *11 October 2017*

TH-REG 2
IMS
~~20 June 2017~~
20 September 2017

The Chief Executive Officer

Mareeba Shire Council

P.O Box 154

Mareeba QLD 4880

After consultation with concerned fellow residents, we the undersigned, residents, property and business owners request the Mareeba Shire Council to remove the speed humps from Barron Falls Road, near the intersection of Tully Court and to improve pedestrian safety.

The current situation is very dangerous to tourists, local pedestrians and native animals.

RECORDS
25 SEP 2017
MAREEBA SHIRE COUNCIL

It also creates a major noise problem for the houses in the area.

The following problems occur many times a day:-

- vehicles actually speed up and try to" launch" their vehicles for fun
- braking hard, often to a skid when approaching the humps from either direction
- noise generated by unsecured objects within utes & trailers bouncing & landing heavily
- speeding up, often ignoring local pedestrians and tourists unfamiliar with the area
- there are local drivers that attempt to avoid the speed humps by driving on the grass verges, through the carpark or deviating partly into Tully court

Apart from the major noise problem, residents are concerned about the potential for a pedestrian being impacted by a vehicle.

The school bus stops & drops off children at the top of Tully Court adding to the concern of a potential incident occurring.

We are aware of a number of unfortunate fatal animal strikes on local fauna as a direct result of careless driving habits in the vicinity of the speed humps & pedestrian crossing.

Principal Petitioner

Name: Julie-Anne D'Alcorn Signature: D'alcorn

Address: 4 Tully Court, Kuranda, Qld 4881

Contact: M: 0408 024 124 E: pjdalcorn@gmail.com

Name	Signature	Address
JULIE-ANNE D'ALCORN	D'alcorn	4 Tully Court Kuranda 4881.
PAUL D'ALCORN	[signature]	4 TULLY COURT KURANDA 4881
BOB GIRLING	[signature]	10 BARRON FALLS RD KURANDA 4881.
BRIAN NOKES	[signature]	6 TULLY CT KURANDA 4881
Cheryl Nokes	[signature]	6 Tully Court Kuranda 4881
JACOB WINDLE	[signature]	12 TULLY CT, KURANDA 4881.
TREVOR BRODIE	[signature]	21 BARRON FALLS RD KURANDA 4881
Fallon Whibberley	[signature]	17 tully Court Kuranda 4881
Daniel Whibberley	[signature]	17 tully Court Kuranda 4881
Luke Mynott	[signature]	20 Tully Court, Kuranda 4881.
Rebecca Duellinger	[signature]	18 Tully Court, Kuranda, 4881
Russell Thompson	[signature]	18 Tully Court Kuranda 4881.
Debra MOL	[signature]	9 Tully Court, Kuranda 4881.
WAYNE TAYLOR	[signature]	9 TULLY CRT KURANDA 4881

The Chief Executive Officer

Mareeba Shire Council

P.O Box 154

Mareeba QLD 4880

~~20 June~~ 2017
20 September 2017

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Principal Petitioner

Name: Julie-Anne D'Alcorn Signature: J D'Alcorn

Address: 4 Tully Court, Kuranda, Qld 4881

Contact: M: 0408 024 124 E: pjdalcorn@gmail.com

Name	Signature	Address
REBECCA KOLLER	Kolle	1 TULLY COURT KURANDA
Arnold Condron	A Condron	1 tully court Kuranda
Conan Condron	CC	1 tully court Kuranda
Sheree Burnside	SBurnside	16 Anana St Kuranda
P. Green	PGreen	Boyles Rd Kuranda
Sandra Davies	SDavies	Boyles Rd Kuranda
Jan. Kutner.	JK.	Coondoo St Kuranda
Aaron Jones	AJ	BARRON FALLS ROAD
Cristie Bankcond	CBank	42 Barron falls road
V. SHEPPARD	VSheppard	BOYLES RD KURANDA
Luke Johnstone	LJohn	76 Coondoo St Kuranda
Anna Anderson	AA	1 Tully Court Kuranda
Jessica Emmert	JE	18 Rob Vievers Dr
Trista Parker	T. Parker	Morton St Kuranda
Cara Parsons	CParsons	4B Fallon Rd Kuranda

We the undersigned, residents, property and business owners request the Mareeba Shire Council to remove the speed humps from Barron Falls Road, near the intersection of Tully Court and to improve pedestrian safety.

Name	Signature	Address
Colin Smallwood	CMS.	38 Barron Falls Rd Kuranda
Kate Matherson	KMatherson	38 Barron Falls Rd Kuranda
SIRI KELLY	SK	3 Aarron Ct Speewah.

6 OCT 2017

6 OCT 2017

6 OCT 2017

WORKS

ITEM-12 **INFRASTRUCTURE SERVICES - WORKS SECTION ACTIVITY REPORT - SEPTEMBER 2017**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Works

DEPARTMENT: Infrastructure Services, Works Group

EXECUTIVE SUMMARY

This report sets out works undertaken by the Works Section during the month of September 2017.

OFFICER'S RECOMMENDATION

"That Council receive and note the Works Section Activity Report for the month of September 2017."

BACKGROUND

Maintenance Activities

Maintenance activities accruing more than $1,000 in expenditure were carried out in September at the following locations:

Description	Activity
McBean Road, Arriga	Grading unsealed roads
Bilwon Road, Biboohra	Grading unsealed roads, prep work for reseals
Hodzic Road, Biboohra	Grading unsealed roads
Hume Road, Biboohra	Grading unsealed roads
Vallely Road, Biboohra	Grading unsealed roads
Bryde Road, Chewko	Prep work for reseals
Reservoir Road, Chillagoe	Grading unsealed roads
Bolwarra Road, Crystalbrook	Grading unsealed roads
Boonmoo Road, Dimbulah	Grading unsealed roads
Carbonate Creek Road, Dimbulah	Grading unsealed roads
Centis Road, Dimbulah	Grading unsealed roads
Leafgold Weir Road, Dimbulah	Prep work for reseals, slashing
Metzger Road, Dimbulah	Grading unsealed roads
Morrow Road, Dimbulah	Grading unsealed roads
Top Eureka Road, Dimbulah	Prep work for reseals
Wolfram Road, Dimbulah	General operations, grading unsealed roads, prep work for reseals, slashing
Highbury Road, Highbury	Grading unsealed roads
Euluma Creek Road, Julatten	Bitumen patching, prep work for reseals, road furniture, road inspections, slashing

Description	Activity
Mount Lewis Road, Julatten	Slashing
Pinnacle Road, Julatten	Road inspections, slashing
Windsor View Road, Julatten	Culvert repairs, pavement repairs, prep work for reseals
Barnwell Road, Kuranda	Bitumen patching
Black Mountain Road, Kuranda	General repairs and maintenance, road inspections
Green Forest Road, Kuranda	Bitumen patching, grading unsealed roads
Gregory Terrace, Kuranda	Slashing
Hickory Road, Kuranda	Prep work for reseals
Kuranda Heights Road, Kuranda	Prep work for reseals
Oak Forest Road, Kuranda	Bitumen patching, road furniture, slashing
Rob Veivers Drive, Kuranda	Bitumen patching, concrete footpath maintenance, general repairs and maintenance, tree clearing / vegetation management, vandalism repairs including graffiti
Rosewood Drive, Kuranda	Grading unsealed roads
Wrights Lookout Road, Kuranda	Slashing
Abbott Street, Mareeba	Prep work for reseals
Kearney Street, Mareeba	Prep work for reseals
Kenneally Road, Mareeba	Prep work for reseals
McGrath Road, Mareeba	Grading unsealed roads, prep work for reseals
Shanty Creek Road, Mareeba	Grading unsealed roads
Slape Road, Mareeba	Prep work for reseals
Mareeba Racecourse Access, Mareeba	Prep work for reseals
Mount Spurgeon Road, Mt Carbine	Grading unsealed roads, road furniture
Clacherty Street, Mt Molloy	Prep work for reseals
Wetherby Road, Mt Molloy	Culvert repairs, grading unsealed roads, road inspections, slashing
Mount Mulgrave Road, Mt Mulgrave	Road furniture
Mount Mulligan-Kondaparinga Road, Mt Mulligan	Grading unsealed roads
Springmount Road, Mutchilba	Prep work for reseals

The table below shows the current budget position of road maintenance for Mareeba Shire Council at the end of September.

Annual Budget	Year to Date Budget	Year to Date Actual
$3,338,972	$829,967	$1,048,868

Included in the year-to-date actual figure is $73,000 spent so far on preparation work prior to resealing which will be moved to the 2017/18 Reseal Budget at a later date.

Capital Works

Works for Queensland (Round 1)

Margherita Close, Mareeba - Widen and Seal

Works commenced early July on the widening and sealing of Margherita Close, Mareeba and construction completed in August with line marking installed in September.

The project scope included the widening and construction of new kerb and channel to the Margherita Close / Anzac Avenue intersection including asphalt surfacing to Ch. 109.393. The widening of the existing pavement along the full length of Margherita Close to the existing concrete inverts, construction of layback kerb and channel to Margherita Close cul-de-sac, two-coat bitumen sealing with additional asphalt surfacing from Ch. 356.445.

Mona Mona Road - Flaggy Creek Bridge

A Level 3 bridge inspection conducted earlier this year indicated severe problems with the superstructure and timber abutments of the Flaggy Creek Bridge, Mona Mona.

Timber Restoration Systems from Caboolture was engaged to design and assist construction of a retrofit solution to return the bridge to a 25 tonne load limit using precast abutments, glulam girder, kerb and deck system.

Works commenced 15 August and were completed on 31 August with an asphalt deck wearing surface installed in September.

Kovacic Road - Shanty Creek

In June 2017, Wood Research and Development was commissioned by Mareeba Shire Council to a complete a Level 3 Condition and Load Assessment of Kovacic Road Bridge which currently has a reduced posted load limit of 14 tonnes.

The Condition and Load Assessment revealed the bridge to be in poor condition, particularly girder 2 which had undergone minor-moderate decay. Three (3) options of repair were presented and Council opted for the second option that involved in-situ restoration and reinforcement of the existing components to return the bridge to 44T capacity.

The restoration works commenced early September and were completed prior to the end of the month.

Hoey Road Bridge, Speewah

In June 2017, Wood Research and Development was commissioned by Mareeba Shire Council to a complete a Level 3 Condition and Load Assessment of Hoey Road Bridge Speewah which currently has a reduced posted load limit of 7 tonnes.

The Condition and Load Assessment revealed the bridge to be in very poor condition, particularly girder 1 which had undergone moderate-severe decay. Three options of repair were presented and Council opted for the second option that involved in-situ restoration and reinforcement of the existing components, rectifying the deteriorated zones and preventing further decay to return the bridge to 44T capacity.

The restoration works commenced mid-September and were completed prior to the end of the month.

Barron Street Bridge, Koah

In June 2017, Wood Research and Development (WRD) was commissioned by Mareeba Shire Council to a complete a Level 3 Condition and Load Assessment of Barron Street Bridge Koah which currently has a reduced posted load limit of 9 tonnes.

The Condition and Load Assessment revealed the bridge to be in very poor condition, particularly girder 1 which had undergone moderate-severe decay. Three (3) options of

repair were presented and Council opted for the second option that involved in-situ restoration and reinforcement of the existing components, rectifying the deteriorated zones and preventing further decay to return the bridge to 44T capacity.

Portions of the existing girders that could not be initially inspected, due to soil and debris build-up where found to be in very poor condition once excavation had taken place. Council is currently awaiting advice from WRD recommended treatments for these girders.

2016/17 Capital Works

Rob Veivers Drive Upgrade, Kuranda

On-site works commenced at Rob Veivers Drive, Kuranda in early August. The project scope includes the widening of the existing road formation along Rob Veivers Drive, the installation of kerb and channel and the rehabilitation of existing failed pavement sections.

The first section of work was sealed in late September with the remaining works programmed for sealing in early October.

2017/18 Capital Works

Chewko Road - Widening, Overlay and Reseal

Construction work started in mid-August at the Chewko Road upgrade project. The scope of works include the overlay and sealing of the existing pavement and seal between Ch 10930 - Ch 12150, the widening of the existing formation and seal between Ch 12150 - Ch 12780 and several curve widenings including seal.

Construction was completed and widened sections sealed on 20 September; the crew then relocated to Byrnes Street to commence a storm water upgrade project. The crew will return to Chewko Road to undertake the pavement overlay component of the project in early November.

Several areas of poor subgrade have required excavating and replacing with rock and bidim but the project currently remains on time and within budget.

Leadingham Creek Road - Leadingham Creek Bridge

The fabrication of the replacement concrete girders for Leadingham Creek Bridge in Dimbulah was completed at the Kowa Street Depot late September. The girders were designed by GHD and were constructed by Council's bridge section.

Commencement of on-site construction work is dependent on the availability of a piling contractor and the project may be postponed until after the wet season.

Byrnes Street Stormwater Upgrade

The upgrading of the underground stormwater network in Byrnes Street commenced in mid-September.

Works include the installation of 123 linear metres of reinforced concrete box culverts, kerb and cast in-situ inlet pits and the reinstatement of pavement and footpath tiles.

As with most CBD construction projects there have been a number of underground services uncovered that were unknown at the planning and costing stage. Currently three (3) substantial variations have been created for the project due to broken existing underground culverts in the car park, alterations to the existing sewer line and the relocation of newly uncovered services. These variations have pushed back the estimated completion date by five (5) days and works are now estimated to be complete by mid-November.

TMR Routine Maintenance Performance Contract (RMPC)

Routine maintenance activities were undertaken during September 2017 at the following locations:

Primary Location	Location	Activity Name
Burke Developmental Road	89B	Heavy shoulder grading rural, includes traffic control
	89B	Medium formation grading (western) with extras and 2 watercarts, excludes traffic control
	89B	Other formation work
	89B	Other roadside work
	89B	Pavement repairs, blademix/asphalt (minor less than 8 tonne), includes traffic control
	89B	Repair guide signs
	89B	Repair signs (excluding guide signs)
Herberton Petford	6632	Medium formation grading (western) with extras and 2 watercarts, excludes traffic control
	6632	Heavy shoulder grading rural, includes traffic control
Kennedy Highway	32A	Rest area servicing
Mareeba Connection Road	662	Repair signs (excluding guide signs)
Mossman - Mt Molloy Road	653	Repair signs (excluding guide signs)
	653	Other vegetation control works
	653	Roadside litter collection, rural
Mulligan Highway	34A	Repair or replace guide markers
	34A	Pothole patching, includes traffic control
	34A	Pavement repairs, blademix/asphalt (minor less than 8 tonne), includes traffic control
	34A	Repair signs (excluding guide signs)
	34B	Repair signs (excluding guide signs)
	34B	Rest area servicing
	34B	Roadside litter collection, rural

The total claim to DTMR for the works listed above for the month of September 2017 was $182,630.78.

Parks and Gardens Section

Maintenance Activities

Parks and Gardens maintenance activities accruing more than $1,000 in expenditure were carried out in September at the following locations:

Location
Mowing, Mareeba Streets
Parks, Library, CBD and Streets, Kuranda
Anzac Park, Mareeba
Centenary Park, Mareeba
Arnold Park, Mareeba
Byrnes Street Medians, Mareeba
Sunset/Sunbird Park, Mareeba
Borzi Park, Mareeba
Furniture &Playground Equipment, Mareeba
Rotary Park, Mareeba
Davies Park, Mareeba
Jumrum Creek Environmental Park
Nursery, Mareeba
Mary Andrews Gardens, Mareeba
Railway Park, Dimbulah
Mutchilba Park, Mutchilba

The table below shows the current budget position of Parks and Gardens maintenance for Mareeba Shire Council.

Annual Budget	Year to Date Budget	Year to Date Actual
$1,794,335	$458,904	$418,029

Bridge Section

Maintenance Activities

Bridge maintenance activities accruing more than $1,000 in expenditure were carried out in September at the following locations:

Location
Flaggy Creek Bridge
Kovacic Road Bridge
Barron Street Bridge
Hoey Road Bridge
Jeffrey Road Bridge
Re-active Maintenance

Annual Budget	Year to Date Budget	Year to Date Actual
$562,213	$138,824	$274,242

Upon completion of the W4Q1 bridge projects, any expenditure related to W4Q1 allocated to bridge maintenance will be re-distributed to W4Q1 Bridge projects. Therefore the actual costs borne by Council will be in line with the Budget.

Land Protection Section

Annual Budget	Year to Date Budget	Year to Date Actual
$446,906	$110,719	$103,410

Taskforce: Mareeba Shire Council hosted a taskforce involving staff from other FNQROC Shires, Biosecurity Qld, National Parks and Wet Tropics Management Authority (WTMA). The additional labour helped move along Council's long running eradication and control program on a list of invasive plant pests including Bellyache Bush, Rubber Vine and Siam Weed. All these weeds are present on the Upper Walsh River and if not contained will travel downstream to other pastoral properties and communities as well as affecting the health of the Mitchell River. The project ran for a full week and the benefit that was gained in the additional work performed was added to by the usefulness of all those external staff learning about new weeds and how to deal with them when they arrive in their areas.

Coordinated Wild Dog Baiting: Pastoral properties further down the Mitchell River have been targeted for dog control. Highbury, Drum Duff, Gamboola, Mt Mulgrave and Wrotham Park have all been treated as well as many smaller cattle properties closer in.

Feral Pigs: Pre-harvest baiting, shooting and trapping has been carried out on a large scale on the fruit blocks throughout the Mareeba Dimbulah Irrigation Area.

Rabbits: Further releases of the K5 virus have been carried out on the dry pastoral holdings where rabbits are increasing in numbers.

LINK TO CORPORATE PLAN

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
Infrastructure Services staff

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Included in 2017/2018 budget

Operating
Included in 2017/2018 budget

Is the expenditure noted above included in the 2017/2018 budget?
Yes

IMPLEMENTATION/COMMUNICATION

Advice is provided to residents and businesses affected by any activities.

