



AGENDA

Wednesday, 17 August 2022

Ordinary Council Meeting

I hereby give notice that an Ordinary Meeting of Council will be held on:

Date: Wednesday, 17 August 2022

Time: 9:00am

Location: Council Chambers

Peter Franks
Chief Executive Officer

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- 1 MEMBERS IN ATTENDANCE**
- 2 APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS**
- 3 BEREAVEMENTS/CONDOLENCES**
- 4 DECLARATION OF CONFLICTS OF INTEREST**
- 5 CONFIRMATION OF MINUTES**

Special Council Meeting - 20 July 2022
Ordinary Council Meeting - 20 July 2022
- 6 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING**
- 7 DEPUTATIONS AND DELEGATIONS**

8 CORPORATE AND COMMUNITY SERVICES

8.1	C.H. ENTERPRISE PTY LTD - MATERIAL CHANGE OF USE - TOURIST PARK (SELF-CONTAINED CAMPING & CARAVAN SITES) - LOT 450 ON NR5228 - 97 KOVACIC ROAD, MAREEBA - MCU/21/0018
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Date Prepared: 8 July 2022
Author: Planning Officer
Attachments: 1. Proposal Plan
 2. Submissions

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	C.H. Enterprise Pty Ltd	ADDRESS	97 Kovacic Road, Mareeba
DATE LODGED	17 May 2022	RPD	Lot 450 on NR5228
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Tourist Park (Self-contained Camping & Caravan Sites)		
FILE NO	MCU/21/0018	AREA	57.668 hectares
LODGED BY	Scope Town Planning	OWNER	M Hausmann
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Rural Zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	Two (2) Submissions Received		

EXECUTIVE SUMMARY

Council is in receipt of an impact assessable development application described in the above application details. During the mandatory public notification period, two (2) submissions were received, however these are not considered to be objections. Both submitters stated they had no objections to the development but had some queries.

The application proposes the establishment of a campground for self-contained caravans/motorhomes and campers. For this reason, no facilities (toilets, showers and cooking facilities) will be provided on-site.

The application and supporting material have been assessed against the Mareeba Shire Council Planning Scheme 2016 and no significant town planning issues or conflicts were identified.

Draft conditions were provided to the Applicant care of their consultant and have been agreed.

It is recommended that the application be approved in full, subject to conditions.

OFFICER’S RECOMMENDATION

1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	C.H. Enterprise Pty Ltd	ADDRESS	97 Kovacic Road, Mareeba
DATE LODGED	17 May 2022	RPD	Lot 450 on NR5228
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Tourist Park (Self-contained Camping & Caravan Sites)		

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.

APPROVED DEVELOPMENT: Development Permit for Material Change of Use - Tourist Park (Self-contained Camping & Caravan Sites)(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
-	Proposed Camping Ground Layout	Scope Town Planning	-

(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.

Campground guests are not permitted to play amplified music of any kind.

3.6 Waste Management

The applicant/tourist park operator 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 campground 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 Signage

3.8.1 No more than one (1) advertising sign for the approved development is permitted on the subject site.

3.8.2 The sign must not exceed a maximum sign face area of 6m² and must not move, revolve, strobe or flash.

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

3.8.4 The sign must be removed when no longer required.

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

3.9 The campground shall not accommodate more than 74 persons at any time. Upon request, booking records must be made available to Council demonstrating compliance with this condition.

3.10 The maximum length of stay for any self-contained campers must not exceed five (5) consecutive days.

3.11 The tourist park must only accommodate self-contained motor homes/caravans and campers. Self-contained motor homes/caravans and campers must have an onboard toilet and shower, onboard water supply and wastewater holding tanks.

4. Infrastructure Services and Standards

4.1 Access

The existing access crossover servicing the approved campground area must be upgraded/constructed in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

4.2 Stormwater Drainage/Water Quality

- 4.2.1 The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- 4.2.2 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 campground area deteriorates due to wet weather and/or high traffic.
- 4.2.3 The applicant/developer must ensure that the Stormwater Quality Management Plan is complied with for the life of the development.

4.3 Car Parking/Internal Driveways

- 4.3.1 All car parking associated with the campground must be accommodated within the identified camping area.
- 4.3.2 Any internal access roads shown on the approved plan must be constructed to an all-weather compacted gravel standard, prior to the commencement of the use.

Internal access roads must be maintained at this standard for the life of the development.

4.4 Lighting

- 4.4.1 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.
- 4.4.2 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.

4.5 Non-Reticulated Water Supply

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

In the event that the campground 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).

4.6 On-Site Wastewater Management

4.7.1 No black or grey water from any campground guest 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 a **one-off payment** of \$6,432.55 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.

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 commencement of the use.

(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) 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.

- (d) 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.

- (e) 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 self-contained campground use.

- (f) Kovacic Road Standard

This development permit did not require the upgrade of the formed gravel section of Kovacic Road used to access the development. Should the applicant wish to upgrade this section of Kovacic Road in future to include a bitumen seal, Council is not liable or responsible for contributing in any way to the cost of these works. Furthermore, Kovacic Road is not likely to be graded or repaired at more frequent intervals as a result of the development and any associated added traffic on the Road.

(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

- Nil

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

- Access approval arising from condition number 4.1 (Please contact Council's Planning Department to obtain application form and applicable fee)
- Approval to Operate Campground/Caravan Park (Please contact Council's Local Laws Department to obtain application form and applicable fee)

THE SITE

The subject site is situated at 97 Kovacic Road, Mareeba and is more particularly described as Lot 450 on NR5228. The site is irregular in shape with a total area of 57.668 hectares and is zoned Rural under the Mareeba Shire Council Planning Scheme 2016.

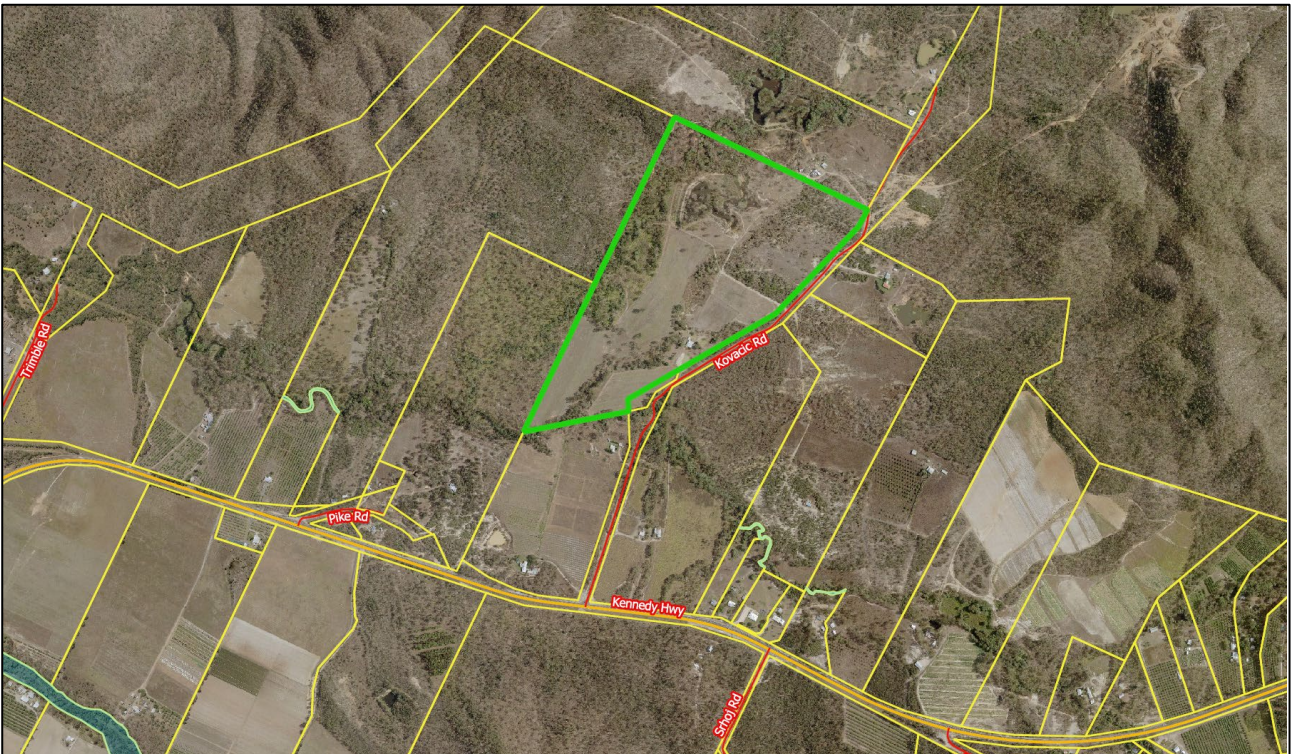
The site contains approximately 875 metres of frontage to Kovacic Road which is constructed to a bitumen sealed standard for the first 140 metres of frontage and a formed gravel standard for the remaining. Campers need only travel approximately 260m of gravel road before entering the campground site access point which is approximately halfway along the site frontage. Formal access to the site is currently gained from Kovacic Road via a formed gravel crossover that services the existing dwelling situated on the southern half of the property approximately 45 metres from the road.

Approximately half the site area is cleared into paddocks and used for livestock grazing and cropping while the remaining areas are vegetated with some seasonal watercourses and other low lying areas. A large dam is constructed at the northern end of the property adjacent the proposed campground while a smaller dam exists in proximity to the house. A small unnamed tributary creek to Shanty Creek meanders through the southern end of the property. All surrounding lots are zoned rural and are predominately used as large lifestyle lots.



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 - Tourist Park (Self-contained Camping and Caravan Sites) in accordance with the plans shown in **Attachment 1**.

The application material includes the following details about the proposed development:

Proposed Development Summary

The proposed development is the establishment of a Tourist Park in the form of short term camping and caravan sites in a cleared area on land at Lot 450 on NR5228.

The applicant's intention is to provide only minimal facilities with a 'leave it as you found it' policy. This proposal does not include the provision of powered sites, parking slabs for caravans or the building of cabins. The proposed camping ground will be contained within a specified 62,000m² (6.2 ha) area within the site which will contain 4 designated camping areas for a maximum of 74 guests plus an area set aside for communal use. The camping area will remain free of permanent structures and therefore maintain the desired agricultural use of the land. No vegetation clearing is proposed to facilitate the camping ground.

Proposed Development Detail

The proposed camping ground is intended to accommodate a maximum of 74 guests at any one time and will not be open to caravans or large vehicles such as busses or any campers without fully self-contained conveniences.

The intention of the proposed campsite is to provide a low-budget camping ground for travellers such as retirees, backpackers, as well as to cater for local residents in the region from families to groups such as scouts.

The proposed campsite does not include the provision of any amenities such as ablutions, covered areas, cooking facilities, hardstand areas, water or electrical supplies. As such, this proposal refers to the recently approved camping ground application over land at 127 Hume Road, Biboohra (Lot 201 on SP177750), Council reference number M2-21 as precedence.

Campsite Functionality

The campsite will function in a similar way to another recently approved campsite located on Hume Road, Biboohra (application number M2-21) in that guests will pay a reduced fee for use of a campsite on a 'leave it as you found it' basis only. Guests will be required to provide their own temporary accommodation (tents, small camper van etc.), food, refrigeration, cooking facilities, toilet and bathroom facilities etc. As such, minimal facilities will be provided and will include only the following:

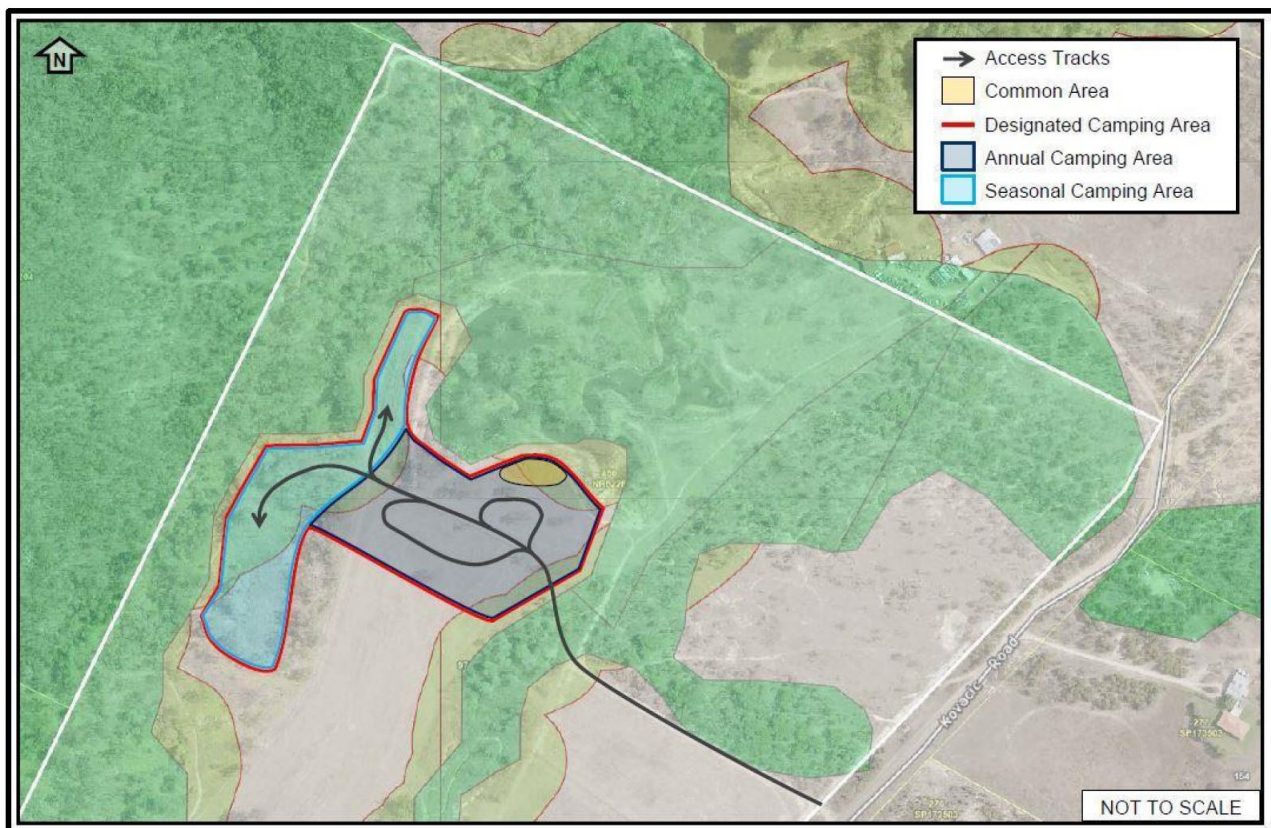
- *Onsite manager*
- *Dedicated access via Kovacic Road*
- *2 camping areas opened as required and as seasonally permitting*

- *A communal meeting area including a campfire and rubbish bins*
- *Rubbish waste removal via Council kerbside collection*
- *Open recreation areas*
- *Onsite vehicle track access to camping areas*
- *Fencing to separate restricted areas*
- *10m buffer to Regulated Category B Vegetation areas.*

The camping area will be separated into 2 areas to enable closure of individual areas for maintenance, safety, guest management or seasonal constraints such as wet season. These areas will be designated as an Annual Camping Area and a Seasonal Camping Area (see below map).

In addition, an area will be designated as communal use which will contain a dedicated campfire area and rubbish bins. All areas will be accessible by vehicle for guest convenience."

A plan of the proposed camping area is shown below:



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 as containing:

- *State & Regional Conservation Corridors*
- *Terrestrial Area of General Ecological Significance*

PLANNING SCHEME DESIGNATIONS

Strategic Framework:	Land Use Categories <ul style="list-style-type: none"> • Rural Area <ul style="list-style-type: none"> • Rural Agricultural Area • Rural Other Natural Environmental Elements <ul style="list-style-type: none"> • Biodiversity Areas
Zone:	Rural Zone
Overlays:	Agricultural Land Overlay Airport Environs Overlay Bushfire Hazard Overlay Environmental Significance Overlay Flood Hazard 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
Tourist park	<p><i>Premises used to provide for accommodation in caravans, self-contained cabins, tents and similar structures for the public for short term holiday purposes.</i></p> <p><i>The use may include, where ancillary, a manager’s residence and office, kiosk, amenity buildings, food and drink outlet, or the provision of recreation facilities for the use of occupants of the tourist park and their visitors, and accommodation for staff.</i></p>	<p><i>Camping ground, caravan park, holiday cabins</i></p>	<p><i>Relocatable home park, tourist attraction, short-term accommodation, non-resident workforce accommodation</i></p>

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 2016**Strategic Framework****3.3 Settlement pattern and built environment****3.3.1 Strategic outcomes**

- (5) *Primary industries in Rural areas are not compromised or fragmented by incompatible and/or unsustainable development, including but not limited to subdivision that results in a detrimental impact on rural productivity. The valued, relaxed rural lifestyle, character and scenic qualities of the rural area are preserved and enhanced. The rural area is largely maintained to its current extent, while accommodating development directly associated with or reliant on natural resources including rural activities and tourism. Rural areas protect the shire's agricultural area and ensure food security. Other rural areas predominantly remain agricultural grazing properties.*

Comment

In recent years, Mareeba Shire has experienced an increase in demand for self-contained campgrounds which serve to provide "no thrills" budget locations for travelling tourists to stay for short periods of time. The rural zone is considered the logical location for such facilities, in locations that are free from intensive farming activity or intensive animal industries (meat poultry farms, feedlots etc.) so as to minimise the risk of ongoing land use conflict.

The subject site, as well as Lots immediately surrounding are used for light intensity cropping, livestock grazing or as rural lifestyle lots. Council officers are therefore satisfied this particular development can proceed with minimal risk of future land use conflict.

The development complies with Strategic outcome 5.

3.3.11 Element—Rural areas

3.3.11.1 Specific outcomes

- (1) *Rural areas include rural activities and land uses of varying scale, consistent with surrounding land use, character and site conditions.*
- (3) *Tourism, rural industry, intensive animal industries and outdoor recreation facilities are developed in the rural area in a way which:*
 - (a) *does not impede or conflict with agricultural activities and production; and*
 - (b) *does not compromise rural character and scenic qualities; and*
 - (c) *does not adversely impact on ecological and biodiversity values.*
- (5) *Rural lifestyle, tourism, outdoor recreation, horticultural activities and natural bushland uses may be considered in other rural areas where appropriately located, serviced and otherwise consistent with the Strategic Framework.*

Comment

In recent years, Mareeba Shire has experienced an increase in demand for self-contained campgrounds which serve to provide "no thrills" budget locations for travelling tourists to stay for short periods of time. The rural zone is considered the logical location for such facilities, in locations that are free from intensive farming activity or intensive animal industries (meat poultry farms, feedlots etc.) so as to minimise the risk of ongoing land use conflict.

The subject site, as well as Lots immediately surrounding are used for light intensity cropping, livestock grazing or as rural lifestyle lots. Council officers are therefore satisfied this particular development can proceed with minimal risk of future land use conflict.

The development complies with Specific outcomes 1, 3 and 5.

3.6 Transport and infrastructure

3.6.2 Element—Road network

3.6.2.1 Specific outcomes

- (1) *The shire's road network is upgraded and extended to provide for the safe, efficient movement of vehicles and to cater for new development.*
- (2) *Development provides off-street parking, loading and manoeuvring areas where possible and practicable.*
- (3) *Development of new roads and upgrades to existing roads are designed and constructed in accordance with the FNQROC Regional Development Manual as amended.*

Comment

Kovacic Road, albeit not bitumen sealed all the way to the campground access (approximately 260 metres of formed graded gravel road) is considered to be up to a standard capable of servicing the type and scale of development proposed.

The proposed development complies with Specific outcomes 1, 4 and 5.

3.7 Economic development

3.7.2 Element—Rural and Agricultural land

3.7.2.1 Specific outcomes

- (1) *Agricultural areas are preserved for the purpose of primary production and are protected from fragmentation, alienation and incompatible development.*
- (2) *Development ensures rural activities in all rural areas are not compromised by incompatible development and fragmentation.*

Comment

In recent years, Mareeba Shire has experienced an increase in demand for self-contained campgrounds which serve to provide "no thrills" budget locations for travelling tourists to stay for short periods of time. The rural zone is considered the logical location for such facilities, in locations that are free from intensive farming activity or intensive animal industries (meat poultry farms, feedlots etc.) so as to minimise the risk of ongoing land use conflict.

The subject site, as well as Lots immediately surrounding are used for light intensity cropping, livestock grazing or as rural lifestyle lots. Council officers are therefore satisfied this particular development can proceed with minimal risk of future land use conflict.

The development complies with Specific outcomes 1 and 2.

3.7.7 Element—Tourism

3.7.7.1 Specific outcomes

- (1) *Tourist parks in key locations provide sites to accommodate caravans and recreational vehicles across the shire. Facilities to accommodate caravans and recreational vehicles are developed in a variety of urban and, at a limited scale, rural locations, to encourage extended visitations within the shire. Tourist facilities are designed to ensure they provide a high quality of infrastructure and services to visitors.*
- (2) *A variety of small-scale, low impact tourist facilities are established across the rural landscape, including:*
 - (a) *tourist attractions and facilities within activity centres;*
 - (b) *cultural interpretive tours;*
 - (c) *nature based tourism;*
 - (d) *sports and recreational activities;*
 - (e) *tourist attractions;*
 - (f) *adventure tourism;*
 - (g) *farm based tourism;*
 - (h) *food based tourism;*
 - (i) *bed and breakfasts;*
 - (j) *camping and recreational vehicle facilities;*
 - (k) *cycle tourism.*

(3) *Small scale tourism related development is sensitively designed, scaled and located so as to not compromise the natural landscape values and agricultural values of Mareeba Shire.*

Comment

In recent years, Mareeba Shire has experienced an increase in demand for self-contained campgrounds which serve to provide "no thrills" budget locations for travelling tourists to stay for short periods of time. The rural zone is considered the logical location for such facilities, in locations that are free from intensive farming activity or intensive animal industries (meat poultry farms, feedlots etc.) so as to minimise the risk of ongoing land use conflict.

The subject site, as well as Lots immediately surrounding are used for light intensity cropping, livestock grazing or as rural lifestyle lots. Council officers are therefore satisfied this particular development can proceed with minimal risk of future land use conflict.

The development complies with Specific outcomes 3, 5 and 6.

Relevant Developments 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
- 8.2.6 Flood hazard overlay code
- 9.3.1 Accommodation 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 can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Agricultural Land Overlay Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.

Airport Environs Overlay Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Bushfire Hazard Overlay Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Environmental Significance Overlay Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Flood Hazard Overlay Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Accommodation Activities Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Landscaping Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Parking and Access Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Works, Services and Infrastructure Code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.

(D) Planning Scheme Policies/Infrastructure Charges Plan

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

A condition will be attached to any approval requiring all development works be designed and constructed in accordance with the standards and procedures set out in the FNQROC Development Manual.

(E) Additional Trunk Infrastructure Condition - Road Infrastructure

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

Section 130 of the Planning Act 2016 allows Council to condition additional trunk infrastructure outside the PIA.

The proposed development will be serviced by Council's transport infrastructure network only (roads). In accordance with Council AICR (No.1) 2022, 1 single charge of \$5,065.00 is accrued for every material increase in traffic generated of 10 vehicle movements per day (vmpd), of 3,650 vehicle movements per year (vmpy).

Based on similar scale self-contained motorhome park/campground developments approved in the Shire, the anticipated daily vehicle movements associated with the scale of development proposed will be 19 vmpd over the proposed 8 month or 245 day period (May - December).

This equates to $19 \times 245 = 4,655$ vmpy in any given year. The subject site contains a dwelling, so no credits exist over the site.

$4,655 / 3,650 = 127\%$ of a single charge.

$1.27 \times \$5,065.00 = \underline{\underline{\$6,432.55}}$

REFERRAL AGENCY

This application did not trigger referral to a Referral Agency.

Internal Consultation

Technical Services

PUBLIC NOTIFICATION

The development proposal was placed on public notification from 1 June 2022 to 21 June 2022. The applicant submitted the notice of compliance on 22 June 2022 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/support or queries are summarised and commented on below:

Grounds for objection /support	Comment
<p><i>"While we have no objection to MC/21/0018 in its current form, our concern is that after a period of time there could be accommodation and other structures or services added which could change the natural amenity of the area, for example a population of Eastern Grey Kangaroos inhabit the general area.</i></p> <p><i>So the question is, if such development were to occur, would a new Material Change of Use have to be submitted by the owner prior to any changes being made?"</i></p>	<p>Any proposed material intensification of the approved 'tourist park' use, such as the proposed installation of cabins or an increase in the number of persons proposed to be accommodated on-site will trigger a fresh application to Council. However, given the fresh application will be proposing an expansion to an existing tourist park use, the fresh application will be code assessable development only (not impact assessable like this application), so the application will not be required to undergo public notification and people cannot lodge submissions.</p> <p>However, during the assessment of any future new application for expansion (if received), Council officers' primary consideration will be the maintenance of the amenity of surrounding residents and ensuring development impacts are minimised. Council is yet to see any applications for expansions to self-contained campgrounds that have been approved across the Shire.</p>
<p>The site may have unexploded ordinance present. Will/have Council ensured that the area is free from unexploded ordinance?</p>	<p>The site is not listed on Council's contaminated land register for the potential presence of unexploded ordinance. Ultimately this will be the responsibility of the landowner/campground operator to ensure this risk is minimised.</p>
<p>The Kovacic Road and Kennedy Highway intersection is dangerous. An increase in vehicles on the intersection, especially vehicles towing caravans could increase the risks of serious accidents occurring.</p>	<p>The proposed campground will accommodate a maximum of 74 persons which will be enforced by Council. More than 74 persons is the trigger point for referral to the Department of Main Roads. The proposed development is likely to generate an average of 19 vehicle movements per day over the approximate 8 month period of operation (outside the wet season). The addition of this anticipated extra traffic is not likely to significantly impact on the safety of the Kovacic Road/Kennedy Highway intersection.</p> <p>Road safety will ultimately be the responsibility of the individual drivers.</p>

Submitters

Name of Principal submitter	Address
1. David Tempany	davidjtempany@gmail.com
2. Gregory Martin	Gregorymartin8@bigpond.com

PLANNING DISCUSSION

Nil

DEVELOPMENT APPLICATION – MCU – Tourist Park – 97 Kovacic Rd Mareeba

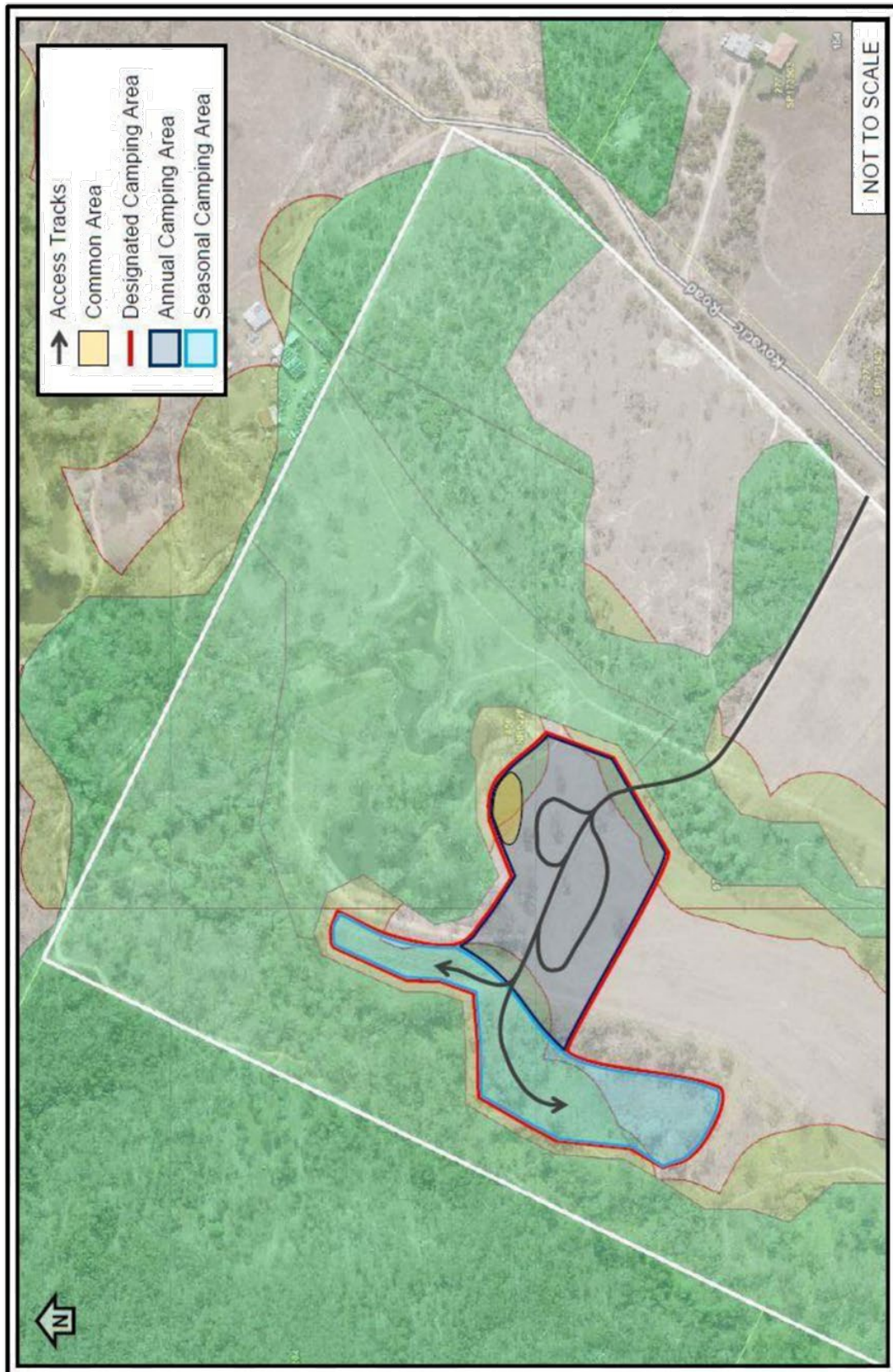


Figure 5: Proposed camping ground layout.

From: "David Tempany" <davidjtempany@gmail.com>
Sent: Fri, 17 Jun 2022 13:13:25 +1000
To: "Info (Shared)" <info@msc.qld.gov.au>; "David Tempany" <David.Tempany@evolutionmining.com>; "Rosemary Tempany" <billabong.land.oz@gmail.com>
Subject: MCU/21/0018 - David Tempany submits query regarding future changes to this development application

Attention Town Planning,
Carl,

While we have no objection to MC/21/0018 in its current form, our concern is that after a period of time there could be accommodation and other structures or services added which could change the natural amenity of the area, for example a population of Eastern Grey Kangaroos inhabit the general area.

So the question is, if such development were to occur, would a new Material Change of Use have to be submitted by the owner prior to any changes being made?

Regards

David Tempany

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From: "gregorymartin8 gregorymartin8" <gregorymartin8@bigpond.com>
Sent: Mon, 13 Jun 2022 14:43:31 +1000 (AEST)
To: "Info (Shared)" <info@msc.qld.gov.au>
Subject: MCU/21/0018 Greg Martin submits no objection to Tourist Park Campground Application however would like some safety concerns addressed - 97 Kovacic Road Mareeba

Hi

I am writing to you in response to the Tourist Park (Campground) Application ref:MSC/21/0018. I have no objections to the Campground only have a few questions regarding some safety concerns.

Firstly on the Part 5-Referral details. Main part here, as I have lived on the property adjoining the proposed tourist park since the early 1980's and we used to find what we have been told were unexploded projectiles, back from when the army used the area as a practice range. Some of these have been taken away by the army and disposed of since then. While there is still a sign on another adjoining property that also details this. Yet on the application this box has not been ticked. Can I ask what process the council has/will be conducting to ensure that the area is free from any of these potential explosives, and any potential injuries these may cause from unsuspecting tourists.

Also the adjoining road from Kovacic Road onto the Kennedy highway. I have personally witnessed near misses from vehicles coming from Kovacic road onto the highway from people that live in the area. Due to the difficulty of seeing oncoming traffic travelling from Mareeba. The recent upgrade of the highway has helped this marginally. But for tourists that don't know the risks of this intersection. Also towing potentially large caravan's I feel that this may become a potential location of future accidents.

Thank you

Greg Martin

8.2 P BLUNDELL FAMILY TRUST - MATERIAL CHANGE OF USE - TOURIST ATTRACTION (VINTAGE VEHICLE AND MACHINERY MUSEUM) - LOT 23 ON SP184955 - 109 COBRA ROAD, MAREEBA - MCU/22/0015

Date Prepared: 25 July 2022
Author: Senior Planner
Attachments: 1. Proposal Plan

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	P Blundell Family Trust	ADDRESS	109 Cobra Road, Mareeba
DATE LODGED	13 June 2022	RPD	Lot 23 on SP184955
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Tourist Attraction (Vintage Vehicle and Machinery Museum)		
FILE NO	MCU/22/0015	AREA	15.6023ha
LODGED BY	U&i Town Plan	OWNER	P Blundell
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Rural zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	Nil		

EXECUTIVE SUMMARY

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

The application is impact assessable and no properly made submissions were received in response to public notification of the application.

The application and supporting material has been assessed against the Mareeba Shire Council Planning Scheme 2016 and does not conflict with any relevant planning instrument.

Draft conditions were provided to the Applicant care of their consultant and have been agreed.

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	P Blundell Family Trust	ADDRESS	109 Cobra Road, Mareeba
DATE LODGED	13 June 2022	RPD	Lot 23 on SP184955
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Tourist Attraction (Vintage Vehicle and Machinery Museum)		

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 - Tourist Attraction (Vintage Vehicle and Machinery Museum)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
1680-21 WD01	Site Plan	Tony Hales Building Designer	19/11/2021

(C) ASSESSMENT MANAGER’S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out generally 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 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.
- 3.2 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.
- 3.3 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.

3.4 Hours of Operation

The operating hours shall be between 8:00am and 5:00pm Monday to Sunday.

3.5 Waste Management

On site refuse storage area must be provided and be screened from view from adjoining properties and road reserve by one (1) metre wide landscaped screening buffer, 1.8m high solid fence or building.

3.6 Noise Nuisance

Refrigeration equipment, pumps/ compressors and mechanical ventilation systems must be located, designed, installed and maintained to achieve a maximum noise level of 3dB(A) above background levels as measured from noise sensitive locations and a maximum noise level of 8dB(A) above background levels as measured from commercial location.

4. Infrastructure Services and Standards

4.1 Access

A bitumen, asphalt or concrete sealed access crossover must be constructed (from the edge of the road pavement, extending for a distance of 10 metres) to the satisfaction of Council's delegated officer.

The applicant/developer is to make an application for driveway access onto a Council road. The application is to be accompanied by the relevant fee and will be required to certify or be assessed for compliance by Council's delegated officer.

4.2 Stormwater Management

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

4.2.2 All stormwater drainage collected from the site must be discharged to an approved legal point of discharge.

4.3 Water Supply

The quality of water provided on site for human contact or consumption must be of a standard for drinking water set by the Australian Drinking Water Guidelines 2004 (National Health and Medical Research Council and the National Resource Management Ministerial Council).