ATTACHMENTS

Nil

Date Prepared: *13 October 2017*

WATER & WASTE

ITEM-13 WATER AND WASTEWATER GROUP FEES & CHARGES REVIEW - DISPOSAL OF MATTRESSES

MEETING: Ordinary Meeting

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

The current Waste Management Fees and Charges schedule does not include a charge for the disposal of mattresses by commercial operators.

The only charge that currently applies under the current fees and charges schedule is the Commercial and Industrial charge of $75/ tonne, which does not recover the costs of Council managing this type of waste.

This report proposes a separate charge for disposal of mattresses by commercial operators.

OFFICER'S RECOMMENDATION

"That Council introduce and adopt a $25 charge per mattress for the disposal of mattresses by commercial operators at all Mareeba Shire Council Landfill and Waste Transfer Stations, with immediate effect".

BACKGROUND

Mareeba Shire Council has previously not charged for the disposal of mattresses at the Landfill and Transfer Stations. Charges have not been introduced previously to deter residents from disposing of mattresses unlawfully.

The Mareeba Transfer Station was recently faced with a situation whereby a number of mattresses from a commercial operator from outside of the Mareeba Shire region were presented at the Mareeba Landfill for disposal. This delivery had come from the Cairns area where currently there is a charge for the disposal. While Cairns Regional Council is not accepting mattresses from commercial operators, they are referring commercial operators to privately run waste sites such as Northern Sands, Lemura Sands and Medalfield.

The only charge that could be applied under Mareeba Shire Council's current fees and charges schedule is the Commercial and Industrial charge of $75/tonne, resulting in a charge of $49 for a small Pantech truck load of mattresses. Due to the bulkiness of mattresses, the cost of Council managing this type of waste exceeds the revenue obtained

through the Commercial and Industrial Waste charge. To ensure full cost recovery, it is recommended that a charge for disposal of commercial quantities of mattresses be introduced.

Below is a list of other Council and private businesses charges for the collection and disposal of mattresses:

Council/Business	Charges
Douglas Shire Council	$15/mattress (domestic and commercial)
Cassowary Coast Regional Council	$40/m³ or $85/tonne commercial and domestic dry waste
Cook Shire Council	Free of charge for domestic; $112/light truck commercial; $560/10m³ skip commercial
Tablelands Regional Council	$86/tonne (Municipal Solid Waste - commercial)
Townsville City Council	$29.50/mattress (commercial)
Mackay Regional Council	$148/tonne (Municipal Solid Waste - commercial)
Cairns Regional Council	$8.80 domestic
Northern Sands	$21
Medalfield	$25
Lemura Sands	$20m³ ($20 Queen)
Remondis	Don't accept domestic waste
Cairns Mattress	Accept for free

After consideration of the above charges Mareeba Shire Council Waste group recommends a $25/mattress charge be adopted for commercial operators only. This will alleviate any charges for local residents but deter commercial operators outside Mareeba Shire Council from using the Landfill and Transfer Station sites where comparable charges exist.

LINK TO CORPORATE PLAN

GOV 5 - Conduct a work management systems and procedures review to develop an efficient organisation supported by cost effective and safe work practices and systems.

CONSULTATION

Internal
Acting Director Infrastructure Services
Water & Waste Technical Support Officer
Environmental Compliance Officer
Waste Service officers
Manager Water and Waste

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Revenue Policy 2017/18.

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
There is presently no adopted charge specifically for disposal of mattresses at the Landfill and Transfer Station sites. The introduction of a charge for disposal of mattresses from commercial operators will allow Council to recover costs associated with managing this type of waste.

Is the expenditure noted above included in the 2017/2018 budget?
Nil

If not you must recommend how the budget can be amended to accommodate the expenditure

IMPLEMENTATION/COMMUNICATION

On adoption of the introduced fee, advise Landfill contractors, Council's Customer Service Officers and update Council's website to reflect the changes and alter associated documents.

ATTACHMENTS

Nil

Date Prepared: *16 October 2017*

ITEM-14 **INFRASTRUCTURE SERVICES - WATER AND WASTEWATER GROUP - MONTHLY OPERATIONS - SEPTEMBER 2017**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

The purpose of this report is to summarise Council's Water and Wastewater activities undertaken by the Infrastructure Services Department during the month of September 2017.

OFFICER'S RECOMMENDATION

"That Council receive and note the September 2017 Monthly Water and Wastewater Report."

LINK TO CORPORATE PLAN

GOV 3 Undertake a whole of Council service level review to establish sustainable operational costs across core local government business and consult with communities.

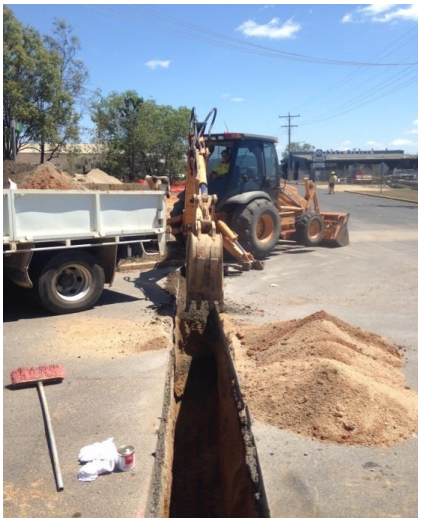
1. Capital and Maintenance Works Projects

Hilltop Reservoir

Platypus Close Reservoir

- Kuranda Suburban Water Security Upgrade Project - reservoirs expected to be commissioned and filled during October.

- Mareeba - Slade Street Water main Upgrade: Council's Water Reticulation Crews have completed the water main upgrade on Slade Street.

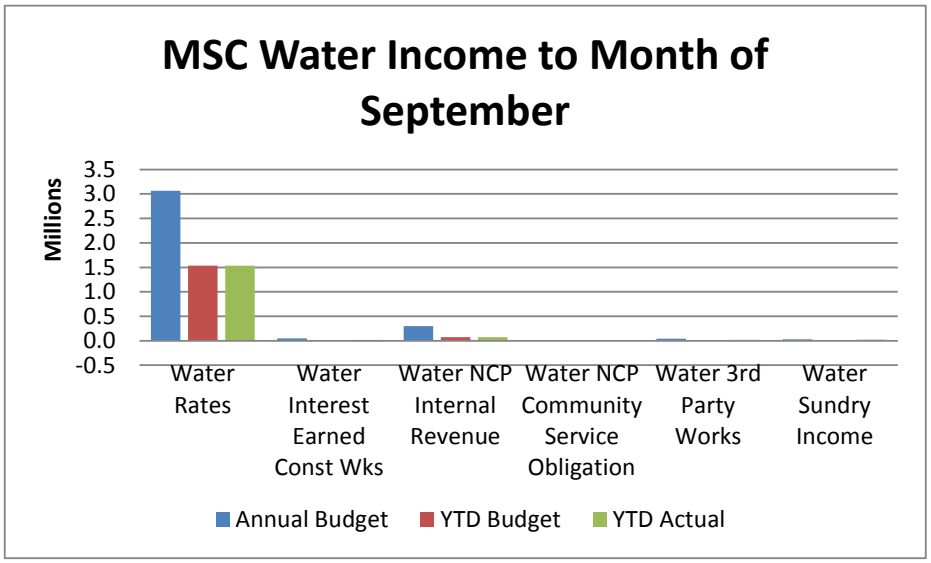


2. Environmental Monitoring - Treatment

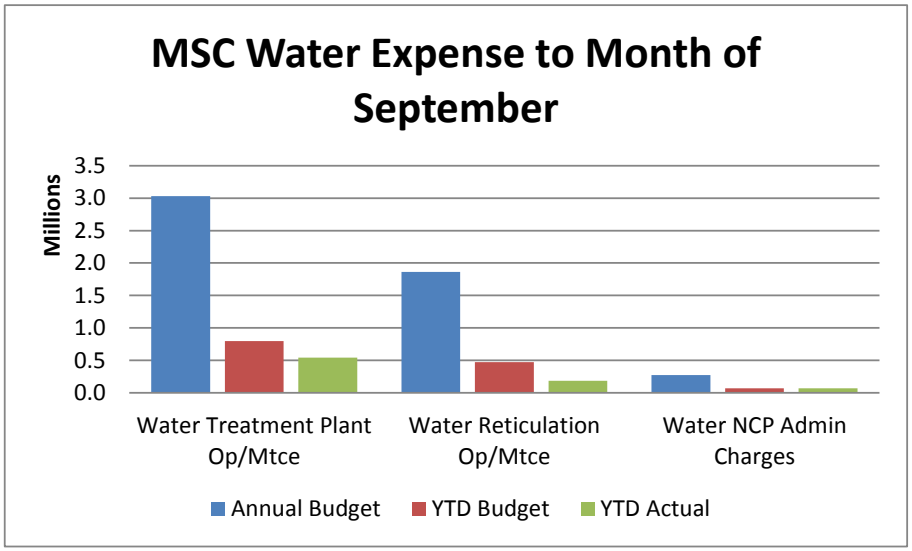
- Mareeba STP - continues to perform well. Effluent water quality results are compliant with TEP limits. Two Mile Creek bimonthly monitoring continues.
- Kuranda STP - Remains compliant with licence conditions.

3. Budget - Water

Graphical - Revenue

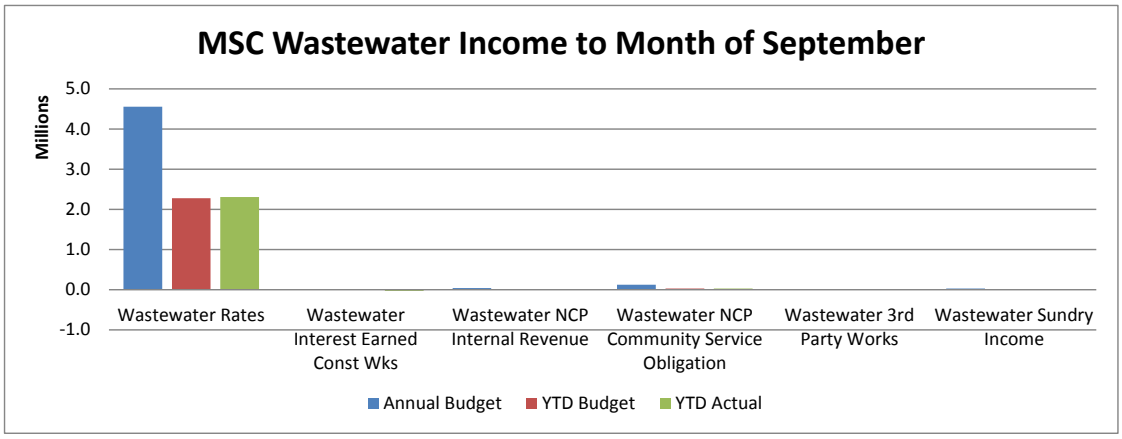


Graphical – Expense

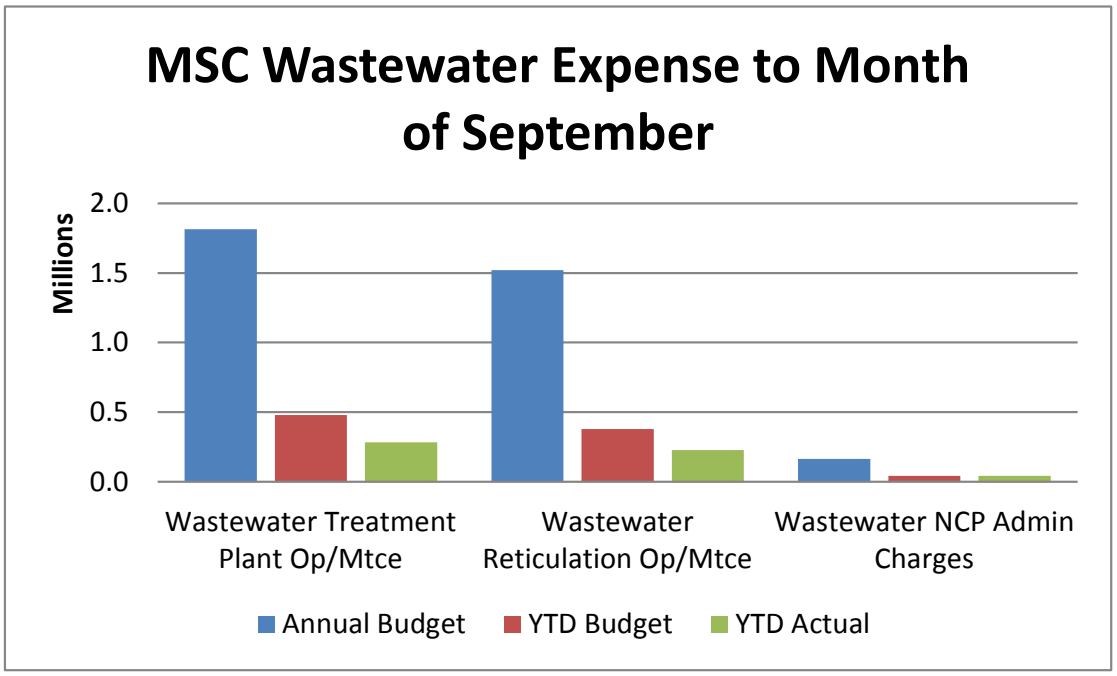


4. Budget - Wastewater

Graphical - Revenue



Graphical – Expense

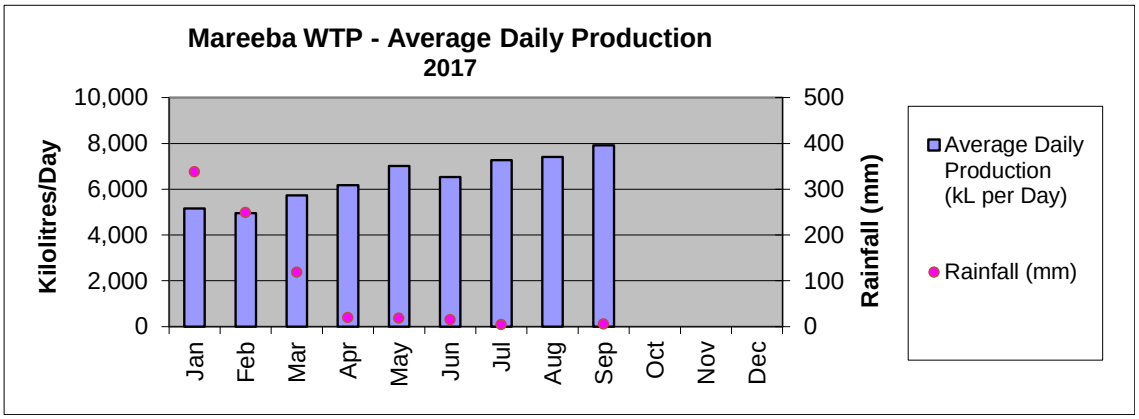


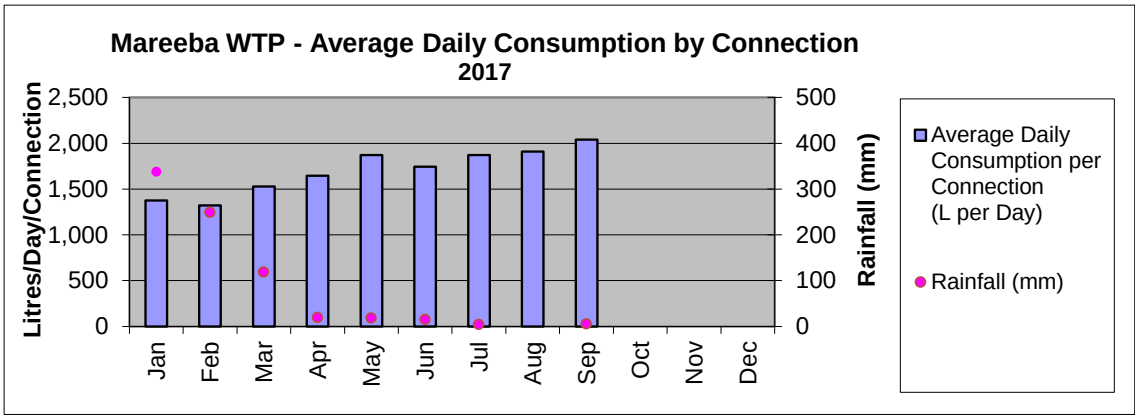
5. Chlorine Residual Readings

September 2017	Chlorine Residual Readings 2017 Australian Drinking Water Guidelines Maximum 5mg/L												
	Fri 1st	Mon 4th	Wed 6th	Fri 8th	Mon 11th	Wed 13th	Fri 15th	Mon 18th	Wed 20th	Fri 22nd	Mon 25th	Wed 27th	Fri 29th
	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)	Free Cl (mg/L)
Mareeba Rankine St	1.00	1.00	1.05	1.02	1.01	0.94	1.04	1.08	0.92	0.96	0.85	1.14	1.17
Wylandra Drive Mareeba	0.75	0.73	0.49	0.62	0.99	0.74	0.69	0.68	0.91	0.71	0.69	0.67	0.74
Gregory Terrace Kuranda	0.90	0.89	0.89	0.91	0.88	1.02	0.93	0.88	0.91	0.89	0.89	0.74	0.80
Mason Rd PS Kuranda	1.12	1.16	1.05	0.94	1.12	1.15	1.05	1.04	1.04	1.15	1.00	0.83	0.92
Chillagoe	1.52	1.46	1.44	1.42	1.22	1.30	1.15	1.55	1.22	1.37	1.35	1.28	1.34
Dimbulah	1.32	1.24	1.23	1.14	1.32	1.19	1.17	1.19	1.03	1.05	1.09	1.06	1.09

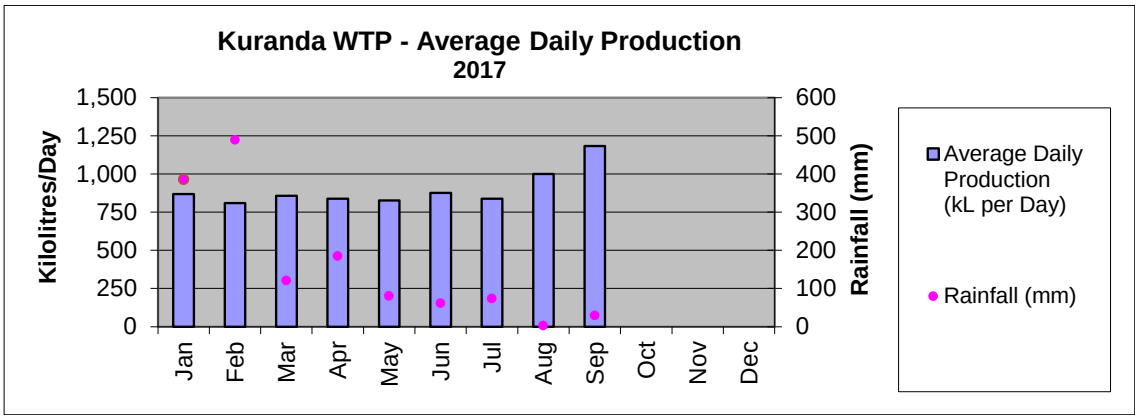
It should be noted that water consumption has risen in some schemes despite the introduction of water restrictions. Mareeba, Kuranda and Dimbulah increased consumption whereas Chillagoe has had a reduction in consumption and Mt Molloy remained static.