4.4 On-site Wastewater Management

All on site effluent disposal associated with the approved use must be in compliance with the latest version of On-Site Domestic Wastewater Management Standard (AS/NZS 1547) to the satisfaction of the Council's delegated officer.

4.5 Car Parking/Internal Driveways

The developer must ensure that the development is provided with sufficient on-site car parking spaces which are available for use solely for the parking of vehicles associated with the approved use. All car parking spaces and internal driveways must be constructed to at least compacted gravel standard, clearly identifiable and appropriately drained prior to the commencement of the use, to the satisfaction of Council's delegated officer.

4.6 Lighting

Where outdoor lighting is installed, illumination resulting from direct, reflected or other incidental light emanating from the subject land does not exceed eight (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.

(D) ASSESSMENT MANAGER'S ADVICE

- (a) An Adopted Infrastructure Charges Notice has been issued with respect to the approved development. The Adopted Infrastructure Charges Notice details the type of infrastructure charge/s, the amount of the charge/s and when the charge/s are payable.
- (b) The Adopted Infrastructure Charges Notice does not include all charges or payments that are payable with respect to the approved development. 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.

(c) Food Premises

Premises proposed for the storage and preparation, handling, packing or service of food must comply with the requirements of the Food Act 2006.

(d) The change in the use of the building may also require a change in the classification of the building under the Building Act. You are advised to contact a Building Certifier to establish if a change in the classification of the building is required.

(e) 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.

(f) 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.

(g) 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.

(h) 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.

(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 Building Work

(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)

2. That an Adopted Infrastructure Charges Notice be issued for the following infrastructure charge/s for:

Development Type	Rate	Measure	Charge	Credit Detail	Balance
Tourist Attraction	per m2 GFA	GFA (m2)			
Sheds 1, 2, 3 and 5	\$2.80	1316.6	\$3,686.48	Nil	\$3,686.48
Shed 4	\$2.80	448	\$1,254.40	Nil	\$1,254.40
Shed 6	\$2.80	800	\$2,240.00	Nil	\$2,240.00
Shed 7	\$2.80	800	\$2,240.00	Nil	\$2,240.00
TOTAL CURRENT AMOUNT OF CHARGE					\$9,420.88

THE SITE

The subject site is situated at 109 Cobra Road, Mareeba and is described as Lot 23 on SP184955. The site is irregular in shape with an area of 15.6023 hectares and is zoned Rural under the Mareeba Shire Council Planning Scheme 2016.

The site has approximately 570 metres of frontage to Cobra Road which is constructed to bitumen sealed standard. Access is gained from Cobra Road via an established crossover which is located in the approximate centre of the site's frontage.

The site's north-eastern boundary adjoins Cobra Creek. The site is generally flat, with a slight slope towards Cobra Creek at the rear.

The majority of the site is developed for agricultural purposes (fruit tree orchard). A central driveway gives access to a modern single storey dwelling house at the rear, overlooking Cobra Creek. Multiple outbuildings are established along the central driveway. These outbuildings accommodate the landowner's extensive collection of vintage vehicles and machinery.

The subject site is connected to the following infrastructure services:

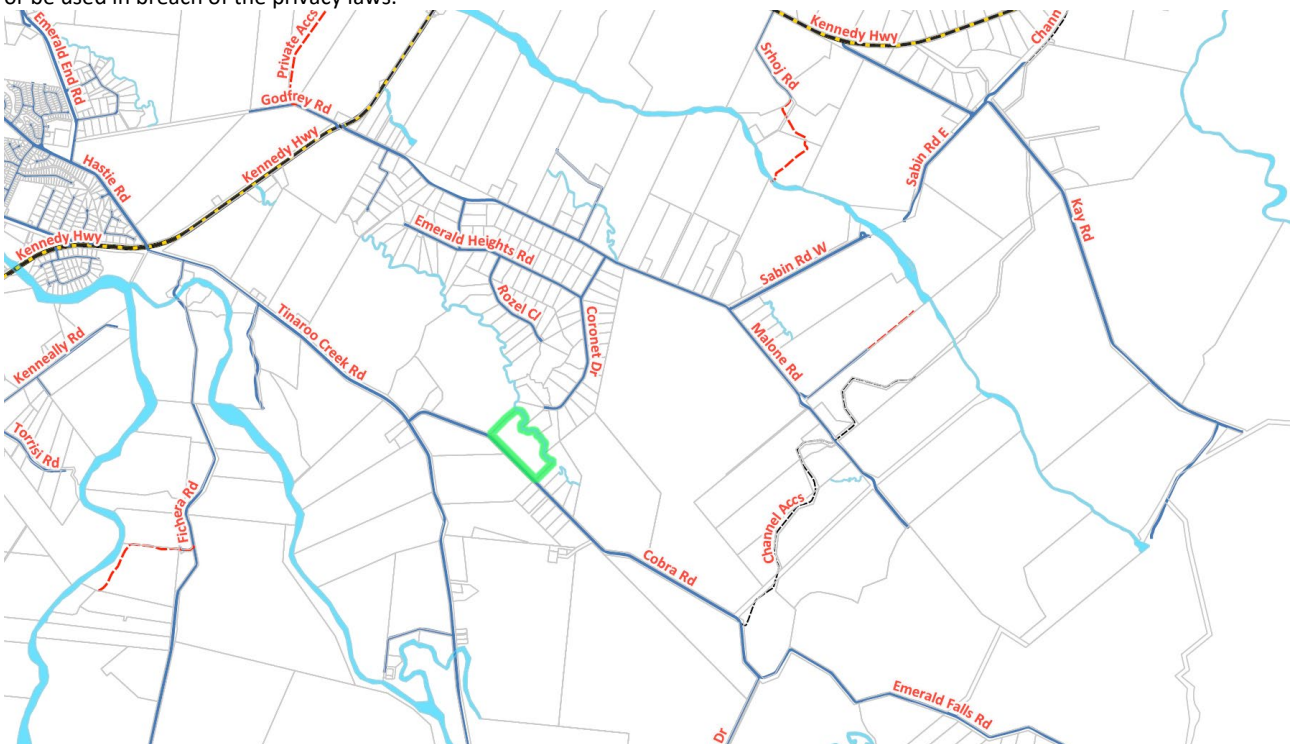
- Ergon Energy electricity supply;
- SunWater supplied water supply;
- Telecommunications infrastructure; and
- Local road network.

Surrounding allotments are identified within either the rural or rural residential zone being utilised for either agricultural or rural lifestyle purposes.



Map Disclaimer:

Based on or contains data provided by the State of Queensland (Department of Resources) (2022). 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

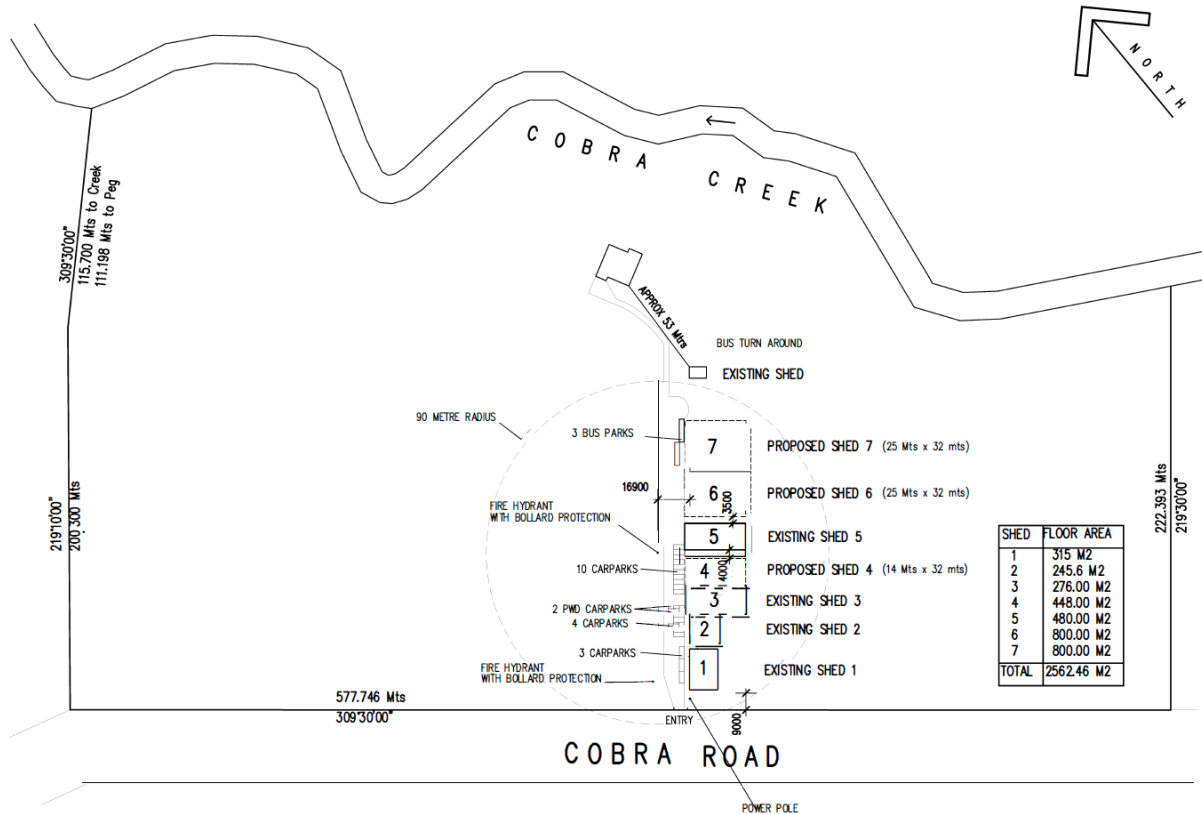
The development application seeks a Development Permit for Material Change of Use - Tourist Attraction (Vintage Vehicle and Machinery Museum) in accordance with the plans shown in **Attachment 1**.

The applicant describes the proposed development as follows:

"It is the objective of the proponent to deliver a unique and secure vintage vehicle and machinery museum that can be enjoyed by all. The development application requests that the Council issue a Development Permit for a Material Change of Use in order to allow the development of a vintage vehicle and machinery museum over consisting of the following elements:

- *Four (4) Existing Sheds / pavilions;*
- *Three (3) Proposed Sheds / pavilions;*
- *19 Car Parks, two (2) of which are disabled car parks;*
- *Three (3) Bus Parking Spaces for tour groups;*
- *Space available on-site to cater for Caravans or Camper Trailers to visit; and*
- *Sealed driveway and parking areas.*

REAL PROPERTY DESCRIPTION:
 LOT 23
 S.P. 184955
 15.6023 ha



The intent of this museum development is to provide an alternative form of Tourist Attraction to the Mareeba Locality which is modern, providing opportunities that will encourage and promote visitors into the local area."

Advice provided by the applicant indicates that the vehicle and machinery collection is focused on Ford cars and tractors.

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 <ul style="list-style-type: none"> • Rural Area <ul style="list-style-type: none"> • Rural Agricultural Area • Rural other Natural Environmental Elements <ul style="list-style-type: none"> • Biodiversity Areas
Zone:	Rural zone

Overlays:	Agricultural Land Overlay Airport Environs Overlay Bushfire Hazard Overlay Environmental Significance Overlay Hill & Slope Hazard Transport Infrastructure Overlay
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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
Tourist attraction	Premises used for providing onsite entertainment, recreation or similar facilities for the general public. The use may include provision of food and drink for consumption on site.	Theme park, zoo	Hotel, major sport, recreation and entertainment facility, nightclub entertainment facility

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 2016

Strategic Framework

3.3 Settlement pattern and built environment

3.3.1 Strategic outcomes

- (5) Primary industries in *Rural areas* are not compromised or fragmented by incompatible and/or unsustainable development, including but not limited to subdivision that results in a detrimental impact on rural productivity. The valued, relaxed rural lifestyle, character and scenic qualities of the *rural area* are preserved and enhanced. The *rural area* is largely

maintained to its current extent, while accommodating development directly associated with or reliant on natural resources including rural activities and tourism. *Rural areas* protect the shire's *agricultural area* and ensure food security. *Other rural areas* predominantly remain agricultural grazing properties.

Comment

The primary use of the subject site will continue to be agriculture (fruit tree orchard).

The applicant currently houses his collection of vehicles and machinery on the site purely for personal enjoyment. Sheds 1, 2, 3 and 5 have already been constructed for this purpose.

Proposed Sheds 4, 6 and 7 will be collocated with the existing structures, all being sited immediately adjacent to the central driveway.

The collocation of the existing and proposed sheds, together with the access and parking area prevents the proposed development from fragmenting or alienated agricultural land.

The proposed development is compatible with the agricultural and satisfies this outcome.

3.3.11 Element—Rural areas

3.3.11.1 Specific outcomes

- (3) Tourism, rural industry, intensive animal industries and outdoor recreation facilities are developed in the *rural area* in a way which:
- (a) does not impede or conflict with agricultural activities and production; and
 - (b) does not compromise rural character and scenic qualities; and
 - (c) does not adversely impact on ecological and biodiversity values.

Comment

The primary use of the subject site will continue to be agriculture (fruit tree orchard).

The applicant currently houses his collection of vehicles and machinery on the site purely for personal enjoyment. Sheds 1, 2, 3 and 5 have already been constructed for this purpose.

Proposed Sheds 4, 6 and 7 will be collocated with the existing structures, all being sited immediately adjacent to the central driveway.

The collocation of the existing and proposed sheds, together with the access and parking area prevents the proposed development from fragmenting or alienated agricultural land.

The rural character and scenic qualities will remain substantially unchanged with the proposed additional sheds largely screened by the existing fruit tree orchard and established sheds.

There are no mapped ecological and biodiversity areas impacted by the proposed development.

The development complies.

3.4.8 Element—Air and noise quality

3.4.8.1 Specific outcomes

- (1) The health, well-being, amenity and safety of the community and the environment is protected from the impacts of air emissions, noise and odour through appropriate management and adequate separation distances.

Comment

The proposed development will not result in adverse air, noise or odour impacts.

3.7.2 Element—Rural and Agricultural land

3.7.2.1 Specific outcomes

- (1) *Agricultural areas* are preserved for the purpose of primary production and are protected from fragmentation, alienation and incompatible development.

Comment

The primary use of the subject site will continue to be agriculture (fruit tree orchard).

The applicant currently houses his collection of vehicles and machinery on the site purely for personal enjoyment. Sheds 1, 2, 3 and 5 have already been constructed for this purpose.

Proposed Sheds 4, 6 and 7 will be collocated with the existing structures, all being sited immediately adjacent to the central driveway.

The collocation of the existing and proposed sheds, together with the access and parking area prevents the proposed development from fragmenting or alienated agricultural land.

- (4) Built infrastructure and non-agricultural uses within farms will be co-located and clustered with existing farm dwellings and infrastructure to prevent encroachment on productive land.

Comment

The primary use of the subject site will continue to be agriculture (fruit tree orchard).

The applicant currently houses his collection of vehicles and machinery on the site purely for personal enjoyment. Sheds 1, 2, 3 and 5 have already been constructed for this purpose.

Proposed Sheds 4, 6 and 7 will be collocated with the existing structures, all being sited immediately adjacent to the central driveway.

The collocation of the existing and proposed sheds, together with the access and parking area prevents the proposed development from fragmenting or alienated agricultural land.

- (5) Development ensures rural activities in all *rural areas* are not compromised by incompatible development and fragmentation.

Comment

The proposed development complies.

3.7.7 Element—Tourism

3.7.7.1 Specific outcomes

- (5) A variety of small-scale, low impact tourist facilities are established across the rural landscape, including:
- (a) tourist attractions and facilities within *activity centres*;
 - (b) cultural interpretive tours;
 - (c) nature based tourism;
 - (d) sports and recreational activities;
 - (e) tourist attractions;
 - (f) adventure tourism;
 - (g) farm based tourism;
 - (h) food based tourism;
 - (i) bed and breakfasts;
 - (j) camping and recreational vehicle facilities;
 - (k) cycle tourism.

Comment

The proposed development complies with this outcome.

- (6) Small scale tourism related development is sensitively designed, scaled and located so as to not compromise the natural landscape values and agricultural values of Mareeba Shire.

Comment

The primary use of the subject site will continue to be agriculture (fruit tree orchard).

The applicant currently houses his collection of vehicles and machinery on the site purely for personal enjoyment. Sheds 1, 2, 3 and 5 have already been constructed for this purpose.

Proposed Sheds 4, 6 and 7 will be collocated with the existing structures, all being sited immediately adjacent to the central driveway.

The collocation of the existing and proposed sheds, together with the access and parking area prevents the proposed development from fragmenting or alienated agricultural land.

The rural character and scenic qualities will remain substantially unchanged with the proposed additional sheds largely screened by the existing fruit tree orchard and established sheds.

There are no mapped ecological and biodiversity areas impacted by the proposed development.

Relevant Developments 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
- 9.3.2 Commercial 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 outcomes (or performance outcome where no acceptable outcome 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 can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Agricultural land overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Airport environs overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Bushfire hazard overlay code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Commercial activities code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Landscaping code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.
Parking and access code	The application complies with applicable acceptable/performance outcomes, including: <ul style="list-style-type: none"> • PO1 • AO1 Refer to planning discussion section of report.
Works, services and infrastructure code	The application can be conditioned to comply with the relevant acceptable outcomes (or performance outcomes where no acceptable outcome is provided) contained within the code.

(D) Planning Scheme Policies/Infrastructure Charges Plan

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

A condition will be attached to any approval requiring all development works be designed and constructed in accordance with FNQROC Development Manual standards.

(E) Adopted Infrastructure Charges Notice

Adopted Infrastructure Charges Resolution (No. 1) of 2022 does not identify a charge rate for tourist attraction, instead it states that Council will calculate an infrastructure charge on the approved use at the time the decision is made.

Of the other use charge rates stated in Adopted Infrastructure Charges Resolution (No. 1) of 2022, Council officers consider a Winery to be the closest in term of infrastructure impacts.

The identified charge rate for a winery is \$14.00/m², where serviced by the five infrastructure networks.

As the proposed development will only be serviced by transport infrastructure, the relevant charge rate would be 20% of \$14.00/m² or \$2.80/m².

Based on \$2.80/m², the applicable infrastructure charge is:

- Sheds 1, 2, 3 & 5 - Combined GFA of 1316.6m² = \$3,686.48
- Shed 4 - GFA of 448m² = \$1,254.40
- Shed 6 - GFA of 800m² = \$2,240.00
- Shed 7 - GFA of 800m² = \$2,240.00

Total Charge = \$9,420.88

REFERRAL AGENCY

This application did not trigger referral to a Referral Agency.

Internal Consultation

Not applicable.

PUBLIC NOTIFICATION

The development proposal was placed on public notification from 22 June 2022 to 13 July 2022. The applicant submitted the notice of compliance on 13 July 2022 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

No submissions were received.

PLANNING DISCUSSION

Specific compliance with assessment benchmarks contained within the Parking and Access code are discussed below:

9.4.3 Parking and Access code***Car parking spaces******PO1***

Development provides sufficient car parking to accommodate the demand likely to be generated by the use, having regard to the:

- (a) *nature of the use;*
- (b) *location of the site;*
- (c) *proximity of the use to public transport services;*
- (d) *availability of active transport infrastructure; and*
- (e) *accessibility of the use to all members of the community.*

AO1

*The number of car parking spaces provided for the use is in accordance with **Table 9.4.3.3B**.*

Note—Car parking spaces provided for persons with a disability are to be considered in determining compliance with AO1.

Comment

Table 9.4.3.3B does not specify an applicable rate for tourist attractions, instead it is as determined by Council.

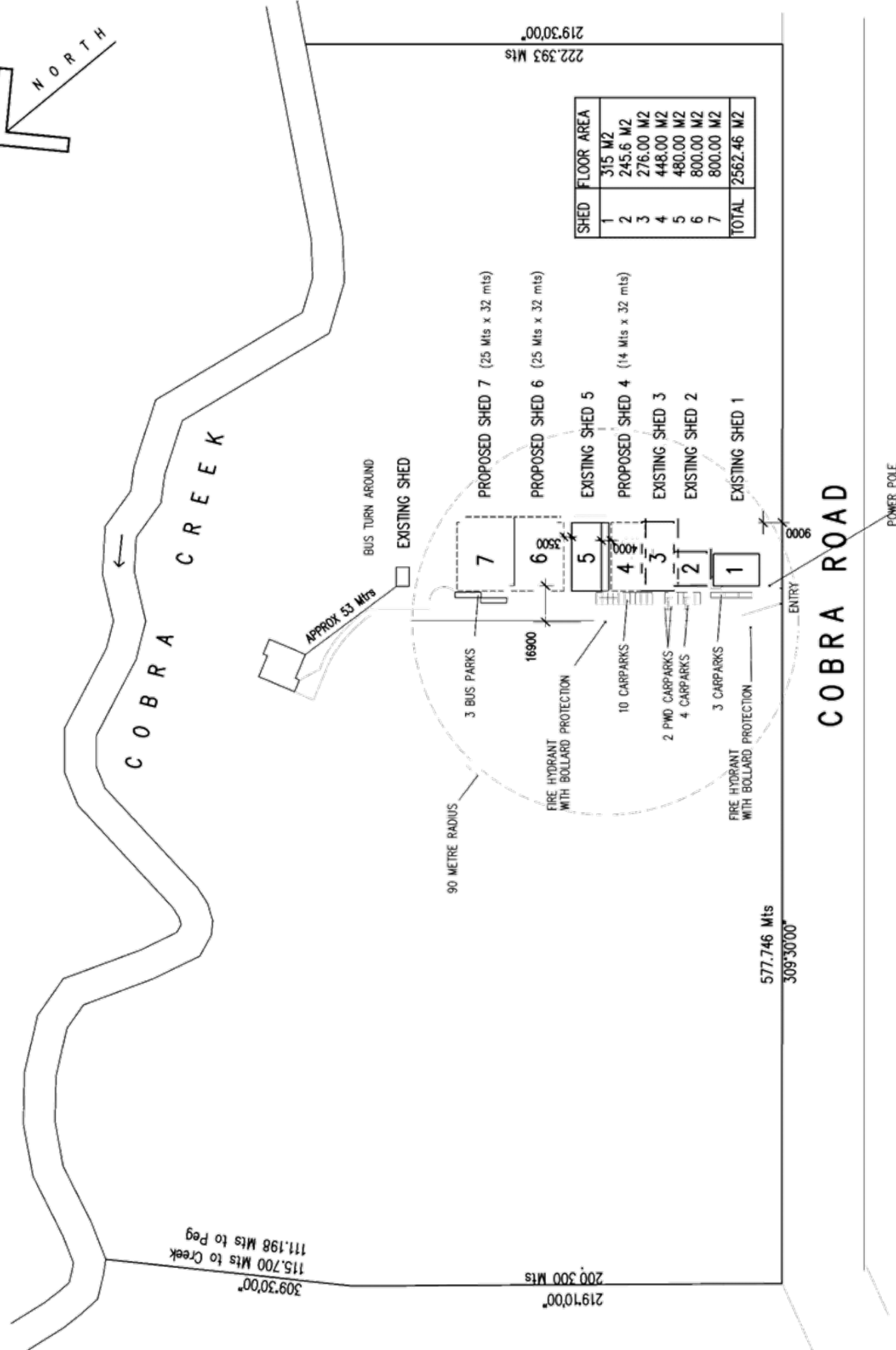
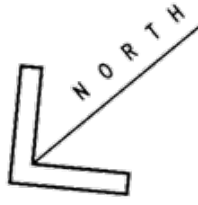
The applicant has shown 17 car parking spaces, 2 spaces for people with disabilities and 3 bus parking spaces.

This is a substantial amount of dedicated car parking and is considered sufficient to accommodate the likely demand of the use. Furthermore, generous space exists on site to accommodate overflow car parking in the unlikely event the designated parking area is fully occupied.

The development satisfies PO1.

REAL PROPERTY DESCRIPTION:

LOT 23
S.P. 184955
15.6023 ha



SHED	FLOOR AREA
1	315 M2
2	245.6 M2
3	276.00 M2
4	448.00 M2
5	480.00 M2
6	800.00 M2
7	800.00 M2
TOTAL	2562.46 M2

<p>TONY HALES BUILDING DESIGNER Suites 6 Mowdsley House 155 Mulgrave Road, Cairns. 4870. Qld. PO Box 306, Bungalow. 4870 Qld. Ph/Fax (07) 40511936 e-mail: t.hales@bigpond.net.au Mobile 0407962415 O.B.C.C. Lic. No. 50640 ABN: 32465908167</p>	<p>WIND CLASSIFICATION C2</p>	<p>WARNING !!!!! This plan is subject to copyright. Any attempt to reproduce it in whole or in part will result in prosecution to the full extent of copyright law.</p>	<p>Client's Approval: I/We have inspected these plans for my/our proposed dwelling and I/We are satisfied they are true and accurate as per the quotation, finishing schedule and building agreement that I/We previously signed for the home. I/We understand that a refrigerator and washing machine are generally illustrated on the plan to demonstrate space usage and in some instances other items to be "owner supplied" are illustrated. I/We understand that unless included in the Quotation/Finishing Schedule or added by variation, such items are not included in the building agreement.</p> <p>Signed:</p> <p>Date:</p>
<p>Drawn by: Tony Hales</p> <p>Date: 19/11/2021</p> <p>Checked by: Tony Hales</p> <p>Client Name: Mr. PAUL BLUNDELL</p> <p>Site Address: 109 COBRA ROAD, MAREEBA.</p>	<p>Drawing Title: SITE PLAN</p> <p>Scale: 1:2000</p> <p>Sheet No: WD01</p> <p>Job No: 1680-21</p>		

8.3 C & C IACUTONE - RECONFIGURING A LOT - BOUNDARY REALIGNMENT - LOTS 17, 18, 19 & 21 ON SP195707 - 4283 KENNEDY HIGHWAY & 43 MALONE ROAD, MAREEBA - RAL/22/0008

Date Prepared: 25 July 2022
Author: Senior Planner
Attachments: 1. Proposal Plan

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	C & C Iacutone	ADDRESS	4283 Kennedy Highway & 43 Malone Road, Mareeba
DATE LODGED	25 May 2022	RPD	Lots 17, 18, 19 & 21 on SP195707
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Boundary Realignment		
FILE NO	RAL/22/0008	AREA	Lot 17 - 2.531 ha Lot 18 - 1.77 ha Lot 19 - 1.199 ha Lot 21 - 32.1157 ha
LODGED BY	Freshwater Planning Pty Ltd	OWNER	Lots 17, 18 & 21 - C & C Iacutone Lot 19 - A & A Parisotto
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Lots 17, 18 & 19 - Rural Residential zone Lot 21 - Rural zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	Nil		

EXECUTIVE SUMMARY

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

The application is impact assessable and no properly made submissions were received in response to public notification of the application.

The application and supporting material has been assessed against the Mareeba Shire Council Planning Scheme 2016 and is in conflict with certain purpose statements in the Rural zone code, as well as performance outcomes contained within the Reconfiguring a lot code which seeks to discourage the creation of any lot below 60 hectares within the Rural zone.

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency.

The Mareeba Shire Council Planning Scheme 2016 contains a hierarchy of assessment benchmarks. The Strategic Framework is the highest order assessment benchmark in the Planning Scheme and holds greater weight than the Rural zone code and Reconfiguring a Lot code. An officer assessment has determined that despite the identified conflicts with the lower order Rural zone code and Reconfiguring a Lot code provisions mentioned above, the proposed boundary realignment meets the intent of the Strategic Framework, in that the development will not further fragment, compromise or alienate productive agricultural land.

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	C & C Iacutone	ADDRESS	4283 Kennedy Highway & 43 Malone Road, Mareeba
DATE LODGED	25 May 2022	RPD	Lots 17, 18, 19 & 21 on SP195707
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Boundary Realignment		

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.

APPROVED DEVELOPMENT: Development Permit for Reconfiguring a Lot - Boundary Realignment(B)

APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
9060 Rev B	Plan of Lots 7-10 Cancelling Lots 17-19 & 21 on SP195707	Twine Surveys Pty Ltd	26.04.2022

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out generally 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

The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the endorsement of the plan of survey, 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 or the payment of infrastructure charges/contributions contained 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 required to be made to the Council (including contributions, charges and bonds) pursuant to any condition of this approval must be made prior the endorsement of the plan of survey and at the rate applicable at the time of payment.
- 3.4 The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority unless approved by Council's delegated officer.
- 3.5 Where utilities (such as sewers on non-standard alignments) traverse lots to service another lot, easements must be created in favour of Council for access and maintenance purposes. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents.

3.6 Where approved existing buildings and structures are to be retained, setbacks to any new property boundaries are to be in accordance with Planning Scheme requirements for the relevant structure and/or Queensland Development Code. Where existing building/s are in proximity to new property boundaries, a plan demonstrating compliance with the required setback must be submitted prior to endorsement of the plan of survey.

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

3.8 Charges

All outstanding rates, charges and expenses pertaining to the land are to be paid in full.

(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) Endorsement Fees

Council charges a fee for the endorsement of a Survey Plan, Community Management Statements, easement documents, and covenants. The fee is set out in Council's Fees & Charges Schedule applicable for each respective financial year.

(c) 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.

(d) Notation on Rates Record

A notation will be placed on Council's Rate record with respect to each lot regarding the following conditions:

- a registered easement over the subject site (Lot 8)

(e) 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.

(f) 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.

(E) RELEVANT PERIOD

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

- Reconfiguring a Lot – four (4) years (starting the day the approval takes effect)

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

- Nil

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil

THE SITE

The subject site comprises of the following allotments:

- Lot 17 on SP195707, situated on Malone Road, Mareeba, having an area of 2.531 hectares and a frontage of approximately 80.5 metres to Malone Road;
- Lot 18 on SP195707, situated on Malone Road, Mareeba, having an area of 1.77 hectares and a frontage of approximately 84.99 metres to Malone Road;
- Lot 19 on SP195707, situated at 43 Malone Road, Mareeba, having an area of 1.199 hectares and a frontage of approximately 60.121 metres to Malone Road; and
- Lot 21 on SP195707, situated at 4383 Kennedy Highway, Mareeba, having an area of 32.1157 hectares and frontages of approximately 912 metres to the Kennedy Highway and 20 metres frontage to Malone Road.

Malone Road and the Kennedy Highway are both constructed to bitumen sealed standard for the relevant frontages. Access to Lot 21 is obtained via the Kennedy Highway and access to Lots 17, 18 and 19 is obtained off Malone Road.

Lot 19 and Lot 21 both contain an established dwelling house and outbuildings. Lots 17 and 18 remain vacant. Levison Creek adjoins the north-eastern boundary of Lots 17, 18 and 19 and the south-western boundary of Lot 21. A drainage easement is registered over that part of Lot 21 between Malone Road and Levison Creek.

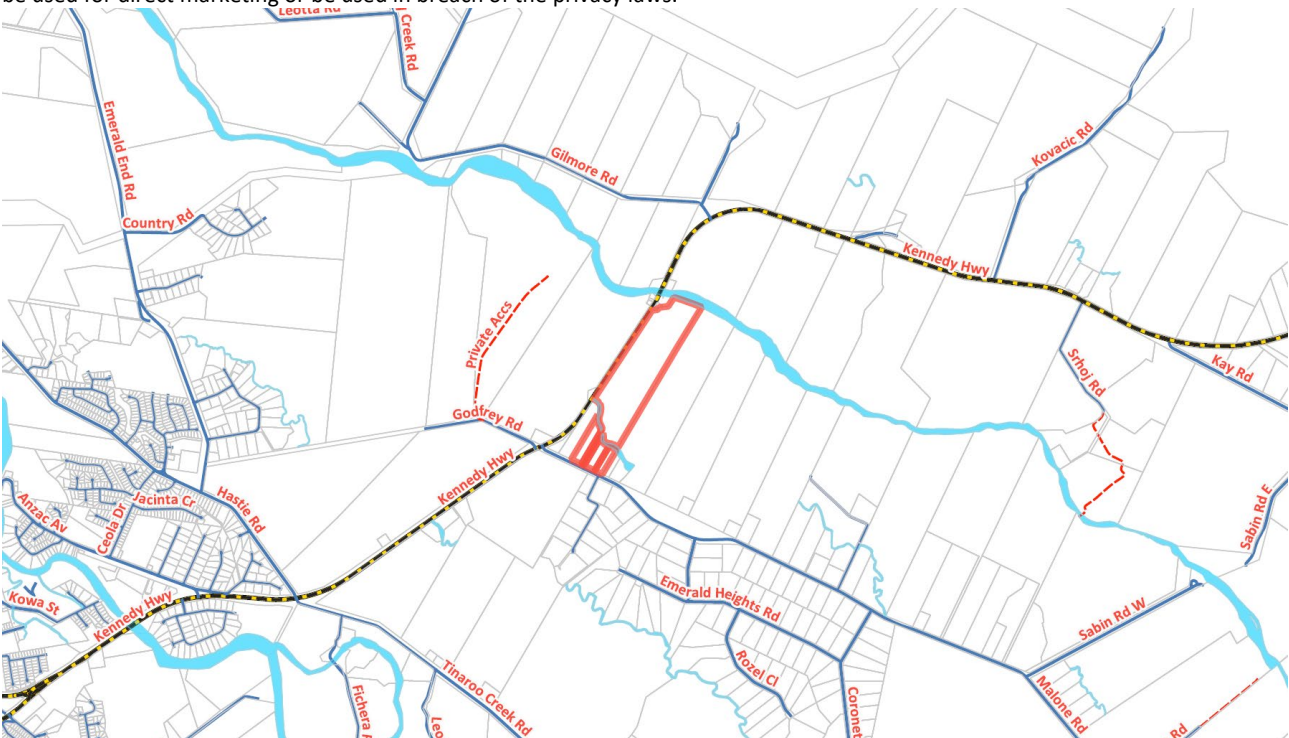
The majority of the subject site has been cleared of remnant vegetation, with Lot 21 containing an extensive irrigated fruit tree orchard.

Surrounding lots are a mixture of Rural and Rural Residential and are used for rural agricultural and rural residential lifestyle purposes.



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

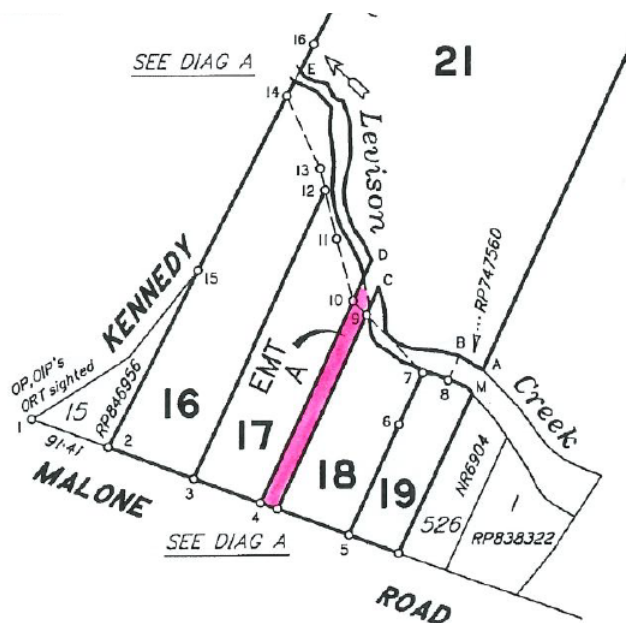
PREVIOUS APPLICATIONS & APPROVALS

Nil

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Reconfiguring a Lot - Boundary Realignment in accordance with the plans shown in **Attachment 1**.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 (pink highlighted area below) will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments (Lots 17, 18 and 19).