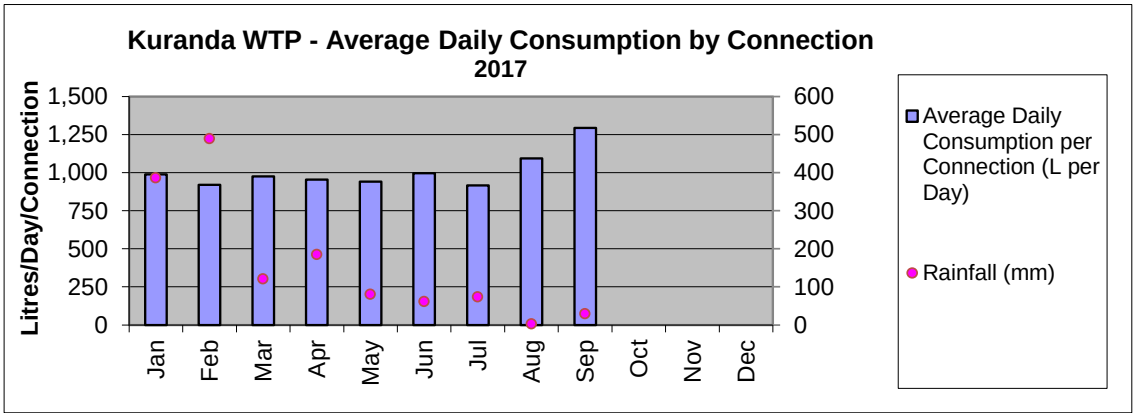
6. Mareeba Water Supply Scheme – Operations Data



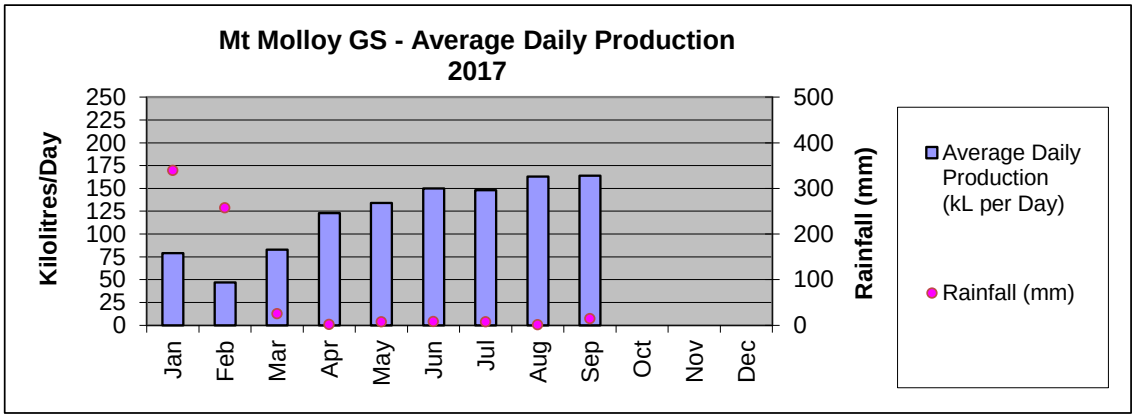


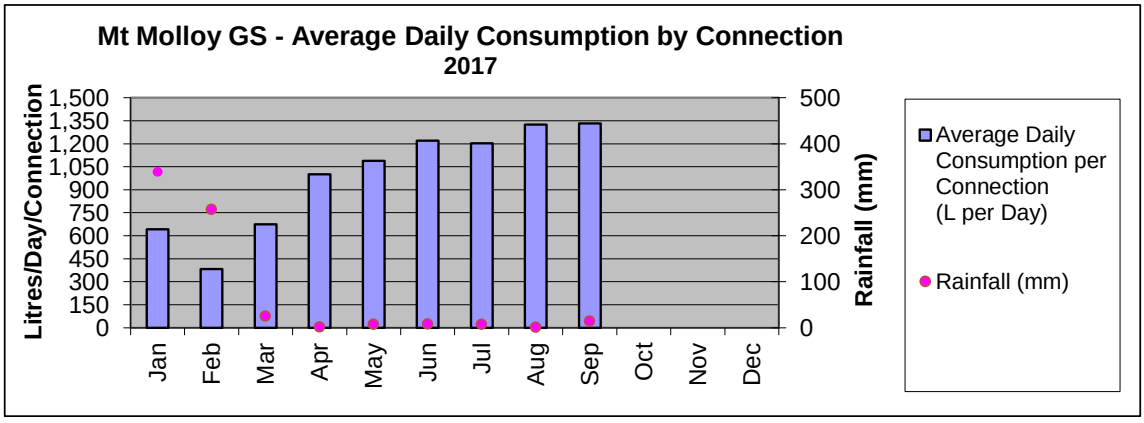
7. Kuranda Water Supply Scheme - Operations Data



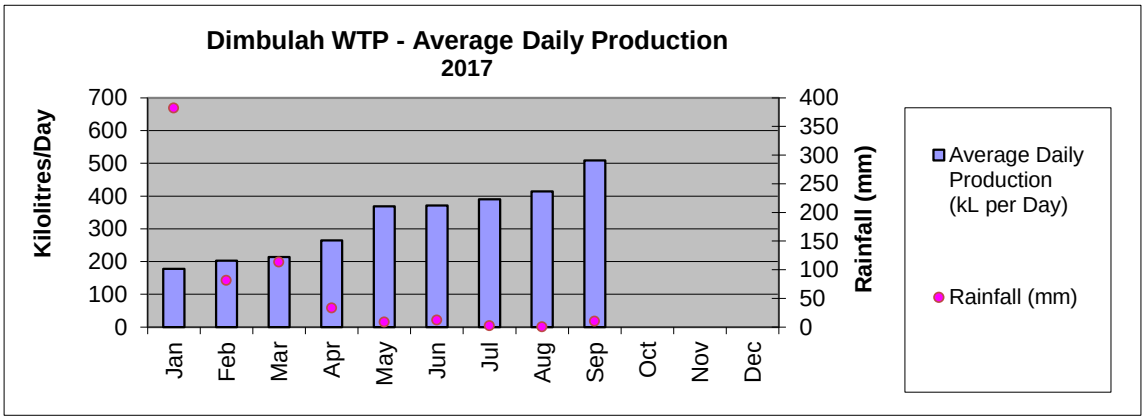


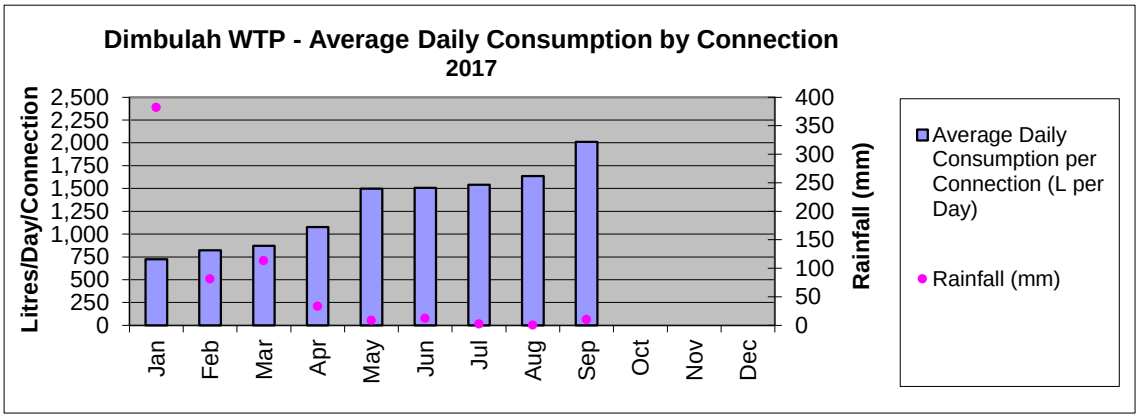
8. Mount Molloy Water Supply Scheme - Operations Data



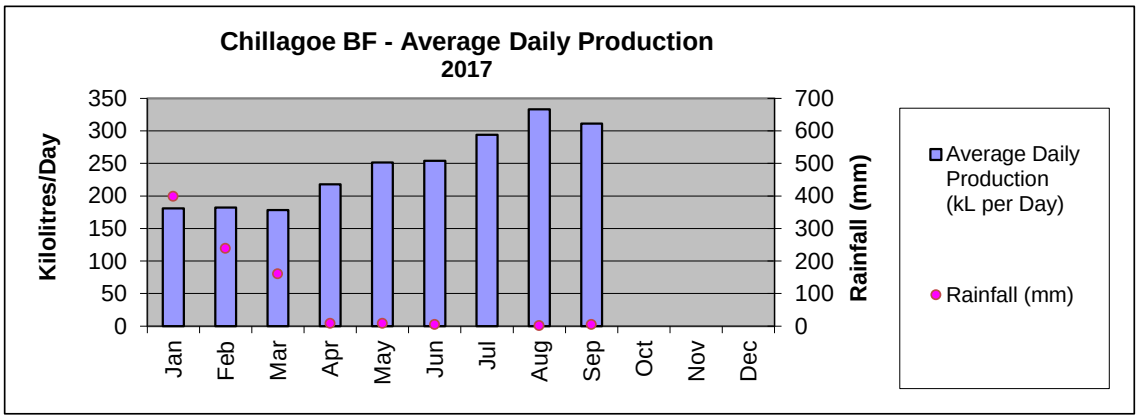


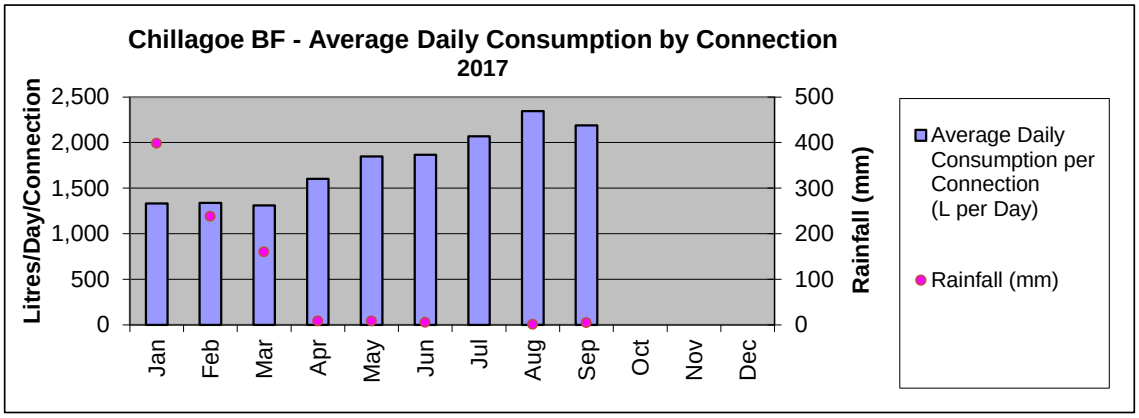
9. Dimbulah Water Supply Scheme - Operations Data



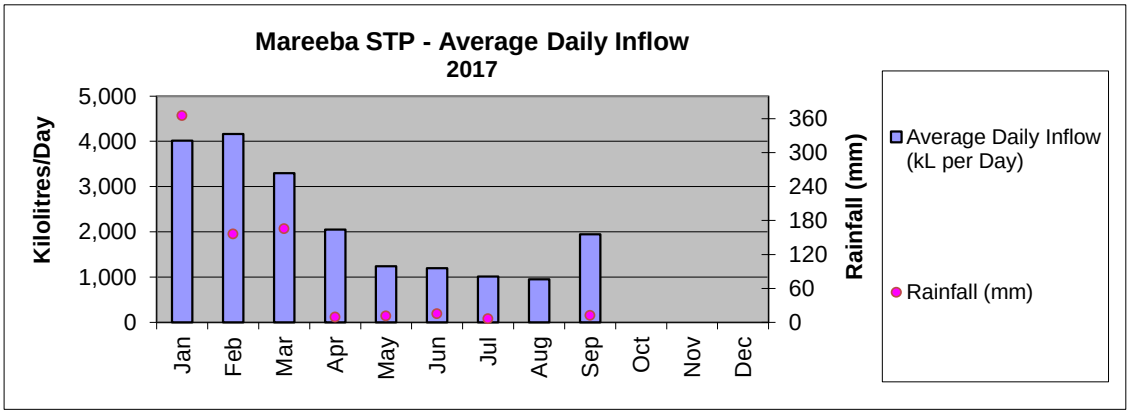


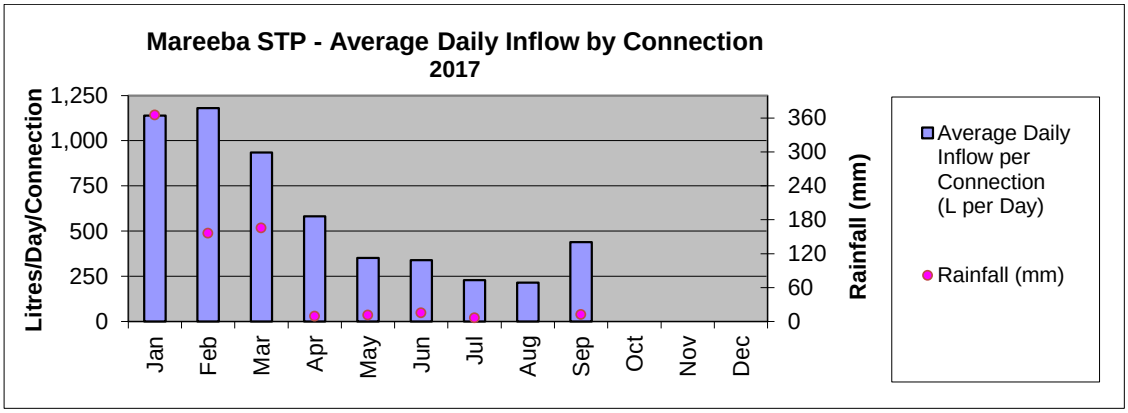
10. Chillagoe Water Supply Scheme - Operations Data



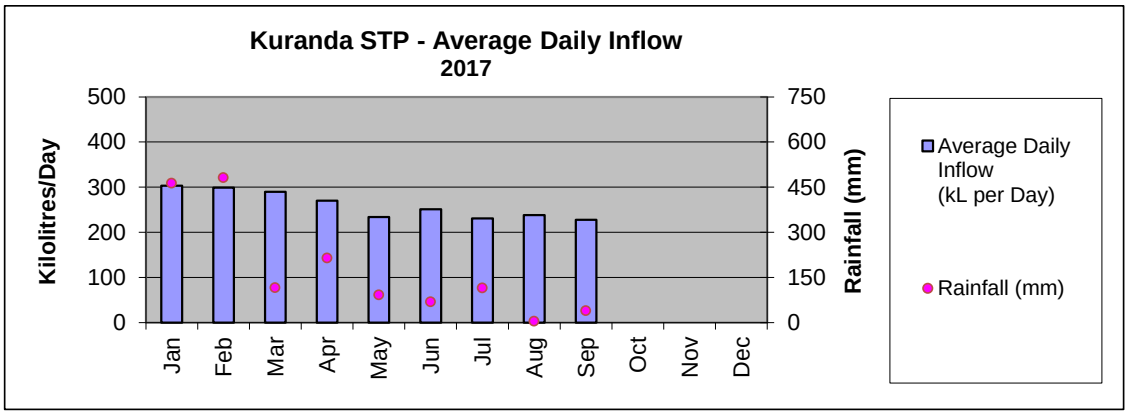


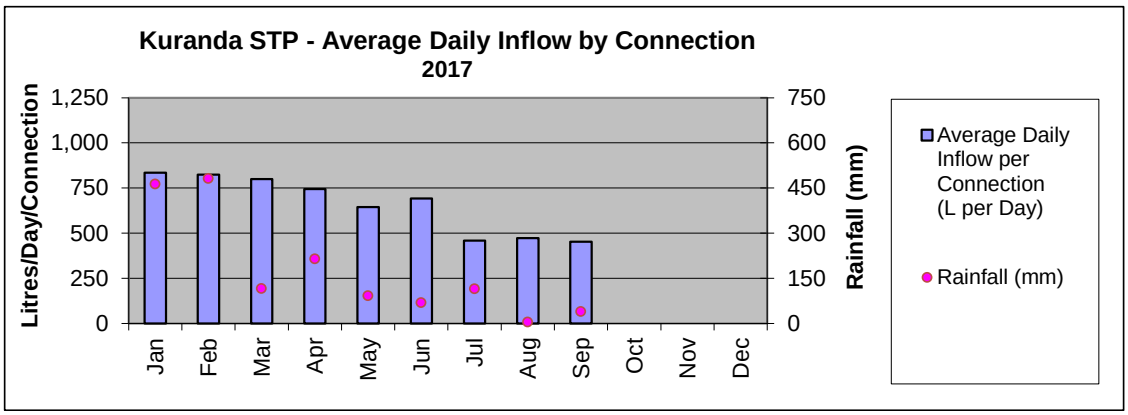
11. Mareeba Wastewater Treatment Plant - Operations Data





12. Kuranda Wastewater Treatment Plant - Operations Data





Date Prepared: *9 October 2017*

ITEM-15 **TENDER EVALUATION TMSC2017-22 DEMOLITION OF THE OLD MAREEBA SEWAGE TREATMENT PLANT**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT AUTHOR/ OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

Council has received grant funding from the State and Australian Governments towards the Mareeba Wastewater Treatment Plant Upgrade. A key element of the funding of this project from the Australian Government was the demolition of the Old Mareeba Sewage Treatment Plant.

Tenders TMSC2017-22 Demolition of the Old Mareeba Sewage Treatment Plant closed at 11:00am Tuesday, 26 September 2017 and two (2) responses were received with one (1) late submission that cannot be assessed.

This report provides a comparison of tenders received and makes a recommendation on the preferred tenderer.

OFFICER'S RECOMMENDATION

"That Council award Tender TMSC2017-22 Demolition of the Old Mareeba Sewage Treatment Plant to Anton Demolitions Pty Ltd for a total value of $190,080 (Inclusive of GST)."

BACKGROUND

Funding

The Mareeba Wastewater Treatment Plant Upgrade project is funded through a $1.5 million grant from the State Government's Building Our Regions program and a $5 million grant from the Australian Government's National Stronger Regions Fund, with the balance of the project funded by Mareeba Shire Council.

A key component of the Australian Government's Building Our Regions Funding is for the Demolition of the Old Mareeba Sewage Treatment Plant. Decommissioning of the redundant infrastructure, including removal of solids from tanks has been completed.

This project will be to demolish the concrete structures, site buildings and rehabilitate the site in line with the funding objectives. Anton Demolitions Pty Ltd have extensive demolition experience in the far north region and are well suited to complete the scope of works as outlined in the tender process.

The list of tenders received and the tendered amount is provided in the table below.

Tenderer	Price (ex GST)	Price (incl GST)
Anton Demolitions Pty Ltd	$172,800	$190,080
Breakthrough Group	$671,300	$738,430
* Late submission and cannot be assessed - Asbestos Solutions & Management Pty Ltd	$466,000	$512,600

Tenders were assessed on the following criteria and weightings:

Tender Price	40%
Experience	15%
Key Personal	15%
Local Content	10%
Understanding	20%

Price is a calculated formula dependent on the actual tender received against the median of all prices received. Scores for the other criteria are subject to knowledge of the tenderers performance on previous projects. Scores for each criterion are out of 10.

Scoring of the tenderers for this contract resulted in the following:

Tenderer	Score
Anton Demolitions Pty Ltd	9.8
Breakthrough Group	5.8

The highest scoring tenderer, Anton Demolitions Pty Ltd, is a Cairns based contractor with local experience in similar demolition projects. Anton Demolitions Pty Ltd are Queensland's second oldest demolition company with almost 52 years in business. Anton Demolitions Pty Ltd recently completed the demolition of an old dwelling located on Byrnes Street, Mareeba.

Anton Demolitions Pty Ltd tendered a demolition program showing the work being completed within four (4) weeks of contract award, and also supplied a logical, works methodology statement detailing how the work will be undertaken and utilising local subcontractors.

The scoring reflects the opinion that Anton Demolitions Pty Ltd offers Council the best value for money, background, experience, skill and methodology to satisfactorily meet the requirements for demolition of the Old Mareeba Sewage Treatment Plant.

The tendered price from Anton Demolitions Pty Ltd is within the available funding for the project, however due to the nature of demolition works and the site being and old sewage treatment plant there potentially could be unforeseen costs. There are sufficient funds available to cover any unknown additional costs associated with this project.

LINK TO CORPORATE PLAN

ECON 3 - *Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's*

infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
A/Director Infrastructure Services
Water and Waste Engineer
Water and Waste Operational Staff
Water and Waste Technical Officer

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
The project is to be funded over the 2016/2017 and 2017/2018 financial years. Funding has been made available from the Australian Government for the project.

Operating
Nil

Is the expenditure noted above included in the 2017/2018 budget?
Yes

IMPLEMENTATION/COMMUNICATION

Advice is provided to residents and businesses affected by any activities.

ATTACHMENTS

Nil

Date Prepared: *3 October 2017*

ITEM-16 **CONTRACT TMSC2015-13 MAREEBA WASTEWATER TREATMENT PLANT - DESIGN & CONSTRUCTION - SEPTEMBER 2017 PROGRESS REPORT**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Acting Director Infrastructure Services

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

Council has received grant funding from the State and Australian Governments towards the Mareeba Wastewater Treatment Plant Upgrade.

Council has accepted an offer from Downer Utilities Australia Pty Ltd for the design and construction of the Mareeba Wastewater Treatment Plant. Construction, commissioning and optimisation have been completed and Downer is now undertaking process-proving prior to handover to Council. This is the final progress report for this project. Remaining updates will be provided are part of the Water and Wastewater section's monthly report.

OFFICER'S RECOMMENDATION

"That Council note the September 2017 progress report on the Mareeba Wastewater Treatment Plant Upgrade Project."

BACKGROUND

Funding

The Mareeba Wastewater Treatment Plant Upgrade project is funded through a $1.5 million grant from the State Government's Building Our Regions program and a $5 million grant from the Australian Government's National Stronger Regions Fund, with the balance of the project funded by Mareeba Shire Council. Further funding of $411,000 has been received from the State Government's Local Government Grants and Subsidies Scheme for the upgrade of trade and industrial waste receival facilities.

The Australian Government has paid Council $4.8 million to date from National Stronger Regions Fund. Payments of $1.2 million have been received from the State Government's Building Our Regions program. The initial payment of $123,300 has been received from the State Government's Local Government Grants and Subsidies Scheme. Final payments will be received for these grants upon completion of process-proving and demolition of the redundant infrastructure at the old Mareeba Sewage Treatment Plant.

Programme

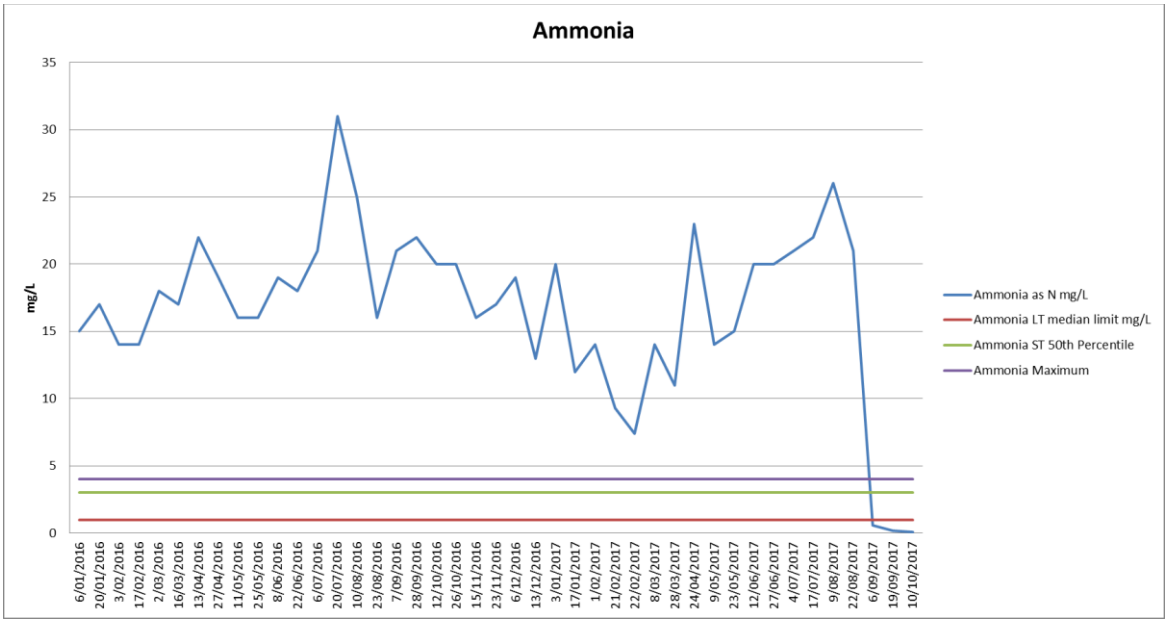
Council awarded Contract TMSC2015-13 Mareeba Wastewater Treatment Plant - Design and Construction to Downer Utilities Australia Pty Ltd. Downer mobilised to site in late May

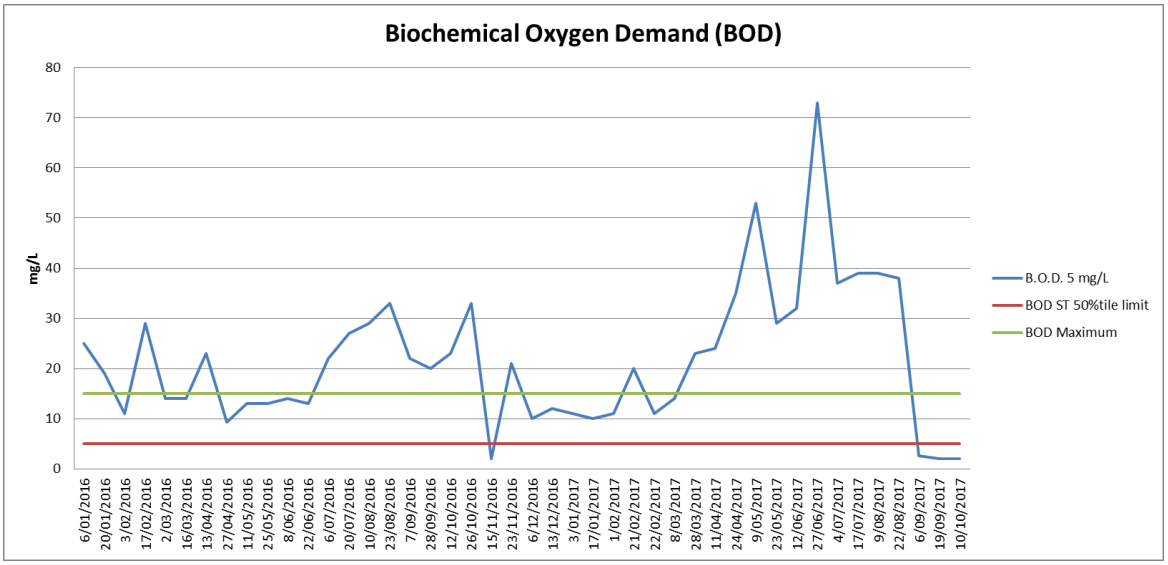
2016, supplied final 100% design stage drawings on 15 July 2016 and construction is now substantially complete, with the treatment plant officially opened on Saturday, 29 July 2017.

Commissioning, seeding, process cut-over and optimisation has now been completed. Downer has commenced the 28-day process-proving phase conjunction with Council's treatment plant operators.

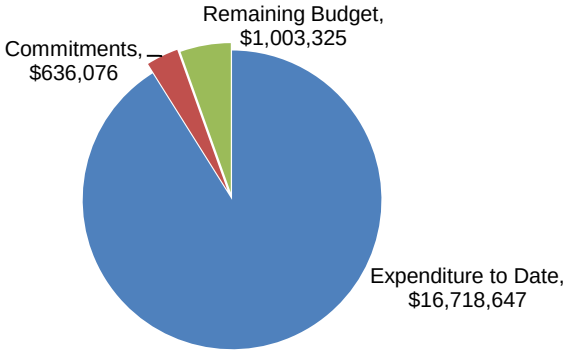
Council has invited tenders for the demolition of the redundant infrastructure at the old Mareeba Sewage Treatment Plant, with the contract to be awarded under a separate report.

The quality of treated effluent produced by the upgraded Mareeba Wastewater Treatment Plant has surpassed expectations and improvements have already been noted in visual amenity of Two Mile Creek downstream from the release point. Laboratory testing of the treated effluent indicates that the treatment plant is able to meet the conditions of the environmental authority following completion of the process cut-over in early September 2017. This will be verified during the process-proving performance trial.





Expenditure (including Inlet Works and PND)



LINK TO CORPORATE PLAN

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
Manager Water & Waste

External
Contractors

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Council has an agreed TEP with the Department of Environment and Heritage Protection which sets out various milestones for the plant development.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
The project is to be funded over the 2016/2017 and 2017/2018 financial years. Funding has been made available from the Australian and State governments for the project.

Operating
To be included in future budgets.

Is the expenditure noted above included in the 2017/2018 budget?
Yes

IMPLEMENTATION/COMMUNICATION

All communications are required to follow set out protocols within the funding agreements between the Australian and State governments.

ATTACHMENTS

Nil

Date Prepared: *17 October 2017*

ITEM-17 WATER RESTRICTIONS POLICY

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

The purpose of this Water Restrictions Policy and water restriction levels being proposed by Council officers is in response to inquiries from local residents and the recent introduction of water restrictions by Council due to critical low water levels in Tinaroo Dam.

Additionally, Bore Three in Chillagoe has a reduced supply due to the water aquifer table receding, and being further reliant on Bores One and Two to provide water to the Chillagoe Township.

OFFICER'S RECOMMENDATION

"That Council adopt the Water Restrictions Policy, as attached to this report."

BACKGROUND

Mareeba water supply is primarily sourced from the SunWater irrigation channel or Barron River which is fed from Tinaroo Dam.

Due to consecutive poor wet seasons the level in Tinaroo Dam has been significantly compromised and as such SunWater have imposed reductions in the allowable allocations it provides, particularly with medium priority water allocations. However, it should be noted Council's water allocation is that of high priority.

The low water level in Tinaroo Dam has resulted in Council taking a proactive approach with water conservation. Previous to this Council had numerous inquiries as to whether it would implement water restrictions.

Since the introduction of the water restrictions in July, Council officers have received numerous requests for exemption for varying reasons such as:

- the watering of newly laid turf;
- Butterfly Sanctuary in Kuranda requires water for the on-going irrigation of plants;
- Mareeba Hospital;
- Mareeba Primary School for irrigating their oval;
- Individual domestic watering

The Chillagoe Township water supply is fed from three (3) bores. Bores One and Two were put in during 1988 and Bore Three was installed in 2013. Even with three (3) bores installed the water supply in Chillagoe is receding.

To enable Council to lead water conservation a Water Restrictions Policy and a set of water restrictions from level 1 through to level 3 is provided for Council's consideration.

LINK TO CORPORATE PLAN

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

GOV 3 - Undertake a whole of council service level review to establish sustainable operational costs across core local government business and consult with communities.

CONSULTATION

Internal
A/Director Infrastructure Services
Manager Finance
Supervisor Water Reticulation
Engineer Water and Waste

External
Cairns Regional Council
FNQROC
Cassowary Coast Regional Council
Douglas Shire Council

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Water Supply (Safety and Reliability) Act 2008

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

On adoption of the Water Restrictions Policy advise Customer Service Officers of the Policy and associated documents, advise Water and Waste Group staff and external clients.

ATTACHMENTS

1. Draft Water Restrictions Policy;
2. Water level restrictions information - Level 1-3;
3. Exemption from water restrictions application forms - Business and Residential.

Date Prepared: *5 October 2017*

Water Restrictions Policy

DRAFT

Council Policy ☐		Internal Policy ☐	Guideline/Procedure ☐
Draft ☒	Final ☐	Version:	1.0
File ref:		Policy Section:	
Date Adopted:		Review Date:	
Author:	Manager Water & Waste	Review Officer:	

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2. SCOPE....3
3. PROVISIONS....3
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1. POLICY INTENT

To establish a policy and approval process for the imposition of water restrictions by Mareeba Shire Council Water and Waste.

2. SCOPE

This policy applies to all users including commercial, industrial, residential, Council and Mareeba Shire Council Water and Waste.

3. PROVISIONS

Chapter 2 Part3 of Division 3 of the Water Supply (Safety and Reliability) Act 2008 (the Act), provides Mareeba Shire Council with the power to restrict water supply due to climatic conditions or for water conservation needs. Under s41 (2) of the Act, Mareeba Shire Council may only impose restrictions in the following circumstances:

1. There is an urgent need for it because of climatic conditions or water conservation needs;
2. The available water supply has fallen to a level at which unrestricted use of water is not in the public interest; or
3. The service provider has a reasonable and comprehensive strategy for demand management for water and the restriction is essential to ensure the aims of the strategy are met; or
4. The service provider has an outdoor water use conservation plan and the restriction is a measure to be implemented under the plan; or
5. The Minister has published a notice under the *Water Act, section 22 or a regulation has been made under the *Water Act, section 23 and the restriction is for the purposes of the notice or regulation; or
6. The service provider is directed, under a water supply emergency declaration, a water supply emergency regulation or an approved water supply emergency response to impose a restriction; or
7. The water service provider is directed by the regulator under section 42 (2) to impose the restriction.

*Water Act, section 22 (Limiting or prohibiting taking or interfering with water during emergencies)
*Water Act, section 23 (Regulation may limit taking or interfering with water for 1 year)

Mareeba Shire Council Water and Waste may impose the following types of restrictions:

1. The volume of water supplied to a customer or type of customer; or
2. The hours when water may be used on premises for stated purposes; or
3. The way water may be used on premises.

4. APPROVAL TO IMPOSE RESTRICTIONS

In normal circumstances, approval to impose water restrictions must be sought via a report to Council and recommendation to the Chief Executive Officer as delegate for Council for the water restriction powers under the Water Supply (Safety and Reliability) Act 2008.

In emergency situations, the Chief Executive Officer may impose water restrictions in accordance with this policy and the provisions of the Water Supply (Safety and Reliability) Act 2008 upon advice from the Director Infrastructure Services. In these circumstances a report on actions taken must be provided to the next scheduled Council meeting.

5. NOTIFICATION OF WATER RESTRICTIONS

For s43 (1) of the Water Supply (Safety and Reliability) Act 2008, Mareeba Shire Council must give notice of the water restriction to anyone affected by it in the way considered appropriate, having regard to the circumstances in which the restriction is imposed.