Existing Lot Layout

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency.

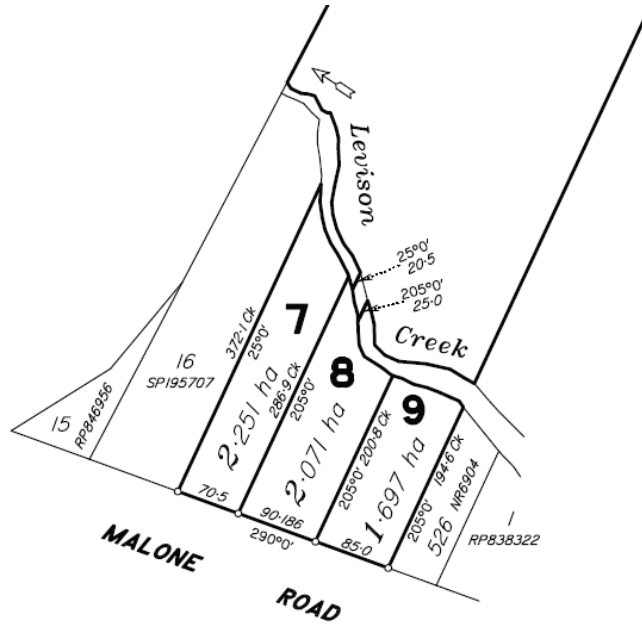
The realigned lots will be as follows:

Lot 7 - area of 2.251 hectares, 70.5 metres frontage to Malone Road;

Lot 8 - area of 2.071 hectares, 90.186 metres frontage to Malone Road;

Lot 9 - area of 1.697 hectares, 85 metres frontage to Malone Road; and

Lot 10 - area of 31.6 hectares, approximately 912 metres frontage to the Kennedy Highway.



Proposed Lot Layout

Proposed Lot 9 and 10 will retain their established dwelling house and outbuildings. Lots 7 and 8 will remain vacant. All servicing arrangements, including access to each lot, will remain unchanged.

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:	<p>Land Use Categories</p> <ul style="list-style-type: none"> • Rural Area <ul style="list-style-type: none"> • Rural Agricultural Area • Rural Residential Area <p>Natural Environmental Elements</p> <ul style="list-style-type: none"> • Biodiversity Areas <p>Transport Elements</p> <ul style="list-style-type: none"> • State Controlled Road • Local Collector Road • Principal Cycle Routes
Zone:	<p>Lots 17, 18 & 19 - Rural Residential zone</p> <p>Lot 21 - Rural zone</p>

Overlays:	Agricultural Land Overlay Airport Environs Overlay Bushfire Hazard Overlay Environmental Significance Overlay Residential Dwelling House and Outbuilding Overlay Transport Infrastructure Overlay
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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 2016

Strategic Framework

3.3 Settlement Pattern and built environment

3.3.1 Strategic outcomes

(5) Primary industries in Rural areas are not compromised or fragmented by incompatible and/or unsustainable development, including but not limited to subdivision that results in a detrimental impact on rural productivity or fragments large land holdings. The valued, relaxed rural character and scenic qualities of the rural area are preserved and enhanced. The rural area is largely maintained to its current extent, while accommodating development directly associated with or reliant on natural resources including rural activities and tourism. Rural areas protect the shire's agricultural area and ensure food security. Other rural areas predominantly remain agricultural grazing properties.

Comment

The proposed development is for a "boundary realignment" only, so it does not constitute a "subdivision" by definition.

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency, whilst not further fragmenting, compromising or alienating productive agricultural land.

The proposed development is considered to comply with Strategic outcome 5.

(6) New subdivisions which propose lots less than the minimum lot size of 60ha are not supported within the Rural zone.

Comment

The proposed development is for a "boundary realignment" only, so it does not constitute a "subdivision" by definition.

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency, whilst not further fragmenting, compromising or alienating productive agricultural land.

The proposed development does not conflict with Strategic Outcome 6.

3.3.11 Element - Rural areas

3.3.11.1 Specific outcomes

(2) Land in rural areas is maintained in large (60ha or greater) lot sizes to ensure that regional landscape and rural production values are not compromised by fragmentation, alienation or incompatible land uses. Subdivision of land is not supported on lots less than 60ha in the Rural zone.

Comment

The proposed development is for a "boundary realignment" only, so it does not constitute a "subdivision" by definition.

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency, whilst not further fragmenting, compromising or alienating productive agricultural land.

The proposed development does not conflict with Specific Outcome 2.

(3) Other rural areas will be largely maintained in their current configuration, only being subdivided where large land holdings of 60ha or greater can be achieved and the infrastructure base of rural operations including workers accommodation, airstrips and farm infrastructure is provided.

Comment

The proposed development is for a "boundary realignment" only, so it does not constitute a "subdivision" by definition.

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency, whilst not further fragmenting, compromising or alienating productive agricultural land.

The proposed development does not conflict with Specific Outcome 3.

3.6 Transport and infrastructure

3.6.1 Strategic outcomes

(6) New development is appropriately sequenced and coordinated with existing and future water, wastewater, stormwater and transport infrastructure, to ensure the operations of existing infrastructure are not compromised and community needs continue to be met. New infrastructure is provided to development in accordance with the council's desired standards of service and supports a consolidated urban form to maximise return on investment. The ongoing operation of key infrastructure elements is not prejudiced by inappropriate development. Subdivision of land in the Rural zone to create lots less than 60ha is not consistent with facilitating appropriately sequenced and coordinated development.

Comment

The proposed development is for a "boundary realignment" only, so it does not constitute a "subdivision" by definition. No additional title will be created, and no significant change to the service arrangement of each lot will occur as a result of the development.

Relevant Developments Codes

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

- 6.2.9 Rural zone code
- 6.2.10 Rural residential 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
- 9.4.2 Landscaping code
- 9.4.3 Parking and access code
- 9.4.4 Reconfiguring a lot 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 outcomes (or performance outcome where no acceptable outcome applies) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural zone code	<p>The application conflicts with 6.2.9.2 Purpose (3) (a) of the code as proposed Lot 10 will be under 60 ha in size.</p> <p>Despite this conflict, it is considered that the proposed development complies with the higher order strategic/specific outcomes contained in the Planning Scheme's Strategic Framework. Refer to planning discussion section of report for commentary.</p>
Rural residential zone code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).
Agricultural land overlay code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).
Airport environs overlay code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).

Bushfire hazard overlay code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).
Environmental significance overlay code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).
Landscaping code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).
Parking and access code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).
Reconfiguring a lot code	The application conflicts with the following performance outcome: <ul style="list-style-type: none"> • PO1.1 Despite conflicting with the abovementioned performance outcomes, it is considered that the proposed development complies with the higher order strategic/specific outcomes contained in the Planning Scheme's Strategic Framework. Refer to planning discussion section of report for commentary.
Works, services and infrastructure code	The application can be conditioned to comply with the code's relevant acceptable outcomes and/or performance outcomes (where no acceptable outcome is provided).

(D) Planning Scheme Policies/Infrastructure Charges Plan

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

A condition will be attached to any approval requiring all development works be designed and constructed in accordance with FNQROC Development Manual standards.

(E) Adopted Infrastructure Charges Notice

Not applicable as the proposed development is for a boundary realignment and no additional vacant allotment will be created.

REFERRAL AGENCY

This application did not trigger referral to a Referral Agency.

Internal Consultation

Not applicable.

PUBLIC NOTIFICATION

The development proposal was placed on public notification from 8 June 2022 to 1 July 2022. The applicant submitted the notice of compliance on 4 July 2022 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

No submissions were received.

PLANNING DISCUSSION

Non-compliance with assessment benchmarks contained within the Rural zone code and Reconfiguring a lot code are discussed below:

6.2.9 Rural zone code (as amended by the TLPI)***6.2.9.2 Purpose***

(3) (a) Areas for use for primary production are conserved and new allotments below the minimum lot size identified in Table 9.4.4.3B is not supported.

Comment

Table 9.4.4.3B dictates a minimum reconfiguring lot size of 60 hectares for land within the Rural zone.

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency, whilst not further fragmenting, compromising or alienating productive agricultural land.

9.4.4 Reconfiguring a lot code (as amended by the TLPI)***Area and frontage of lots - Rural zone******PO1.1***

No lots are created with an area of less than 60 ha

Note: This also applies to applications for boundary realignment

AO1.1

No acceptable outcome is provided.

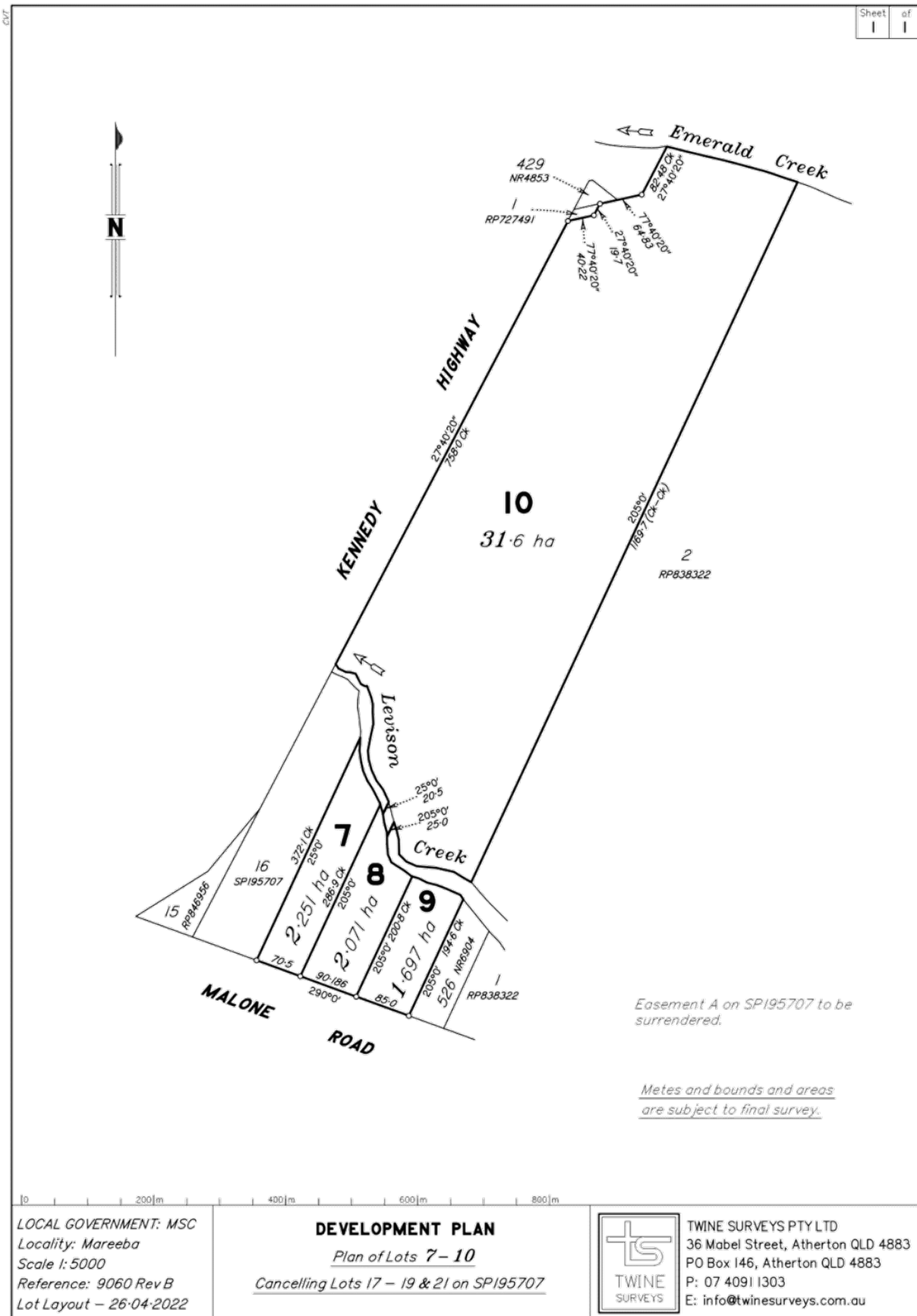
Comment

All existing lots are significantly less than 60 hectares in size with Lots 17, 18 & 19 (zoned Rural Residential) having areas typical of their rural residential zoning and Lot 21 having an area of 32.1157 hectares.

The application proposes to reconfigure the four (4) allotments through a boundary realignment only (no additional lot created) whereby the redundant access handle for Lot 21 will be extinguished and this same area will be incorporated into the three surrounding rural residential allotments.

The access handle area provides no benefit for the agricultural use of Lot 21, instead it represents an ongoing maintenance liability for the farmer due to its location between existing rural residential allotments. Transferring the access handle area into the surrounding rural residential allotments removes the farmers maintenance liability, thereby resulting in an improvement of agricultural efficiency, whilst not further fragmenting, compromising or alienating productive agricultural land.

Despite not complying with PO1.1, it is considered that the proposed boundary realignment meets the intent of the higher order Strategic Framework, in that the development will not further fragment, compromise or alienate productive agricultural land, and has no impact on future primary production potential.



LOCAL GOVERNMENT: MSC
 Locality: Mareeba
 Scale 1: 5000
 Reference: 9060 Rev B
 Lot Layout - 26-04-2022

DEVELOPMENT PLAN
 Plan of Lots 7-10
 Cancelling Lots 17 - 19 & 21 on SP195707



TWINE SURVEYS PTY LTD
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8.4 TENURE INSTRUMENT FOR PART OF LOT 478 CPHG557

Date Prepared: 3 August 2022

Author: Legal Officer

Attachments: 1. Survey Plan with proposed Licence Agreement area highlighted

EXECUTIVE SUMMARY

This report seeks Council approval for issue of a Licence Agreement for use of a parcel of land adjacent to Lease D on SP312808 in Lot 478 CPHG557, on the south-eastern side.

RECOMMENDATION

That Council approve the issue of a Licence Agreement to the Dimbulah Horse & Pony Club Inc for the use of the additional parcel of land adjacent to Lease D on SP312808 in Lot 478 CPHG557.

BACKGROUND

The Dimbulah Horse and Pony Club ("the Club") currently hold a Trustee Lease over Lease D on SP312808 in Lot 478 CPHG557 ("Lease D"), which commenced 01/12/2019 and expires 30/11/2029.

The Club has recently engaged with Council to advise that the existing fence around the Lease area is erected outside of the surveyed lease footprint. The Club indicated they are willing to leave the fence line as is, and instead have requested that their lease area be extended to incorporate the adjacent parcel of land inside the fenced area.

A snapshot of the additional parcel of land is detailed within the red boundary on the image **attached**. The additional parcel of land is vacant, with no improvements, besides from the existing fence.

Proposed Agreement

Rather than re-survey the lease area of Lease D, it is proposed that an additional agreement be entered into with the Club, for the use of the additional parcel of land. Therefore, two (2) agreements will be in place with the Club, with the area totalling the entire area within the existing fenced area.

Under the terms of the Licence Agreement, the Club will have a lawful right to occupy and use the land and will be responsible for the maintenance of the premises and be required to maintain Public Liability insurance.

Further, it is proposed the Licence Agreement operate from the date of execution, and expire on 30/11/2029 in alignment with the existing Lease over Lease D.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

A Licence Agreement is a formal tenure instrument to grant a legal right for the club to lawfully use the parcel of land and will ensure the Club complies with their obligations in regard to maintenance and insurance.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Nil

Operating

Nil

LINK TO CORPORATE PLAN

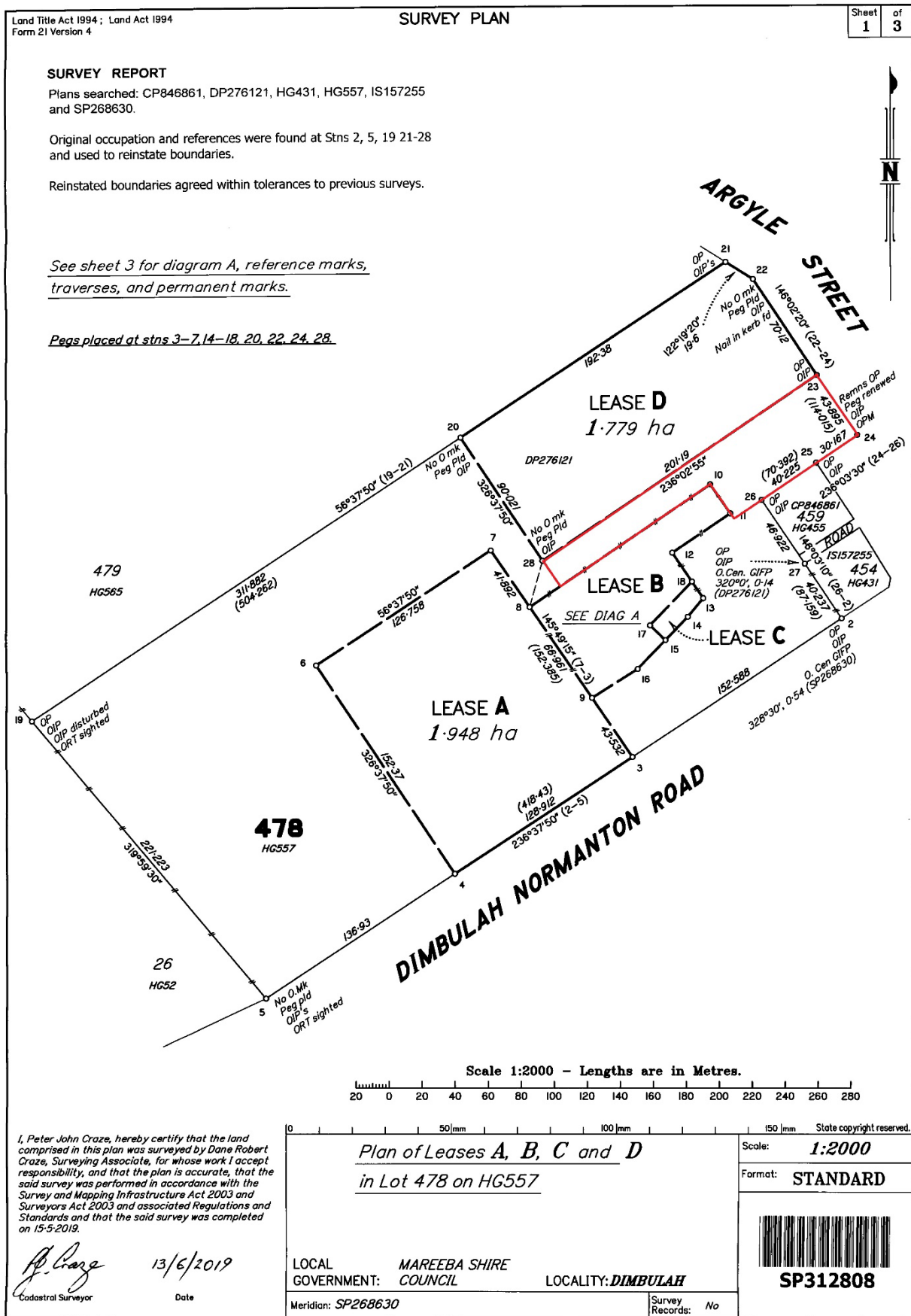
Community: An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the Shire.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

The Club will be engaged to communicate the terms and conditions of the Licence Agreement, including the Club's roles and responsibilities.

SP312808 V0 REGISTERED Recorded Date 06/11/2019 11:09 Page 1 of 3 Not To Scale



Copyright protects the plan/s being ordered by you. Unauthorised reproduction or amendments are not permitted.

8.5 AGISTMENT PERMIT POLICY EXCEPTION - CALCULATION OF ANNUAL PERMIT FEE

Date Prepared: 11 July 2022
Author: Senior Compliance Officer
Attachments: Nil

EXECUTIVE SUMMARY

This report seeks approval for the application of a revised formula for the calculation of an agistment permit annual rental fee as per Council's *Use of Council Land for Agistment Purposes Policy*.

RECOMMENDATION

That Council approve the annual agistment permit rental fee of \$585.19 (excl. GST) for Lot 520 NR6843 Ellery Road Mareeba.

BACKGROUND

Council may issue permits for use of Council controlled land for grazing of livestock under Council's *Use of Council Land for Agistment Purposes Policy*. The policy specifies the following approach to calculation of the annual permit fees:

"annual permit rental payment minimum amounts will be calculated using the 'percentage of land valuation method' to determine fair rental amounts. The minimum commencing percentage will be five percent (5%) of unimproved usable land value as applied following the determination of current Estimated Land Valuation/Appraisal or such other amount as determined from time to time via resolution of Council;"

Applying the 5% formula results in an annual agistment permit rental fee of \$5,851.93. Appreciably it is considered to be excessive for use of the subject parcel of land for the grazing of cattle, particularly where Council and the general community benefit from the fire mitigation afforded by reduction of ground fuel loads via grazing activities in a residential area. The excessive rental amount results from an unimproved land value reflective of land values in *residential* areas and is not deemed indicative of lower values relevant to land for the purposes of grazing cattle.

In order that Council can proceed with application of a fair and reasonable annual permit fee for use of Lot 520 and benefit from the accompanying fire mitigation measures afforded by cattle grazing activities, it is proposed that a 0.5% (0.005) calculation approach is applied. This revised formula results in an annual agistment permit rental fee of \$585.19.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Use of the above proposed calculation method is considered a policy exception and requires formal approval via resolution of Council.

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

Nil

Operating

Nil

LINK TO CORPORATE PLAN

Financial Sustainability: A council that continuously operates in a cost-effective manner while managing council's assets and reserves to ensure a sustainable future.

Community: An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the Shire.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Completion of the subject permit instrument and advise applicant.

8.6 CONVERSION OF A PORTION OF LOT 45 SP136298 ARARA STREET KURANDA

Date Prepared: 25 July 2022
Author: Senior Compliance Officer
Attachments: 1. Aerial image of proposal area

EXECUTIVE SUMMARY

This report seeks Council support for a proposal by the operators of Skyrail Rainforest Cableway to acquire a portion of Lot 45 SP136298 Arara Street Kuranda.

RECOMMENDATION

That Council provide a response to:

1. Skyrail Pty Ltd supporting the proposal for acquisition by Skyrail of a portion of Lot 45 SP136298 Arara Street Kuranda to upgrade the Skyrail gondola garage terminal building located on adjoining Lot 400 SP332594 to accommodate the instalment of wider replacement gondola cabins.
2. Department of Transport and Main Roads indicating that Council does not support the disposal of the remainder of the portion of Lot 45 SP136298.

BACKGROUND

Council is in receipt of correspondence from the Chairman of the Skyrail Rainforest Cableway ("Skyrail") dated 30 Jun 2022 seeking Council support for the proposed acquisition by Skyrail of a portion of Lot 45 SP136298 ("Lot 45") Arara Street Kuranda, to facilitate necessary upgrade of the Skyrail gondola garage terminal building located on the adjoining Lot 400 SP332594 to accommodate the instalment of wider replacement gondola cabins. An aerial image of the affected land area is attached.

Current tenure

Lot 45 is State owned land held under Perpetual Lease tenure arrangements by the Department of Transport and Main Roads as registered lessee in accordance with requirements under the *Land Act 1994* (Qld) for the purposes of 'transport, purposes ancillary to transport and other commercial and community purposes'. Lot 45 is currently utilised as a car and bus parking and turn around area servicing the Kuranda Skyrail terminal facility in Kuranda. Importantly, Council holds no ownership or trusteeship tenure interest in Lot 45. Accordingly, whilst the views of Council will be important to any application made by Skyrail to State for acquisition of a portion of Lot 45, Council holds no statutory functions in the matter.

Purpose of acquisition

In seeking Council support, Skyrail have provided further information to assist Council in understanding the necessity for acquisition of a portion of Lot 45 as follows.

The practical life span of the cableway machinery and gondola cabins is 30 years, and the current age of the cabins is presently 27 years. The cabins and associated machinery require replacement

over the next three years at a significant cost, made more difficult as the business recovers from the impacts of covid pandemic.

Cableway design standards and available equipment have changed over the past 30 years and the gondola cabins can no longer be replaced on a like-for-like basis. A major difficulty created by this is that the available replacement cabins will not fit in the existing buildings.

The geometry of the cableway alignment is at a narrowing angle to the site boundary which means there is inadequate land available to allow longitudinal extension of the gondola garage building for the new gondola cabins. A possible solution for this is to widen the building by extending it onto the adjoining Lot 45 on SP136298 which contains the existing, largely unutilised bus parking area. The building extension would not necessarily need to encroach on the bus tarmac area but would need to occupy some of the landscaping which slopes down from the edge of the bus tarmac.

Town Planning

Council's Planning section provide information as follows in relation to the proposal.

Skyrail is authorised under the *State Transport (People Movers) Act 1989* (Qld). Under Section 30 of this Act, Skyrail is entitled to use land and premises along or adjacent to the route of the system as agreed or authorised, notwithstanding the provisions of any planning scheme. Section 30 exempts Skyrail from the provisions of the *Mareeba Shire Council Planning Scheme 2016*.

RISK IMPLICATIONS

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

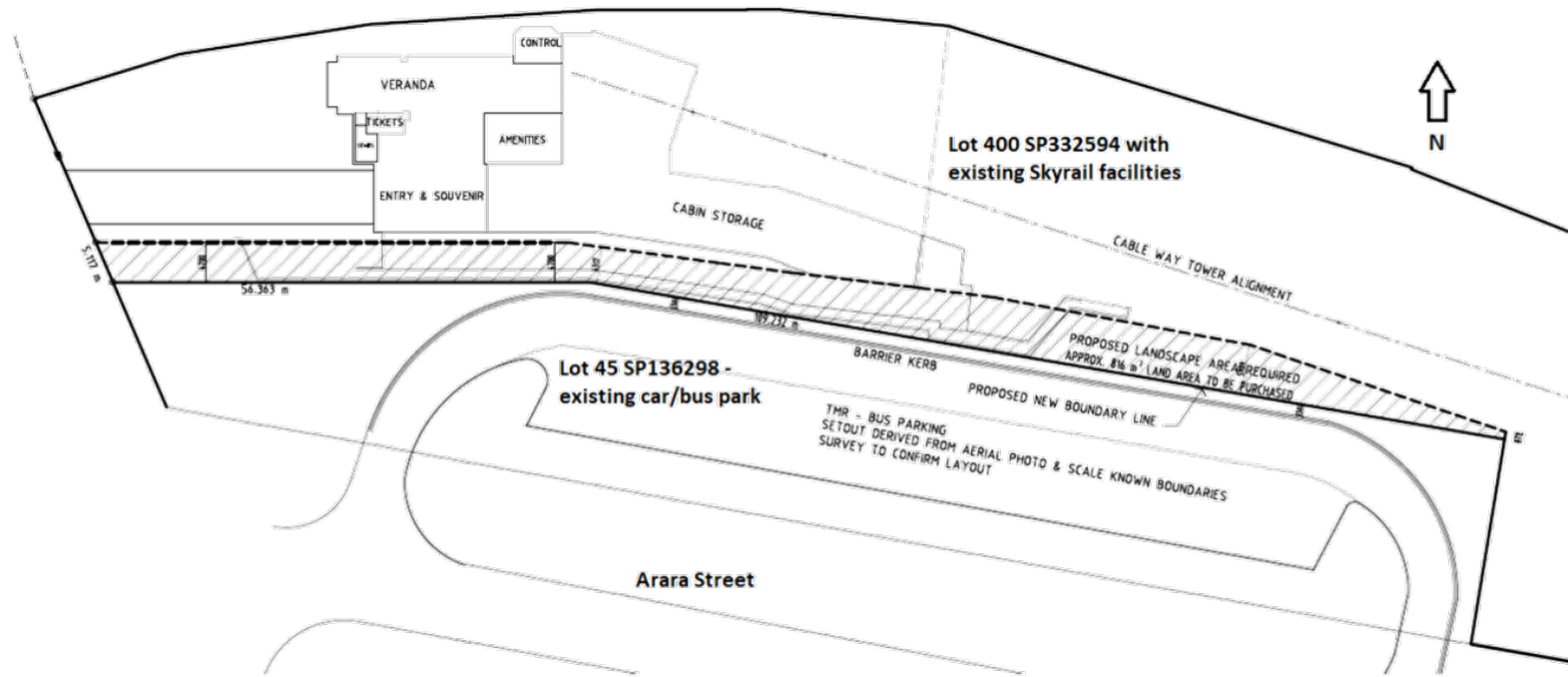
Economy and Environment: A resilient economy that promotes and supports the shire's natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Council to provide formal notice of resolution outcome to Skyrail.



8.7 DELEGATIONS UPDATE AUGUST 2022

Date Prepared: 5 August 2022

Author: Manager Development and Governance

Attachments: 1. Table of Delegable Powers

EXECUTIVE SUMMARY

As part of the monthly delegations update service provided by MacDonnells Law, Council is advised of amendments to various pieces of legislation that require amendments to existing delegations or new delegations to be made by Council.

RECOMMENDATION

That:

1. Council delegates the exercise of the powers contained in the attached Table of Delegable powers, with such powers to be exercised subject to any limitations and conditions; and
2. Any prior delegations of power relating to the same matters are revoked.

BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) the necessary statutory powers under various pieces of legislation to enable him to effectively perform the requirements of the role and efficiently manage the operations of the Council. All delegations are made subject to the limitations on the attached documentation.

This report and the recommended delegations of power to the CEO if executed by resolution of Council, will provide a base for good decision making and accountability while maintaining statutory compliance by the Mareeba Shire Council.

The attached Table of Delegable Powers displays the list of amendments to powers that have been identified as requiring delegation to the CEO.

Residential Tenancies and Rooming Accommodation Regulation 2009 (Qld) (RTRR)

The RTRR was amended by the *Residential Tenancies and Rooming Accommodation Amendment Regulation 2022*. The amendments have been made to support the changes that were made to the *Housing Legislation Amendment Act 2021*. Those changes were to progress the rental law reforms in respect to:

1. Supporting tenants and residents to enforce their existing rights by removing the ability for lessors and providers to end tenancies without grounds;
2. Providing an expanded suite of additional approved reasons for lessors/providers and tenants/residents to end a tenancy;
3. Ensuring all Queensland rental properties are safe, secure and functional by prescribing minimum housing standards and introducing compliance mechanisms to strengthen the ability to enforce these standards;

4. Strengthening rental law protections for people experiencing domestic and family violence; and
5. Support parties to residential leases reach agreement about renting with pets

Heavy Vehicle National Law (Qld) (HVNL)

It has been drawn to our attention that there are some administrative errors in HVNL. These errors have now been corrected.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

There are legal implications for local government if management is not aware of the delegated powers and powers of authorised persons that are required for their sections to operate efficiently.

The statutory powers of employees, whether delegated to their position by the CEO or obtained as a result of an appointment as an authorised person under particular statutes, will be invalid if they cannot be supported by an instrument documenting the particulars.

In the case where Council is challenged on an action taken or a decision made by its employees, there needs to be proof that the employee held the powers required to do so. Such documentation is known as the instrument and is required for delegations, sub-delegations and appointments. Section 260 requires the CEO to establish and maintain a register of delegations and make it available to the public.

Risk of challenge – validity of decisions and actions undertaken by persons acting in the capacity of CEO under delegated authority may be called into question if the appropriate delegation was not adopted by Council.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community.

IMPLEMENTATION/COMMUNICATION

Delegable Powers under the Residential Tenancies and Rooming Accommodation Regulation 2009 ("RTRR")

SCHEDULE 3A – REPLACEMENT TERMS FOR COMMUNITY HOUSING PROVIDER TENANCY AGREEMENTS

Part 2 – Replacement terms

Division 6 – Rights and obligations concerning the premises during tenancy

Subdivision 3 – The dwelling

Entity power given to	Section of RTRR	Description	Delegation to the CEO / Date of Resolution	Limitations and Conditions
Lessor	28(1) ¹	Power to nominate a repairer for emergency repairs in either the agreement or a written notice given to the tenant.		

Subdivision 5 – Pets²

Entity power given to	Section of RTRR	Description	Delegation to the CEO / Date of Resolution	Limitations and Conditions
Lessor	30A(1)	Power to approve the keeping of a pet or other animal at the premises.		
Lessor	30C(4)	In certain circumstances, the power to refuse the request for approval to keep a pet at the premises.		

¹ [The change to this section commences on 1 October 2022.](#)

² [This subdivision commences on 1 October 2022.](#)

Division 8 – When agreement ends

Entity power given to	Section of RTRR	Description	Delegation to the CEO / Date of Resolution	Limitations and Conditions
Lessor	33(1)(a) ³	Power to agree, in writing a separate written document , to end the agreement.		
Lessor	33(1)(b) ⁴	Power to give a notice to the tenant to leave the premises under section 326 .		

³ [The change to this section commences on 1 October 2022.](#)

⁴ [The change to this section commences on 1 October 2022.](#)

Delegable Powers under the Heavy Vehicle National Law (Queensland) ("HVNL")

**CHAPTER 4 – VEHICLE OPERATIONS – MASS, DIMENSION
AND LOADING**

**Part 4.7 – Particular provision about mass or dimensions
authority**

**Division 2 – Obtaining consent of a relevant road
manager**

Entity power given to	Section of HVNL	Description	Delegation to the CEO / Date of Resolution	Limitations and Conditions
Road Manager	156A(1)(3)	Power to decide not to give consent to the grant of a mass or dimension authority <u>if and power to be</u> satisfied of the things stated in section 156A(1)(3)(a) and (b).		
<u>Road Manager</u>	<u>156A(2)</u>	<u>Power to consider whether the mass of the vehicle under the application for authority was less than applied for and to give consent subject to a road condition that the vehicle not exceed the mass.</u>		
Relevant Road Manager	156A(46)	Power to give the Regulator a written statement that explains the Road Manager's decision and complies with section 172.		
Relevant Road Manager	161(2)(a)	Power to give a Regulator a written statement that explains the Road Manager's decision to consent to the grant of an authority subject to conditions which complies with section 172.		

CHAPTER 11 – REVIEWS AND APPEALS

Part 11.2 – Internal review

Entity power given to	Section of HVNL	Description	Delegation to the CEO / Date of Resolution	Limitations and Conditions
Reviewer	6464(2)	Power to conduct the review as set out in section 664(2).		
Reviewer	6644(3)	Power to give an applicant a reasonable opportunity to make written or oral representations to the Reviewer.		

8.8 OPERATIONAL PLAN 2021/22 PROGRESS REPORT JANUARY TO JUNE 2022

Date Prepared: 8 August 2022

Author: Manager Development and Governance

Attachments: 1. Operational Plan 2021/22 Progress Reports January to June 2022

EXECUTIVE SUMMARY

The attached report provides information regarding the progress of the 2021/22 Operational Plan projects.

RECOMMENDATION

That Council receives and notes the progress report on implementation of the 2021/22 Operational Plan for the period January to June 2022.

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 (1) year.

Council adopted the Operational Plan for 2021/22 on 16 June 2021.

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. This progress report covers the six (6) month period January to June 2022.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

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.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Nil

Operating

Nil

LINK TO CORPORATE PLAN

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Nil

Financial Sustainability “A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Long-term Financial Plan	FIN 1 FIN 2	Long-Term Financial Plan that supports effective and sustainable financial management Effective and sustainable financial management	Finance Development & Governance	<ul style="list-style-type: none"> • Ensure Long Term Asset Management Plan and Financial Plan aligns with revised Sub-Asset Management Plans and Local Government Infrastructure Plan (LGIP) 	<ul style="list-style-type: none"> • Updated Long Term Financial plan 2021/22 was adopted 16 July 2021 • Continuing to mature asset management through sub-plans for all asset classes. Further review of the Long-term Asset Management Plan, Long-term Financial Plan and Council's LGIP is ongoing. 	Completed
Comprehensive Asset Revaluations: <ul style="list-style-type: none"> • Drainage • K&C • Water • Wastewater 	FIN 1	Long-Term Financial Plan that supports effective and sustainable financial management	Finance	<ul style="list-style-type: none"> • Drainage comprehensive revaluation • K & C comprehensive revaluation • Water comprehensive revaluation • Wastewater comprehensive revaluation 	<ul style="list-style-type: none"> • Water and Wastewater comprehensive revaluation was not completed in time by contract valuer. This will be carried forward to next financial year • Bridges desktop revaluation to be finalised • Drainage and K&C revaluations deferred to 22/23 year. 	Completed

Financial Sustainability						
“A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Libraries Service Review	FIN 2	Effective and sustainable financial management	Customer & Community	<ul style="list-style-type: none"> • Relocate library service • Finalise recommendations from service level review 	<ul style="list-style-type: none"> • Mareeba Library continuing to successfully settle into new premises. New generalist and customer first model is in place across the branch network with new workflow efficiencies gained. 	Completed
Technology One Enhancements	FIN 3	Effective and sustainable financial management	Information Systems Organisational Development & Governance	<ul style="list-style-type: none"> • Human Resources & Payroll • Mobility & Companion App • Leasing Module • Grants Register 	<ul style="list-style-type: none"> • Transitioned core Financial and Stores functionality to CiA. • Investigated adoption of CiA for Human Resources and Payroll, focusing on payroll timesheet entry. • Reviewed Property and Rating CiA roadmap. • Commenced planning for adoption of CiA Requests Management. • Enabled public mapping via Council website. 	In progress
Mareeba Industrial Estate Development	FIN 3	Effective business management	Customer & Community	<ul style="list-style-type: none"> • Promote sale of industrial land 	<ul style="list-style-type: none"> • Preparation of tender documents commenced for the delivery of real estate services including marketing. 	In progress

Financial Sustainability “A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: • Not commenced • In Progress • Completed
Mareeba Airport Precinct	FIN 3	Effective business management	Customer & Community	<ul style="list-style-type: none"> Implement Promotional Strategy 	<ul style="list-style-type: none"> Continuing with the development of an Investment Attraction Strategy 	In progress
Customer Service Standards	FIN 3	Effective business management	Customer & Community	<ul style="list-style-type: none"> Monitoring and reporting to be implemented Review Customer Request categories to determine appropriate resolution timeframes and apply these to Council's Customer Request Management System to allow effective reporting. 	<ul style="list-style-type: none"> Continuing with the review and development of a customer service monitoring and reporting system 	In progress
ICT Strategy implementation PABX replacement SharePoint Online	FIN 3	Effective business management	Information Systems	<ul style="list-style-type: none"> Determine appropriate solution for replacement of on-premises PABX with Cloud hosted system. Review options for Cloud hosting Council's Data Protection system. 	<ul style="list-style-type: none"> Ported telephony range to OPTUS. Executed contract for Microsoft Teams - Operator Connect in preparation for extended Call Centre software trial. 	In progress

Financial Sustainability						
“A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Sustainable Workforce	FIN 4	A skilled and sustainable workforce	Organisational Development	<ul style="list-style-type: none"> • Training and development of workforce where required to improve efficiencies and ensure workplace safety 	<ul style="list-style-type: none"> • Training program being implemented in accordance with the approved budget and as agreed to meet the needs of emerging organisational needs 	In progress

Community						
“An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the shire.”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: • Not commenced • In Progress • Completed
Arts Connection to Tourism	COM 1	An engaged community	Community Wellbeing	<ul style="list-style-type: none"> Updated Arts & Culture Plan 	<ul style="list-style-type: none"> The Public Murals Plan adopted and implementation well underway Council's arts and cultural priorities of Cultural Tourism, Public Murals and Youth Engagement are embedded in the RADF Strategy and are informing the updating of the Arts and Culture Plan 	In progress
Community Wellbeing Strategy	COM 1 COM 2 COM 3	<p>An engaged Community</p> <p>An active, safe and healthy community</p> <p>A community being prepared and resilient to emergencies and disasters</p>	Customer & Community	<ul style="list-style-type: none"> Strategy is developed adopted for the delivery of sustainable community wellbeing services and activities across the Shire. 	<ul style="list-style-type: none"> Workshop presenting summary of Council assistance to Community groups and review of relevant policies due Sept 2022. This has been delayed due to other priorities. 	In progress

Community "An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the shire."						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Active Recreation Strategy	COM 2 TCI4	An active, safe and healthy community Public spaces and facilities	Customer & Community Maintenance Services Finance Development & Governance	<ul style="list-style-type: none"> • Adopt the Active Recreation Strategy • Inform the Asset Management Plan 	<ul style="list-style-type: none"> • Active recreation has been incorporated into the Parks and Open Spaces Strategy. • Parks and Open Spaces 3 Year Action Plan adopted and has commenced. 	Completed In progress

Transport and Council Infrastructure “The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Review Asset Management Plans across asset classes	TCI 1 TCI 4 COM2	Sustainable Infrastructure for the future. Public spaces and facilities An active, safe and healthy community	Technical Services Finance	<ul style="list-style-type: none"> • Undertake data verification • Undertake condition assessment and defect identification across individual asset classes. • Document and review prioritisation and response times for maintenance and operational activities • Improvement of asset management processes to be reflected in Long Term Asset Management Plan and Long-term Financial Plan 	<ul style="list-style-type: none"> • Ongoing data integrity review of base data sets supporting the Asset Management sub-plans. • Routine inspections infrastructure assets continuing. • Current work on sub-management plans are in development or review for 2022/23 which will result in changes to the Long Term Financial Plan and Council's LGIP. 	In progress

<p style="text-align: center;">Transport and Council Infrastructure</p> <p style="text-align: center;">“The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles”</p>						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Local Government Infrastructure Plans Review (LGIP)	<p>TCI 1</p> <p>FIN 2</p>	<p>Sustainable Infrastructure for the future</p> <p>Effective and sustainable financial management</p>	<p>Development & Governance</p> <p>Finance</p> <p>Technical Services</p> <p>Water and Waste</p>	<ul style="list-style-type: none"> • Review LGIP • Review condition and remaining capacity of existing trunk infrastructure to identify renewals and upgrades that will be needed to cater for development • Link to Asset Management Plans • Review methodology and calculation of Infrastructure Charges 	<p>Asset Management Plans:</p> <ul style="list-style-type: none"> • Water and Wastewater Asset Management Sub Plans reviewed and updated • Water Asset Management Sub Plan workshopped with Councillors May 2022 • Wastewater Asset Management Sub Plan to be workshopped with Councillors September 2022 <p>LGIP Review:</p> <ul style="list-style-type: none"> • Water and Wastewater Trunk Infrastructure reviewed and updated • Water and Wastewater Asset Management Sub Plans and 10 Year Financial Forecast updated accordingly. • Review of LGIP to commence now that asset management plans are completed 	<p>In progress</p>

Transport and Council Infrastructure “The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
New Kuranda Cemetery	TCl 1	Sustainable Infrastructure for the future	Technical Services	<ul style="list-style-type: none"> • Prepare site plan • Complete required operational works 	<ul style="list-style-type: none"> • Options assessment under consideration with preliminary layouts being developed. • Detailed design and cost estimates undertaken • DA being finalised 	In progress
Mareeba Cemetery	TCl 1	Sustainable Infrastructure for the future	Technical Services	<ul style="list-style-type: none"> • Identify possible sites to secure a growth strategy 	<ul style="list-style-type: none"> • Not commenced 	Not commenced

Transport and Council Infrastructure “The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Kuranda Infrastructure Program	TCI 1	Sustainable Infrastructure for the future	Technical Services Works	<ul style="list-style-type: none"> • Negotiate renewed agreement • Develop new Strategic Plan with focus on renewal of existing infrastructure 	<ul style="list-style-type: none"> • Master Plan 2022-31 submitted to Minister in May 2022 	In progress

Economy and Environment “A resilient economy that promotes and supports the shire’s natural assets and local industry and encourages investment while preserving and future proofing for generations to come”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
Waste Management Services Strategy	EAE 1 TCI 1	Environmentally responsible and efficient waste and wastewater management Sustainable Infrastructure for the future	Water & Waste Finance	<ul style="list-style-type: none"> • Implement actions identified in Waste Strategy • Operational planning for closure and capping of Mareeba Landfill 	<ul style="list-style-type: none"> • Continuing to ensure continuity of waste services following closure of Mareeba landfill in November 2021 with landfill waste to be sent to Springmount. • Continuing to participate in FNQROC regional waste planning with ARUP engaged to undertake the Regional Waste Plan. 	In progress
Economic Tourism Development	EAE 3	Support and encourage industrial and commercial growth and development.	Customer & Community	<ul style="list-style-type: none"> • Advocate and support economic tourism development • Seek advocacy and grant opportunities supporting economic growth • Where appropriate, partner with industry groups to grow opportunities 	<ul style="list-style-type: none"> • Continuing to develop new cultural tourism assets as public murals funded under the Regional Arts Development Fund are completed • Community festivals and events supported by Council continue to attract self-drive visitors to the Shire • Digital marketing of the Shire’s cultural tourism assets continues • Mareeba Community Taskforce Action Plan adopted 	In progress

Economy and Environment “A resilient economy that promotes and supports the shire’s natural assets and local industry and encourages investment while preserving and future proofing for generations to come”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: <ul style="list-style-type: none"> • Not commenced • In Progress • Completed
					and implementation commenced to address the big socio-economic issues in Mareeba in partnership with Mareeba Chamber of Commerce	
Land, Pest and Fire Management Review	EAE 4	Our region’s environmental assets are best managed while promoting economic wellbeing	Works Technical Services	<ul style="list-style-type: none"> • Adopt Terms of Reference for PMAC • Participate in FNQROC NAMAC 	<ul style="list-style-type: none"> • Terms of Reference for PMAC finalised. • Continuing to participate in FNQROC NAMAC 	In progress
Planning Scheme Review	EAE 2	A Sustainable Planning Scheme	Development & Governance	<ul style="list-style-type: none"> • Draft review of MSC Planning Scheme and supporting documents 	<ul style="list-style-type: none"> • Preparation of a strategy to review the Planning Scheme commenced with a Councillor workshop to be held Oct 2022 	In progress
Temporary Local Planning Instrument (TLPI)	EAE 2	A Sustainable Planning Scheme	Development & Governance	<ul style="list-style-type: none"> • Review the Planning Scheme and negotiate with State to meet condition of TLPI 	<ul style="list-style-type: none"> • Discussions between the State Department and Council continue. • Awaiting on announcement about the FNQ Regional Plan process and how this could impact any planning scheme change that Council may make 	In progress

Governance “Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: Not commenced In Progress Completed
Compliance Review	GOV 2	Strong focus on compliance and enterprise risk	Development & Governance All	<ul style="list-style-type: none"> Finalise Compliance Portal Implement all changes identified in previous review 	<ul style="list-style-type: none"> Currently in progress 	In progress
Enterprise Risk Management Portal	GOV 2	Strong focus on compliance and enterprise risk	Development & Governance All	<ul style="list-style-type: none"> Select portal provider Implement Council enterprise risk matrix and process to the portal 	<ul style="list-style-type: none"> Project not proceeding due to high cost after Vendor demonstrations 	Completed
Advocacy policy	GOV 3	Effective advocacy and strategic partnerships	Development & Governance	<ul style="list-style-type: none"> Update Council Advocacy Policy to reflect current priorities Prepare and update briefs for Councillors and State Departments to address key priorities 	<ul style="list-style-type: none"> Advocacy briefs have been used effectively with State and Federal Departments Briefs updated June 2022 	Completed
Governance of Infrastructure Approvals Process Review	GOV 1 GOV 2	Ethical, accountable, transparent and affordable decision making	Technical Services Development & Governance	<ul style="list-style-type: none"> Review of Planning Scheme post Asset Management Plan and LGIP to ensure standards are enforced on developers Streamline road corridor approval process 	<ul style="list-style-type: none"> Waiting on completion of LGIP 	Not commenced

Governance “Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community”						
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	Actions Taken Jan to June 2022	Progress: Not commenced In Progress Completed
	EAE2	Strong focus on compliance and enterprise risk A Sustainable Planning Scheme		<ul style="list-style-type: none"> Implement process for reviewing and provide feedback on the impacts of developments and operational works on council infrastructure 		

8.9 FINANCIAL STATEMENTS PERIOD ENDING 31 JULY 2022**Date Prepared: 9 August 2022****Author: Manager Finance****Attachments: 1. Budgeted Income Statement for July 2022****EXECUTIVE SUMMARY**

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2022 to 31 July 2022.

RECOMMENDATION

That Council receives the Financial Report for the period ending 31 July 2022.

BACKGROUND

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

It should be noted that whilst financial year end processes are still in progress, this will impact the July figures as reported below.

The 2021/22 Financial Statements will be presented to the Audit Committee and Queensland Audit Office for the annual audit in August 2022.

For the month ending 31 July 2022, the actual results are in line with the year to date budget.

The budgeted figures reflect the 2022/23 Budget as adopted by Council at the 20 July 2022 meeting.

There are no issues or concerns to discuss or highlight at this stage.

July 2022 - Snapshot

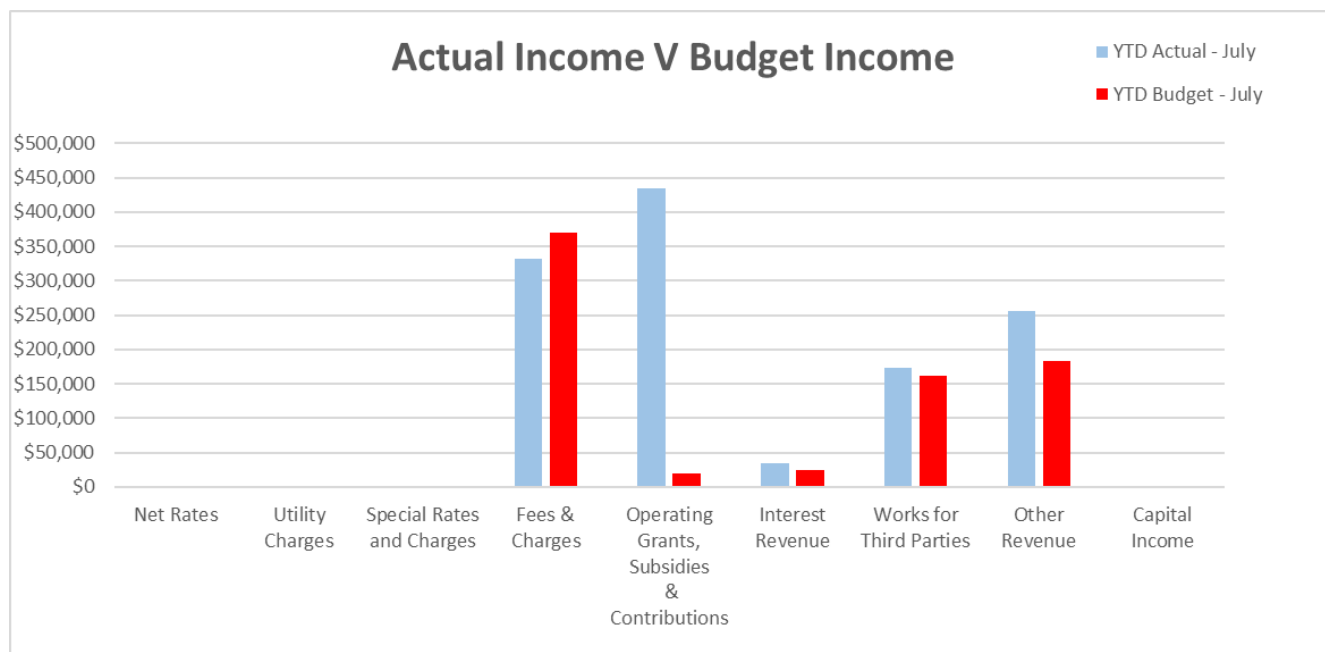
Total Operating Income	\$	1,231,656
Total Operating Expenditure	\$	4,095,297
Operating Surplus/(Deficit)	\$	(2,836,641)
Total Capital Income (grants, developer contributions)	\$	0
Net Result - Surplus/(Deficit)	\$	(2,836,641)

The Rate Notices for the period ending 31 December 2022 were issued on 8 August 2022 with the discount due date being 9 September 2022. The Deficit shown above is impacted by the timing of rate income.

Income Analysis

Total income for the period ending 31 July 2022 is \$1,231,656 compared to the YTD budget of \$761,587.

The graph below shows actual income against budget for the period ending 31 July 2022.



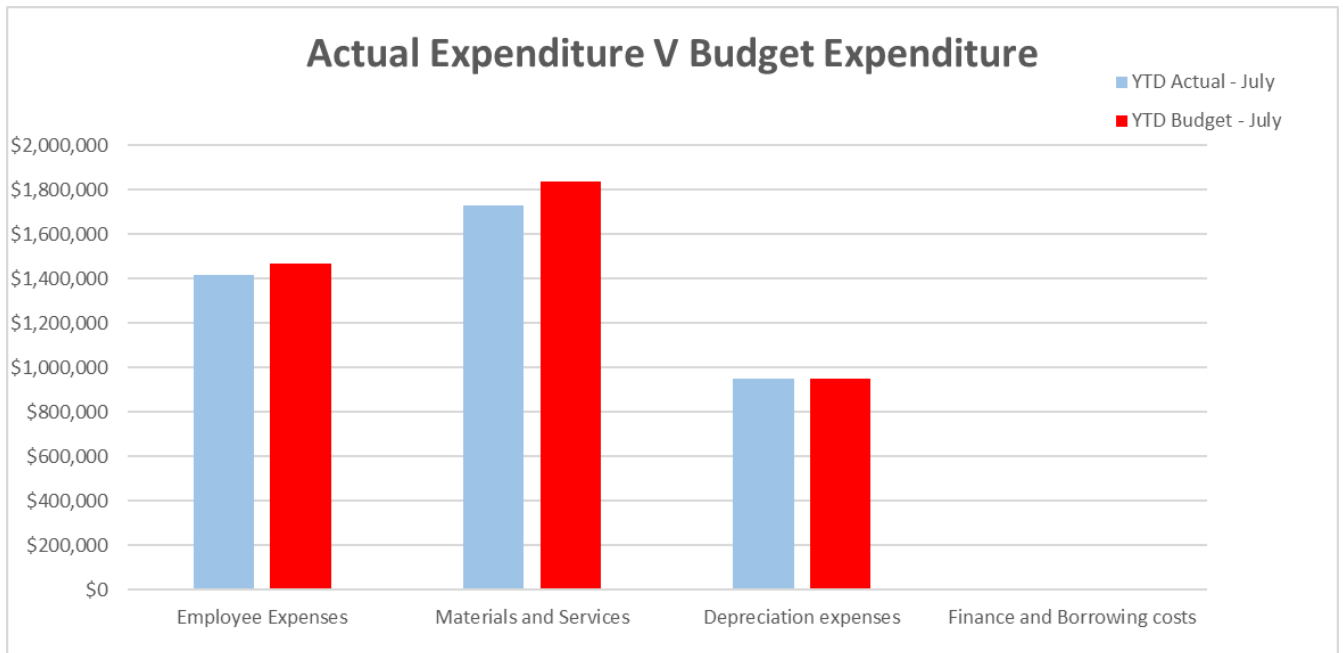
	Actual YTD	Budget YTD	Note
Net Rates	-	-	1
Utility Charges	-	-	1
Special Rates and Charges	-	-	1
Fees & Charges	332,625	370,518	
Operating Grants, Subsidies & Contributions	435,045	19,975	2
Interest Received	33,837	24,833	
Works for Third Parties	173,731	162,519	
Other Revenue	256,419	183,742	
Capital Income	-	-	

Notes:

1. Rates and charges were raised and levied in August.
2. Favourable variance is due to grant monies received for Disaster Recovery Funding Arrangements (DRFA) restoration works. This is not budgeted but will result in a complete offset with expenditure.

Expenditure Analysis

Total expenses for the period ending 31 July 2022 is \$4,095,297 compared to the YTD budget of \$4,259,940. The graph below shows actual expenditure against budget for the period ending 31 July 2022.



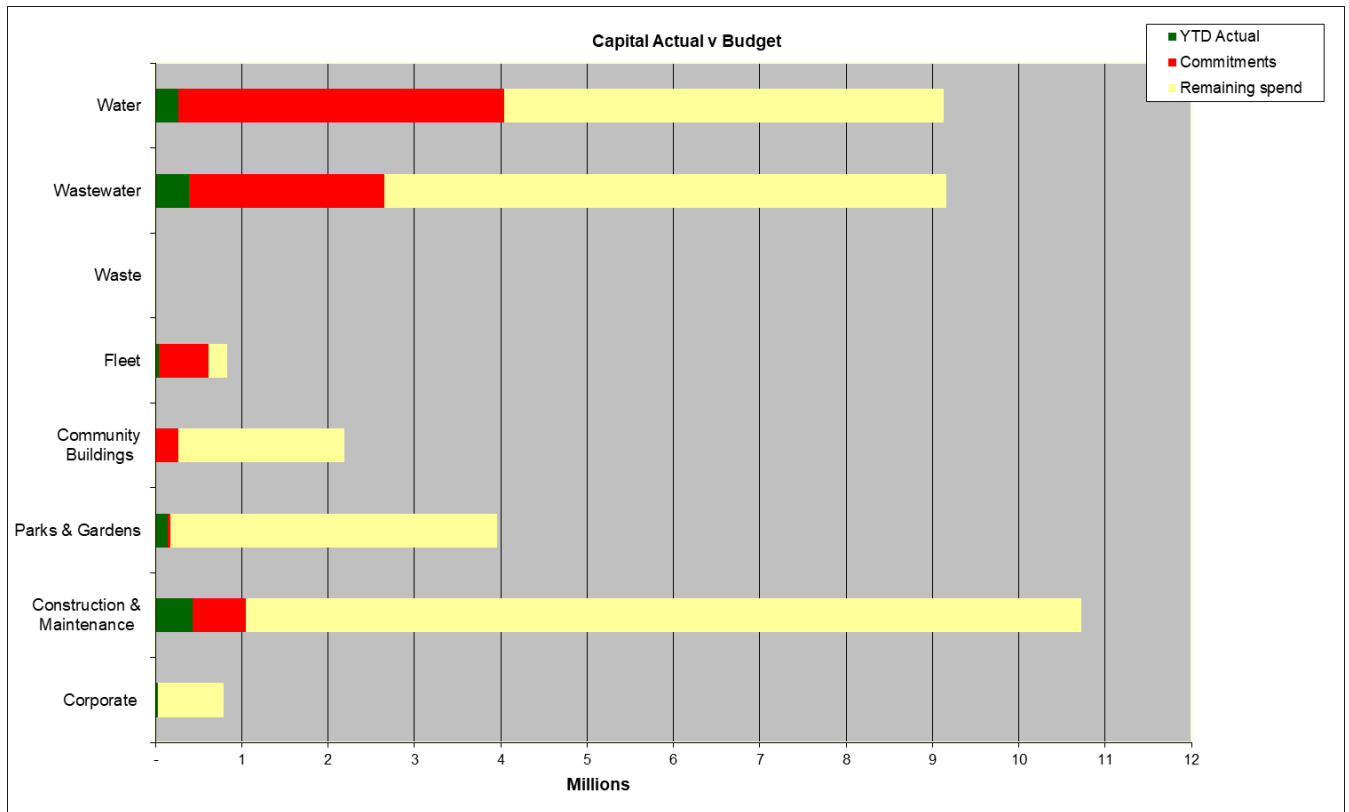
	Actual YTD	Budget YTD	Note
Employee expenses	1,415,106	1,468,789	
Materials & Services	1,727,277	1,836,153	
Depreciation expenses	948,319	948,319	
Finance & Borrowing costs	4,595	6,679	

Notes:

No issues or significant variances to report.

Capital Expenditure

Total capital expenditure of \$8,805,576 (including commitments) has been spent for the period ending 31 July 2022 against the 2022/23 annual capital budget of \$36,756,186. The 2021/22 capital projects that did not commence or finish will be considered in the carryover of 2022/23 budget, which will be provided to Council at the September meeting.



Loan Borrowings

Council's loan balance is as follows:

QTC Loans \$7,261,324

Rates and Sundry Debtors Analysis

Rates and Charges

The total rates and charges payable as at 31 July 2022 are \$1,789,446 which is broken down as follows:

Status	31 July 2022		31 July 2021	
	No. of properties	Amount	No. of properties	Amount
Valueless land	11	417,071	18	817,584
Payment Arrangement	1	1,952	5	15,459
Collection House	212	655,562	250	910,209
Exhausted – awaiting sale of land	50	595,164	10	182,275
Sale of Land	2	63,296	-	-
Other (includes supplementary rate notices)*	342	65,401	194	32,936
TOTAL	618	1,789,446	477	1,958,463

*Of this total, 245 properties have less than \$20 outstanding

The Rate Notices for the period ending 31 December 2022 were issued on 8 August 2022 with the discount date of 9 September 2022.

Collection House collected \$139,211 for the month of July 2022.

Council Officers are in the final stages in the process to acquire the identified valueless land properties, this process has reached its final stages and the identified properties will be acquired early this financial year.

Sundry Debtors

The total outstanding for Sundry Debtors as at 31 July 2022 is \$675,814 which is made up of the following:

Current	30 days	60 days	90 + days
\$604,508	\$16,422	\$20,504	\$34,380
90%	2%	3%	5%

Procurement

There were no emergency orders for the month

RISK IMPLICATIONS

Nil

Legal/Compliance/Policy Implications

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.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LINK TO CORPORATE PLAN

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Nil

Budgeted Income Statement by Fund 2022/23 Budget			
<u>Water</u>			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	-	-	8,045,594
Less Discounts and Pensioner Remissions	-	-	-
Net Rates and Utility Charges	-	-	8,045,594
Fees and Charges	-	-	-
Operating Grants and Subsidies	18,707	-	-
Operating Contributions	-	-	-
Interest Revenue	-	1,667	20,000
Works for Third Parties	32,468	-	-
Other Revenue	26,000	2,750	33,000
Total Operating Revenue	77,175	4,417	8,098,594
Expenditure			
Employee Expenses	63,594	65,746	804,911
Materials and Services	245,085	275,147	3,175,454
Depreciation expense	124,276	124,276	1,491,308
Finance and Borrowing costs	-	-	-
Total Operating Expenses	432,955	465,168	5,471,673
Operating Surplus/(Deficit)	(355,780)	(460,752)	2,626,921
Capital Income			
Capital Contributions	-	-	-
Capital Grants and Subsidies	-	-	4,662,845
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
Total Capital Income	-	-	4,662,845
Net Result	(355,780)	(460,752)	7,289,766

9 INFRASTRUCTURE SERVICES

9.1 APPLICATION FOR PERMANENT ROAD CLOSURE - LAND ABUTTING LOT 75 ON N157410 - RA 32 QUERIN ROAD BIBOOHRA

Date Prepared: 3 August 2022

Author: Technical Officer (Investigations)

Attachments:

1. DoR Forms - Part B & A & Drawing
2. V1 - Proposed Permanent Closure & Road License Areas
3. RL5272 - Current Title Search
4. Existing Road License - 1 RL5272
5. Querin Rd - Flood Mapping
6. DoR Seek RL-Fencing & Structure Views

EXECUTIVE SUMMARY

A landowner is seeking Council's view regarding an application for permanent road closure of an area of approximately 2.11 hectares, abutting Lot 75 on N157410 - rural address (RA) 32 Querin Road, Biboohra.

RECOMMENDATION

That Council as the Road Manager, advise the applicant and the Department of Resources that:

1. Council objects to the proposal as presented, however;
2. Council offers no objection to an amended proposal for permanent closure and amendment of the 'Road Licence' as per Council Drawing; V1 - Proposed Permanent Closure & Road Licence Areas, on the condition that:
 - a. A minimum 20 metre wide 'road' parcel is to be retained following Closure, and
 - b. The subject parcel must be amalgamated into freehold Lot 75, and
 - c. The amended 'Road Licence' may encroach into the required 20 metre wide 'road' parcel, however, it is not to extend past the existing 'Road Licence' boundary, and
 - d. The proponent is wholly responsible for all costs associated with finalising the process, and
 - e. The existing fence line may remain on its current alignment, however, it is to be relocated to the 'Road Licence' boundary when it is next renewed, or
 - f. If the 'Road Licence' is surrendered the fence must be relocated to the property boundary, prior to surrender, and
 - g. No permanent infrastructure is to be constructed within 'Road Licence' area, and
 - h. Council reserves the right to request the Landowner or DoR, surrender the 'Road Licence' if any portion of the 'Road' parcel is required at some point in the future.

BACKGROUND

As part of the Department of Resources (DoR) road closure application process, DoR requires a submission from the Road Manager (Council) prior to any decision being finalised.

The landowners were advised of Council processes in relation to requests for Road Closure. Residents have undertaken a pre lodgement meeting with DoR and supplied Council Officers with DoR forms; LA00 - Part A, LA18 - Part B and a drawing which highlights the subject land and proposal (Attachment 1).

Aside from the western portion, the subject 'road' parcel is approximately 40 metres in width and the proposed subject land is approximately 2.11 hectares in area, which extends westward to the Barron River and eastward to the boundary of Lot 75. As the proposal would reduce the remaining 'road' parcel to less than 20 metres in width, support is not provided.

An alternative proposal has been discussed with the landowner (Attachment 2) and has received general agreement, being a reduced Road Closure application (approx. 1.6 ha) which would result in the required minimum 20 metre wide 'Road' parcel being retained. Further, re-establishment of a 'Road Licence' area with boundary similar to existing would not be objected to by Council, as it retains a similar level of access as currently exists.

The existing 'Road Licence' being 1 RL5272, has been attached to Lot 75 since circa 1968, which contains an area of approximately 1.45 hectares (Attachment 3) and is currently used for grazing purposes. The area is fenced and maintained by the applicant, however it is noted that the existing fence may be off-alignment.

The configuration of the existing 'Road Licence' area results in reduced 'road' width (13 metres), which is further restricted to approximately seven (7) metres, with consideration to the off-alignment fence line. Although this width is considered minimal, it is not currently impeding use of the road by users.

It is important to note that 'Road Licence' boundaries are not required to be surveyed and the area is approximate only.

The landowners advise that if permanent closure is provided;

1. The subject parcel will be amalgamated into their freehold Lot to assist and grow their beef cattle and horticultural activities.
2. Permanent closure would enable the installation of irrigation infrastructure and the construction of a permanent and more flood resistant machinery/storage shed. The proposed new shed is required as the exiting shed is aging and prone to flooding.
3. They would seek to have DoR amend the existing 'Road Licence' to continue over the balance area of the 'Road Licence' being approximately 0.31 hectares.

Contact between Council officers and the landowners has been maintained throughout the investigation process.

INVESTIGATIVE MATTERS

The alternative proposal subject land is approximately 1.6 hectares in area and covers the majority of the existing 'Road Licence', it will extend westward to the Barron River and eastward to the boundary of Lot 75.

If the 'Road Licence' is amended, an approx. thirteen (13) metre width of 'Road' parcel will remain open to the public. Council requires a minimum twenty (20) metre wide 'Road' parcel to remain available as it may be needed for its intended use at some point in the future. However, at this time, there is no objection to the 'Road Licence' being amended to cover the balance area as Council has an option to request the Landowner, or DoR, surrender the 'Road Licence' if the required twenty (20) metre 'Road' width is needed at some point in the future.

Lot 75 sits entirely within a mapped flood hazard area (Attachment 4). In an attempt to improve flood immunity, the proposed machinery shed site will be built up and suitably located within a portion of the subject land.

Upon inspection it was noted that the landowner has an existing orchard in the western portion of the 'Road' parcel. It was also noted that within this portion of 'Road' there are approximately four (4) individual irrigation structures (solar panels, pipelines, pumps etc) extracting water from the Barron River. A track extends within the 'road' parcel from the end of the maintained section of Querin Road to the Barron River. The track, along with providing public access to the Barron River services Lot 75 and the irrigation infrastructure.

Permanent closure would protect the landowner's rights and interests to the majority of the orchard and ensure public access is maintained to the individual irrigation structures and the Barron River.

The landowners have been in contact with DoR (Attachment 5) regarding amending the 'Road Licence' during the road closure process. Upon review, DoR requested the landowner to confirm if Council supports:

1. Amending the 'Road Licence', and
2. Authorising the fence to remain on 'Road' or removal, and
3. Authorising the irrigation infrastructure to remain on 'Road' or removal.

The landowner was advised that Council officers are unable to confirm Council's support to the information sought, as Council have not yet considered or handed down resolution regarding the permanent road closure application.

ASSESSMENT

There is no Council infrastructure contained within the subject area and when assessing the application, investigations considered the need to maintain future public access to the Barron River and the existing irrigation infrastructure.

It is considered appropriate that the conditions outlined in the Recommendation be applied to achieve a suitable outcome for Council, the proponent and other stakeholders.

RISK IMPLICATIONS

Infrastructure and Assets

A suitable road reserve width is required to ensure public access to the Barron River and continuity of the road network.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Council is delegated with authority as Road Manager and is therefore required to consider the needs of the future transport network prior to DoR providing a final position to road closures.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Following resolution, Council officers will notify the applicant and the Department of Resources of the outcome.