Except in emergencies the notice will be advertised in the local media. In emergencies the notice will be given in the way the Chief Executive Officer considers appropriate.

Under s43 (2) of the Water Supply (Safety and Reliability) Act 2008, water restrictions do not have effect until the day after the notice is given.

6. EXEMPTIONS

The Director Infrastructure Services of Mareeba Shire Council as delegate of the Chief Executive Officer may grant exemptions to water restrictions upon application from water users based on the following grounds:

1. For reasons of public health and safety;
2. To allow the undertaking of essential works;
3. Minor or infrequent uses of water outside the restrictions (e.g. sporting or community events);
4. Any other criteria deemed appropriated under the water supply conditions at the time.

7. NON-COMPLIANCE WITH WATER RESTRICTIONS

Failure to comply with water restrictions may incur penalties as described in s43 (3) of the Water Supply (Safety and Reliability) Act 2008.

8. REVIEW

It is the responsibility of the Director Infrastructure Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

9. REFERENCES

- Water Supply (Safety and Reliability) Act 2008
- Local Government Act 2009
- Local Government Regulation 2012

10. DISTRIBUTION REGISTER

Date	Issue No.	Copy No.	Issued To	Copy Type

This policy is to remain in force until otherwise determined by Council.

Mareeba SHIRE COUNCIL

Water Restrictions - Level 1

PURPOSE	LEVEL 1
Private gardens -watering	No manual or automated sprinklers, micro spray or drip watering systems to be used between the hours of 8am and 6pm. Hand held hoses, fitted with a trigger nozzle; watering cans or buckets can be used at any time.
Public parks / gardens / road reserves - watering **Other than Parks and Gardens of significance or Heritage Gardens as determined by Council**	No manual or automated watering systems to be used between the hours of 8am and 6pm. Hand held hoses, fitted with a trigger nozzle; watering cans or buckets can be used at any time.
Private gardens and public gardens - filling or topping up of ponds	Existing ponds can only be topped up to their normal level and only by means of hand held hoses, fitted with a trigger nozzle or by means of watering cans or buckets filled directly from taps.
Fountains	Fountains may operate normally.
Paved areas - cleaning	Hosing of paved areas is prohibited unless cleaning is required as a result of an accident, fire, health hazard or other emergency. The use of a bucket filled directly from a tap is permitted at any time.
Private swimming pools or spas - filling or topping up	Filling new pools - no restrictions. Existing pools and spas may be topped up as per garden watering times.
Farm dams and tanks - topping up	Farm dams must not be topped up except - • Dams or tanks providing water for firefighting, public health or stock watering purposes but only to the extent necessary to reasonably provide for those purposes; or • In the case of other dams or tanks, with the written permission of the Authority. Tanks - no restrictions
Sports grounds - watering	No manual or automated sprinklers, micro spray or drip watering systems to be used between the hours of 8am and 6pm. Hand held hoses, watering cans or buckets can be used at any time. Active playing surfaces may be watered prior to events to maintain the ability to be used for the intended purpose.
Commercial market garden or plant nursery - watering of plants	No restrictions.
Window cleaning	Windows can be cleaned at any time using - • High pressure, low volume cleaners; • Trigger hoses; • Buckets or watering cans.

Mareeba SHIRE COUNCIL

Water Restrictions - Level 1

PURPOSE	LEVEL 1
Mobile water tankers - filling	Mobile water tankers - no restrictions.
Motor vehicle dealers' vehicles - cleaning	Water must not be used to clean vehicles except by means of - a) Commercial car washing facilities that recycle water; b) Watering cans or buckets filled directly from taps; or c) Trigger hoses.
Food transport vehicles - cleaning	Water must not be used to clean vehicles except by means of - a) Automatic washing systems which recycle water; or b) Trigger hoses; c) Commercial car wash facilities using trigger hoses; or d) Watering cans or buckets filled directly from taps; e) High pressure, low volume cleaner.
Other vehicles (cars, trucks, boats, jet skis) - cleaning	Water must not be used to clean vehicles except by means of - a) Automatic washing systems which recycle water; or b) Commercial car wash facilities using trigger hoses; or c) Watering cans or buckets filled directly from taps; or d) Trigger hoses e) Boat motors may be flushed and rinsed after use.
Construction industry - use of water in	Unless otherwise exempted by the Authority in writing, hoses must not be used except trigger hoses.
Any purpose not included in any other items of this column other than for use inside domestic premises and for domestic and farm animals	Water must not be used without the written permission of the Authority.
New lawns - residential	New lawns can be watered on the day of installation for a period of two hours at any time with sprinkler with timer shut off on any day between the hours of 6pm and 8am. Hand held hoses fitted with a trigger nozzle can be used at any time.

Failure to comply with Water Restrictions may incur penalties as described in s 43 (5) of the Water Supply (Safety and Reliability) Act 2008.

Mareeba SHIRE COUNCIL

Water Restrictions - Level 2

PURPOSE	LEVEL 2
Private gardens -watering	No manual or automated sprinklers, micro spray or drip watering systems to be used on Mondays. Odd numbered houses - sprinklers allowed on Tuesdays, Thursdays and Saturdays, between the hours of 6am and 8am and 6pm and 8pm only. Even numbered houses - sprinklers allowed Wednesdays, Fridays and Saturdays, between the hours of 6am and 8am and 6pm and 8pm only. Hand held hoses, fitted with a trigger nozzle; watering cans or buckets can be used at any time.
Public parks / gardens / road reserves - watering **Other than Parks and Gardens of significance or Heritage Gardens as determined by Council**	No manual or automated watering systems to be used on Mondays. Sprinklers allowed on Tuesdays, Thursdays and Saturdays, between the hours of 10pm and 5am only. Hand held hoses, fitted with a trigger nozzle; watering cans or buckets can be used at any time.
Private gardens and public gardens - filling or topping up of ponds	Existing ponds can only be topped up to their normal level and only by means of hand held hoses, fitted with a trigger nozzle or by means of watering cans or buckets filled directly from taps.
Fountains	Fountains must not operate unless they recycle water. Water lost from fountains must not be replaced except by means of hand held hoses or by means of watering can or buckets filled directly from taps.
Paved areas - cleaning	Hosing of paved areas is prohibited unless cleaning is required as a result of an accident, fire, health hazard or other emergency. The use of a bucket filled directly from a tap is permitted at any time.
Private swimming pools or spas - filling or topping up	Filling new pools - no restrictions. Existing pools and spas may be topped up as per garden watering times.
Farm dams and tanks - topping up	Farm dams and tanks must not be topped up except - • Dams or tanks providing water for firefighting, public health or stock watering purposes but only to the extent necessary to reasonably provide for those purposes; or • In the case of other dams or tanks, with the written permission of the Authority.
Sports grounds - watering	Sprinklers, micro spray or drip systems, can be used between 6am and 8am and 6pm and 8pm. Hand held hoses, watering cans or buckets can be used at any time. Active playing surfaces may be watered prior to events to maintain the ability to be used for the intended purpose.
Commercial market garden or plant nursery - watering of plants	No restrictions.

Mareeba SHIRE COUNCIL

Water Restrictions - Level 2

PURPOSE	LEVEL 2
Window cleaning	Windows can be cleaned at any time using - • High pressure, low volume cleaners; • Trigger hoses; • Buckets or watering cans.
Mobile water tankers - filling	Mobile water tankers must not be filled except - • Between the hours of 8am and 8pm with the written permission of the Authority; or • Tankers supplying water for use inside domestic premises, or for firefighting or stock watering purposes.
Motor vehicle dealers' vehicles - cleaning	Water must not be used to clean vehicles except by means of - a) Commercial car washing facilities that recycle water; b) Watering cans or buckets filled directly from taps; or c) Trigger hoses, which can be used only to rinse vehicles after washing.
Food transport vehicles - cleaning	Water must not be used to clean vehicles except by means of - a) Automatic washing systems which recycle water; or b) Trigger hoses; c) Commercial car wash facilities using trigger hoses; or d) Watering cans or buckets filled directly from taps; e) High pressure, low volume cleaner.
Other vehicles (cars, trucks, boats, jet skis) - cleaning	Water must not be used to clean vehicles except by means of - a) Automatic washing systems which recycle water; or b) Commercial car wash facilities using trigger hoses; or c) Watering cans or buckets filled directly from taps; or d) Trigger hoses, which can be used only to rinse vehicles after washing; e) Boat motors may be flushed and rinsed after use.
Construction industry - use of water in	Unless otherwise exempted by the Authority in writing, hoses must not be used except trigger hoses.
Any purpose not included in any other items of this column other than for use inside domestic premises and for domestic and farm animals	Water must not be used without the written permission of the Authority.
New lawns - residential	New lawns can be watered on the day of installation for a period of one hour at any time with sprinkler with timer shut off. On any day between the hours of 6am and 8am and 6pm and 8pm for a period of 14 days after the installation date (receipt of installation required), by sprinkler with timer shut off.
	After 14 days from the day of establishment all level 2 water restrictions apply including watering times - • Odd numbered properties between 6am and 8am and 6pm and 8pm, Tuesdays, Thursdays and Saturdays; • Even numbered properties between 6am and 8am and 6pm and 8pm, Wednesdays, Fridays and Sundays. Hand held hoses fitted with a trigger nozzle can be used at any time.

Failure to comply with Water Restrictions may incur penalties as described in s 43 (5) of the Water Supply (Safety and Reliability) Act 2008.

Mareeba SHIRE COUNCIL

Water Restrictions - Level 3

PURPOSE	LEVEL 3
Private gardens -watering	Watering by manual or automated sprinklers, micro spray or drip watering systems and hand held hoses are prohibited on Mondays. Odd numbered houses - sprinklers allowed on Tuesdays and Saturdays, between the hours of 6am and 7am and 6pm and 7pm only. Even numbered houses - sprinklers allowed Wednesdays and Saturdays, between the hours of 6am and 7am and 6pm and 7pm only. Hand held hoses, fitted with a trigger nozzle can be used on any day except Mondays. Watering cans or buckets can be used at any time.
Public parks / gardens / road reserves - watering **Other than Parks and Gardens of significance or Heritage Gardens as determined by Council**	Watering by attended hand held hoses, fitted with a trigger nozzle to only be used between 6am and 7am and 6pm and 7pm only.
Private gardens and public gardens - filling or topping up of ponds	Newly constructed ponds must not be filled for the first time without the written permission of the Authority. Existing ponds can only be topped up to their normal level and only by means of hand held hoses, fitted with a trigger nozzle or by means of watering cans or buckets filled directly from taps.
Fountains	Fountains must not operate unless they recycle water. Water lost from fountains must not be replaced.
Paved areas - cleaning	Hosing of paved areas is prohibited unless cleaning is required as a result of an accident, fire, health hazard or other emergency. The use of a bucket filled directly from a tap is permitted at any time.
Private swimming pools or spas - filling or topping up	Filling new pools - no restrictions. Existing pools and spas may be topped up as per garden watering times.
Farm dams and tanks - topping up	Farm dams and tanks must not be topped up except - • Dams or tanks providing water for firefighting, public health or stock watering purposes but only to the extent necessary to reasonably provide for those purposes; or • In the case of other dams or tanks, with the written permission of the Authority.
Sports grounds - watering	Non active playing surfaces must not be waters without the written permission of the Authority. Active playing surfaces can only watered using - • Sprinklers, micro spray or drip systems between the hours of 6am and 8am and 6pm and 8pm; or • With hand held hoses immediately before or at the time of use; or • With watering cans or buckets filled directly from taps.

Mareeba SHIRE COUNCIL

Water Restrictions - Level 3

PURPOSE	LEVEL 3
Commercial market garden or plant nursery - watering of plants	No restrictions.
Window cleaning	Water must not be used to clean windows except by means of a bucket or watering can filled directly from a tap.
Mobile water tankers - filling	Mobile water tankers must not be filled except - • Between the hours of 8am and 8pm with the written permission of the Authority; or • Tankers supplying water for use inside domestic premises, or for firefighting or stock watering purposes.
Motor vehicle dealers' vehicles - cleaning	Water must not be used to clean vehicles except by means of - a) Commercial car washing facilities that recycle water; b) Watering cans or buckets filled directly from taps; or c) Trigger hoses, which can be used only to rinse vehicles after washing.
Food transport vehicles - cleaning	Water must not be used to clean vehicles except by means of - a) Automatic washing systems which recycle water; or b) Trigger hoses; c) Watering cans or buckets filled directly from taps; d) High pressure, low volume cleaner.
Other vehicles (cars, trucks, boats, jet skis) - cleaning	Water must not be used to clean vehicles except by means of - a) Automatic washing systems which recycle water; or b) Commercial car wash facilities using trigger hoses; or c) Watering cans or buckets filled directly from taps; or d) Boat motors may be flushed and rinsed after use for a maximum of 5 minutes.
Construction industry - use of water in	Unless otherwise exempted by the Authority in writing, hoses must not be used except trigger hoses.
Any purpose not included in any other items of this column other than for use inside domestic premises and for domestic and farm animals	Water must not be used without the written permission of the Authority.
New lawns - residential	New lawns can be watered on the day of installation for a period of one hour at any time with sprinkler with timer shut off. On any day between the hours of 6am and 7am and 6pm and 7pm for a period of 14 days after the installation date (receipt of installation required), by sprinkler with timer shut off. After 14 days from the day of establishment all level 3 water restrictions apply including watering times - • Odd numbered properties between 6am and 7am and 6pm and 7pm, Tuesdays, and Saturdays; • Even numbered properties between 6am and 7am and 6pm and 7pm, Wednesdays and Sundays. Hand held hoses fitted with a trigger nozzle can be used at any time except Mondays. Watering cans or buckets can be used at any time.

Failure to comply with Water Restrictions may incur penalties as described in s 43 (5) of the Water Supply (Safety and Reliability) Act 2008.

Mareeba SHIRE COUNCIL

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Levels 1 -3 Water Restrictions Request for Exemption (Businesses)

This form is for financial year 1 July 2017 to 30 June 2018

Privacy Notice: *Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

Contact Name/s	
Postal Address	
Location of Water Use	
Preferred Contact Phone / Mobile Number (for further clarification if required)	
Email or Fax Details (for forwarding approval)	

REASONS FOR EXEMPTION ***(please provide details below)***			
☐ **Watering Lawns and Gardens - change to watering time**			
☐ **Hosing Hard Surfaces**			
Date Water Use Planned			
Signature		**Date**	

Office Use Only (Conditions of approval)

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Mareeba SHIRE COUNCIL

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Levels 1 -3 Water Restrictions Request for Exemption (Residential)

This form is for financial year 1 July 2017 to 30 June 2018

Privacy Notice: *Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

Contact Name/s	
Postal Address	
Location of Water Use	
Preferred Contact Phone / Mobile Number (for further clarification if required)	
Email or Fax Details (for forwarding approval)	

REASONS FOR EXEMPTION ***(please provide details below)***			
☐ **Watering Lawns and Gardens - change to watering time**			
☐ **Hosing Hard Surfaces**			
Date Water Use Planned			
Signature		**Date**	

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Mareeba Shire Council
Water Restrictions Policy 2017/18

POLICY INTENT

To establish a policy and approval process for the imposition of water restrictions by Mareeba Shire Council Water and Waste.

SCOPE

This policy applies to all users including commercial, industrial, residential, Council and Mareeba Shire Council Water and Waste.

PROVISIONS

Chapter 2 Part3 of Division 3 of the Water Supply (Safety and Reliability) Act 2008 (the Act), provides Mareeba Shire Council with the power to restrict water supply due to climatic conditions or for water conservation needs. Under s41 (2) of the Act, Mareeba Shire Council may only impose restrictions in the following circumstances:

1. There is an urgent need for it because of climatic conditions or water conservation needs;
2. The available water supply has fallen to a level at which unrestricted use of water is not in the public interest; or
3. The service provider has a reasonable and comprehensive strategy for demand management for water and the restriction is essential to ensure the aims of the strategy are met; or
4. The service provider has an outdoor water use conservation plan and the restriction is a measure to be implemented under the plan; or
5. The Minister has published a notice under the *Water Act, section 22 or a regulation has been made under the *Water Act, section 23 and the restriction is for the purposes of the notice or regulation; or
6. The service provider is directed, under a water supply emergency declaration, a water supply emergency regulation or an approved water supply emergency response to impose a restriction; or
7. The water service provider is directed by the regulator under section 42 (2) to impose the restriction.

*Water Act, section 22 (Limiting or prohibiting taking or interfering with water during emergencies)

*Water Act, section 23 (Regulation may limit taking or interfering with water for 1 year)

Mareeba Shire Council Water and Waste may impose the following types of restrictions:

1. The volume of water supplied to a customer or type of customer; or
2. The hours when water may be used on premises for stated purposes; or
3. The way water may be used on premises.

APPROVAL TO IMPOSE RESTRICTIONS

In normal circumstances, approval to impose water restrictions must be sought via a report to Council and recommendation to the Chief Executive Officer as delegate for Council for the water restriction powers under the Water Supply (Safety and Reliability) Act 2008.

In emergency situations, the Chief Executive Officer may impose water restrictions in accordance with this policy and the provisions of the Water Supply (Safety and Reliability) Act 2008 upon advice from the Director Infrastructure Services. In these circumstances a report on actions taken must be provided to the next scheduled Council meeting.

NOTIFICATION OF WATER RESTRICTIONS

For s43 (1) of the Water Supply (Safety and Reliability) Act 2008, Mareeba Shire Council must give notice of the water restriction to anyone affected by it in the way considered appropriate, having regard to the circumstances in which the restriction is imposed.

Except in emergencies the notice will be advertised in the local media. In emergencies the notice will be given in the way the Chief Executive Officer considers appropriate.

Under s43 (2) of the Water Supply (Safety and Reliability) Act 2008, water restrictions do not have effect until the day after the notice is given.

EXEMPTIONS

The Director Infrastructure Services of Mareeba Shire Council as delegate of the Chief Executive Officer may grant exemptions to water restrictions upon application from water users based on the following grounds:

1. For reasons of public health and safety;
2. To allow the undertaking of essential works;
3. Minor or infrequent uses of water outside the restrictions (e.g. sporting or community events);
4. Any other criteria deemed appropriated under the water supply conditions at the time.