Queensland
Government



Department of Resources

Part B – Form LA18 Road Closure Application

Requirements

1. This application is for a road closure.
2. Please read the respective [Applying for a road closure guide](#), which includes application restrictions.
3. Payment of the prescribed [Application fee](#) (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the [Department of Resources website](#) at <<https://www.resources.qld.gov.au>> or from a regional [department's business office](#) or call 13 QGOV 13 74 68).
4. **Part A - Form LA00:** [Contact and land details](#) will need to be completed and submitted with your application.
5. **Part C – Form 30:** [Statement in relation to an application under the Land Act](#) will need to be completed and submitted with your application.
6. You must **attach a drawing** showing the required information which is detailed in the [guide](#) under the heading "Application Requirements".
7. Any additional information to support the application.
8. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
9. Prior to lodging your application, the Department **strongly encourages** the applicant to have a **pre-lodgement meeting** with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

Important information

10. A road is any area of land that has been set aside by legislation for the use of the travelling public. Not all roads are currently formed or being used by vehicles or pedestrians, and some may never be developed or used for that purpose.
11. You are encouraged to contact your nearest [department business centre](#) to arrange a pre-lodgement meeting. The pre-lodgement meeting is intended to clarify the application requirements thereby preventing any unnecessary delays. It is also intended to cover to process, timeframes, costs and the quality of information necessary to properly assess the application.
12. An adjoining landholder may apply for a permanent or temporary road closure. An adjoining owner is defined as the registered owner of the property that shares common boundary i.e. Contiguous, directly connected; or without interruption.

An adjoining owner can apply for the area of road that immediately adjoins the property boundary and not any part of the road that continues in either direction beyond the property boundary.

If a road is a "dead end" and the property boundary only adjoins on the end and does not extend along the road, the owner is not considered an adjoining owner for a road closure application. To be clear, a person who has limited frontage to the road cannot apply for closure of the entire length of the road.
13. A public utility provider as defined under the [Land Act 1994](#) <<https://www.legislation.qld.gov.au/>> may also apply for a permanent road closure. An application for temporary closure can be considered for another person for:
 - pipes for irrigation purposes that cross the road beneath its surface.
 - water channels for irrigation purposes that cross the road.

14. A road maybe closed "in strata" to provide for works such as:
 - connecting overhead viaduct, or underground tunnel for commercial purposes between two buildings.
 - structure which will overhang a road.
 - car park or building under or over a road.
15. You may be required to pay a purchase price for the permanent closure of a road.
16. When a road is closed permanently, its status changes from 'road' to 'unallocated state land'. Depending on how the land is to be allocated, the area of road to be permanently closed may be:
 - incorporated into the applicant's adjoining freehold or leasehold land.
 - included in an existing reserve or set apart as a new reserve.
 - retained as a separate parcel of freehold land, although this option is rarely used in view of the planning requirements of local governments.
17. A road may be permanently closed under the *Land Act 1994* if the Minister is satisfied the road is not the only dedicated access to a person's land; used regularly by the public as a road or stock route; or providing continuity to a road network.
18. Although the state owns the land in a dedicated road, a local government (section 60 of the *Local Government Act 2009*) is responsible for the day to day management of dedicated roads in its area including their construction and maintenance. The *Department of Transport and Main Roads* <<https://www.tmr.qld.gov.au/>> is responsible for management of state controlled roads such as a freeway, highway or 'major road connecting cities'.
19. Information on this form, and any attachments, is being collected to process and assess your application under section 99 of the *Land Act 1994*. If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
20. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type. Any participation will be voluntary and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.
21. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.
22. For further privacy information click [Privacy](#) or go to <www.resources.qld.gov.au/home/legal/privacy>.



Road Closure



Temporary Road Closure



1. The application is for:

Permanent road closure go to 2

Temporary road closure go to 2

2. If you are not the manager of the road as defined below, have you consulted with the Road Manager to determine if the road is still required?

Yes go to 3

No go to 3

Before submitting your application to the department, it is recommended that you discuss your proposal for closure of a local road with the local government responsible for its management, or the [Department of Transport and Main Roads](#) for a state controlled road managed under the [Transport Infrastructure Act 1994](#).

This will assist you to plan your project and will help reduce the time required to assess your application. It will also provide you with an opportunity to address in your application any issues identified through discussion with the road manager.

A signed 'Part C Form LA30 – Statement in relation to an application under the Land Act 1994 over State land' from the road manager must accompany this application.

A road may be permanently closed under the [Land Act 1994](#) if the Minister is satisfied the road is not:

- the only dedicated access to a person's land;
- used regularly by the public as a road or stock route; or
- providing continuity to a road network.

An application must be refused if the road is still needed in accordance with section 101(3) of the [Land Act 1994](#).

Note: A road manager has the powers to authorise various uses on roads, however neither agency is able to permanently close the dedicated road and allocate the land for another use.

Road Manager is:-

- The local government for a road that is controlled by the local council;
- For a state controlled road, the chief executive of the Queensland Government agency administering the [Transport Infrastructure Act 1994](#) such as the Department of Transport and Main Roads.

3. Are you a public utility provider or the registered owner, lessee or trustee of the land adjoining the area of road subject to this road closure application?

Yes go to 4

No **Application cannot be considered unless temporary closure is for reasons listed in Question 4**

Section 99(1) of the [Land Act 1994](#) states that only a public utility provider or the registered owner, lessee or trustee of the land adjoining a road may apply for a permanent closure of the road.

4. Is the temporary closure to make structural improvements for:

Pipes for irrigation purposes that cross the road beneath its surface go to 5

Water channels for irrigation purposes that cross the road go to 5

Not Applicable go to 5

Section 99(3) of the [Land Act 1994](#) limits who can apply for temporary closure of a road to only the registered owner, lessee or trustee of the land adjoining a road or another person for:

- Pipes for irrigation purposes that cross the road beneath its surface; or
- Water channels for irrigation purposes that cross the road.

5. Provide details in Schedule 1 below, of any land you lease from the State or are the registered owner that adjoins or is in the vicinity of the land applied for:

Schedule 1		
You must enter either the Lot on Plan or Title Reference of the land.		
Lot	Plan	Title Reference
1	RL 5272	

go to 6

The description of the land can be found on a current title search or on your rates notice. To check this you can purchase a title search by calling 1300 255 750, visiting the Titles Queensland website <<https://www.titlesqld.com.au/>> (and select 'Searches') or visiting one of the regional business centres).

If insufficient space, please add additional description as an attachment.

6. Have you made a previous application for closure of this area of road?

Yes go to 7

No go to 10

7. Was this application refused?

Yes go to 8

No go to 10

8. Have there been any change in circumstances from the previous application, which may lead to this application being accepted for further consideration?

Yes go to 9

No go to 10

The application may be rejected without further consideration.

9. Provide details of the change in circumstances from the previous application. go to 10
(If there is insufficient space, please lodge as an attachment)

10. Is any use currently being made of the road area?

Yes go to 11

No go to 12

11. Provide details of the current use of road e.g. grazing, encroachment of building or structure. go to 12
 (If there is insufficient space, please lodge as an attachment)

GRAZING

12. Provide details of the proposed use of the road area. go to 13
 (If there is insufficient space, please lodge as an attachment)

TO PUT PERMANENT SHED, PERMANENT PIPE IRRIGATION ON ROAD AREA.

13. Provide details of any additional information to support the application. (optional) go to 14
 (If there is insufficient space, please lodge as an attachment)

PUTTING PERMANENT SHED OUT OF THE FLOOD ZONE FOR STORAGE OF OUR MACHINERY AND VEHICLES, ALSO HAVING PERMANENT PIPE IRRIGATION WILL HELP GROW OUR BEEF CATTLE AND VEGETABLE CROPS. WE WOULD LIKE TO CONVERT THIS LEASE TO FREEHOLD TITLE.

Attachments

The following will need to be lodged with your application for it to be considered a properly made application. If all this information is not submitted, your application will be returned.

14. Tick the box to confirm the attachments form part of the application:

- Application Fee
- Part A – Form LA00 – Contact and Land details
- Part C – Form LA30 – Statement in relation to an application under the Land Act 1994
- A copy of a [Dial before you dig](#) enquiry detail page for the road area applied for
- A drawing showing the information listed in the 'Application Requirements' in the [guide](#)
- Additional information in support of your application such as a correspondence from the road manager or current users of the road.

It is recommended that any attached drawings be A4 size. Your application will not be considered as having been properly made, unless all parts of this application form are completed accurately. In this instance your application may be returned to you for completion.

Declaration

I certify that I have read the information, which forms part of this application and the information I have provided is true and accurate.

Signature of applicant (or their legal representative)

J M Meers
MR [Signature]

Date: 30 / 03 / 2022

If applicant, section 142 of the Land Act 1994 states a person is eligible to apply for, buy or hold land under the Land Act 1994 if the person is an adult, that is, 18 years of age or over. If the legal representative of the applicant is signing as the applicant then the legal representative's full name must be printed immediately below the signature.

Clears the form



Part A – Form LA00
Contact and Land Details

Requirements

1. **Part A:** Contact and land details will need to be completed.
2. **Part B:** Application specific form will need to be completed.
3. Payment of the prescribed Application fee (per title reference), if relevant. A refund of application fees will not be given. (Details of fees are available on the Department of Resources website at <<https://www.resources.qld.gov.au>> or from a regional department's business office or call 13 QGOV 13 74 68).
4. If the application is not lodged by a solicitor, bank or consultant on behalf of the applicant, then all applicants must sign the declaration on the appropriate Part B application form.
5. All parts of this application form need to be completed accurately, otherwise your application may be returned to you to complete.
6. Your application will not be considered as having been properly made unless all parts of this application form have been completed accurately, otherwise your application may be returned to you to complete.
7. Prior to lodging your application, the Department encourages the applicant to have a pre-lodgement meeting with a departmental officer who will provide additional information in relation to native title, expected timeframes, anticipated costs and to ensure the application will achieve your desired outcome.

Important information

8. All applications will be processed having regard to the requirements of the Land Act 1994 <<https://www.legislation.qld.gov.au/>> and related legislation, approved policies and procedures and the requirements of all other agencies with an interest in the land.
9. All completed applications can be lodged with the department by sending information to the following email or postal addresses.
10. **Email:** SLAMlodgement@resources.qld.gov.au
11. **Post:**
Department of Resources
PO Box 5318
Townsville QLD 4810
12. If lodging an application, all relevant Part B application forms must be signed and supporting documentation must be scanned and then emailed.
13. In terms of the Right to Information Act 2009 interested parties may seek access to the department's records and view relevant documents.
14. Information on this form, and any attachments, is being collected to process and assess your application under the Land Act 1994. If required, we may need to consult with third parties such as relevant local or state agencies and adjoining property owners. Details provided to third parties will generally be limited to type of application, area applied for and intended use. Your personal information will not otherwise be disclosed unless authorised or required by law.
15. Please note that we may wish to contact you to seek your views on our service, to advise you of any legislative changes that might affect you or to seek your participation in surveys or programs relevant to your application type.

Any participation will be voluntary and you may email stateland@resources.qld.gov.au if you do not wish for the department to contact you.

16. The department may also compile or analyse statistics and conduct research. Any publication of findings will not involve the publication of identifying personal information.

17. For further privacy information click [Privacy](#) or go to www.resources.qld.gov.au/home/legal/privacy.

Contact Details

Lodger Details and Mailing Address

A lodger is only required when a solicitor, bank, consultant lodges the application on behalf of the applicant.

Full Names

Title	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Company Name(s)

<input type="text"/>

If a corporation then record:-

ACN ARBN ABN

<input type="text"/>

Contact Details

Postal Address: <input type="text"/>	
Phone Number: <input type="text"/>	Mobile Number: <input type="text"/>
Email: <input type="text"/>	

Applicant(s) Details and Mailing Address

If the Applicant is a Corporation, either the Australian Company number, Australian Registered Body number or the Australian Business number must be shown.

Full Names

Title	First Name	Surname
MS	JANINE	MEERS
MR	NOEL	TRESIEDER

Company Name(s)

[Empty field for Company Name(s)]

If a corporation then record:-

ACN ARBN ABN 91 265 231 094

Note: if the applicant is a Corporation, a requirement of the application is providing evidence (as at the date of application), that the Corporation is registered with the [Australian Securities and Investments Commission \(ASIC\)](https://asic.gov.au/online-services/search-asic-s-registers/) at <https://asic.gov.au/online-services/search-asic-s-registers/> (company summary printout) and if applicable, also registered with the [Australian Business Register \(ABR\)](https://www.abr.business.gov.au) at <https://www.abr.business.gov.au> (ABN lookup record extract).

Contact Details

Postal Address:

PO Box 1991 MAREEBA QLD 4880

Phone Number:

Mobile Number:

[Empty field for Phone Number]

0407654472

Email:

janinemonicameers@gmail.com

Future correspondence should be sent to:

Lodger Applicant

1. Are the applicants a foreign acquirer as defined by the Additional Foreign Acquirer Duty (AFAD)?

Yes go to 2

No go to 4

Note: For further information refer to the Queensland Government website to determine if the applicant/s are a foreign person (acquirer) for AFAD.
 Government website to Types of foreign persons for additional foreign acquirer duty:-
<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>.

2. Is the application related to the purchase of land, for example a permanent road closure, or conversion of a lease where the land is or will be used solely or primarily for residential purposes as defined for the Additional Foreign Acquirer Duty (AFAD) under the Duties Act 2001?

Yes go to 3

No go to 4

Note: Under the Duties Act 2001 an additional amount of duty applies where the land is residential land and the applicant is a foreign person (acquirer) for AFAD.
 Government website for Additional Foreign Acquirer Duty:-
<https://www.business.qld.gov.au/industries/service-industries-professionals/professional-financial-services/transfer-duty/investors/afad/foreign-persons>.

3. Enter full name/s of the foreign acquirer/s (If there is insufficient space, please lodge as an attachment)

Full Names (If a Company, also provide a contact name)	Share Held

go to 4

4. Are the Applicant/s registered for GST and acquiring the land for a creditable purpose?

Yes go to 5

No

Note: Under the *Tax Administrator Act (Cth):1953* certain purchasers of new residential premises or potential residential land are required to withhold the Goods and Services Tax (GST) amount from the price of the supply (purchase price) for payment directly to the Australian Taxation Office (ATO) as outlined on the ATO's website. The department is unable to provide further advice on the ATO's requirements. For further information contact the ATO on 13 28 65 or visit the ATO website <https://www.ato.gov.au/business/gst/in-detail/your-industry/property/gst-property-settlement-online-forms-and-instructions/> or seek advice from a financial or legal expert.

Details of land for which the application is being lodged

5. Select the type of land for which the application is being lodged:

- Permit
- Licence
- Lease
- Unallocated State Land (USL)
- Road
- Trust Land Reserve/ Deed of Grant in Trust (DOGIT)
- Dealing Number (refer to Item 6)
- Other

go to 6

6. Enter the description of the land for which the application is being lodged. If this application concerns a road, enter the description of the land adjoining the road.

Schedule 1

You must enter either the Lot on Plan or Title Reference of the land for which the application is being lodged

Lot	Plan	Title Reference
1	RL 5272	
75	N 157410	

go to 7

The details of the land can be found on a current title. To check this you can purchase a title search by calling 1300 255 750, visiting the Titles Queensland website <https://www.titlesqld.com.au/> (and select 'Searches') or visiting one of the regional business centres). Lot on Plan details are located on your rates notice or downloading the Queensland Globe <https://www.business.qld.gov.au/business/support-tools-grants/services/mapping-data-imagery/> to help access current Lot on Plan details. If insufficient space, please add additional description as an attachment.

7. Enter additional details of the land

Dealing number: _____

Tenure Type: _____ Tenure Number: _____

Local Government: _____

Other details of land location: _____

go to 8

8. Have you participated in a pre-lodgement meeting with the department (strongly encouraged)?

Yes go to 9

No

Please provide name of officer you spoke with and this department's associated reference.

Department Contact Officer	KAREN LODGE	Pre-lodgement ID	TF 17700054
----------------------------	-------------	------------------	-------------

9. Provide details of pre-lodgement meeting.
(If there is insufficient space, please lodge as an attachment)

THE DEPARTMENT OF NATURAL RESOURCES, MINES AND ENERGY ARE HAPPY FOR US TO PURCHASE THE ROAD LEASE AND ALSO KAREN SUGGESTED TO ADD ONTO THE PURCHASE SMALL AREA TO THE RIGHT OF THE FRONT AREA NEAR THE RIVER AS TO SQUARE OFF THE BLOCK. THE DEPARTMENT OF NATURAL RESOURCES HAS GIVEN US AN INDICATIVE PRICE

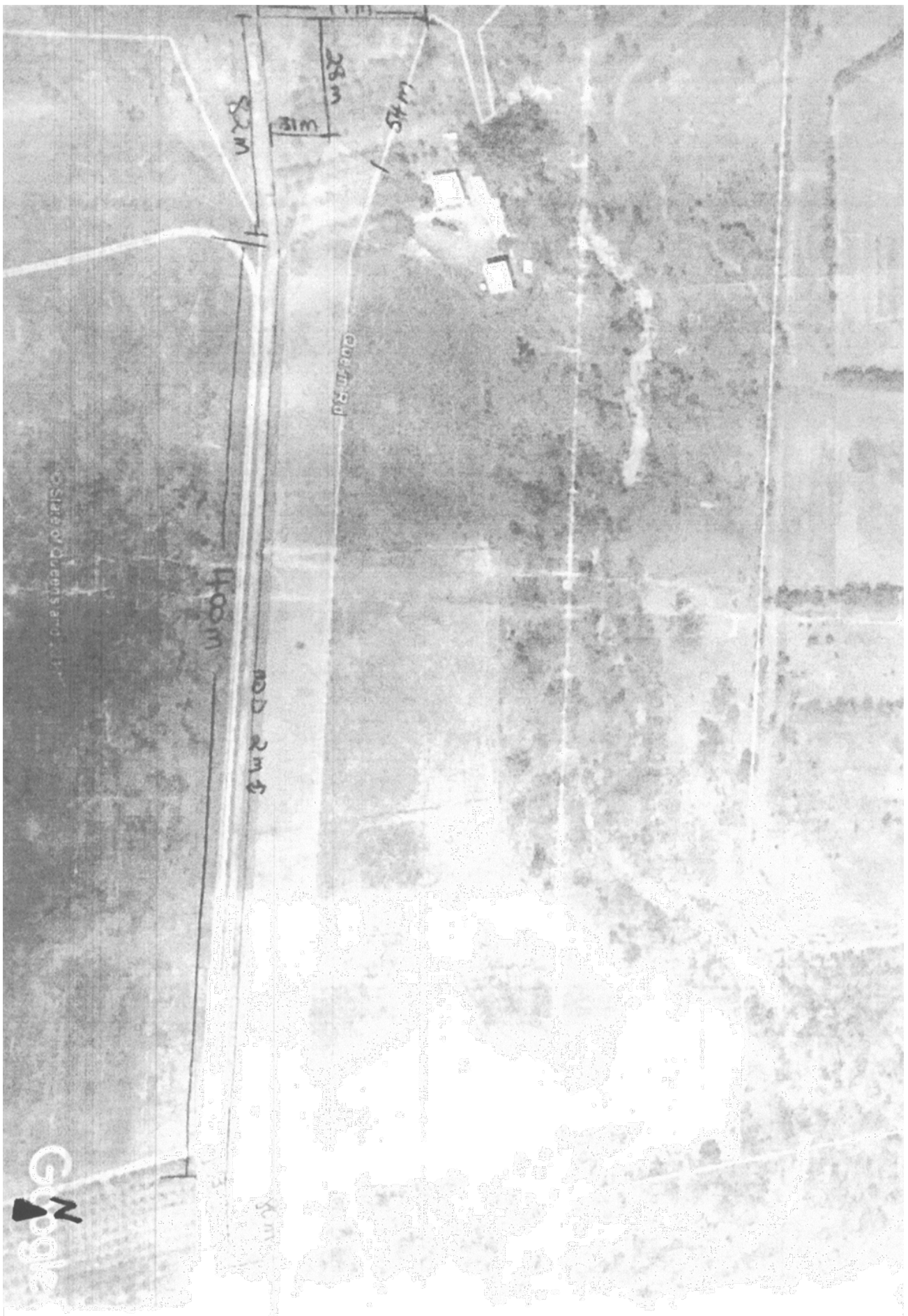
Note: Departmental Officers contact details and any reference number should be included if known.

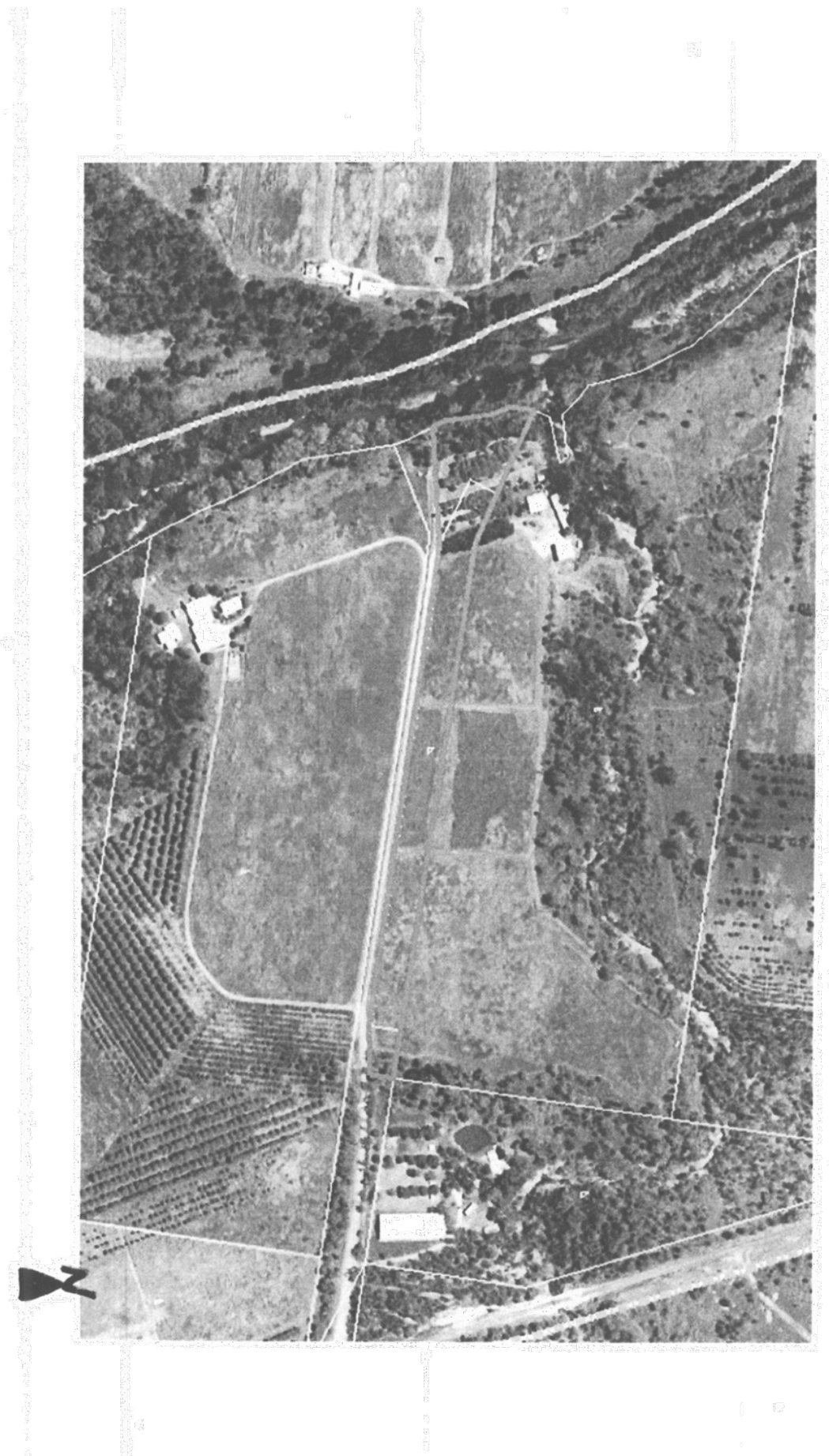
FOR AN AREA OF 2.11 HA.

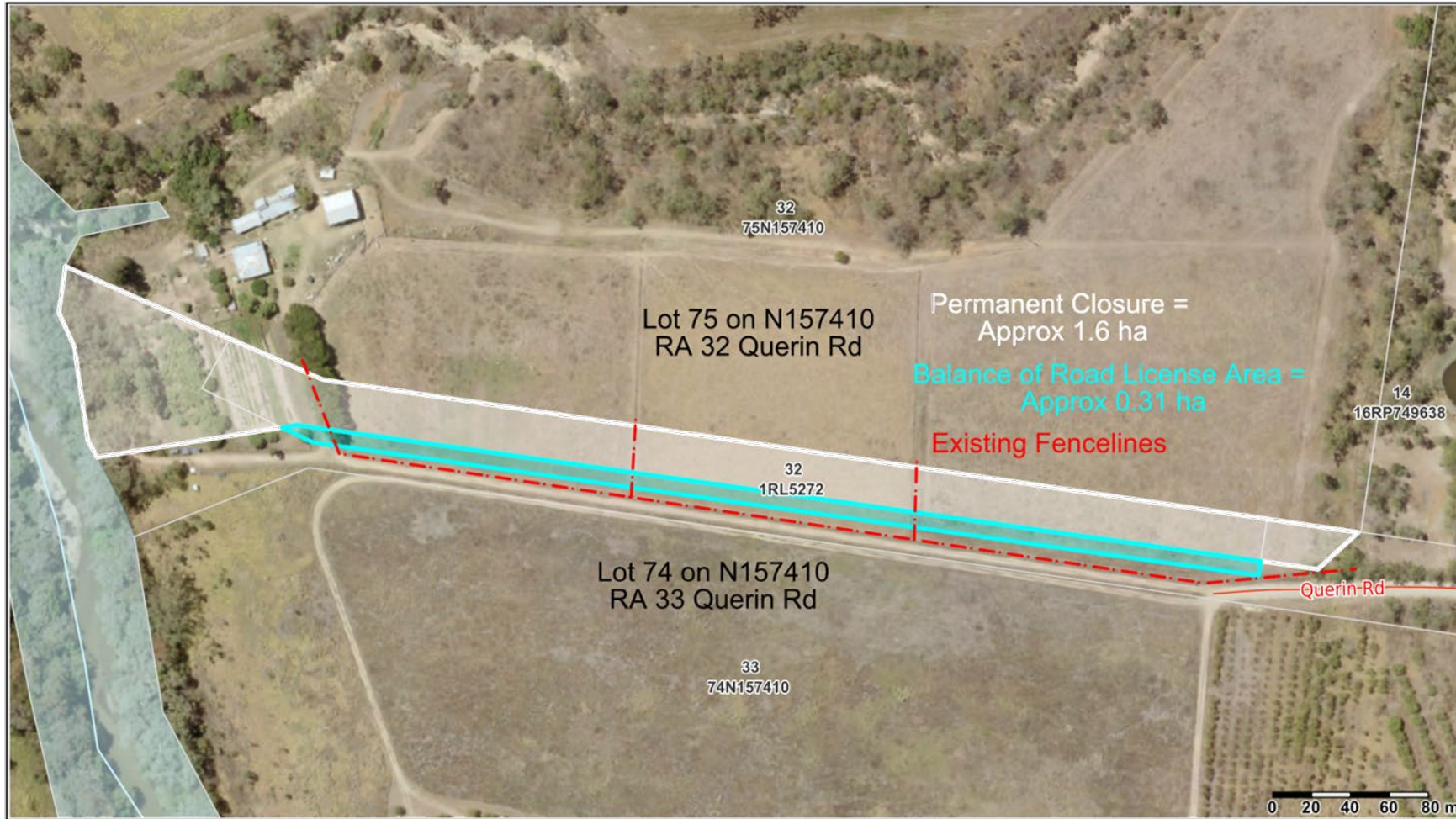
THIS FORM MUST BE ACCOMPANIED BY THE RELEVANT PART B APPLICATION FORM

Clears the form









V1 - Proposed Permanent Closure & Road License Areas

© 2022 Mareeba Shire Council (MSC). Based on or contains data provided by MSC and The State of Queensland (Department of Resources) [2022]. In consideration of these agencies permitting use of this data you acknowledge and agree that these agencies give no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accept 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.



INTERNAL CURRENT STATE TENURE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 31/05/2022 15:58

Title Reference: 17700054

21/10/1995

Date Created:

DESCRIPTION OF LAND

Tenure Reference: RL 9/5272

Lease Type: NO TERM

LOT 1 CROWN PLAN RL5272
Local Government: MAREEBA

Area: 1.457000 Ha. (ABOUT)

Area Description:

A strip one chain fifty links wide along the northern alignment of the road abutting the southern boundary of portion 75V, commencing at a point about two chains westerly of the south-eastern corner of the portion and extending westerly for a distance of about twenty-four chains.

No Forestry Entitlement Area

Purpose for which granted:
NO PURPOSE DEFINED

COMMENCEMENT DATE

Commencement Date: 19/12/1968

REGISTERED LICENSEE

Dealing No: 718568866 09/02/2018

JANINE MONICA MEERS
NOEL RICHARD TRESEDER JOINT TENANTS

CONDITIONS

M76 The Licensee shall not erect any structural improvements, other than fencing, on the land during the currency of the License.

ENDORSEMENTS

1. COVENANT No 718568865 09/02/2018 at 09:30
restricts dealings over
LOT 1 ON CP RL5272 AND
LOT 75 ON CP N157410
Lodged at 09:30 on 09/02/2018 Recorded at 14:46 on 02/05/2018

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

COPYRIGHT QUEENSLAND TITLES REGISTRY PTY LTD [2022]

Page

1/2

INTERNAL CURRENT STATE TENURE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Search Date: 31/05/2022 15:58

Title Reference: 17700054

Date Created:

21/10/1995

Caution - Charges do not necessarily appear in order of priority

** End of Current State Tenure Search **

Information provided under section 34 Land Title Act (1994) or
section 281 Land Act (1994)

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Page

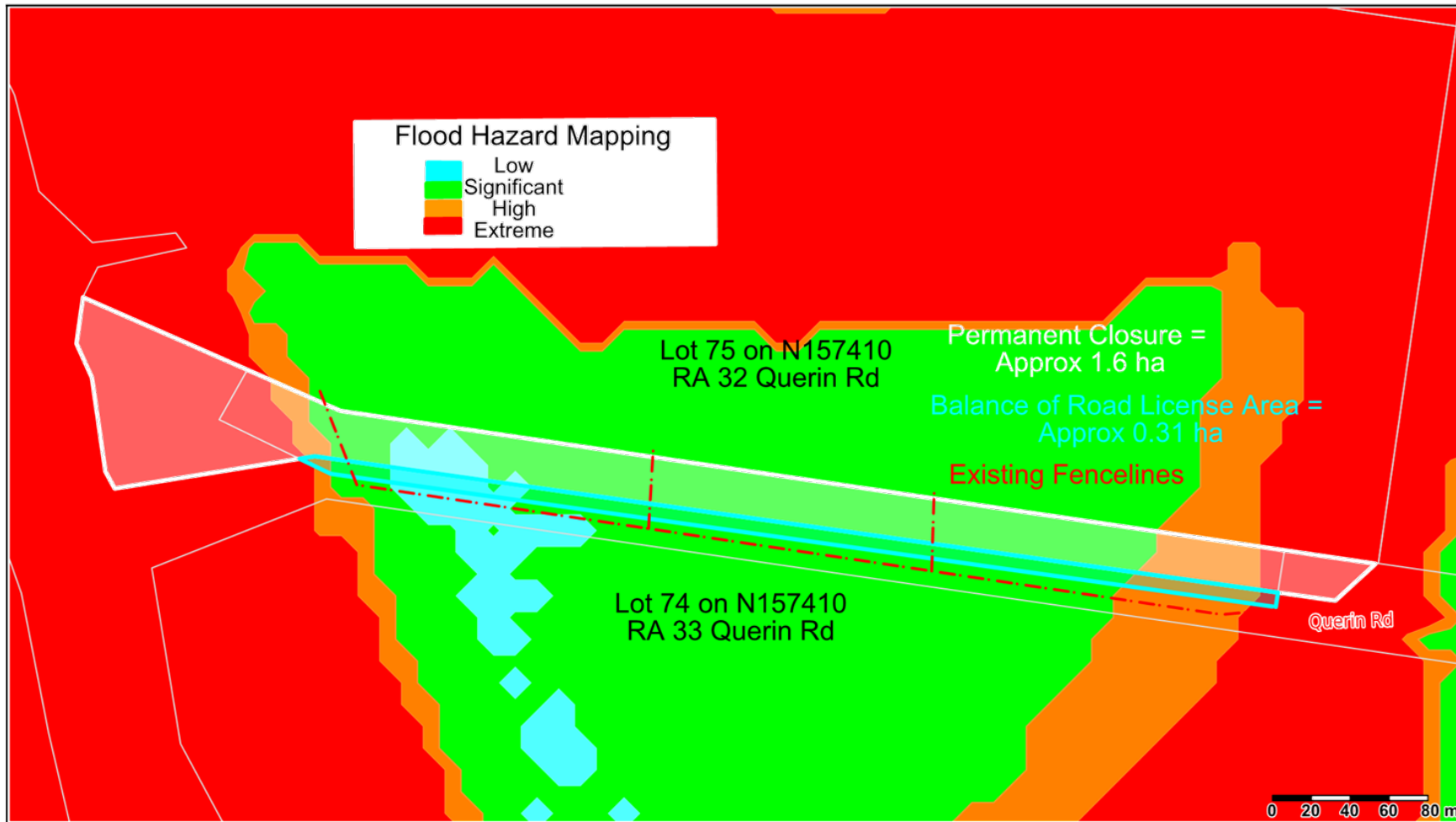
2/2



Existing Road License - 1 RL5272

© 2022 Mareeba Shire Council (MSC). Based on or contains data provided by MSC and The State of Queensland (Department of Resources) [2022]. In consideration of these agencies permitting use of this data you acknowledge and agree that these agencies give no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accept 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.





Querin Rd - Flood Mapping

© 2022 Mareeba Shire Council (MSC). Based on or contains data provided by MSC and The State of Queensland (Department of Resources) [2022]. In consideration of these agencies permitting use of this data you acknowledge and agree that these agencies give no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accept 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.



Mark Campman

From: Mark Campman
Sent: Friday, 17 June 2022 3:42 PM
To: Janinemonica Meers
Subject: RE: Permanent Closer

Good afternoon Janine,

Thank you for the screen shot where the Department of Resources seek council support on the amendment of the Road License, authorising the existing fence and irrigation structures to remain on 'Road'.

At this time I am unable to confirm Council's support to the information sought as Council have not yet considered or handed down resolution regarding your permanent road closure application.

However, with regard to the information sought, it is the investigating officers opinion that;

1. No objection to amending RL5272 (I assume RL4551 is a typo?) to be only over the balance area shown on Drawing V1 as long as permanent closure is granted and the permanently closed area is amalgamated with Lot 75.
2. No objection to the existing fence remaining on the current alignment, however if the existing fence is replaced or Council receive a complaint it is to be relocated to either;
 - Road license boundary.
 - Property boundary in the event of RL5272 (amended or not) being surrendered.
 - Property boundary if closure is not granted and RL5272 is surrendered.
3. No objection to the existing pump infrastructure remaining as it is not impacting or restricting public access to the Barron River.