NON-COMPLIANCE WITH WATER RESTRICTIONS

Failure to comply with water restrictions may incur penalties as described in s43 (3) of the Water Supply (Safety and Reliability) Act 2008.

REVIEW

It is the responsibility of the Director of Infrastructure to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed annually or as required by Council.

REFERENCES

- Water Supply (Safety and Reliability) Act 2008
- Local Government Act 2009
- Local Government Regulation 2012

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ITEM-18 CHILLAGOE WASTE FACILITY

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

The current Chillagoe Waste Landfill Site is intended to service the township of Chillagoe and is an unmanned, unlined traditional trench style landfill. Waste deposited in the landfill includes bulky recyclables such as steel and tyres and unauthorised regulated waste giving rise to public safety concerns. The Pit is also approaching capacity due to these wastes and the commercial waste volumes being deposited. A viable, safe and cost-effective waste management solution is required for the residents of Chillagoe and to meet EHP's regulatory requirements.

To maximise the life of the landfill in its current form as a landfill, operational changes are necessary to negate safety issues and manage the site appropriately to achieve compliance with environmental licence conditions. Capital upgrades are required for the site including security fencing, site supervision, and signage for public safety.

OFFICER'S RECOMMENDATION

"That Council note the information provided and endorse:

1. the upgrading of the Chillagoe Waste Facility to a secured manned site, and

2. to commence charging applicable adopted fees and charges for commercial users for waste disposed at Chillagoe Waste Facility, and

3. approve $100,000 from the waste reserves for capital upgrades to the Chillagoe Waste Facility, including site security fencing, a site shelter and removal from site of excess scrap metal."

BACKGROUND

The township of Chillagoe waste operation is currently serviced by an unlined single traditional trench excavation and is an unmanned facility. This unsecured site receives waste from local residents and various commercial users. Very recently, the commercial users have put enormous capacity strain on the site by way of filling the open trench with commercial waste at a rate which far outweighs the average yearly input to the site from local residents.

Mareeba Shire Council (MSC) is authorised to operate under an Environmental Authority issued by the Department of Environment and Heritage Protection (EHP). The site is regularly subject to unauthorised burning with waste deposited including recyclables and unauthorised regulated waste and the volume and nature of waste is not what would be expected from a small community. There are public safety issues and the pit is approaching capacity.

To continue the site in its current form, operational changes are necessary to alleviate and manage the site appropriately to comply with environmental licence conditions. Capital upgrades to the site with security fencing, site supervision, signage, public safety are necessary to appropriately manage the site.

It is proposed to utilise the Chillagoe Patrolman to man the site three (3) hour intervals three (3) days per week by the Chillagoe Patrolman. Commercial waste will need to be charged at applicable disposal rates to be consistent with other MSC waste sites.

The extent of the site security fencing hasn't yet been determined as the site could potentially be reconfigured to reduce the amount of fencing required to secure the site, however cost estimates for the fencing and patrolman costs are outlined as follows:

Operational Costs:
Chillagoe Patrolman
Sorting and compaction of waste in the trench, interim capping of compacted waste

These costs could be funded through the operational budget for Chillagoe Waste Facility.

Capital Upgrade Costs:

Up to $100,000 for security fencing, site shelter, removal of excess scrap metal and contingencies (There is a financial return on the scrap metal through the FNQROC metals Contract).

It is proposed to fund these costs through existing waste reserves.

LINK TO CORPORATE PLAN

GOV 1 - Develop an achievable long-term financial plan that underpins Council's long-term financial sustainability.

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
A/Director Infrastructure Services
Senior Environmental Advisor
Supervisor Waste Services

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

The proposed works form part of Council's compliance with the Environmental Licence Conditions for the Chillagoe Waste Site Facility.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Up to $100,000 for security fencing, site shelter, removal of excess scrap metal and contingencies

Operating
Chillagoe Patrolman
Sorting and compaction of waste in the trench, interim capping of compacted waste

Is the expenditure noted above included in the 2017/2018 budget?
No

If not you must recommend how the budget can be amended to accommodate the expenditure
It is proposed to fund the capital upgrade costs through existing waste reserves.

IMPLEMENTATION/COMMUNICATION

Consultation with the Chillagoe Township community is required.

The implementation and communication with Chillagoe will also form part of the overall Waste Management Service Strategy currently underway.

ATTACHMENTS

Nil

Date Prepared: *10 October 2017*

ITEM-19 **INFRASTRUCTURE SERVICES - WASTE OPERATIONS REPORT - SEPTEMBER 2017**

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

This report summarises Council's Waste activities undertaken by the Infrastructure Services Department during the month of September 2017.

OFFICER'S RECOMMENDATION

"That Council receive and note the Infrastructure Services, Waste Operations Report for September 2017."

SUMMARY OF WASTE ACTIVITIES

The following is a 'snapshot' of the waste activities undertaken during the month of September 2017.

1. Waste Operations

- 5,240 vehicles entered Mareeba waste facility (to drop off or pick up waste).
- 337 vehicles deposited waste to Mareeba Landfill (total).
- 115 Suez vehicles deposited waste to Mareeba Landfill.
- 42 Suez vehicles removed waste from Mareeba WTS to recycling facility in Cairns.
- 94 m^3 of mulch sold (30 in bulk sales and 64 in small lots less than 3 m^3).
- Current Mareeba Landfill Compaction Rate of 0.85 tonnes per m^3.
- Surface water drainage project has commenced.
- Leachate main installation is progressing.
- All transfer stations and Mareeba landfill are currently operational.

2. Kuranda Waste Transfer Station reconfiguration/upgrade

This project is to design, reconfigure and upgrade the transfer station to meet the needs of ever increasing patronage of the site.

The project is funded from the waste reserves allocated in the 2017-2018 Capital budget program.

Currently there are three (3) 30 m3 Bulk Bins on site for general and hard waste, and one (1) 15m3 Bulk Bin for recycling material. However, due to increased patronage of the site this is no longer sufficient and the further two (2) 30 m3 Bulk Bins are required: one (1) bin for general waste and one (1) bin for recycling material.

The reconfiguration and upgrade works required are scheduled to start Monday 16 October with a four (4) week construction program. This will see the Kuranda Waste Transfer Station reconfiguration and upgrade works completed in time for the new Waste Collection Contract with JJ Richards commencing 18 December 2017.

The waste transfer reconfiguration design was completed by Aurecon Consulting Engineering.

The Request for Quote process was undertaken for the construction works in accordance with Council's Procurement Policy with a request for quote for the construction works issued 31 August 2017 and closed on 21 September 2017. Two (2) quotes were received with T&K Fitzgerald evaluated as the most advantageous to Council. Construction is scheduled to be completed ahead of the 18 December 2017 deadline.

3. Mareeba Landfill Surface Waters Project

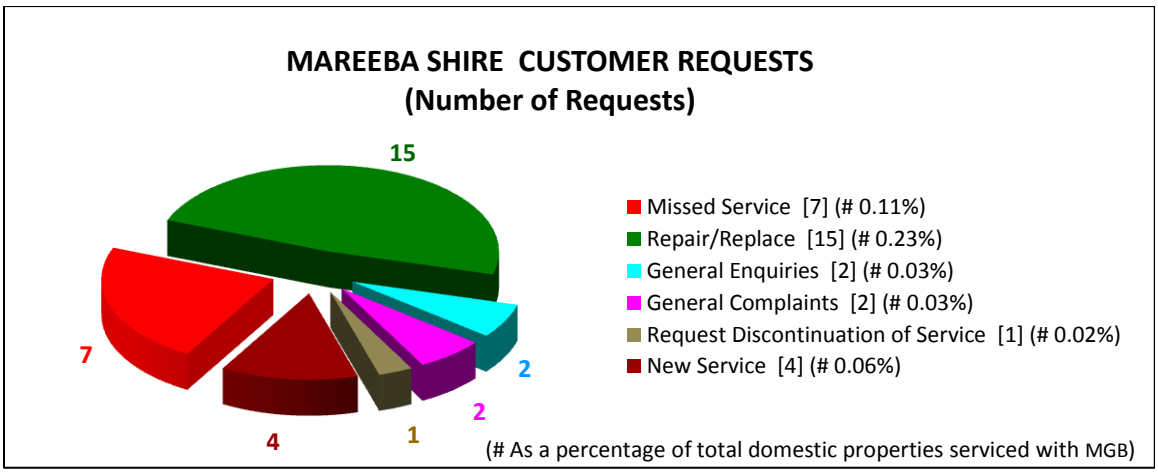
A Contractors Safety Induction and Pre-Start meeting with Natural Resource Assessments (NRA) Environmental Services were held 25 September 2017 and works commenced on 3 October 2017.

4. Mareeba Landfill Leachate Project Update

FGF has completed installation of the packaged leachate pump station, with pipe laying works continuing and electrical and pump installation yet to be completed.

5. Customer Service Waste Statistics

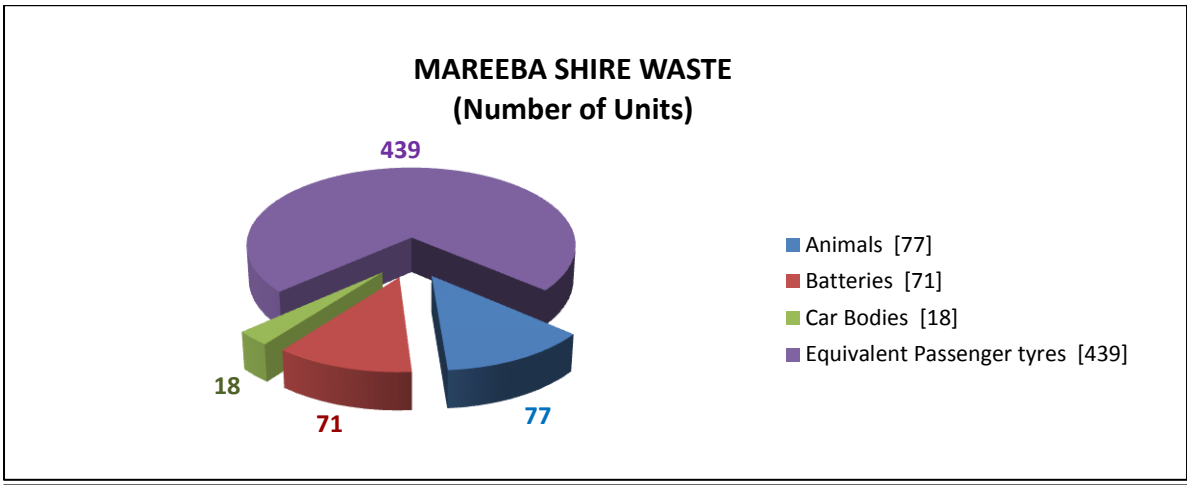
The following graph displays customer requests logged in the Customer Request Management (CRM) system during the month of September 2017.

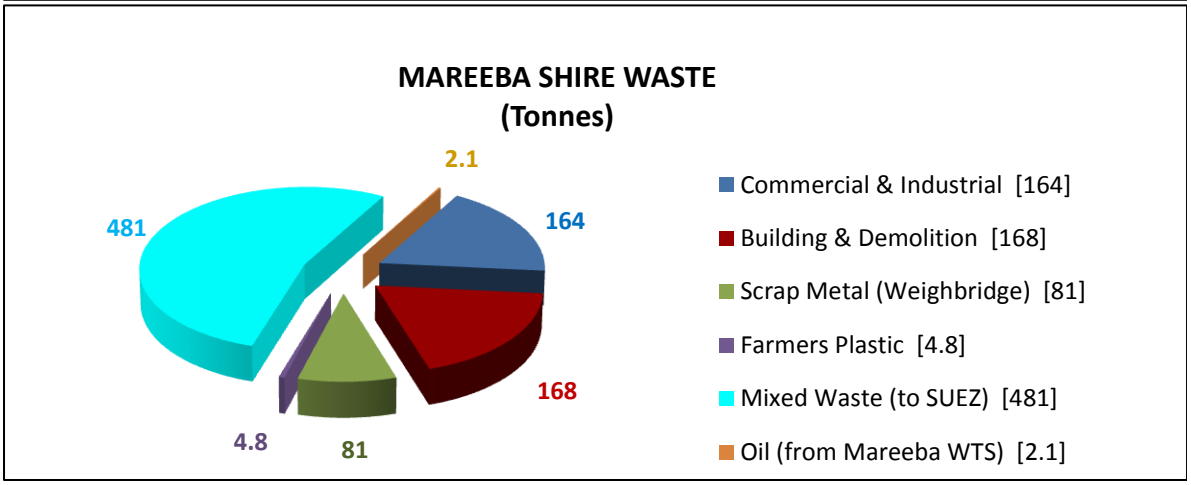


6. Waste Collected at Each of the Transfer Stations

Waste material collected at each of the waste transfer stations is either deposited directly to the Mareeba landfill, recycled or transported to the Suez facility in Cairns for processing.

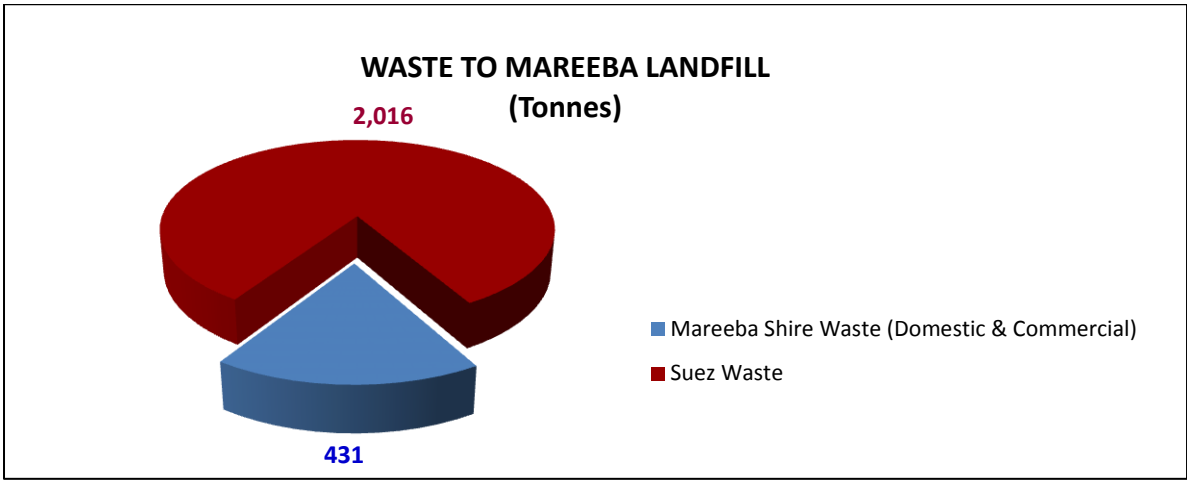
The following pie charts are separated into waste received as whole units and waste received as accrued tonnage.





7. Waste to Mareeba Landfill

The Mareeba Shire waste shown in the pie chart below is the waste collected at each of the waste transfer stations (Mareeba included), and deposited directly to the Mareeba landfill. The commercial waste shown below is derived from the Suez recycling plant in Cairns and deposited into the Mareeba landfill.



8. Revenue

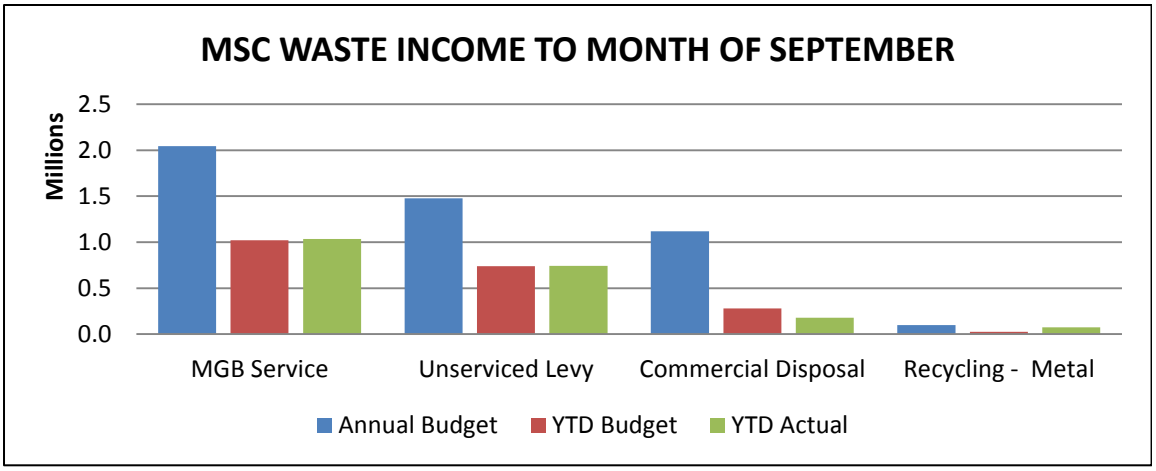
The income is derived from:

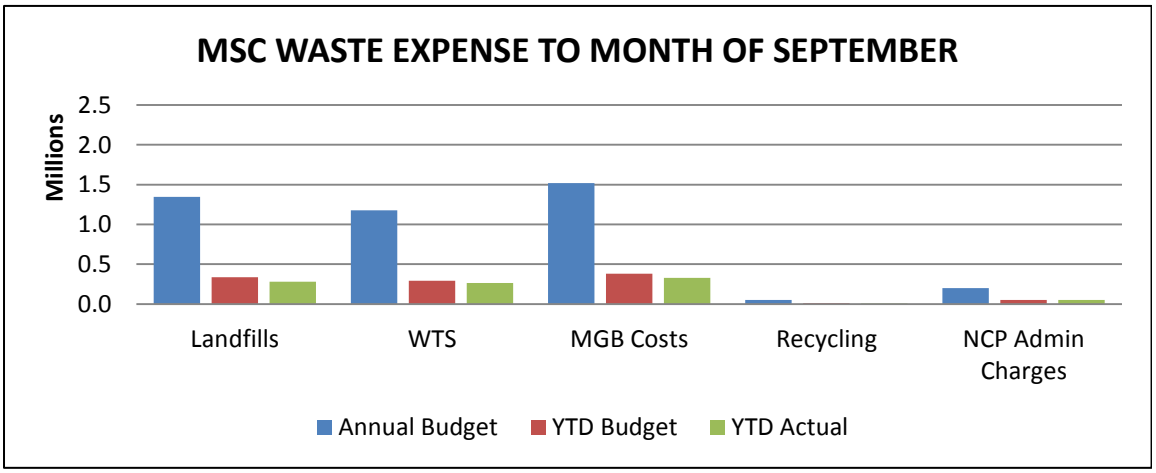
- Commercial disposal (predominantly Suez)
- Interest earned
- Interest on Constrained Works
- Recycling (steel, batteries)
- Rates

The expenditure is derived from:

- Waste administration
- Landfill management
- Transfer station management

9. Financial Operational Budget Information Per Budget Section Overall





LINK TO CORPORATE PLAN

ECON 3 Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

GOV 3 Undertake a whole of council service level review to establish sustainable operational costs across core local government business and consult with communities.

CONSULTATION

Internal
Director Infrastructure Services
Waste Staff

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *4 October 2017*

ITEM-20 STANDPIPE MANAGEMENT SYSTEM POLICY - AMENDMENT

MEETING: Ordinary

MEETING DATE: 25 October 2017

REPORT OFFICER'S TITLE: Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

Mareeba Shire Council is a registered water service provider under the Water Supply (Safety and Reliability) Act 2008 (Qld). Mareeba Shire Council owns and operates the water service infrastructure within its jurisdiction in accordance with this Act. The Standpipe Management System Policy was formulated to ensure all guidelines are met when accessing MSC's water supply. Standpipes are used to obtain water for but not solely, activities that include roadwork, private water carting, concrete sawing and the filling of swimming pools. The Standpipe Management System Policy enables customers' temporary access to Council's water supply through the use of hired Standpipes or Electronic Keys.

OFFICER'S RECOMMENDATION

"That Council adopt the amended Standpipe Management System Policy".

BACKGROUND

Mareeba Shire Council has supplied metered standpipes for hire for the purpose of drawing water from Council's water supply for some time. This hire has been either on short or long term agreements.

After further review of the current process, changes were deemed necessary with particular reference to metered standpipes and to the conditions of the hire for internal use.

Metered standpipes are widely used by contractors and Council alike. The amendment to the current policy is as follows:

"5.12 Internal Hire Process

Any Council project or operation that requires water to be extracted from Council's water reticulation hydrants must be through a metered Standpipe or via the issuing of an Electronic Key. This includes, but is not limited to Council's day labour operations, contractors and taking of water for Department of Transport and Main Roads (TMR) projects and maintenance."

This will ensure open and accountable transparency processes are in place and allow appropriate collection of revenue for Council's water.

LINK TO CORPORATE PLAN

ENV 1 - Prepare an appropriate planning scheme focused on sustaining good agricultural land and farming land as well as encouraging population growth and protecting the natural environment.

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
A/Director Infrastructure Services
Manager Finance
Coordinator Stores
Supervisor Water Reticulation
Coordinator Customer Service

External
Nil

LEGAL AND RISK IMPLICATIONS (STATUTORY BASIS, LEGAL AND RISKS)

Nil

POLICY IMPLICATIONS

The implementation of the Standpipe Management System Policy along with the Conditions of Use.

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

Is the expenditure noted above included in the 2017/2018 budget?
Nil

If not you must recommend how the budget can be amended to accommodate the expenditure
Nil

IMPLEMENTATION/COMMUNICATION

All relevant staff are informed of changes in the management of the standpipe hire process.

ATTACHMENTS

1. Amended Standpipe Management System Policy (Version 1.1).

Date Prepared: *5 October 2017*

Standpipe Management System Policy

Council Policy ☐		Internal Policy ☐	Guideline/Procedure ☐
Draft ☒	Final ☐	Version:	1.1
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1. POLICY INTENT

To set out the process for the use, hire and charges for the supply of potable water through the use of Standpipes and to provide guidance on the processes for enforcement action in instances of unauthorised use of a Standpipe to take water from Mareeba Shire Council's water supply.

2. SCOPE

This policy applies to the provision of water through Mobile Metered Standpipes, Fixed Standpipes, Fire Flow/Pressure Testing Devices and all water extracted from the Mareeba Shire Council water supply other than:

- By an individual metered water service; or
- For firefighting purposes.

3. BACKGROUND

Under the *Water Supply (Safety and Reliability) Act 2008 (Qld)* (WSSR Act), MSC is a registered service provider that owns and operates the water service infrastructure under the jurisdiction of MSC.

This policy was formulated to allow customers to obtain temporary access to MSC's water supply through the use of hired Standpipes or Electronic Keys. Standpipes or Electronic Keys are used to obtain water directly from hydrants on MSC mains.

3.1 Legislation

In accordance with section 145(1) of the WSSR Act, a person must not take water from a firefighting system or a service provider's hydrant without the permission of the service provider unless the water is taken for firefighting purposes.

Section 191 of the WSSR Act states that a person must not, without the written consent of a service provider, connect to, or disconnect from, the service provider's infrastructure.

A person can only connect to MSC's water network by accessing an approved Metered Standpipe through a hire agreement with MSC. A maximum penalty of 1000 penalty units will apply[1].

Section 192(1) of the WSSR Act states that a person must not, without the written consent of a service provider, interfere with a service provider's infrastructure. A person must ensure that they comply with 'MSC Standpipe Hire - Conditions of Use' when using an MSC approved metered standpipe. A maximum penalty of 1000 penalty units will apply[1].

[1] Value of penalty unit for particular purposes—Act, s5A(1) - https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PenaltASenR15.pdf - Section 3

Section 195(1) of the WSSR Act states that a person must not, without a service provider's written approval, take water from a service provider's infrastructure. A maximum penalty of 1000 penalty units will apply[1].

Section 195(2) taking water from MSC infrastructure which is supplied for domestic purposes without approval. A maximum penalty of 1000 penalty units will apply[1].

4. DEFINTIONS

To assist in interpretation, the following definitions shall apply:

Annual Revenue Statement shall mean an outline and explanation of the measures that the Mareeba Shire Council has adopted for raising revenue.

Applicant shall mean the person or entity described on the relevant application form and includes all persons employed by or otherwise authorised by the Applicant to possess and operate a Standpipe.

Authorised Person *shall mean a person who is appointed under the Local Government Act 2009 to ensure that members of the public comply with the Local Government Act.*

Electronic Key shall mean a key provided by MSC to an Applicant that enables access to a Fixed Standpipe.

Fire Flow/Pressure Test Device shall mean a Mobile Standpipe with approved pressure measuring equipment installed.

Fixed Hydrant shall mean a fixed apparatus located at MSC's predetermined locations that allow the extraction of water under pressure to be released from the fixed hydrant.

Fixed Standpipe shall mean a temporary or permanent facility including pipework, control and metering equipment and other support equipment provided in a designated location by MSC for the purpose of extracting water from the reticulated water supply by an Applicant.

Hire Agreement shall mean an agreement between MSC and the Applicant in which the terms are binding until the return of the metered standpipe and payment of all applicable fees and charges.

Hirer shall mean the person, organisation, company or MSC Department nominated as the authorised used of the hired standpipe.

Hydrant shall mean an apparatus to allow the extraction of water under pressure to be released from MSC's infrastructure.

Internal Hire shall mean the hire of the metered standpipe or electronic key for council department projects.

Internal Staff shall mean an employee of MSC

Long Term Hire shall mean an agreement between MSC and the Applicant for the hire of an approved standpipe from MSC for a maximum six months period.

Metered Standpipe in accordance with definition of "Standpipe" however, with a meter attached to measure the flow of water to be drawn from the device.

MSC shall mean Mareeba Shire Council

MSC Fees and Charges shall mean the fees and charges for Council for the financial year.

Reticulated Water Supply shall mean the network of reservoirs, pumps, pipes and fittings that deliver water to a designated location.

Security Deposits/Bonds shall mean the amount paid by the hirer to MSC to be held until the return of the standpipe in a good condition and fees are fully paid.

Service Provider shall mean a supplier of water or sewerage service who is registered under s.20 of the *Water Supply (Safety and Reliability) Act 2008* as a service provider and may include a local government that owns infrastructure for supploying water or sewerage services.

Short Term Hire shall mean an agreement between MSC and the customer for the hire of an approved standpipe from MSC on a daily period.

Standpipe shall mean a device which attaches to MSC's managed water infrastructure to provide access to draw a controlled flow of water from the reticulated water supply.

Water and Waste Services shall mean a commercial division of MSC. For the purpose of this policy, 'Water and Waste Services' refers to any MSC staff having responsibility for implementation of this policy.

WSSR shall mean the Water Supply (Safety and Reliability) Act 2008.

5. POLICY STATEMENT

5.1 Supply of Temporary Water Meter (Metered Standpipe)

5.1.1 Metered water shall be supplied from either Mobile Metered Standpipes, or Fixed metered Standpipes (Electronic Key) as determined by MSC. Hirers will be instructed by the issuing staff on what specific hydrants they can draw water from on commencement of the hire agreement.

The use of non-Council (unauthorised) Standpipes to draw water from MSC's water supply system or hydrants is not permitted and will result in fines being imposed in accordance with the WSSR Act.

5.1.2 Bulk water may be accessed by completing an Application for the issue of a Short or Long Term Hire Metered Standpipe and upon receipt of approval from MSC. Prior approval from Water & Waste Services must be received for the drawing of water from every proposed location.

5.1.3 Standpipes/Electronic Key may be hired to customers through Short Term Hire or Long Term Hire.

5.2 Hire Agreement Conditions

MSC will issue a Standpipe or Electronic Key on the terms set out within the Hire Agreement.

5.2.1 Term of the Agreement

The term of the agreement shall be from the date of issue of the Standpipe/Electronic Key to the agreed date of return of the metered Standpipe/Electronic Key, or the date of payment of all applicable fees and charges, whichever is later. Late fees will apply if the Standpipe/Electronic Key is not returned by the due date.

5.2.2 Extension of Agreement

The hirer may be granted a two (2) day extension on the hire agreement for the continued use of the Standpipe/Electronic Key without being charged late fees on the condition that they contact Council at least one (1) day prior to the cessation of the agreement. Standard daily hire charges in accordance with MSC - Fees and Charges will apply to the period of the extension.

5.2.3 Extension of Agreement due to Exceptional Circumstances

In situations where a hirer is unable to return the Standpipe/Electronic Key by the due date as a result of force majeure conditions, the hirer is required to contact MSC informing of the circumstances and will be given an extension with an agreed upon return date. The hirer will not be charged late fees for the period of the extension however late fees will apply should the Standpipe/Electronic Key not be returned by this date. Standard daily hire charges in accordance with *MSC - Fees and Charges* will apply to the period of extension.

5.2.4 Termination of the Agreement

MSC has the right to terminate an agreement without notice to the hirer if the hirer:

(i) fails to compy with a reasonable direction by an authorised person of MSC in relation to the use and inspection of the Standpipe;
(ii) does not comply with any of the conditions of the agreement including but not limited to non payment of any fees and charges under the agreement;
(iii) has any outstanding accounts with MSC.

If the agreement is terminated due to a breach as described above, the hirer shall:

(iv) forfeit the unexpired portion of the hire charge;

(v) immediately return the standpipe to MSC;

(vi) if so directed by an authorised person of MSC, return the standpipe on demand to the authorised person;
(vii) be liable for any water usage charges;
(viii) forfeit the security deposit paid at commencement of the agreement.

Either party may terminate the agreement by giving the other party fourteen (14) days notice in writing and the agreement shall be terminated at the expiration of such period. The hirer will then immediately return the Standpipe/Electronic Key to MSC and will pay any unpaid portion of the hire charges, or portion of cost of repair to the value of the Standpipe or Electronic Key.

5.2.5 Transfer of the Agreement

Appropriate delegation is applicable only to the person signing the agreement on behalf of the company hiring the Standpipe/Electronic Key and will not apply to sub-contractors of the company. The agreement to hire a Standpipe/Electronic Key is non-transferable.

5.3 Fees and Charges for Supply of Water from Standpipes and Hire of Metered Standpipes/Electronic Keys

Water drawn from Standpipes shall be charged at the current bulk water rates as per the adopted Annual Revenue Statement. Hire, penalty fees and standpipe bonds shall be charged at the current schedule of MSC - Fees and Charges.

At the commencement of each new financial year, by way of correspondence to Annual Hirers, MSC will provide information relating to fees and charges adopted by MSC for that financial year.

New customers will not be granted an account with MSC until they have been a cash customer for at least six months.

5.4 Instructions for Use of Standpipes

On commencement of the hire agreement the hirer will be provided withoperating instructions for the use of Standpipes.

5.5 Conditions for Use of Mobile Metered Standpipes

The hirer shall use the standpipe in accordance with the MSC Metered Standpipes - Conditions of Hire & Use which will be available at the commencement of the hire agreement. The hirer is to ensure to replace dust covers after use. The hirer will use the standpipe only for the purposes stated within the hire agreement.

Refer to Appendix 1 - MSC Metered Standpipes - Conditions of Hire & Use, for the full list of conditions of use of MSC approved standpipes.

5.6 Conditions for Use of Fixed Metered Standpipes (Electronic Keys)

The hirer shall use the standpipe in accordance with the MSC Metered Standpipes - Conditions of Hire & Use which will be available at the commencement of the hire agreement. Approval will be granted for the use of one or more Fixed Standpipes at designated locations as detailed in the application.

A Security Deposit as shown in the MSC -Fees and Charges will be charged for each Electronic Key allocated.

Electronic Keys remain the property of MSC and are to be returned at the end of the Hire Agreement or when requested by an Authorised Person.

The allocation of additional Electronic Keys is at the discretion of MSC.

MSC reserves the right to cancel inactive Electronic Keys after a period of 6 months.

5.7 MSC Hydrant Locations

The hirer must use specific hydrants as directed by Water & Waste Services staff. Permission will not be given to draw water from hydrants directly from trunk mains. (Under no circumstances can water be drawn from any hydrant outside of the MSC boundary area). Non compliance with this requirement will incur costs associated with any subsequent damage or claim. At the commencement of the hire agreement, hirers will be informed of the location of hydrants available for use.

5.8 Unauthorised Drawing of Water from MSC's Water Reticulation Supply

Any unauthorised drawing of water from the MSC water reticulation supply by any means will be prosecuted to the full extent of the law. "Unauthorised" in this context refers to non adherence to legislation (WSSR Act) and the MSC Metered Standpipes - Conditions of Hire & Use as set out in this policy and in the hire agreement.

5.9 Lost, Stolen or Destroyed Standpipes/Electronic Keys

The Standpipe remains the property of Water & Waste Services and must be returned to Water & Waste Services on demand or at cessation of the hire agreement.

- If while in the possession of the hirer a Standpipe/Electronic Key goesmissing or is reported stolen, a report must be filed by the hirer to thePolice immediately and MSC must be contacted and supplied with the Police reference number and any other relevant details. Costs incurred as a result of loss or theft will be the responsibility of the hirer.

Once the hirer has reported the theft to MSC, the hirer shall;

(i) Reimburse the current cost of a replacement standpipe to MSC;

(ii) Pay any outstanding water usage charges based on usage for the previous reading period or on MSC's estimate of average standpipe water usage for the same financial year. On receipt of payment for the replacement cost of the standpipe and outstanding water usage charges, MSC will provide a replacement Standpipe/Electronic Key for the remainder of the hire term.

5.10 Care and Maintenance of Equipment on Hire

The care and maintenance of equipment shall be the responsibility of the person nominated on the hire agreement.

On return of the Standpipe/Electronic Key at the cessation of the hire agreement, the hirer will be required to complete the Return Details on the *MSC Application for the Issue of Short or Long Term Hire Metered Standpipe.*

Refer to Appendix 2 - MSC Application for the Issue of a Short or Long Term Hire Metered Standpipe.

5.11 Use of Standpipes in accordance with Workplace, Health and Safety requriements and approved Quality Procedures

Particular attention to correct signage and barricades shall be mandatory forMobile Standpipe hirers when drawing water from hydrants situated in roadways, or where subjected to vehicular traffic.

Signage must be in accordance with the *Manual of Uniform Traffic Control Devices 2011, Part 3*. Risk assessments must be undertaken to determine the needs for control regarding manual handling, and the needs for control regarding PPE i.e., safety boots, riggers gloves/hand protection.

5.12 Internal Hire Process

Any Council project or operation that requires water to be extracted from Council's water reticulation hydrants must be through a metered Standpipe or via the issuing of an Electronic Key. This includes, but is not limited to Council's day labour operations, contractors and taking of water for Department of Transport and Main Roads (TMR) projects and maintenance.

Short Term Hire Process

An initial deposit shall apply to the hire of each and every Standpipe/Electronic Key. Charges will be levied for equipment hire, and the volume of water used in connection to the specific application. Water usage shall be charged at the current bulk water rates as per the adopted annual revenue statement. Hire and penalty fees shall be charged at the current schedule of *MSC - Fees and Charges*.

The hirer will be required to complete a self-read form on a monthly basis and return this information to the MSC before the due date for billing purposes. Failure to do this may result in the issuing of late fees.

Security deposits will only be released once full payment for hire, water usage, any penalty fees incurred and damage to equipment has been received. The hirer is required to complete the Return Details on the MSC Application for the Issue of Short or Long Term Hire Metered Standpipe.

Long Term Hire Process

At the initial hire, applicants must pay a security deposit which will be held until the cessation of hire . The hire fee payable by annual hirers will be as per the current schedule of *MSC - Fees and Charges* and is payable at the commencement of the hire agreement.

Hire is for a maximum six monthly basis. The hirer will be required to complete a self-read form every three (3) months and return the form to MSC. The hirer must return the Standpipe/Electronic Key every six months for inspection, meter reading and maintenance. The hirer will be notified in writing of their obligations. Failure to return the standpipe may result in confiscation of the hired equipment and forfeit of the security deposit.