Please note that the application cannot proceed until the requested information that was sought in our initial email thread is supplied.

I hope this assists and please don't hesitate to contact me at your earliest convenience.

Regards,

Mark Campman

Technical Officer (Investigations)



Mareeba
SHIRE COUNCIL

Phone: 1300 308 461 | **Direct:** 07 4086 4709 | **Fax:** 07 4092 5138
Email: markc@msc.qld.gov.au | **Website:** www.msc.qld.gov.au
Kowa St, Mareeba | PO Box 154, Mareeba, Queensland, Australia, 4880

From: Janinemonica Meers <janinemonicameers@gmail.com>
Sent: Thursday, 16 June 2022 10:52 AM
To: Mark Campman <MarkC@msc.qld.gov.au>
Subject: Permanent Closer

Hi Janine, Thank you for your emails and can you confirm with the Council if they support the following:

1. The amendment of Road Licence 4551 to be only over the area shown as balance of road licence area (approx.. 3160m²) on Drawing V1
2. The existing fence shown on Drawing V1 to be removed as it appears to be located outside the balance road licence area, or will Council authorise the fence to remain on the road.
3. If the existing structures shown below (I think they are pump sheds/power supply/solar panels??) to be authorised by the Council as they are located on the road or are they required to be removed from the road:



9.2 T-MSC2022-06 MAREEBA AMAROO EASTERN CATCHMENT PLAY EQUIPMENT

Date Prepared: 8 August 2022

Author: Project Manager Civil

Attachments: 1. Mareeba Amaroo Eastern Catchment - Imagery

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the assessment of tender submissions for T-MSC2022-06 Mareeba Amaroo Eastern Catchment Play Equipment project and provide a recommendation on the award of the tender to a suitably qualified contractor to design and construct a new playground and associated infrastructure on the green-field site at the entry to the 'Amaroo' housing development.

The completion of this project is the first stage of the park development at Amaroo.

RECOMMENDATION

That Council award the design and construct contract for T-MSC2022-06 Mareeba Amaroo Eastern Catchment Play Equipment and associated works to Moduplay Pty Ltd for the fixed price amount of \$270,000.00 (excl. GST).

BACKGROUND

The Request for Tender (RFT) was released to open market and specified a 'Design and Construct' new play area, for a fixed lump sum Contract ceiling price of \$270,000. The procurement intention being to evaluate comparable Tender responses and choose the option that is most location specific and 'best value' to the Council.

The Tender specified the construction of a 'themed park' play area at the site located on Karobean Drive and Hastie Road. The intended usage for the park is for local residents, young families and teenagers.

The Contract to include a 'Continuous Themed Play Area' incorporating interactive play equipment to tie into a main central play feature being a Domed climbing frame or similar. The specification required concept designs to include rubberised soft-fall and a structure to shade the play area as well as the inclusion of seating, tables, picnic shelter and lighting.

The RFT included all activities required to successfully complete the works, including but not limited to, earthworks, general site preparation, construction as required within the facility.

The tender was an open tender advertised through 'VendorPanel' on Tuesday 31 May 2022 and closed 11am, Tuesday 5 July 2022.

TENDER EVALUATION

Tenders were assessed in accordance with their submission's compliance with standard contract requirements and their demonstrated ability to deliver the park to a high level of finish and functionality. Tenderers had to demonstrate their capability to deliver this type of installation while detailing the benefits of the design elements they proposed to utilise.

Qualitative evaluation of the concept designs and product styles was undertaken with consideration given to any stated inclusions, exclusions, clarifications and assessment of the play equipment's aesthetic appeal and usability.

Tenderers were required to submit a preliminary concept design and provide assurance that the specified scope of works could be delivered in accordance with the constraints of the fixed budget.

Once the preferred tenderer is engaged, consultation will be required to develop the final detailed design in-line with Council expectations regarding functionality and integration into the available footprint.

Tenders were reviewed in accordance with the evaluation criteria stated in the RFT tender documentation.

25 % - Value for Money

15% - Demonstrated Understanding

15% - Capability

15% - Relevant Experience

30% - Aesthetic Appeal

TENDER SUBMISSIONS

Tenders were sought for the design and construction of a new playground at Amaroo. Of the six (6) submissions, three (3) were shortlisted for the aesthetic appeal the design concepts represented.

A summary of the tender submissions is provided below.

Table 1: T-MS2022 -06 Tender Mareeba Amaroo Eastern Catchment Play Equipment and Park Furniture

Tender - Mareeba Amaroo Eastern Catchment Play Area		Fixed Price (excl. GST)
1	Moduplay Group	\$ 270,000
2	Advantage Sports & Leisure	\$ 270,000
3	Urban Play Pty Ltd	\$ 270,000
4	Big Splash Playgrounds	\$ 270,000
5	Mevway Pty Ltd	\$ 270,000
6	Jade Creations (non-conforming)	\$ 300,000

Tenderers were able to provide multiple concept design options for Council consideration.

TENDER ASSESSMENT

Tenderers provided well-presented proposals that were generally compliant with the conditions of tendering. Officers assessed the various submissions with particular attention given to usability, aesthetic appeal and creativity of the concept designs provided.

A number of the concept designs were considered to have merit and were short-listed for further consideration. The preferred design had particular attraction due to layout, presentation and potential appeal to a broader cross-section of children, across a wider age range.

CONCEPT DESIGN WORKSHOP

Tenderers nominated various different equipment suppliers and the recommendation to award the contract to Moduplay largely came down to equipment appeal, layout and submission completeness.

While the Moduplay concept was considered the preferred design, an added advantage was the cost savings offered by Moduplay (\$18,000.00) in the event of being awarded both the Kuranda Centenary Park and the Mareeba Amaroo Park projects.

The Moduplay submission scored well in the categories of Aesthetic Appeal and Value for Money.

RISK IMPLICATIONS**Political and Reputational**

The playground will be placed in an otherwise undeveloped green-field site, so it is imperative that complementary landscaping and basic service improvements are undertaken in conjunction with the play equipment installation project in order to satisfy public expectations of minimal service provisions for a functional park.

It is also important to note that to ensure that this playground component is integrated within the entire area, an overall Master Plan is being prepared for the entire section of the reserve fronting Hastie Road. This Master Plan will be further developed through local resident input and will be the subject of a further workshop with Council.

LEGAL/ COMPLIANCE/ POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

The project is funded under Councils 2022-23 Parks and Open Spaces capital program.

Is the expenditure noted above included in the current budget?

Yes

Operating

Nil

LINK TO CORPORATE PLAN

Community: An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the Shire.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

IMPLEMENTATION/COMMUNICATION

Nil



New Mareeba East Park - Amaroo



9.3 T-MSC2022-05 KURANDA CENTENARY PARK PLAY EQUIPMENT

Date Prepared: 1 August 2022
Author: Project Manager Civil
Attachments: 1. Kuranda Centenary Park - Image

EXECUTIVE SUMMARY

The purpose of this report is to inform Council of the assessment of tender submissions for T-MSC2022-05 Kuranda Centenary Park Play Equipment project and provide a recommendation on the award of the tender to a suitably qualified contractor to design and construct an upgraded playground and associated infrastructure for an amount equivalent to the fixed price specified.

RECOMMENDATION

That Council award the design and construct contract for T-MSC2022-05 Kuranda Centenary Park Play Equipment and associated works, including removal of the existing play equipment, to Moduplay Pty Ltd for the fixed price amount of \$300,000.00 (excl. GST).

BACKGROUND

The Request for Tender called for the 'Design and Construction' of a new playground area, with a 'Scenic Railway' theme or an alternate design and theme appropriate to Kuranda for a fixed lump sum Contract ceiling price of \$300,000.00 (excl. GST).

In the course of the tender period a formal Request For Information (RFI) was received seeking a clarification of Councils design intent and enquiring about alternate designs. Council issued an addendum advising it would accept alternate designs that were not 'railway' themed.

The tender contained specifications designed to quantify deliverables to enable Council to evaluate comparable Tender responses that would provide the best 'value for money' outcome most suitable for integration into Centenary Park. Council specified that all materials and equipment be robust and suitable for installation in a wet environment that is prone to mould and fungal attack.

The tender also required the removal and salvage of the existing play area and shade sail for potential use elsewhere.

The specified scope of works for the design and construction of the play area requested:

- design and installation of the play area incorporating interactive play equipment
- rubberised soft fall surface
- shade sail structure
- lighting for night-time use and security
- shelter, seating, and tables for parents
- removal of the existing playground and shade structure

The tender was an open tender advertised through 'VendorPanel' on Tuesday 31 May 2022 and closed 11am, Tuesday 5 July 2022.

TENDER EVALUATION

Tenderers were required to submit a preliminary concept design and provide assurance that the specified scope of works could be delivered in accordance with the constraints of the fixed budget.

Individual tenders were assessed with consideration given to the contractors demonstrated capability to deliver this type of specialised installation while detailing the benefits of the design elements they proposed to utilise.

In particular, qualitative evaluation of the concept designs and product styles was undertaken with consideration given to any stated inclusions, exclusions, clarifications and assessment of the play equipment's aesthetic appeal and usability.

The preferred tenderers concept design will form the basis of consultation for the development of a final detailed design in-line with Council expectations regarding functionality and integration into the available park footprint.

Tenders were reviewed in accordance with the evaluation criteria stated in the Request For Tender documentation.

- 25 % - Value for Money
- 15% - Demonstrated Understanding
- 15% - Capability
- 15% - Relevant Experience
- 30% - Aesthetic Appeal

TENDER SUBMISSIONS

Tenders were sought for the design and construction of new play equipment at Centenary Park Kuranda including removal and retrieval of the existing play equipment and shade sail.

A summary of the tender submissions is provided below.

Table 1: T-MS2022 -05 Supply and Installation of Centenary Park Play Equipment and Park Furniture

Tender - Centenary Park Play Area		Fixed Price (excl. GST)
1	Advantage Sports & Leisure	\$300,000
2	Big Splash Playgrounds Pty Ltd	\$300,000
3	Jade Creations Landscape Solutions	\$300,000
4	Mevway Pty Ltd - AAA PlayScapes	\$300,000
5	Moduplay Group Pty Ltd	\$300,000
6	Urban Play Pty Ltd	\$300,000

Tenderers were able to provide multiple concept design options for Council consideration.

TENDER ASSESSMENT

Tenderers provided well-presented proposals that were generally compliant with the conditions of tendering. Tender assessment did however indicate that some of the submissions did not comply with the specified scope of works. The omissions appeared to be cost saving measures designed to maximise the playground equipment allocation while staying within the budget constraints.

Omissions and departures included:

- No lighting
- Organic soft-fall instead of rubberised soft-fall
- No shade sails
- Undefined concept design footprint sizes

Officers assessed the various submissions with particular attention given to usability, aesthetic appeal and creativity of the concept designs provided.

A number of the concept designs were overlooked as they obstructed sight lines and provided small niches and hiding places that may lead to issues of security.

The preferred design had particular attraction due to layout, presentation and potential appeal to a broader cross-section of children, across a wider age range.

CONCEPT DESIGN WORKSHOP

Tenderers nominated various different equipment suppliers and the recommendation to award the contract to Moduplay largely came down to equipment appeal, layout and submission completeness.

While the Moduplay concept was considered the preferred design, an added advantage was the cost savings offered by Moduplay (\$18,000.00) in the event of being awarded both the Kuranda Centenary Park and the Mareeba Amaroo Park projects.

The Moduplay submission scored well in the categories of Aesthetic Appeal and Value for Money.

RISK IMPLICATIONS

Nil

LEGAL/ COMPLIANCE/ POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

The project is funded under Councils 2022-23 Parks and Open Spaces capital program.

Is the expenditure noted above included in the current budget?

Yes

Operating

Nil

LINK TO CORPORATE PLAN

Community: An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the Shire.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

IMPLEMENTATION/ COMMUNICATION

Councils' intention to replace the existing playground, the new playground design concept and the proposed construction schedule will be promoted to inform the Kuranda community of the proposed works.



Centenary Park Kuranda



9.4 INFRASTRUCTURE SERVICES, CAPITAL WORKS MONTHLY REPORT - JULY 2022

Date Prepared: 4 August 2022

Author: Manager Projects

Attachments:

1. Capital Works Highlights - July 2022
2. Capital Works Summary - July 2022

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on capital works projects undertaken by the Infrastructure Services Department during the month of July 2022.

RECOMMENDATION

That Council receives the Infrastructure Services Capital Works Monthly Report for the month of July 2022.

BACKGROUND

Council's Capital Works program is focussed on renewal and upgrade of Council infrastructure to achieve Council's corporate vision of "A growing, confident and sustainable Shire". The program is funded through a combination of Council's own funding and external grants and subsidies.

RISK IMPLICATIONS**Financial**

The capital works program is tracking within budget.

Infrastructure and Assets

Projects included in the current capital works program were identified through Council's Project Prioritisation Tool (PPT) which uses a risk-based, multi-criteria approach to rank projects in order of priority. The PPT is aligned with Council's Long-Term Financial Plan and Asset Management sub-plans, which focus of renewal of existing assets.

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

All capital works are listed in and funded by the 2022/23 Capital Works Program.

LINK TO CORPORATE PLAN

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

IMPLEMENTATION/COMMUNICATION

Nil

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Davies Creek Road Bridge Upgrade

Program: Bridges

Background

In February 2021 Mareeba Shire Council received a signed agreement from the federal government that a grant had been secured under the Bridge Renewal Sub Program to upgrade the existing bridge on Davies Creek Road approximately 3.1km from the intersection of the Kennedy Highway and Davies Creek Road. The grant is for \$142,000 to cover a maximum of 50% of the construction costs.

Scope of Works

The scope of works included replacing the existing timber girders and deck of the bridge with concrete precast deck and kerb units, the installation of bridge relieving slabs and the provision of an asphalt deck wearing surface.

Progress Update

Construction work was completed 23 June 2022 and the bridge was reopened to traffic prior to the commencement of the June School Holiday. An asphalt deck wearing surface was installed in the second week of July to finalise the project.



Davies Creek Road bridge (before)



Davies Creek Road bridge (after)

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Euluma Creek Road, Julatten - Rehabilitate and Widen

Program: Rural Roads

Background

Euluma Creek Road is classed as a Local Road of Regional Significance (LRRS) under the Roads and Transport Alliance and is eligible for a maximum of 50% funding from the Transport and Infrastructure Development Scheme (TIDS).

Several projects are currently listed in the FNQROC TIDS Program for the widening of sections of Euluma Creek Road between Black Mountain Road and McLeans Bridge Road to cater for increasing heavy traffic and to address ongoing defects, edge wear and edge drop.

Scope of Works

The second of these projects is the widening of the narrow sections of existing bitumen sealed road to 8m including the replacement and extension of existing culverts from Chainage 6330 to Chainage 9350.

Progress Update

The pavement rehabilitation and widening activities commenced in December 2021 and were subsequently put on hold due to the continued wet weather certain areas of the shire have experienced in 2022. Work recommenced in late May when site conditions improved enough to allow construction at several locations within the project footprint. Unseasonal rain again interrupted the project allowing only four (4) days site work to be undertaken during July.

Section A - Ch 7010 to 7180, **Section B** - Ch 7630 to 8295 **Section C** - Ch 8385 to Ch 8760

- No construction work during July

Section D - Ch 9010 to Ch 9350

- Cut drains and batters to width and depth
- Remove and reinstate 375Ø RCP and headwall.
- Remove tree stumps



Wet weather prevented construction work for the majority of July

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Northern Truck Stop - Bollard Installation

Program: DTMR 3rd Party Works

Background

In June, the Department of Transport and Main Roads (DTMR) accepted Mareeba Shire Council's quotation to install bollards at the existing sealed truck stop on the Mulligan Highway just north of the McGrath Road intersection.

Scope of Works

The scope of works required the installation of 340 reconstituted plastic bollards along the existing sealed edge of the truck stop in an effort to reduce dust generated by vehicles driving and parking on unsealed areas of the truck stop.

Progress Update

Works commenced 29 June, 2022 and were completed on 18 July, 2022.



Northern entrance



Truck stop



Southern entrance



Truck stop at night

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Kanervo Road - Davies Creek Bridge Replacement

Program: Bridges

Background

In August 2019 Mareeba Shire Council received a signed agreement from the federal government that a grant had been secured under the Bridge Renewal Sub Program to upgrade the existing bridge over Davies Creek on Kanervo Road. The grant is for \$350,000 to cover a maximum of 50% of the construction costs.

Scope of Works

The scope of works included replacing the existing timber girders and deck of the bridge over Davies Creek on Kanervo Road with concrete precast deck units to increase the load limit and provide accessibility for heavy vehicles

Progress Update

MSC's Bridge Crew re-established at Davies Creek Bridge on Kanervo Road in early July to continue construction of the bridge having completed Davies Creek Road Bridge. The existing timber bridge deck has been demolished and the installation of pier extension reinforcing is complete and preparation for abutment renewal works has commenced.



Demolishing existing timber bridge deck



Completed pier extension steel and form work



Removal of existing relieving slabs



Preparations for abutment renewal

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: 2021 - 2022 Gravel Re-Sheet

Program: Gravel Re-Sheet

Background

Historically \$600,000 is provided each year in the Capital Works Budget for re-sheeting works to be undertaken where required at various locations throughout the shire. The works are funded by depreciation and are carried out generally in conjunction with road maintenance unsealed road grading activities to reduce the cost of mobilisation of plant or as short term fill-in works between more high level projects. Unspent budget funds are rolled over into the next financial year.

Progress Update

During July, the Emerald Falls Road works were completed. Sections of Kanervo Road, Bolton Road, Vallely Road and McGrath Road were gravel re-sheeted. In the coming months Ellis Road in Julatten, Doyle Street Unsealed Car Park are programmed for re-sheeting pending weather and resources.



Kanervo Road



Emerald Falls Road



Vallely Road



McGrath Road

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: AC Pipe Renewal Water Main Upgrade Project – Rice Street, Chewko Road and Hales Street

Program: Water

Background

An allocation in the Capital Works Program has been provided in the 2022-2023 capital works program to replace the failed existing asbestos cement (AC) water mains. Works during July were concentrated along Rice Street, Chewko Road and onto Hales Street Mareeba to maintain ongoing water supply for properties. This section of water main was identified for replacement following the numerous main breaks occurring in the past few years and in conjunction with Council's water strategy.

Scope of Works

The scope of works included replacement of the existing water main with 150mm PVC Supermain on Chewko Road and 100mm PVC Supermain on Hales Street and 100mm PVC Supermain on Rice Street, in addition to new service connections, valving and hydrants are being installed.

Progress Update

Works commenced early July.



Rice Street installation of the new 100mm diameter PVC Supermain water main

Infrastructure Services Capital Works Report Project Highlights - July 2022



Chewko Rd installation of the new 150mm diameter PVC Supermain water main



Chewko Rd onto Hales St installation of the new 150mm diameter PVC Supermain water main

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Mareeba and Kuranda Sewerage Pump Station Upgrades Project

Program: Wastewater

Background

An allocation in the Capital Works Program has been provided in the 2021-2022 capital works program for the upgrading and refurbishment of Minor Sewerage Pump Stations Mareeba and Kuranda.

Scope of Works

The Works include, but are not necessarily limited to, the supply of all materials, plant, and labour of whatever kind necessary for the following:

- Setting out of Works, establishment and disestablishment.
- Documentation, project management and compliance with all regulations.
- Erection of temporary works as required.
- Provision, installation and commissioning of temporary above ground bypass system. and any other works necessary to achieve bypassing of the pressure main.
- Supply, construction, and installation of new emergency bypass connection point.
- Construct new thrust blocks as nominated in the drawings.
- Concrete core drill penetration and fill through well wall, for sewer extension.

Progress Update

The contractor has completed all three (3) sites, Thooree Street, Arara Street and Palm Close Sewerage Pump Stations.



Thooree Street – Kuranda
• Project completed



Palm Close, Mareeba
• Project completed

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Sewerage Pump Station Standby Generator Project

Program: Wastewater

Background

An allocation in the Capital Works Program has been provided in the 2021-2022 capital works program for the supply and installation of standby generators at Councils sewerage pumping stations. It should be noted due to supply chain delivery issues this project has been carried over into the 2022-2023 financial year.

Scope of Works

The Works include, but are not necessarily limited to, the supply of new generators, connection to the electrical switchboards and telemetry system.

- Setting out of works, establishment, and disestablishment.
- Provision, installation, and commissioning of new generators and
- Electrical and telemetry connection to allow for emergency backup power supply.
- Concrete plinths to mount generators.

Progress Update

The concrete plinths have been established at the Ceola Drive and Yarrabee Sewerage Pump Stations.



Ceola Drive and Yarrabee SPS

Establishment of concrete plinths

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: Granite Creek Sewerage Pump Station Upgrade Project

Program: Wastewater

Background

An allocation in the Capital Works Program has been provided in the 2021-2022 capital works program for the upgrading and refurbishment of the Granite Creek Sewerage Pump Station.

Scope of Works

The Works include, but are not necessarily limited to, the supply of all materials, plant, and labour of whatever kind necessary for the following:

- Setting out of Works, establishment and disestablishment.
- Documentation, project management and compliance with all regulations.
- Erection of temporary works as required.
- Provision, installation and commissioning of temporary above ground bypass system and any other works necessary to achieve bypassing of the pressure main. Includes hot tap tee of 2No. existing DN375 and DN300 rising mains.
- Removal of existing pump station building inclusive of walls, roof, switchboard, ventilation, odour control and all ancillary items.
- Removal of mains distribution board.
- Removal of existing pump station roof slab.
- Removal of incoming sewer flow splitter box and divider wall.
- Complete removal of all internal pipework, access items, ventilation, overflow screens, ancillaries, and redundant fixings in wet well.
- Removal of internal pumps, concrete plinths, pipework and supports, access platforms, ventilation and fixtures within dry well.
- Supply and installation of new DN300 and DN375 discharge pipework's c/w pipe supports and valve arrangement.
- Supply and installation of new DN300 and DN375 rising main section inclusive of valve arrangement and connection into existing.
- Supply, construction, and installation of new emergency bypass connection point.
- Construct new thrust blocks as nominated in the drawings.
- Concrete core drill penetration and fill through dry well wall, for sewer extension.
- Supply and installation of new DN500 DICL sewer extending to new dry well, including buttress thickening and flow splitter with stainless-steel dropper arrangement.
- Construction of new pump station top slab.
- Supply and installation of new duplex pump arrangement c//w guide rails and pump chains.

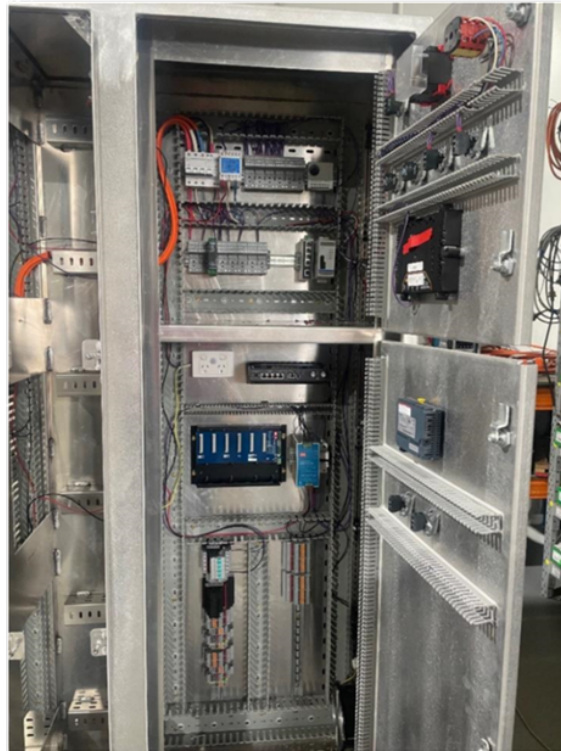
Infrastructure Services Capital Works Report Project Highlights - July 2022



- Supply and installation of new main switchboard including power and communication conduits.
- Supply and installation of new main switchboard shade structure.

Progress Update

Works to remediate the internal divider wall will commence mid-August with a revised construction program to be submitted to Council.



Factory assembly of the new electrical switchboard for Granite Creek SPS

Infrastructure Services Capital Works Report Project Highlights - July 2022



Project Name: AC Pipe Renewal Water Main Upgrade Project – Mareeba North

Program: Water

Background

An allocation in the Capital Works Program has been provided in the 2021-2022 capital works program to replace the failed existing asbestos cement (AC) water mains. A pre-start meeting was held with the contractor Terranovus Civil Pty Ltd and actual works commenced 28 January and are concentrated along Starcke Street. This section of water main was identified for replacement following the numerous main breaks occurring in the past few years and in conjunction with Council's water strategy.

Scope of Works

The scope of works included replacement of the existing water main with 100mm PVC Supermain, in addition to new service connections, valving and hydrants. Works program has the contractor installing new mains along Starcke Street and then onto Hampe Street. Once these sections are completed the contractor will then progress to Moody Street where 300mm PVC Supermain will be instead.

Progress Update

The contractor is now in the process of finalising the project with the below listed works programmed for August.

- Road crossing asphalt reinstatement - Starke & Rice Street intersection.
- Road crossing asphalt reinstatement - Starke & Finn Street intersection.
- Road crossing reinstatement along Moody Street.
- Pipeline 5 - Connection to existing.
- Pipeline 6 – Connection to existing DN150 watermain.
- Pipeline 2 - Pipeline 50mm irrigation connection and road reinstatement along Moody Street.
- Test, disinfect and commission new watermains and complete.
- Install new water meter provided by Council and complete Baiada (Steggles). connection (following commissioning of new watermain).
- House connection and changeover at CH367 Starke Street (following commissioning of new watermain).
- House connection changeovers (following commissioning of new watermain).
- Decommission, cap and grout fill old watermain.
- Hydrant markers, road markings and sluice valve indicators / post installation, etc.
- Walk through and defects close out.
- Site clean-up and disestablishment .

**Infrastructure Services Capital Works Report
Project Highlights - July 2022**



*Installations of the new pipe work to accommodate new flow meter to Baiada (Steggles) on
Moody Street*

Infrastructure Services Capital Works Summary Report July 2022

Project Description	Project Stage	Progress Comment
Program: 01 Rural and Urban Roads Reseal Program (Renewal)		
2021/22 Reseal & Asphalt Program	Construction	Wet weather has meant that there are still two roads in Mareeba and approximately 1.5 days of resealing in the Kuranda area yet to be completed. Reseals will continue when the area is experiencing fine weather. The asphalt component of the program was completed in late June with the overlaying of Reynolds Street in Mareeba.
22/23 Reseal & Asphalt Program	Not Commenced	Report to Ordinary Council Meeting in August to approve tender acceptance.
Program: 02 Gravel Resheet		
2021/22 Gravel Resheet Program	Construction	Emerald Falls Road complete. Vallyely Road complete. Bolton Road underway. Doyle Street car park will be re-sheeted in August.
Program: 03 Urban Streets		
R2R Reynolds St Mareeba Replace Kerb and Channel	Construction	Construction & overlay have been completed. Line marking to be installed as part of MSC Re-seal Line Marking Program.
TIDS Rankin/Walsh St Roundabout	Design	Project in design phase.
Program: 04 Rural Roads		
TIDS Euluma Creek Road, Julatten Ch 7.01-9.325 Rehabilitate & Widen 3 sections within chainage	Construction	Section D culverts installed, Section B drainage, headwalls & rock pitching completed.
TIDS Euluma Ck Rd Ch 9.350-10.130 Rehab	Not Commenced	Design & procurement completed. Project will commence October 2022.
Borzi Rd Mareeba Widen & Seal Ch 0.03-0.67	Not Commenced	Project pushed out to start in late August 2022.
TIDS Ootann Rd Section 1&2 Widen & Seal	Design	Design underway.
TIDS Springmount Rd Widen & Seal	Design	Design underway.
Program: 05 Bridges		
BRP4 Kanervo Rd Davies Cr Br Rplc Bridge	Construction	Site works recommenced in July. Bridge deck removed, centre piers & eastern abutment buildup commenced.
BRP5 Davies Ck Road Bridge Replacement	Construction	Project complete July 2022.
Granite Ck Mareeba Replace Footbridge Deck	Not Commenced	Designs received, works will be programmed for after the completion of Kanervo Road Bridge Upgrade.
Palm Cl Mareeba Replace Footbridge Boards	Not Commenced	Designs received, works will be programmed for after the completion of Kanervo Road Bridge.
Bicentennial Lakes F/bridge Safety Upgrade	Not Commenced	Designs received, works will be programmed for after the completion of Kanervo Road Bridge Upgrade.
Program: 06 Drainage		
21/22 Minor Culvert & C/ways Renewal	Construction	Leafgold Weir Road headwall replaced. Leafgold Weir Road culvert installation commenced.
Amaroo Mareeba Drainage Upgrade Stage 2	Construction	Project commenced.
Program: 08 Parking		
Borzi Park Mareeba Carparking Masterplan	Planning	Concept layouts developed, consideration by EMT June 2022.
Program: 09 Footpaths		
22/23 Shire Wide Footpath Renewal Prog	Construction	Projects will be identified in the Network Walking Plan. Due to be released in August.
Program: 10 Parks and Gardens		
21/22 Park Entrance Sign Renewal	Construction	10 Acre Park sign expected to arrive at depot store mid August.
Parks & Open Spaces Strategy	Construction	Parks and Open Spaces Strategy and 3 year action plan adopted by Council in February 2022. Refer attached report for progress updates on individual projects.
Byrnes Street Median Traffic Islands and Landscaping	Construction	Project complete July 2022.
Anzac Memorial Pk Landscaping & Safety	Planning	RFQ submissions received via VendorPanel. One (1) submission received. Council to award to local contractor Mindil Pty Ltd.
Program: 11 Water		

Infrastructure Services Capital Works Summary Report July 2022

Project Description	Project Stage	Progress Comment
Mareeba and Kuranda Water Treatment Plant - Staged start-up of raw water pumps upgrade	Design	Project intent to potentially list as upgrades at the water plant and submit as grant funded project. Project on hold pending grant application.
Mareeba Water Treatment Plant - Filter 3 Install dedicated backwash pumps and reconfigure wash water feed pipes	Not Commenced	Project on hold pending outcome of BOR grant application for funds toward new filter block.
Mareeba Water Treatment Plant - Optimise clarifier performance upgrade	Design	Report on project received from City Water Technology with recommendations for further works. Project to be funded in 2022/23.
Mareeba Water Treatment Plant - Backwash operation renewal	Not Commenced	Project pending outcome of grant application for new filter block. Working with City Water Technology for the implementation of this project, in conjunction with the new backwash system they are designing if grant funding is not successful.
W4Q4 Mareeba AC & Defunct Pipe Replacement 2.5km	Construction	Works are progressing with contractor working on Moody Street section. Once the main scope of works is completed on Moody St then the tie ins can commence and the new mains will become live, with the overall works expected to be completed late August.
Mareeba WTP Study for Upgrade of WW System	Construction	Project works underway and will hopefully be completed late August or early September
MWTP 5ML Reservoir Roof Replacement	Construction	Dawsons engineering unable to complete their works by June 30 due to operational requirements on site and relocation of pipe from filter to reservoir will be done by second week July.
BBRF Unconfirmed MWTP Filtration Upgrade	Design	Project design works continuing and actual project waiting on funding approval from grant application process.
MBA Clear Water Booster Pump Station	Design	Project design underway, hoping to go to tender late 2022 or early 2023
Program: 12 Wastewater		
Mareeba Wastewater Treatment Plant - Aeration diffusers replacement (every 5 years)	Construction	Installation works scheduled for mid July and early August.
Telemetry/SCADA Upgrades	Construction	Most works are completed with the residual work to be completed during July and early August.
New Sewer Pump Station Standby Generators x2	Construction	Delivery supply chain issues affecting the project with still no certainty on a delivery time for the generators.
2021/22 Mareeba Sewer CCTV & Relining Program	Construction	Supply chain issues have delayed completion of the project, reliners on site and hope to be completed by end of July.
2021/22 Mareeba Wastewater Treatment Plant Component Renewals	Construction	Works essentially completed and once commitments are cleared project can be closed out.
Granite Creek, Mareeba Sewerage Pump Station Refurbishment	Construction	Project has been delayed due to concrete dilapidation of centre divider wall, request going to Council for further funding to see the project through to completion stage.
2021/22 Mareeba Pump Station Magflow Install Program	Construction	New flow meters now installed at Kenneally Road SPS and Robins Street SPS with electrical and telemetry installation to be finalized.
Minor Sewerage Pump Stations H2S protection and refurbishment.	Construction	The two pump stations in Kuranda are now completed and works are underway at Palm Close Mareeba. Project is expected to be completed late July.
Program: 13 Waste		
WT-03 Kuranda Waste Transfer Station Weighbridge & Gatehouse	Completed	In negotiations with weighbridge about final invoicing, at this stage no in agreeance with supplier and trying to resolve as soon as possible. Supplier taking time to respond.
WT-07 Mareeba Waste Facility - Buy Back Shop Construction	Completed	If ident Survey is completed then project can be closed out.
Mareeba Waste Facility - Design for New Landfill Cells	Design	Design work underway, we were hoping to have it completed by end of June but it looks more likely to be late July or August.
Program: 15 Fleet		
GPS Vehicle Management System	Planning	Business Case being developed.
Replace Unit 5432 Sewerage Jet Rodder trailer with a hydro vac truck	Procurement	Monitoring auction and will procure when a suitable unit is available

Infrastructure Services Capital Works Summary Report July 2022

Project Description	Project Stage	Progress Comment
Fleet Replace #676 Civil Works Truck	Completed	Project Completed May 2022
Fleet Renewal #509 Backhoe	Completed	New Machine will be delivered 2 August 2022
Fleet Replace #4053 Husqvarna Zero Turn	Completed	Purchase Order raised 26 October 2021, anticipated delivery has been pushed back due to supply September 2022
Fleet Refurb Truck Mounted Water Tank	Carry Over	Business Case being developed.
Fleet Replace #621 Single Cab Tipper	Procurement	Purchase order raised July 2022. Wait time for delivery 8-10 Months.
Fleet Replace #675 Crew Cab Tipper	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #623 Crew Cab Tipper	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #5006 Tractor	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #6253 Road Broom	Procurement	Tender process.
Fleet Replace #1304 Landcruiser	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #1305 Landcruiser	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #1323 Triton	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #1337 Triton	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #2052 Triton	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #1315 Landcruiser	Procurement	Purchase Order Raised and sent to supplier July 2022. Expected Delivery 8-10 Months.
Fleet Replace #1328 Triton Trayback	Procurement	Purchase Order Raised and sent to supplier July 2022 Expected Delivery 8-10 Months.
Program: 16 Depots and Council Offices		
Rankin St MSC Admin Office Refurb	Construction	External works 95% complete.
Kowa St MSC Depot Emergency Generator	Planning	IT required to provide advice in regards the UPS system. PM awaiting further instruction.
Program: 17 Community Buildings		
Kitchen replacement program	Completed	New kitchen installed at 12/27 Lawson Street.
Koah Tennis Court Replace Timber Poles	Construction	Pole delivery delayed. LED Light fixtures on hand. Working with supplier and electrician in regards installation. Installation expected late August.
Aquatic Facility Upgrades & Splash Park	Construction	Contract awarded to Kirratech Pty Ltd.
Mareeba PCYC Shire Hall Part Roof Replacement	Construction	Work commenced late June. Northern roof and awning complete. Unseasonal wet weather in late June- early July delayed works. Works ongoing.
Mareeba Riverside Car Park Amenities Replace	Planning	Awaiting final Engineered drawings from contractor. Supply delay for temporary ablution block, contractor to advise.
22/23 MBA Roof Replacement Program	Procurement	Scoping commenced. Procurement to be finalized by 23/08/2022.
22/23 Mareeba Bitumen Driveway Renewals	Procurement	Scoping commenced. Procurement to be finalized by 23/08/2022.
Mareeba Timber Fascia Replacement	Procurement	Scoping commenced. Procurement to be finalized by 23/08/2022.
22/23 Dimbulah Bathroom Renewal Program	Procurement	Scoping Commenced. Procurement to be finalized by 23/08/2022.
FA-02 Dimbulah / Mareeba / Kuranda Pools Chlorine Dosing Improvements	Planning	Delays due to prolonged wet have resulted in works not commencing prior to end of financial year. New works program being developed to ensure works are completed in a timely manner.
FA-06 2021/22 Shire-wide Ablution Refurbishment Program	Construction	Revised quotes called for Dimbulah Tennis Court Toilets, works to be completed by end of June 2022.
Mareeba Women's Restroom Refurb	Planning	Options for future use under review.