The Standpipe is to be clean and dry when returned. Upon return of the Standpipe/Electronic Key and presentation of a new security deposit and completed application form, another Standpipe/Electronic Key will be issued if required.

Security deposits will only be released once full payment for hire, water usage, any penalty fees incurred has been received. The hirer is to complete the Return Details on the *MSC Application for the Issue of Short or Long Term Hire Metered Standpipe*.

6. REVIEW

This policy is to remain in force until otherwise determined.

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council.

7. REFERENCES

- Local Government Act 2009
- Water Supply (Safety and Reliability) Act 2008
- Manual of Uniform Traffic Control Devices 2011
- MSC - Annual Revenue Statement
- MSC - Fees and Charges
- MSC - Application for Short or Long Term Hire Metered Standpipe
- MSC - Metered Standpipes Conditions of Hire & Use

8. ATTACHMENTS

Appendix 1

Mareeba SHIRE COUNCIL

COUNCIL MOBILE & FIXED METERED STANDPIPES

CONDITIONS OF HIRE & USE

INTRODUCTION

Mareeba Shire Council is committed to protecting the environment and reducing water consumption. To help us save one of the world's most precious resources, we have introduced metered standpipes.

Standpipes are used to obtain water directly from hydrants on our mains for activities such as roadwork, water carting, concrete sawing and the filling of swimming pools.

We believe that the use of a metered standpipe is fairer and more equitable in ensuring charges reflect actual usage and endorses our commitment to reduce water consumption.

POLICY

Drawing of water from Council's reticulation system other than by a Council owned metered standpipe is not permitted.

Mobile Metered Standpipes hired from Mareeba Shire Council, Kowa Street, Depot Stores Department must be used for drawing water from hydrants on our mains.

Fixed Metered Standpipes operated by electronic key hired from Mareeba Shire Council Customer Service Centre must be used for drawing water from fixed meter locations.

Mobile and Fixed Metered standpipes will be owned by and remain the property of Mareeba Shire Council.

Fire Brigade and Emergency Services are exempt.

INTENDED USE

The treated water product is intended for the highest use for the general population i.e. drinking water. The water is not intended to be used for special industrial, commercial or other uses, such as aquaculture, pharmaceuticals, medical uses and other uses that need water of different quality from potable water.

There are people (such as the old, young, pregnant or immunocompromised) who are advised to provide additional point-of-use treatment before drinking the water based on specific medical advice as such patients are not necessarily the intended users.

Council takes no responsibility for the quality of water after it has left the Council reticulation system. Domestic delivery vessels supplying clients with water for drinking purposes must have a current registered health inspection certificate from Council.

If the following conditions of use are not adhered to a maximum penalty of 50 penalty units may be imposed under Local Law 23.

CHARGES

Fees stated are for the **2015/2016 financial year** and are subject to review each financial year.

Mareeba SHIRE COUNCIL

HIRING A STANDPIPE

The "Hirer" is any person, including its employees and agents, who request to hire a standpipe from Mareeba Shire Council Water and Waste (the Owner). Application to hire a standpipe may be made at the Customer Service Centre, Council Office, 65 Rankin Street, Mareeba between the hours of 8:45am and 4:30pm.

SHORT TERM

Maximum of 7 days (e.g. builders, filling swimming pools, etc.)

If the standpipe return date falls on a weekend and is not returned on the first business day then additional charge rates apply.

LONG TERM

Hirers ***must have a current*** trade account with Mareeba Shire Council.

The hirer will be required to complete a self-read form every three (3) months for mobile meter standpipes and the information returned to Mareeba Shire Council, Kowa Street Depot, Stores Department before the due date, for billing purposes. Failure to do this may result in the issuing of late fees.

Long-term hire is on a maximum six (6) monthly basis. The standpipe must be returned every six (6) months to the Stores Department for inspection, meter reading and maintenance. You will be notified in writing of your obligations.

Failure to return the standpipe may result in confiscation of the hired standpipe and forfeiting your bond.

The standpipe is to be clean and dry when returned. Upon return of the standpipe and presentation of a new security deposit another standpipe will be issued, if required.

If a standpipe is still required after this six (6) month period, it will be replaced upon receipt of a security bond and completion of a new hire agreement.

USING YOUR STANDPIPE

The incorrect use of a standpipe can damage the standpipe, the hydrant, our mains, and contaminate the water supply.

Operating instructions are available from the Customer Service Centre to all hirers of metered standpipes.

The standpipe is not transferable to any other party and is the responsibility of the nominated approved standpipe holder.

DEPOSIT/BOND

Deposit will be taken on issue of the standpipe. Deposit will only be returned after Mareeba Shire Council determines the condition of the standpipe and any outstanding charges for that standpipe have been paid in full.

The deposit/security bond is non-transferable.

Mareeba SHIRE COUNCIL

REPAIRS AND REPLACEMENT

Any damaged or faulty metered standpipe must be reported to Mareeba Shire Council within 24 hours.

If a standpipe is lost or stolen it must be reported to the police and a reference number obtained and advised to Mareeba Shire Council within 24 hours.

If a standpipe is lost, stolen, damaged or destroyed the hirer will be responsible for cost of repairs or replacement.

ON THE SPOT FINES

Under S195 Water Supply (Safety and Reliability) Act 2008, Council will impose on the spot fines for unlawful taking of water.

FAILURE TO COMPLY

Failure to comply with any of the above conditions, including non-payment of standpipe fees and charges due, will result in the hire agreement for the use of the standpipe being withdrawn and action taken for the recovery of the standpipe.

ENQUIRIES

All enquiries should be directed to Council's Customer Service on 1300 308 461.

Appendix 2

Mareeba SHIRE COUNCIL

65 Rankin Street
PO Box 154 MAREEBA QLD 4880

P: 1300 308 461
F: 07 4092 3323

W: www.msc.qld.gov.au
E: info@msc.qld.gov.au

APPLICATION FOR THE ISSUE OF A SHORT OR LONG TERM HIRE OF METERED STANDPIPE

(Standpipe Management System Policy to be supplied to Applicant)

Privacy Notice: *Mareeba Shire Council is collecting your personal information in accordance with the Local Government Act 2009 in order to process your application. The information will be only accessed by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.*

Applicant Details

I / We hereby make application to be granted approval to hire a metered standpipe.

Applicant Name		**Driver's Licence #**	
		Mobile Phone	
Business Trading Name		**ABN / ACN #**	
Business Address			
Postal Address			
Email Address			

Customers must have a current trade account with Mareeba Shire Council or otherwise have completed a trade account application and had it approved.

Does the applicant have a trade account with Mareeba Shire Council? Yes ☐ No ☐

If no please complete and attach a Credit Application form.

Is the Credit Application form completed and attached? Yes ☐ No ☐

Issuing Officer *(to complete this section)*

Standpipe to be issued to applicant? Yes ☐ No ☐

Name of Authorising Officer *(please print)* _____

☐ **Mobile Metered Standpipe Details**

ID Number of Standpipe issued:			
Type of Standpipe *(tick applicable type)*	☐ LCD	☐ DIAL	☐ NEW STYLE DIAL
Issue Read: *NB: Analogue standpipe has 6 dials and a dial under the black figures*			

☐ **Fixed Metered Details**

ID Number of Electronic Key issued:			
Location of Standpipe *(circle)*	Mareeba	Kuranda	~~Dimbulah~~
Issue Read: *NB: Analogue standpipe has 6 dials and a dial under the black figures*			

Applicant Declaration

☐ I / We have received a copy of 'Council Metered Standpipes – Conditions of Hire & Use' and the Standpipe Management System Policy in relation to being granted the use of a metered standpipe and agree to abide by these conditions. I / We hereby verify that the details of standpipe on issue are correct.

Signature of Applicant		**Date**	
Name of Issuing Officer		**Signature**	

OFFICE USE

General Ledger	Receipt No.	Date	Amount	Update Register	CSO Initials

Mareeba SHIRE COUNCIL **Standpipe Management System Policy**

Return Details *(Receiving Officer to complete this section)*

Mobile Metered

ID Number of Standpipe issued:			
Type of Standpipe *(tick applicable type)*	◯ LCD	◯ DIAL	◯ NEW STYLE DIAL
Return Read: *NB: Analogue standpipe has 6 dials and a dial under the black figures*			
Additional comments required if damaged or faulty:-			

Fixed Metered

ID Number of Electronic Key issued:			
Location of Standpipe *(circle)*	Mareeba	Kuranda	~~Dimbulah~~
Return Read: *NB: Analogue standpipe has 6 dials and a dial under the black figures*			
Additional comments required if damaged or faulty:-			

Receiving Officer's Details

Name of Receiving Officer:		**Signature**	

Applicant's Declaration

I/We are aware that the Standpipe or Electronic Key is now subject to Council inspection and the bond will be returned once all outstanding charges for this Standpipe or Electronic Key have been cleared.

Signature of Applicant:		**Date**	
Name of Applicant:		**Signature**	

HOW TO READ ANALOGUE DIAL

Read Counter & First Black Dial

Example a Meter Reading

This Standpipe meter reads 12 kilolitres.

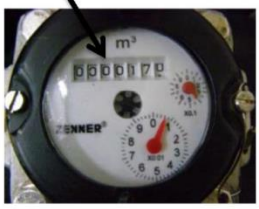
The reading on the 6 small black Counter/Digit roller is 1 x 10 kilolitres. Therefore the read is 10 kilolitres.

THE READING ON THIS FIRST DIAL IS BETWEEN THE NUMBERS 2 AND 3. *NOTE: IF THE HAND IS BETWEEN NUMBERS, USE THE LOWER NUMBER.* **THEREFORE THE READ ON THE BLACK DIAL 2 KILOLITRES.**

HOW TO READ NEW STYLE DIAL

Read Counter only

(Do not read red dials)



Example a Meter Reading NSD

This Standpipe meter reads 170 kilolitres

The reading on the 7 small black counter/digit roller is 170 x 1 kilolitres. Therefore the read is 170 kilolitres.

OFFICE USE

Reset	Period to/from	KL	Days	Total Charges	Charges INV#	Damages INV#

CHIEF EXECUTIVE OFFICER

ORGANISATIONAL DEVELOPMENT

ITEM-21 INFRASTRUCTURE SERVICES STAFFING

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 275(1)(a) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

(a) the appointment, dismissal or discipline of employees.

BUSINESS WITHOUT NOTICE

NEXT MEETING OF COUNCIL

The next meeting of Council will be held at 9:00 am on Wednesday 15 November 2017.

SUMMARY OF NEW PLANNING APPLICATIONS & DELEGATED DECISIONS FOR THE MONTH OF SEPTEMBER 2017

Summary of new Planning Development Applications and Delegated Decisions for September 2017

New Development Applications					
Application #	Lodgement Date	Applicant/ Address	Property Description	Application Type	Status
RAL/17/0003	12/09/2017	J Portelli 965 Bilwon Road BIBOOHRA	Lot 18 SP 270088 & Lot 2 RP 744262	ROL (Boundary Realignment & Access Easement)	Approved on 13 September 2017
RAL/17/0004	26/09/2017	G & R Simmonds 99 Coyle Road BIBOOHRA	Lot 1 RP 734860 & Lot 2 RP 734860	ROL (2 into 4 Lots)	In decision stage
MCU/17/0007	13/09/2017	Maisel Ag Pty Ltd TTE 308 Byrnes Street MAREEBA	Lot 2 M 35663	MCU - Car Wash	In referral stage
MCU/17/0008	15/09/2017	Tilt Renewables Australia P/L C/- Environmental Resources Management Australia Pty Ltd 15 Cane Road MAREEBA	Lot 156 SP 124698 & Lot 251 SP 129910	MCU - Renewable Energy Facility (Solar Farm) and associated Substation, and ROL (2 into 3 Lots), Subdivision by Lease Agreement and Access Easement	In referral stage
MCU/17/0009	28/09/2017	Pioneer North QLD Pty Ltd C/- RPS Australia East Pty Ltd 2576 Mareeba - Dimbulah Road MUTCHILBA	Lot 77 CP 902753	MCU - Extractive industry	In confirmation stage
MCU/17/0010	28/09/2017	Telstra Corporation Limtied C/- Service Stream Mobile Communications 6806 Mulligan Highway MOUNT CARBINE	Lot 0 SP 154001	MCU - Telecommunications facility	In confirmation stage
MCU/17/0011	29/09/2017	Reedlodge Pty Ltd 232 Byrnes Street MAREEBA	Lot 78 SP 152626	MCU - Shopping Centre	In confirmation stage
OPW/17/0003	13/09/2017	Rodeo Acres	Lot 12 SP	Operational Works for Reconfiguring a	In decision

September 2017 (Regional Land Use Planning)

		Pty Ltd Mareeba - Dimbulah Road MAREEBA	146292	Lot - Subdivision (1 into 8 lots) approval DA/16/0019	stage

Decision Notices issued under Delegated Authority

Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
RAL/17/0002	26/09/2017	B Hooper & R McPhee C/- Brazier Motti	McCorry Road, Koah	Lot 3 on RP745187	Reconfiguring a Lot - Subdivision (1 into 2 Lots)
RAL/17/0003	13/09/2017	J Portelli	965 Bilwon Road BIBOOHRA	Lot 18 SP 270088 & Lot 2 RP 744262	ROL (Boundary Realignment & Access Easement)
DA/17/0028	11/09/2017	W & A Clarke	15 Lotus Lane, Kuranda	Lot 3 SP108730	ROL Subdivision (1 into 2 Lots)
MCU/17/0002	06/09/2017	Ontario Mangoes Pty Ltd C/- Gilvear Planning Pty Ltd	105 Inveradi Road, Dimbulah	Lot 107 on RP749635	Material Change of Use - Rural Industry (Packing Shed) and Rural Workers Accommodation

Change to Existing Development Approval issued

Application #	Date of Decision	Applicant	Address	Property Description	Application Type
N/A					

Building Work assessable against the Planning Scheme Decision Notices issued under Delegated Authority

Application #	Date of Decision	Applicant	Address	Property Description	Application Type
CAR/17/0002	20/09/2017	Ngoonbi Community Services Indigenous Corporation	20 Barron Falls Road, Kuranda	Lot 4 RP726355	Building work assessable against the Mareeba Shire Council Planning Scheme 2016 - Hill and Slope Overlay for a Class 1a Dwelling

September 2017 (Regional Land Use Planning)

Extensions to Relevant Period issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
N/A					

Survey Plans endorsed					
Application #	Date	Applicant	Address	Property Description	No of Lots
REC/07/0052	15/09/2017	Hockey Machinery Sales Pty Ltd C/- G T Pozzi Cadastral Surveyor	Summer Street, Mareeba	Lot 99 SP298311	2 Lots
DA/14/0050	26/09/2017	S Morrow	Hodzic Road, Mareeba	Lot 150 SP284134	2 Lots

September 2017 (Regional Land Use Planning)

AUDIT COMMITTEE MEETING MINUTES

Mareeba SHIRE COUNCIL

Audit Committee Meeting

Mareeba Council Chambers
Date: Thursday 5 October 2017
Time: 10:00am

MINUTES

MEMBERS IN ATTENDANCE

R Faulkner (Chairperson), Cr T Gilmore, Cr M Graham, Cr K Davies

OFFICERS IN ATTENDANCE

P Franks (Chief Executive Officer), J McCarthy (Director Corporate and Community Services) E Tatti (Finance Manager), A Archie (Manager Development and Governance) A Cornes (Grant Thornton – External Auditor), Lisa Fraser (Queensland Audit Office),- via phone, T Townsend (Pacifica – Internal Auditor)

APOLOGIES

C Eagle (Pacifica – Internal Auditor)

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

Nil

CONFIRMATION OF MINUTES

Moved by Cr Davies Seconded by Cr Graham

"That the Minutes of the Audit Committee Meeting held on 17 August 2017 be confirmed as true and correct."

CARRIED

FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

ITEM-1 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 AUGUST 2017

Moved by Cr Graham Seconded by R Faulkner

"That the Audit Committee receive and note the report."

CARRIED

ITEM-2 FINANCIAL STATEMENTS YEAR ENDING 30 JUNE 2017

Moved by Cr Graham Seconded by Cr Davies

"That the Audit Committee receive and note the report and recommend Council to adopt."

CARRIED

INTERNAL AUDIT

ITEM-3 INTERNAL AUDIT STATUS REPORT

Moved by R Faulkner Seconded by Cr Graham

"That the Audit Committee receive and note the Internal Audit reports"

CARRIED

ITEM-4 2017-18 INTERNAL AUDIT PLAN

Moved by Cr Davies Seconded by Cr Graham

"That the Audit Committee note and endorse the Internal Audit Plan 2017-18."

CARRIED

GOVERNANCE AND RISK MANAGEMENT

ITEM-5 ENTERPRISE RISK MANAGEMENT

Moved by Cr Davies Seconded by Cr Graham

"For information of Audit Committee."

CARRIED

EXTERNAL AUDIT

ITEM-6 EXTERNAL AUDIT STATUS REPORT

Moved by R Faulkner Seconded by Cr Graham

"That the Audit Committee receive and note the External Audit status report."

CARRIED

LEGISLATIVE AND REGULATORY COMPLIANCE

ITEM-7 PURCHASING REPORT SEPTEMBER 2017

Moved by Cr Graham Seconded by Cr Davies

"That the Audit Committee receive and note the report."

CARRIED

ITEM-8 REVIEW OF POLICIES

Moved by Cr Graham Seconded by Cr Davies

"That the following Policies, Charters and Terms of Reference be approved for adoption by Council, subject to amendment of the Audit Committee Charter and the Audit Committee Terms of Reference:

- Audit Committee Policy
- Audit Committee Charter
- Audit Committee Terms of Reference
- Internal Audit Policy
- Internal Audit Charter"

CARRIED

NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO

Nil

MATTERS TO BE REPORTED TO COUNCIL

Nil

NEXT MEETING OF AUDIT COMMITTEE

The next meeting of the Audit Committee will be held at Mareeba on 14 March 2018 at 10am

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R. Faulkner
Chairperson