Infrastructure Services Capital Works Summary Report July 2022

Project Description	Project Stage	Progress Comment
FA-03 Dimbulah Caravan Park, Dimbulah. Shower septic modifications.	Planning	Scoping commenced. Soil test and design works commenced.
Program: 18 Non-Infrastructure Items		
Kuranda New Cemetery	Planning	Development Application submitted.
DRFA Flood Warning Infrastructure Network MbaSC.0018.1819E.FWI - Rain Gauge (7 locations)	Completed	The remaining Mt Windsor National Park gauge installed. Project completed June 2022.
Program: 20 KIAC		
KIAC - New Wayfinding Signage	Planning	Signage dispatched from Lismore 29/07/2022. Arrive Mareeba Monday 1st August 2022. IMS advised installation to commence late September following completion of the Kanervo Road Bridge project and September school holidays tourist influx. PM to liaise with Hahns Pehl in regards the removal of the existing artistic signage. Consideration has been given to potentially repurposing the signage.

9.5 FLEET REPLACEMENT - ASSET NO 623 CREW CAB TIPPER

Date Prepared: 5 August 2022
Author: Manager Technical Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this brief is to inform Council of the assessment of quotations received for the supply and delivery of one (1) two-wheel drive crew cab fitted with a steel tipping body and toolboxes with a GVM of 7,500 kgs as part of the plant replacement program included in the 2022/23 Capital Works budget.

RECOMMENDATION

That Council awards contract VP309586 to Pacific Hino for the amount of \$108,269.02 (Excluding GST), for the supply and delivery of one (1) Hino 300 Series, 921 Auto.

BACKGROUND

Entering service in 2007, Asset 623 being a Mitsubishi Canter Crew Cab Tipper has been utilised within the Parks and Gardens works group for the transport of staff and materials associated with daily maintenance of natural assets within the shire.

The vehicle averages approx. 1,000 Kms per month and has accrued approx. 245,000 Kms.

Quotations were invited from public respondents through Vendor Panel Contract NPN 04.13 under Request for Quotation (VP 309 586) on 2 June 2022 and which closed 4 July 2022.

Two (2) quotations were received from two (2) vendors, with a summary of the quoted prices shown below.

Supplier	Vehicle	Price (Ex GST)	Price (Inc GST)	Rank
Pacific Hino	Hino 300 Series, 921 Auto	\$108,269.02	\$119,095.92	1
Ireland Isuzu	NQR 190 AMT	\$118,759.82	\$130,635.80	2

Registration and CTP insurance are excluded from the quoted price, as this is calculated at delivery and accrued to Council's common registration renewal date in March each year and is common for all quotes.

After-market equipment including rotating light, two-way radios and other associated electronic equipment required will be installed by Council's workshop staff or nominated contractor/s at the time of vehicle change over and prior to delivery to the end user of the vehicle.

Quotations were assessed against price and non-price criteria, including whole-of-life costs, which resulted in the recommendation to award procurement to Pacific Hino (Cairns), for the Hino 300 Series, 921 Auto.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Assessment of quotations were completed with consideration to Local Government Regulation 2012 and Council Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Replacement of the identified plant is included in the proposed 2022-23 Capital Budget of Council and remains within the approved budget.

Is the expenditure noted above included in the current budget?

Yes

Operating

Procurement relates to the replacement of existing fleet, no additional operational plant anticipated.

Is the expenditure noted above included in the current budget?

Yes

LINK TO CORPORATE PLAN

Financial Sustainability: A council that continuously operates in a cost-effective manner while managing council's assets and reserves to ensure a sustainable future.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Tenderers will be notified of the outcome.

9.6 FLEET REPLACEMENT - ASSET NO 675 CREW CAB TIPPER

Date Prepared: 5 August 2022
Author: Manager Technical Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this brief is to inform Council of the assessment of quotations received for the supply and delivery of one (1) two-wheel drive crew cab fitted with a steel tipping body and toolboxes with a GVM of 7,500 kgs as part of the plant replacement program included in the 2022/23 Capital Works budget.

RECOMMENDATION

That Council:

- awards contract VP309608 to Pacific Hino for the amount of \$111,490.54 (Excluding GST), for the supply and delivery of one (1) Hino 300 Series, 921 Auto, and
- authorise the disposal by Auction of Asset No 675, one (1) Hino 816 Crew, 2WD Crew Cab Tipper.

BACKGROUND

Entering service in 2008, Asset 675 being a Hino 816 Crew, 2WD Crew Cab Tipper, has been utilised within the Civil Works group for the transport of staff and materials associated with daily maintenance of road and drainage assets within the shire.

The vehicle averages approx. 1,800 kms per month and has accrued approx. 310,000 kms.

Quotations were invited from public respondents through Vendor Panel Contract No NPN 04.13 under Request for Quotation (VP 309 608) on 2 June 2022 and which closed 4 July 2022.

Two (2) quotations were received from two (2) vendors, with a summary of the quoted prices shown below.

Supplier	Vehicle	Price (Ex GST)	Price (Inc GST)	Rank
Pacific Hino	Hino 300 Series, 921 Auto	\$111,490.54	\$122,639.59	1
Ireland Isuzu	NQR 190 AMT	\$122,382.36	\$134,620.60	2

Registration and CTP insurance are excluded from the quoted price, as this is calculated at delivery and accrued to Council's common registration renewal date in March each year and is common for all quotes.

After-market equipment including rotating light, two-way radios and other associated electronic equipment required will be installed by Council's workshop staff or nominated contractor/s at the time of vehicle change over and prior to delivery to the end user of the vehicle.

Quotations were assessed against price and non-price criteria, including whole-of-life costs, which resulted in the recommendation to award procurement to Pacific Hino (Cairns), for the Hino 300 Series, 921 Auto.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Assessment of quotations were completed with consideration to Local Government Regulation 2012 and Council Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Replacement of the identified plant is included in the proposed 2022-23 Capital Budget of Council and remains within the approved budget.

Is the expenditure noted above included in the current budget?

Yes

Operating

Procurement relates to the replacement of existing fleet, no additional operational plant anticipated.

Is the expenditure noted above included in the current budget?

Yes

LINK TO CORPORATE PLAN

Financial Sustainability: A council that continuously operates in a cost-effective manner while managing council's assets and reserves to ensure a sustainable future.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Tenderers will be notified of the outcome.

9.7 ROAD NAMING - NEW ACCESS TO MAREEBA WASTE TRANSFER STATION

Date Prepared: 5 August 2022

Author: Manager Technical Services

Attachments:

1. Current Arrangement
2. Proposed New Road
3. Road and Water Crossing Naming Policy

EXECUTIVE SUMMARY

This report seeks Council consideration and endorsement for the naming of the new road into the Mareeba Waste Transfer Station.

RECOMMENDATION

That Council endorses Recovery Way as the name of the new access to Mareeba Waste Transfer Station.

BACKGROUND

With the establishment of the new Mareeba Waste Transfer Station Buy Back Shop, it has become necessary to undertake a formal Road Opening over the sealed pavement currently providing access to both the Waste Transfer Facility and the new Buy Back Shop.

Both facilities are currently accessed via a sealed pavement over land tenured for 'Strategic Land Management' (refer Attachment 1: Current Arrangement). Following discussions between Council Officers and the Department of Resources (DoR), suitable arrangements are now in place to formalise the 'Road'.

The intended road opening area is shown as Lot B (New Road) on draft Survey Plan 22003.1 (refer Attachment 2: Proposed New Road) and provides for an area of approx. 1.642 ha, which incorporates the proposed site for the new Buy Back Shop.

As a part of the Road Opening process, Council must provide a recommendation for a new Road Name.

With consideration to Councils ongoing commitment to reducing the impact of waste to the environment, the road name proposed is Recovery Way.

Road and Water Crossing Naming Policy:

Council currently maintains a Road and Water Crossing Naming Policy (refer Attachment 3) which is intended to provide for the controlled management of naming activities associated with Council discharging its obligations under the Local Government Act 2009.

Primarily this includes:

- a) maintaining a list of approved names for defined districts throughout the Mareeba Shire Local Government area;
- b) provide for an overarching process for the naming of unnamed roads and water crossings;
- c) provide for an overarching process for the renaming of existing, named roads and water crossings.

Officer Comment:

The naming of the new access road to the Mareeba Waste Transfer Station and Buy Back shop provides an additional level of consideration, as it is considered appropriate to link the name to waste management in some form, rather than a link to a resident or group.

The 'Road Type' used in the naming process should be in accordance with AS/NZS 4819:2011 Australian/New Zealand Standard Rural and Urban Addressing, Appendix A, which provides guidance as to the intended use/function of each Road Type (i.e. Way, Street, Access etc).



Aerial: Mareeba Waste Transfer Station

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Proposed Road Name is provided with consideration to current Policies and Procedures.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Nil

Operating

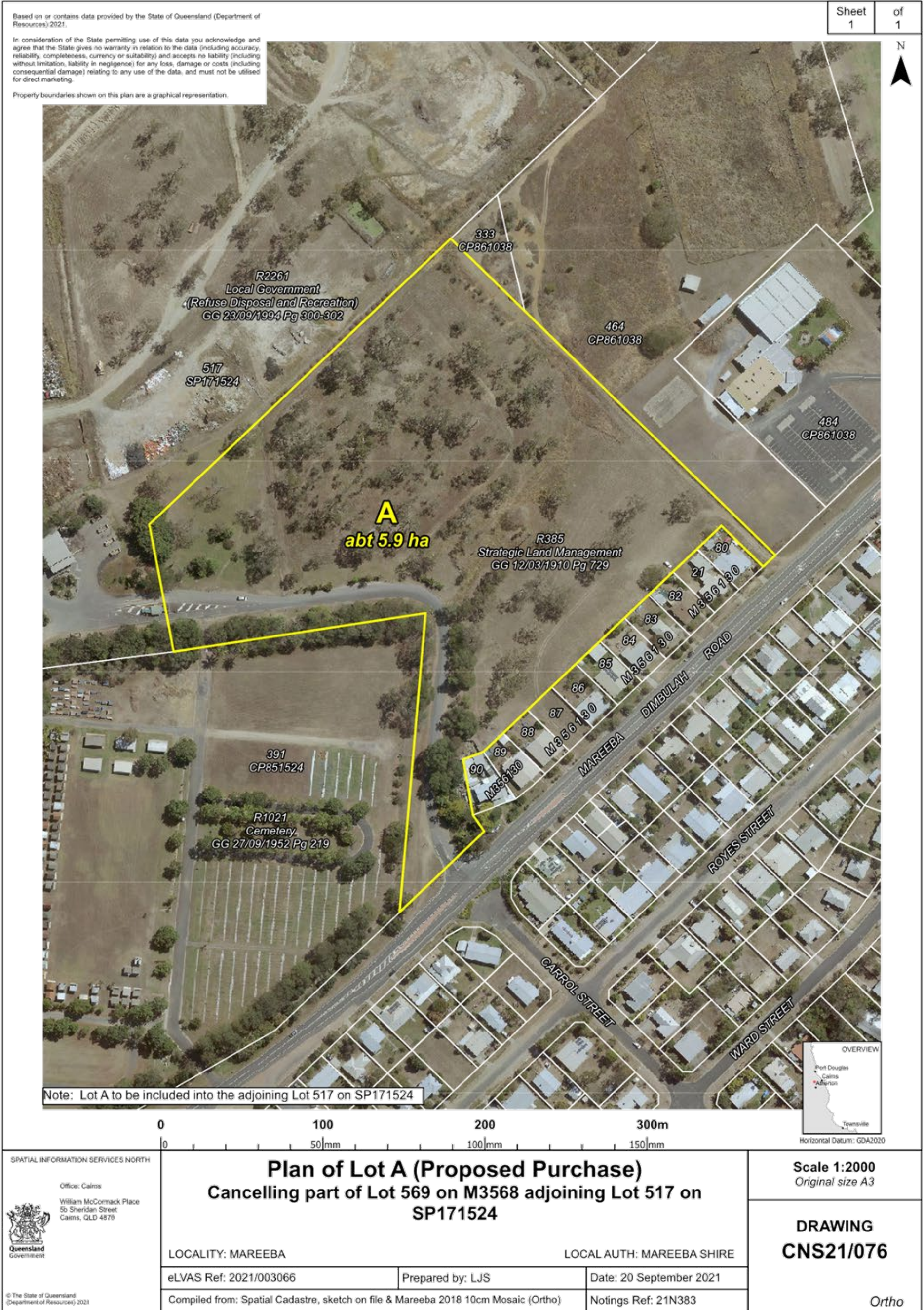
Nil

LINK TO CORPORATE PLAN

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

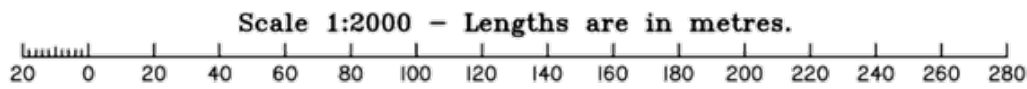
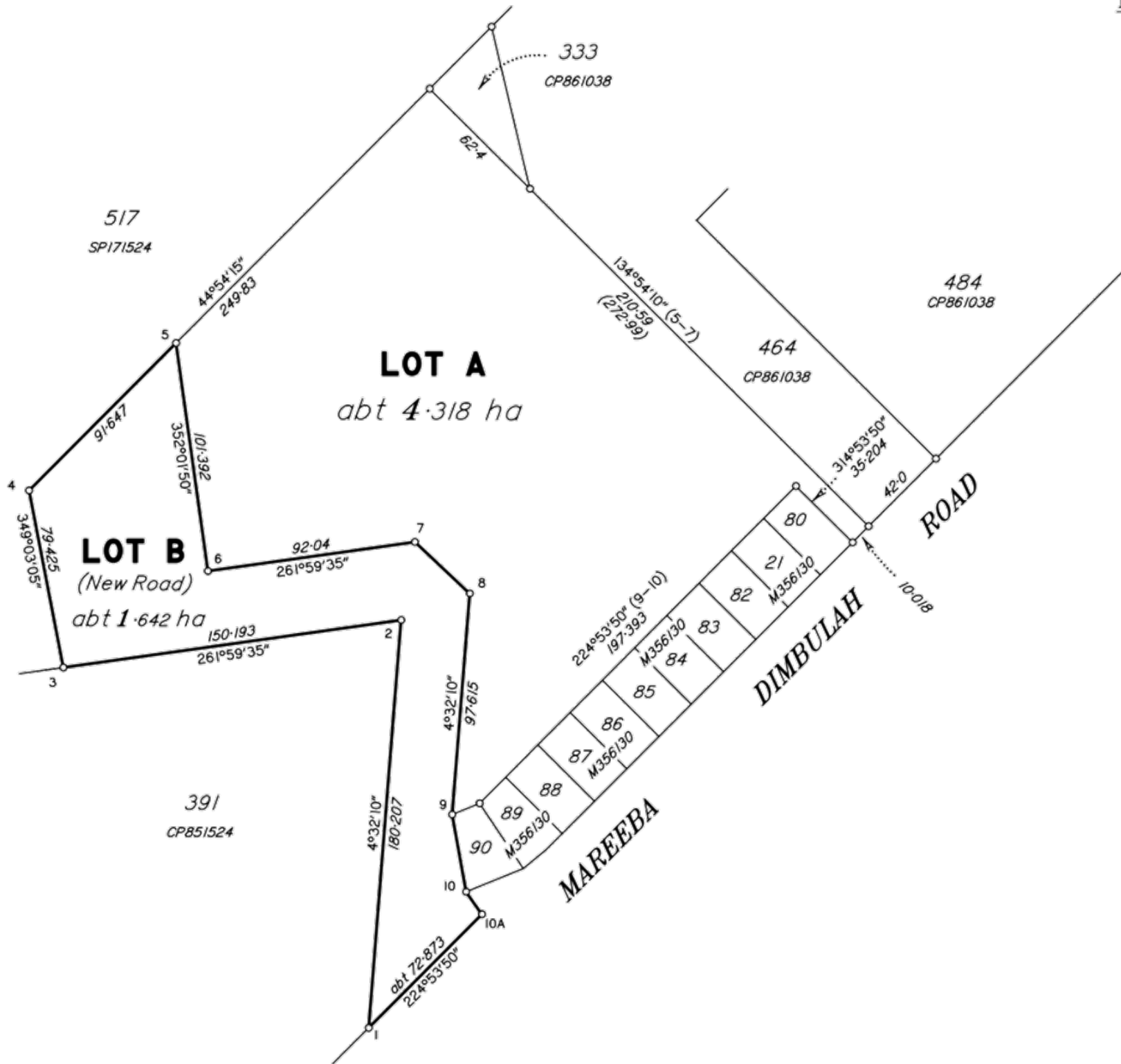
IMPLEMENTATION/COMMUNICATION

Council Officers will forward details of the Road Name and Surveyed Boundaries to the relevant State Department for registration.



Sheet 1 of 1

Road to be opened (1-2-3-4-5-6-7-8-9-10-10A-1) abt 1.642 ha
 Subject to final survey



Prepared By : D.Craze
 Date: 28/4/2022

Mareeba Shire Council

**Plan of Proposed Lot A and
 New Road (Lot B)
 canceling Lot 569 on M3568**

LOCAL GOVERNMENT: **MAREEBA SHIRE COUNCIL**
 LOCALITY: **Mareeba**

22003.1

MERIDIAN
 MGA Zone55 GDA2020

SCALE
 1:2000

ENDORSED



Road and Water Crossing Naming Policy

Policy Type	Governance Policy	Version:	3.0
Responsible Officer	Manager Development and Governance	Date Approved:	19/06/2019
Review Officer:	Manager Development and Governance	Review Due:	19/06/2023
Author:	Senior Compliance Officer	Commencement:	19/06/2019

1. PURPOSE

The intent of this Policy is to:

Provide for the controlled management of Road and Water Crossing Naming activities required for Council discharge of obligations under the *Local Government Act 2009* (LGA).¹ This includes:

- (a) maintaining a list of approved names for defined districts throughout the Mareeba Shire Local Government area;
- (b) provide for an overarching process for the naming of unnamed roads and water crossings;
- (c) Provide for an overarching process for the renaming of existing, named roads and water crossings.

2. SCOPE

This policy applies in all circumstances where there is a requirement for the allocation of a name to any road or water crossing under the control of the Mareeba Shire Council. The policy further applies to any submission of names for consideration by Council for inclusion in Council's approved listings of road and water crossing names.

3. POLICY STATEMENT

The Australian Standards² have been used to develop this Policy and the following principles have been adopted:

- Names will not be duplicated with an existing name within a defined district.
- Names should be appropriate to the physical, cultural or historical character of the area.
- Names should be reasonably easy to read, spell and pronounce, and should not be comprised of more than two words.
- A name which has historical or cultural significance is preferred.

Council will maintain a series of approved listings of relevant names for each of six (6) defined districts from which names will be selected.³ Names will be added periodically to the lists with the approval of Council.

¹ See *Local Government Act 2009* s 60.

² *AS/NZS 4819:2011 Australian/New Zealand Standard Rural and Urban Addressing* s 4.

³ See *Road and Water Crossing Naming Procedure* Appendix for map representations of defined districts.

Road and Water Crossing Naming Policy

Approved lists hold a local history theme and are developed with consideration to Traditional Owners, local historians and Councillors and are derived from the following source themes:

- The names of fallen soldiers from a relevant district;
- Indigenous place names and language words within a relevant defined district;
- The names of historical or significant places, themes, families and individuals within the relevant district.

Council will consider input from community members who are able to provide sufficient background to warrant the inclusion of additional names consistent with these source themes. Developers and community residents are encouraged to contact Traditional Owners of a certain area and request a name or word from the Indigenous language which relates specifically to the location of the subject road. Council can assist in providing the relevant Traditional Owner contacts which may be used for this purpose

Where a new road or water crossing or unnamed road or water crossing falls outside of one of the six (6) defined districts, that road or water crossing should be named after the main property that it runs through or is adjacent to.

Any submission involving a request for a name which is not on an approved list for the relevant district will be referred to Council for approval. Such submissions must describe the origin of the name and demonstrate that it is consistent with the source themes outlined above.

Name listings relevant to each defined area contained within the Road and Water Crossing Naming Procedure will be reviewed and updated every two (2) years to ensure currency.

The designation of new road types, naming of newly created roads, streets and water crossings, the naming of existing unnamed roads and water crossings, and renaming of roads and water crossings is to be conducted in accordance with Council's Road and Water Crossing Naming Procedure ⁴

4. REPORTING

No additional reporting is required

5. DEFINITIONS

Defined district - one of six (6) defined geographic areas within the shire used for the management of names
LG Area - Local Government Area; the entire Mareeba Shire local government jurisdiction

6. RELATED DOCUMENTS AND REFERENCES

Road and Water Crossing Naming Procedure (MSC)
Local Government Act 2009
Local Government Regulation 2012
AS/NZS 4819:2011 Australian/New Zealand Standard Rural and Urban Addressing s 4

⁴ See *Road and Water Crossing Naming Procedure (MSC) s 3.*

Road and Water Crossing Naming Policy

7. REVIEW

It is the responsibility of the Manager Development and Governance to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.

9.8 INFRASTRUCTURE SERVICES, TECHNICAL SERVICES OPERATIONS REPORT - JUNE 2022

Date Prepared: 5 August 2022
Author: Manager Technical Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to outline Council's Fleet, Design, Soils Lab, Survey, Quality, GIS, Project Management, Facilities and Investigation Services activities undertaken by Infrastructure Services during the month of July 2022.

RECOMMENDATION

That Council receives the Infrastructure Services, Technical Services Operations Report for July 2022.

BACKGROUND**Technical Services**Design, quality and investigations:

Investigation activities undertaken in July included:

Activity	Current Requests	Closed Requests
Road Infrastructure Review	53	19
Drainage Investigations	8	3
NHVR Permit Applications	0	14
Aerodrome Investigations	0	2
Traffic Count Surveys	0	8
Parks Investigations	7	2
Miscellaneous <i>e.g.</i> Planning; Local Laws	17	24
Before You Dig Assists Requests	0	197

Soil Laboratory:

Council's Soil Laboratory provides NATA-accredited soil and material testing for internal and external services.

Supplier	No. of Tests
Internal	13
External	130

Asset Inspections:

Work was primarily focused towards improving data for the water, sewerage, roads, underground stormwater and kerbs asset data sets.

Operational Works and Subdivisions

To ensure ongoing compliance with development conditions, both during construction and on-maintenance, Council undertakes routine inspection and monitoring of sites. The following developments remain current:

Locality	Subdivisions Name	Status
Mareeba	Amaroo Stage 12	Under construction
Mareeba	Emerald End Road & Country Road	Under construction
Mareeba	7 Haren Street	On-maintenance
Koah	123 Fantin Road (Two Chain Road)	On-maintenance
Mareeba	Kenneally Estate Stage 4	On-maintenance
Mareeba	The Edge Stage 3	On-maintenance
Mareeba	Amaroo Stage 11	On-maintenance
Mareeba	Mareeba Roadhouse and Accommodation Park, Williams Close	On-maintenance - Monitoring
Kuranda	112 Barnwell Road widening	Monitoring

Disaster Recovery Funding Arrangements (DRFA)

The DRFA is jointly funded by the Commonwealth and Queensland governments to help alleviate the costs of relief and recovery activities undertaken in disaster-affected communities by delivering recovery activities to return affected eligible assets back to pre-event condition. The status of declared disaster events currently being managed are provided below:

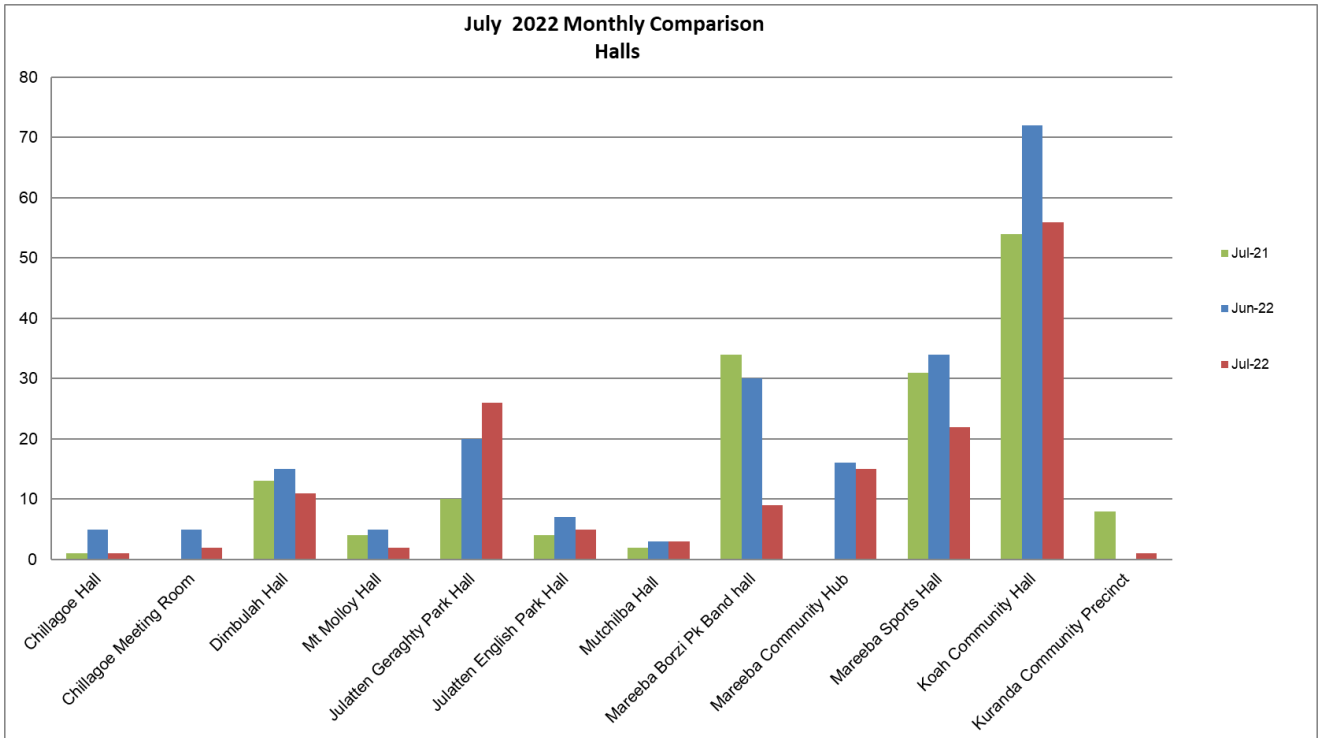
Program	Status
2022 DRFA	Mareeba Shire activated DRFA assistance measures linked Far North Queensland Low Pressure Trough, that occurred 1 – 7 February 2022. Council have commenced assessment of damage, emergency repairs and immediate restoration of impacted roads throughout the Shire. A consultant has been engaged to assist with delivery of the 2022 DRFA Program in the coming months.
2021 DRFA Program General	Mareeba Shire activated DRFA assistance measures linked to Tropical Cyclone Imogen and associated low pressure system that occurred 2–12 January 2021. A consultant has been engaged to assist with delivery of the 2021 DRFA Program and delivery of the program is well progressed.
2021 DRFA REPA Program	Council at its Ordinary Meeting, 15 December 2021, endorsed award of the REPA Contracts on condition of endorsement by QRA. Works have commenced on all restoration packages with works on track for completion prior to end of calendar year.
2019 DRFA	Gamboola Crossing remains the only site not yet completed. Commencement occurred in late October however rainfall within the Mitchell River Catchment required demobilisation from site. Further damage to the site, arising from the 2022 event, will result in reassessment of the project by QRA within the 2022 recovery program.
2019 Betterment	Council have closed out the 2019 Betterment project.

Facilities

Community Halls:

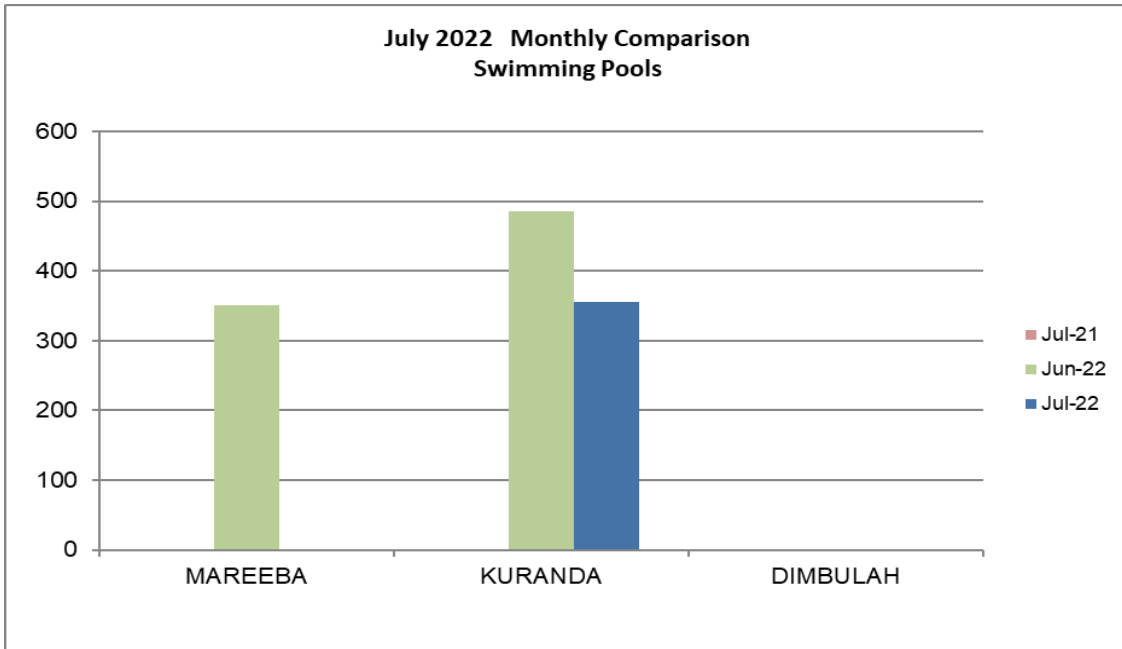
Maintaining safe and efficient access to Council Community Halls is recognised as an important aspect for the community's ongoing wellbeing.

July hall hires have slightly decreased against the previous month. The largest decrease in utilisation is for the Mareeba Band Hall with QLD Health ending the Covid testing clinic.



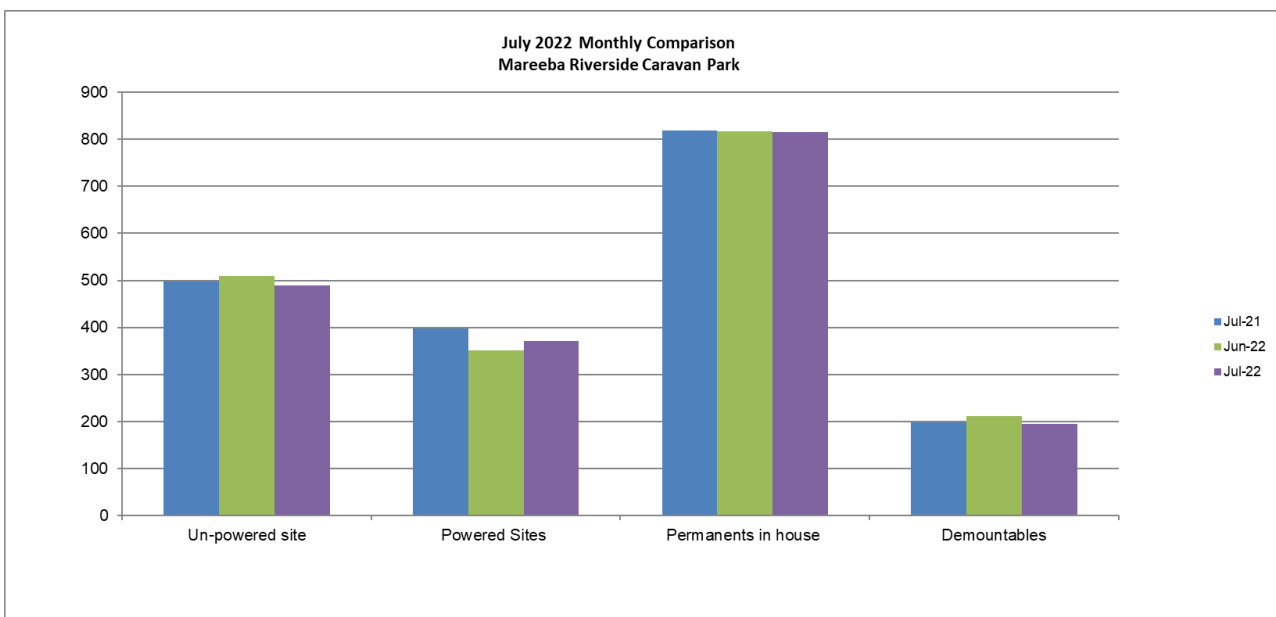
Aquatic Centres

Mareeba and Dimbulah Aquatic Centres are closed during July as part of the annual scheduled winter shutdown, during which any significant maintenance which may be required, is completed. The Kuranda pool has remained open this year, with heaters in operation to meet user expectations, however patronage numbers remained subdued.

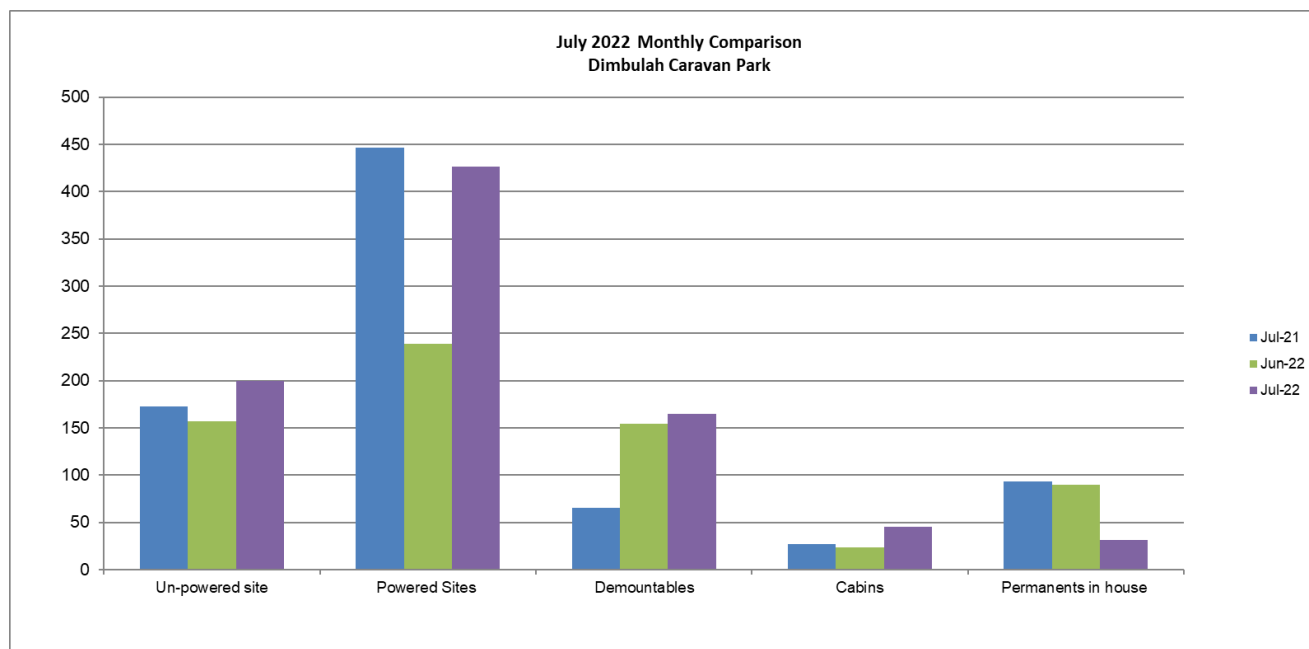


Caravan Parks:

Mareeba Riverside Caravan Park tenant numbers have remained consistent with last month. The grey nomads have increased the site bookings and the back packers returning due to available farm work.



Dimbulah Caravan Park utilisation has increased for the month of July. A new caretaker has been engaged which has brought some new ideas and activities to the park which have been encouraging.



Vandalism & Graffiti:

During July, 9 reports of vandalism/graffiti were recorded for Council facilities, with annual costs provided below;

Financial Year	Actuals	Comments – July 2022
2015/16	\$ 2,134.00	<ul style="list-style-type: none"> • Mareeba Arnold Park Toilets and Rotunda - Graffiti x 3 • Mareeba CWA Toilets - Graffiti and Vandalism x 3 • Mareeba Rotary park - Vandalism x 1 • Mareeba Sports Hall - Graffiti x 1 • Mareeba Theatre Hall - Vandalism x 1
2016/17	\$ 16,546.00	
2017/18	\$ 23,948.00	
2018/19	\$ 14,851.00	
2019/20	\$ 14,211.18	
2020/21	\$ 62,199.62	
2021/22	\$ 48,301.12	
2022/23	\$1,153.00	

Note - actuals for vandalism/graffiti do not reflect costs to repairs during that period. Incoming expenses for repairs carry over until works are completed.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Programs are being delivered in line with expectations, a small surplus across the portfolio is anticipated.

Operating

Additional cost associated with graffiti and vandalism is expected and will be accommodated within existing budget allocations.

LINK TO CORPORATE PLAN

Financial Sustainability: A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Community: An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the Shire.

Economy and Environment: A resilient economy that promotes and supports the shire's natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

9.9 FNQ029 REGIONAL REMOVAL AND BENEFICIAL REUSE OF BIOSOLIDS

Date Prepared: 25 July 2022
Author: Manager Water and Waste
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the tenders received for The FNQ029 Regional Removal and Beneficial Reuse of Biosolids. Far North Queensland Regional Organisation of Councils (FNQROC) invited suitably qualified contractors to tender for the removal and beneficial reuse of biosolids on behalf of participating FNQROC member councils. Contractors were also invited to tender for the dewatering and removal of sludge stored in lagoons at Gordonvale by Cairns Regional Council and Yarrabah by Yarrabah Aboriginal Shire Council.

The intent of the contract is to provide a safe and effective biosolids removal and beneficial reuse service to the region, which provides consistency, efficiencies, and savings to all participating FNQROC councils and economies of scale opportunities to the contractor. Any biosolids that cannot be beneficially reused will be suitably disposed of by the contractor.

RECOMMENDATION

That Council:

1. Enters into contract FNQ029 – Regional Removal and Beneficial Reuse of Biosolids with Arkwood (Gloucester) Pty Ltd based on a Schedule of Rates, for a period of 2 years commencing 1 October 2022, with an extension option of up to 12 months, available at Council’s discretion; and
2. Delegates authority to the Chief Executive Officer in accordance with the Local Government Act 2009 to enter contracts, negotiate, finalise, and execute all matters associated with or in relation to this contract, subject to Council’s normal procurement policies and practices.

BACKGROUND

The Request for Tender (RFT) received only one submission which was evaluated by a Tender Evaluation Committee made up of representatives from the participating councils.

Arkwood (Gloucester) Pty Ltd is recommended for contract award as they have been providing an effective regional service since 2016 and are currently considered the only contractor capable of providing the full range of service required. This contract ensures biosolids are safely removed. Arkwood (Gloucester) Pty Ltd undertake all required testing of biosolids to determine suitable land application.

Whilst there are several councils involved in the collective offer to the market, each council will have an individual contract with the selected contractor as FNQROC does not have formal delegated authority to enter into contracts on behalf of councils.

Following contract award, participating councils through FNQROC, will explore more broadly the regional opportunities for biosolids disposal, including Waste to Energy.

Biosolids are treated sewage sludges and are the major byproduct of the wastewater treatment process. When treated and managed appropriately, biosolids can be beneficially used for several purposes. Council's Wastewater Treatment Plants produce biosolids that are capable of being beneficially reused and require these biosolids, together with the sludge stored in lagoons at Gordonvale and Yarrabah, to be regularly removed and disposed. The intent of the arrangement is to provide a safe and effective biosolids and sludge removal and beneficial reuse service to the region.

In 2015, the Far North Queensland Regional Water Alliance (previously FNQWRAP) identified the removal and beneficial reuse of biosolids as a potential procurement improvement opportunity for councils as there was only one supplier actively working in the region. The aggregation of regional volumes and collective scheduling was identified as potentially enabling both councils and suppliers to benefit from economies of scale and improved efficiency. It was also hoped that a collective arrangement would encourage additional suppliers into the region and increase the number of farms licensed for beneficial reuse. The formation of one collective tender with individual contracts managed centrally by FNQROC would lessen the administrative burden on councils and facilitate best practice across the region.

Following a Request for Tender in 2016, submissions were received from three suppliers. Arkwood (Gloucester) Pty Ltd, who had previously been providing the service to several councils in the region, were by far the most competitive at the time of the original tender and were awarded the contracts for the Regional Collection and Beneficial Reuse of Biosolids for a 3-year period, commencing 1 July 2016 with the option to extend by a further 2 x 12 months. The last and final contract extension was extended by 3 months and will expire on 30 September 2022.

Before the contract was extended in June 2022, Arkwood confirmed they would be seeking a substantial price increase across all councils, providing several reasons for the proposed price increases including increased transport and wage costs.

In addition, prior to the release of the Request for Tender, FNQROC were advised that the only other identified alternate service provider had ceased trading and gone into voluntary administration. The Request for Tender was therefore released to identify if there were any other contractors that may be able to offer an alternative option and Arkwood were the only contractor to enter a submission.

COMMENT:

Arkwood (Gloucester) Pty Ltd have provided effective services to date and greatly assisted in the navigation of the End of Waste Code, which was introduced in 2020, resulting in minimum disruption to council services. Arkwood (Gloucester) Pty Ltd currently undertake all required testing of biosolids to determine suitability for land application, including the recent introduction of additional testing for Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS) and Total Organic Fluorine (TOF) as required by the End of Waste Code for Biosolids.

The annual spend with Arkwood (Gloucester) Pty Ltd in 2021/2022 was approximately \$84,712.20 excluding GST. Expenditure is expected to increase considerably following the price increase to existing rates. A fuel levy has also been applied which will remain in place until the price drops below the proposed Terminal Gate Price for Diesel. Rates will also increase annually in line with CPI. Annual spend is expected to be approximately \$95,000.00 for Mareeba Shire Council.

The lack of suitable contractors, the proposed price increases and End of Waste Code requirements have provided the impetus to reconsider the way councils deal with biosolids.

Whilst preliminary enquiries have been made into emerging technologies and the use of biosolids, biosolids are not currently considered suited to either traditional organics processing due to the

current End of Waste code or Energy from Waste markets due to the moisture content. This means that other opportunities need to be investigated, and what needs to be done to enable emerging uses of biosolids needs to be understood.

In the short term it is recommended that Arkwood are awarded the contract for the Regional Removal and Beneficial Reuse of Biosolids which will provide immediate contract certainty. Thereafter, a more detailed review should be commenced through FNQORC to explore more broadly the regional opportunities available for biosolid disposal, including Waste to Energy.

RISK IMPLICATIONS

Financial

Arkwood (Gloucester) Pty Ltd is an established company with sound capability and a proven work history. Arkwood have previously provided the service to councils in the region for several years.

There is a risk that changes to the End of Waste Code may impact the suitability of biosolids for beneficial reuse. Arkwood (Gloucester) Pty Ltd have arrangements in place to dispose biosolids unsuitable for beneficial reuse and proposed pricing. The contract term will enable councils to seek alternative arrangements at the end of two years if the arrangements are no longer deemed suitable.

Environmental

Land application does not take place until the material has been tested and met the requirements of the End of Waste Code.

Legal and Compliance

Changes to the End of Waste Code will continue to be monitored closely.

Operating

Yes

Is the expenditure noted above included in the current budget?

Yes

LINK TO CORPORATE PLAN

Financial Sustainability: A council that continuously looks for savings and opportunities while managing council's assets and reserves to ensure a sustainable future in a cost-effective manner.

Economy and Environment: A resilient economy that promotes and supports the shire's natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community.

IMPLEMENTATION/COMMUNICATION

FNQORC will be informed of Council's decision.

9.10 INFRASTRUCTURE SERVICES, WATER AND WASTE OPERATIONS REPORT - JULY 2022

Date Prepared: 2 August 2022
Author: Manager Water and Waste
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to summarise Council’s Water and Waste activities undertaken by the Infrastructure Services Department during the month of July 2022.

RECOMMENDATION

That Council receives the Infrastructure Services, Water and Waste Operations Report for July 2022.

BACKGROUND

Water and Wastewater Treatment:

All treatment plants are performing satisfactorily. Water demand was varied across all schemes with rainfall in some catchments resulting in slightly lower consumption per connection whereas some were slightly higher due to lower rainfall compared to the previous month.

Routine environmental monitoring did not detect any exceedances of environmental discharge limits. No anomalies or reportable notifications were reported in relation to routine water quality testing conducted during the month.

Water Treatment	Mareeba	Kuranda	Chillagoe	Dimbulah	Mt Molloy*
Water Plant average daily production (kL)	6,353	761	293	261	91
Number of Connections	4,385	982	157	272	137
Average daily water consumption per connection (L)	1,449	775	1,866	960	805

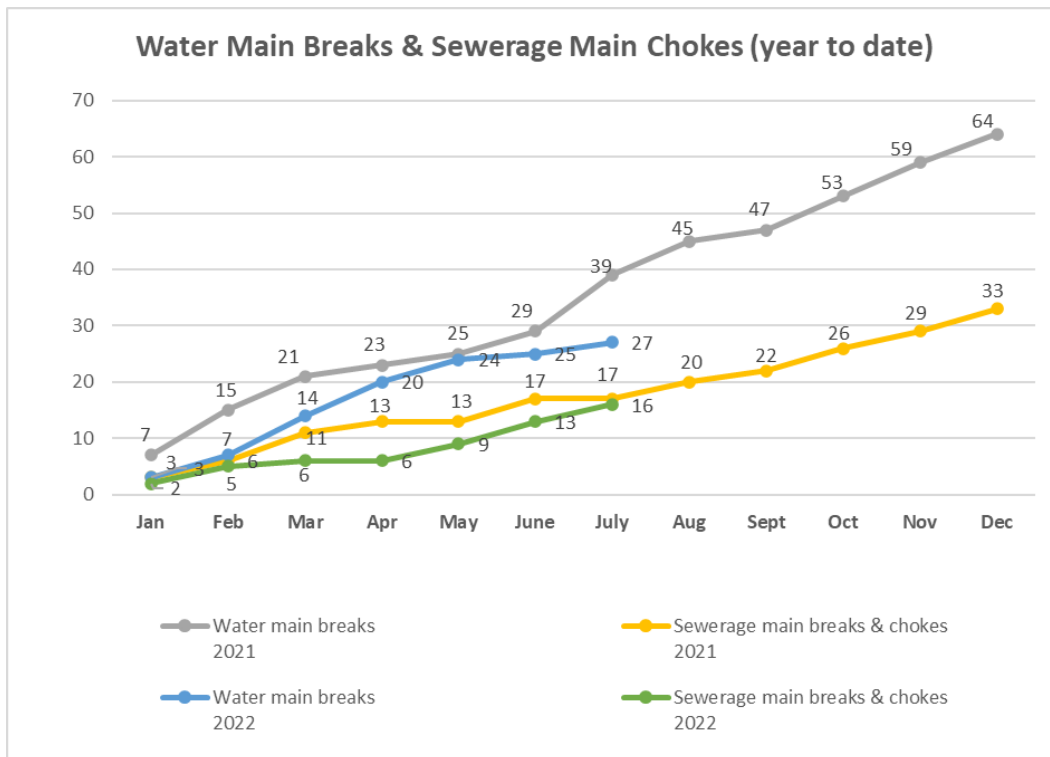
** Mt Molloy is an untreated, non-potable water supply*

Wastewater Treatment	Mareeba	Kuranda
Wastewater Plant average daily treatment (kL)	2,649	190
Number of Connections	3,424	346
Average daily inflow per connection (L)	774	549

Water and Wastewater Reticulation:

Council's water reticulation crew attended to two (2) water main breaks and three (3) sewer main breaks/chokes this month, and average response times were within targets set out in Council's customer service standard for water services.

Monthly statistics are shown on the water reticulation main breaks and sewerage main breaks and chokes:



Waste Operations:

All transfer stations are currently operational. New iWEIGH software has been implemented in the Kuranda and Mareeba transfer stations and new tablets with printers for the other transfer stations are at sites. These tablets are currently being trialled at deeming sites and will go live by next month.

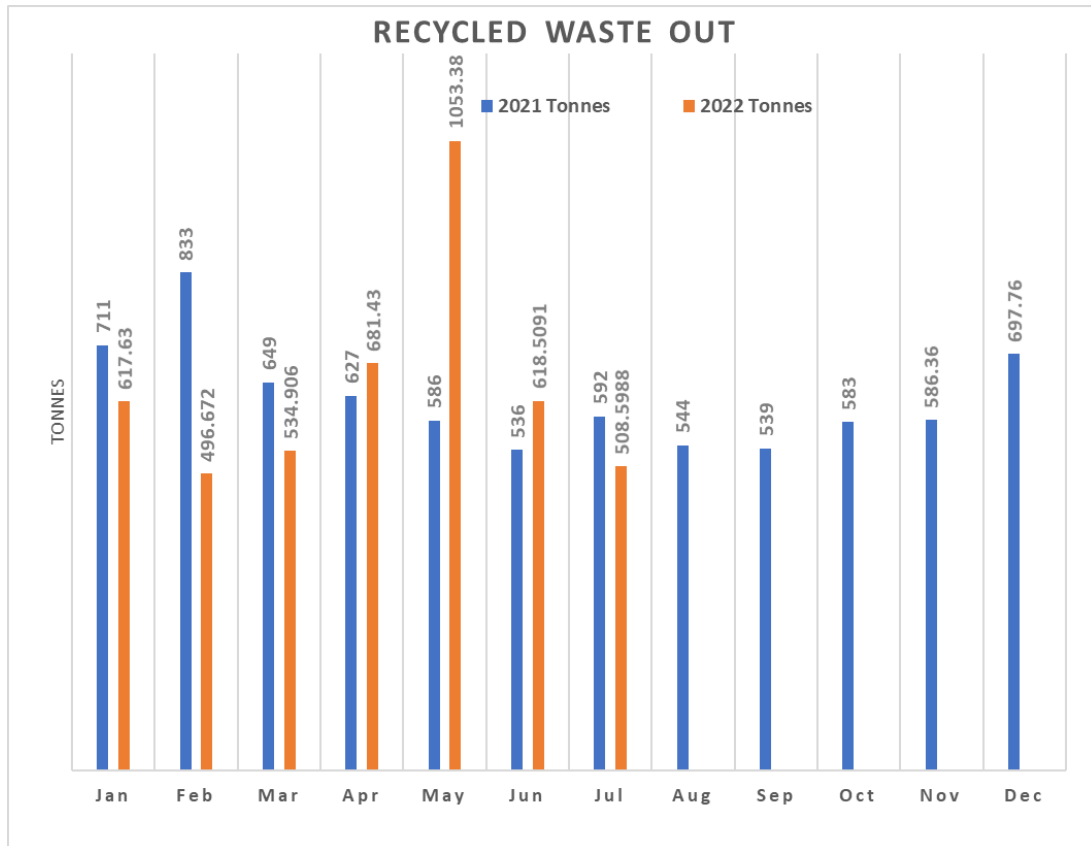
The Buy Back Shop is currently being stocked with re-used items and signage is completed with rules regarding entry, electrical items, and opening hours. The carpark has been bituminised and line marking of the carpark has been finalised, this includes a disability carpark space. Opening day is to be decided to ensure council representatives are present.

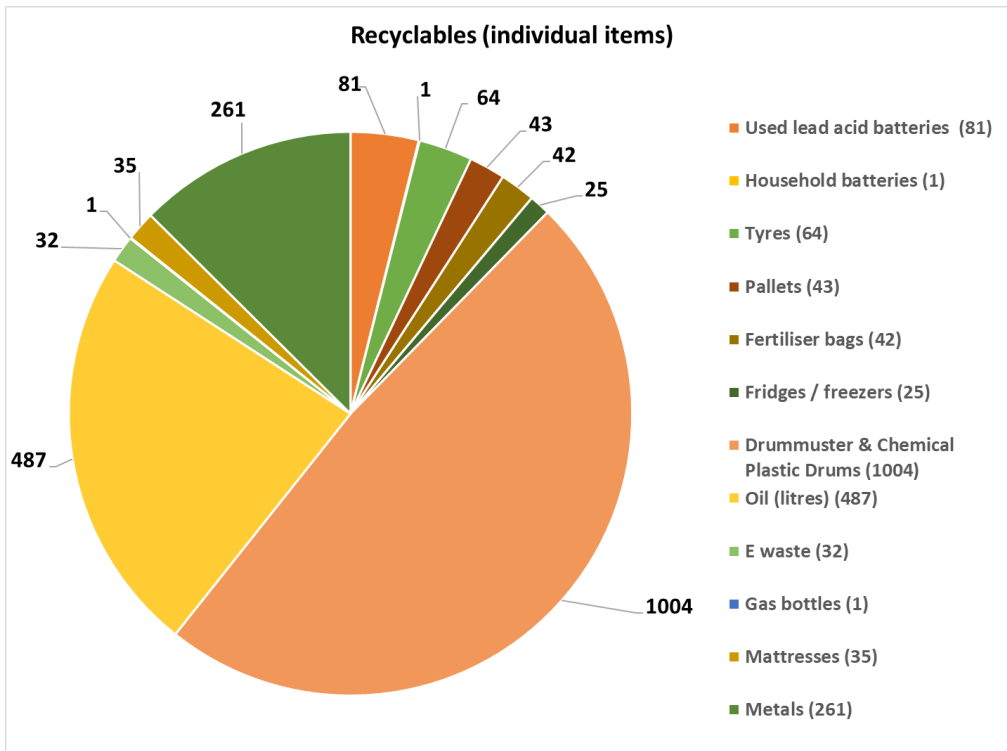
Wayfinder line marking for the Mareeba transfer station is underway with signage completed and to be installed in readiness for the painted lines to guide customers to the drop off areas. Scheduled date is mid-August.

Continuous break-ins have occurred at Mareeba and Kuranda transfer stations. Mareeba transfer station had the sheds broken into with tooling, equipment, and fencing requiring repairs or replacement.

Recycling

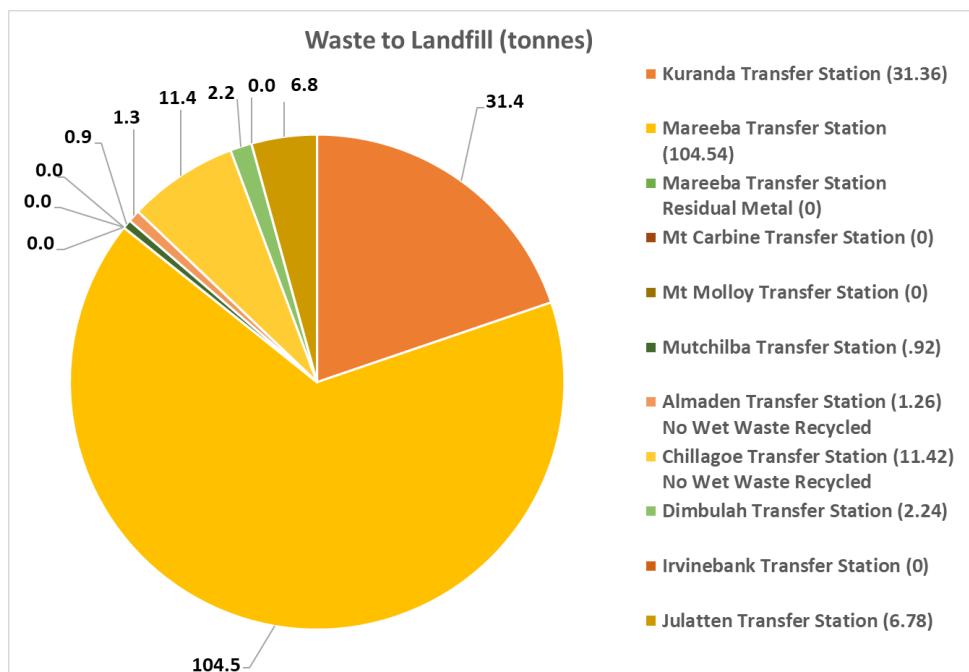
Waste material collected at each of the waste transfer stations are either deposited directly to the Springmount Waste Facility, recycled, or transported to the SUEZ Advanced Resource Recovery Facility (ARRF) in Cairns for processing. Metal has been processed and removed from Mareeba, Kuranda, and Julatten transfer stations.





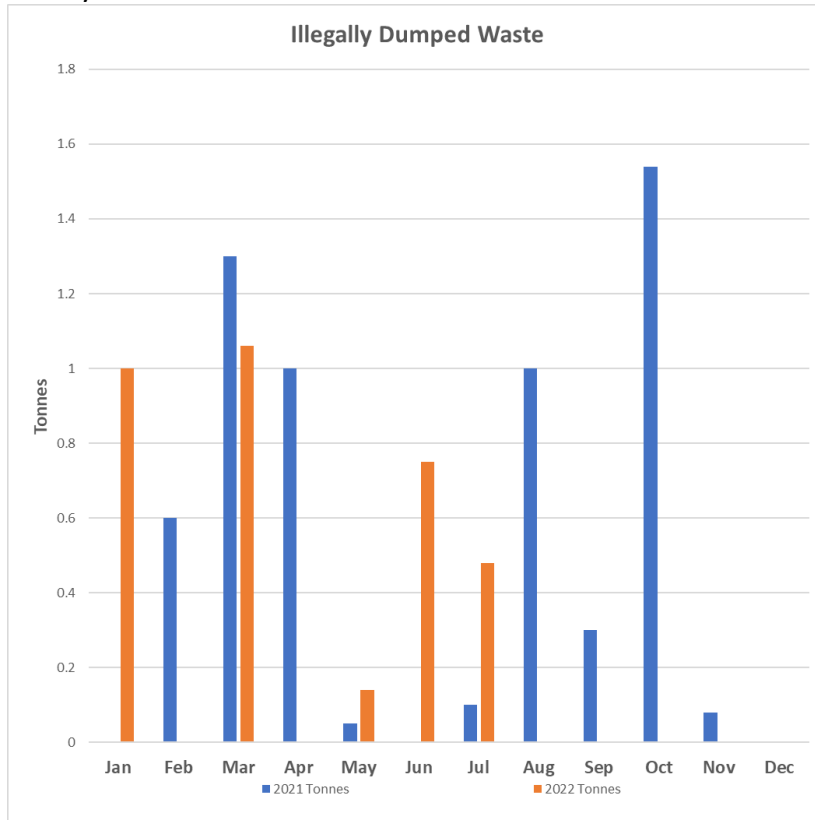
Waste to Transfer Stations

Transfer Station dry waste is transported off site to the Springmount Waste Facility and for the month of July 159 tonnes was landfilled.



Illegally Dumped Waste

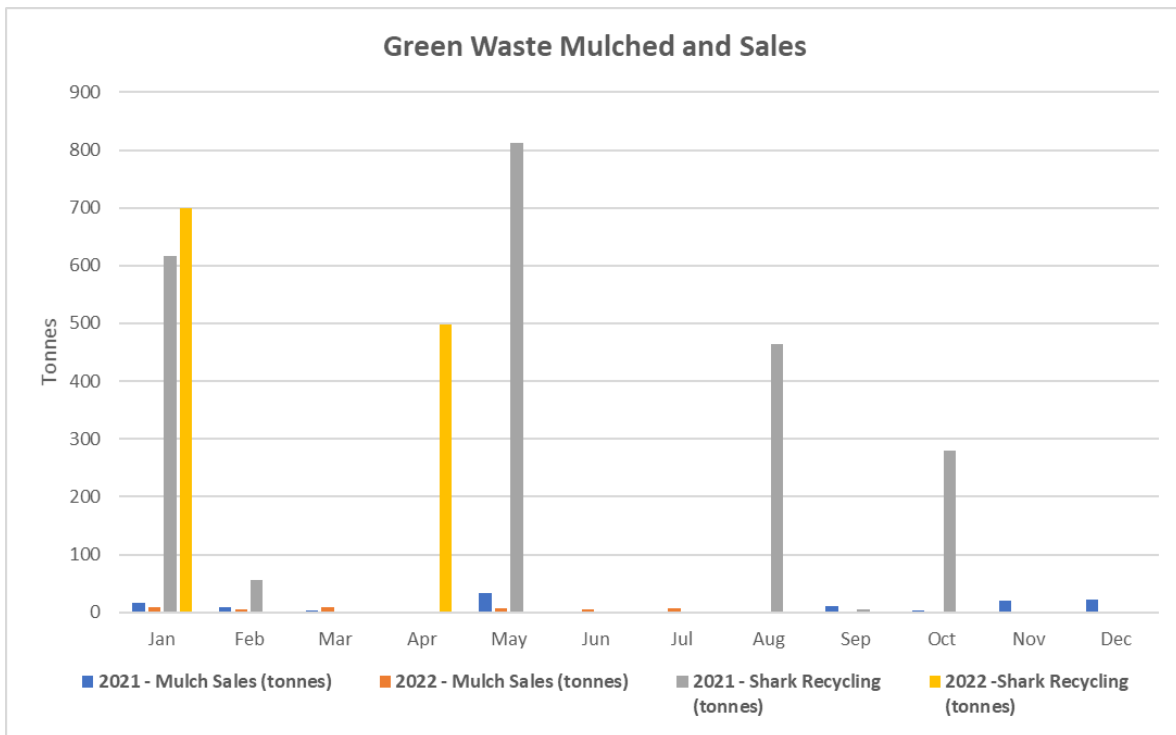
There were .48 tonnes of illegally dumped waste recorded through Mareeba Waste Transfer Station during the month of July.



Green Waste

Council received a total of 130 tonnes of green waste in the month of July. No green waste was mulched in July. It should be noted that the new data recording software includes both Mareeba and Kuranda as a total figure. Kuranda has commenced recording Electric Ant contaminated green waste being 1.35 tonnes for July. Free domestic green waste disposal days will commence during the period 03 August to the 09 August as advertised via newspapers, our website and via the radio station.





RISK IMPLICATIONS

Environmental

Council holds an Environmental Authority issued under the *Environmental Protection Act 1994* to operate landfill facilities.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

Financial Sustainability: A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Economy and Environment: A resilient economy that promotes and supports the shire’s natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

9.11 2022/23 REGIONAL BITUMEN RESEAL PROGRAM

Date Prepared: 4 August 2022

Author: Manager Works

Attachments: Nil

EXECUTIVE SUMMARY

Council undertakes an annual bitumen reseal program in order to maintain the sealed road network. Previous programs have successfully been delivered under collective procurement arrangements with our neighbouring Councils. The Far North Queensland Regional Organisation of Councils (FNQROC) was tasked with inviting tenders for the 2022/23 Regional Bitumen Reseal Program.

Five submissions were received, and these were evaluated by the Project Steering Committee which included officers from each of the participating Councils.

RPQ Pty Ltd is recommended as they provided a highly competitive submission, have the required capability, and were highly regarded having previously delivered the regional bitumen reseal program for participating councils for the last two years.

Subject to and rise and fall in the price of bitumen, this arrangement offers good value and significant cost benefits are also gained for the other Councils.

There is the potential for the Scope to be varied to include the resealing required during 2023/24 and 2024/25 at each councils' discretion.

RECOMMENDATION

That Council:

1. Awards the 2022/23 Regional Bitumen Reseal Program to RPQ Pty Ltd. Based on the indicative works program and pricing the annual contract value to Mareeba Shire Council is estimated to be in the vicinity of \$550,000 excluding GST, with the potential for the Scope to be varied to include resealing required during 2023/24 and 2024/25.
2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contracts, negotiate, finalise and execute any and all matters associated with or in relation to this contract subject to Council's procurement practices and policies.

BACKGROUND

Council undertakes an annual bitumen reseal program to maintain its sealed road network to a suitable standard. This process is required to prevent moisture from penetrating through deteriorated bitumen seals into the underlying pavement which causes damage such as rutting and potholes.

The past nine reseal programs have been delivered under collective procurement arrangements established by the Far North Queensland Regional Organisation of Councils (FNQROC). The collective arrangements have enabled the participating member Councils to achieve economies of scale in pricing and eliminated the risk of individual Councils competing against each other for limited supplier resources. The collective arrangements also include the provision of performance bonds to ensure the works are completed within the agreed timeframes. Councils also benefit from the appointment of a Program Coordinator to oversee overall delivery of the program. Rather than having to provide that supervisory control from Council resources.

Following the success of the previous arrangements, FNQROC was tasked with inviting tenders for the 2022/23 regional bitumen reseal program on behalf of the following member Councils:

Cassowary Coast Regional Council	Hope Vale Aboriginal Shire Council
Cook Shire Council	Mareeba Shire Council
Hinchinbrook Shire Council	Tablelands Regional Council

The request for tender received five (5) submissions which were evaluated by the Tender Evaluation Committee, made up of representatives from the participating councils.

Submissions were received from the following companies:

- Boral Resources (Qld) Pty Ltd (Boral)
- FGF Bitumen Pty Ltd (FGF)
- Koppin Construction Pty Ltd (Koppin)
- Pioneer North Queensland Pty Ltd (PNQ)
- RPQ Pty Ltd (RPQ)

The submissions were evaluated against the following criteria and weightings by the Tender Evaluation Committee:

- Local Business Profile 10%
- Technical Capacity & Experience 15%
- Key Personnel & Equipment 15%
- Program of Works & Work Procedures 20%
- Value for Money 40%

RPQ's submission was evaluated against all the selection criteria, and they were the recommended tenderer for all Councils except Tablelands Regional Council. The overall cost being approximately 5% less than the second lowest tenderer. The pricing for Tablelands Regional Pricing was a particular anomaly at 4% more than the next most competitive price

RPQ's head office is in Ipswich, however they also have an office in Townsville from which the works would be managed and predominantly resourced. RPQ is owned by ASX listed Downer EDI Limited and their highly competitive pricing is likely resultant from the considerable buying power of these companies securing savings on the price of bitumen that are unattainable by smaller companies. RPQ has completed the regional bitumen reseal program for the last 2 years to a high standard with works completed promptly and well before the required date for practical completion. RPQ's submission was evaluated and despite low marks on the local business criteria, they were otherwise

very competitive in the other selection criteria, particularly value for money. On that basis it is recommended that RPQ be awarded the contract.

Pioneer North Queensland Pty Ltd (PNQ) provided resealing services to Mareeba Shire Council in 2021/22 outside of the regional bitumen reseal program.

The Memorandum of Agreement between Councils for the collective procurement arrangements envisaged that there may be instances where the best overall outcome for the group disadvantaged an individual Council. The agreement therefore included a mechanism for the disadvantaged Council to be reimbursed by the others on a pro rata basis. Whilst this mechanism was originally envisaged to apply to costs associated with the rise and fall in the price of bitumen, the Project Steering Committee consider that, subject to endorsement by the various Councils, the same intent should apply, and Tablelands Regional Council be reimbursed for the additional cost above the next price in their area. In 2017/2018, a similar situation occurred, and all councils endorsed the recommendation that Douglas Shire Council be reimbursed for the additional costs.

Under this proposal, Mareeba Shire Council's contribution would be \$8,740.72. Even allowing for this contribution, RPQs tendered rates still offer significant value when compared to outside of the FNQROC arrangement. Significant cost benefits are also gained for the other councils.

Option 1

That Council:

1. Resolves to award the 2022/2023 Regional Bitumen Reseal Program to RPQ Pty Ltd based on their schedule of rates tendered with the potential for the Scope to be varied to include the resealing required during 2023/24 and 2024/25 and contributes towards the additional costs incurred by Tablelands Regional Council as this delivers the best cost option for Council: and
2. Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter contracts, negotiate, finalise and execute any and all matters associated with or in relation to this project subject to Council’s procurement practices and policies.

Option 2

That Council:

1. Does not resolve to award the 2022/23 Regional Bitumen Reseal Program to RPQ Pty Ltd but resolves to seek other options.

Risk Management:

Description of Risk	Impact of Risk	Proposed Solution
Recommended tenderer withdraws or increases rates if all councils do not award contracts to RPQ Spray Seal.	Possible additional cost or delays	N/A

Bitumen price rise and fall	Additional cost	Significant price fluctuation is to be shared on a pro rata basis amongst all participating Councils
Wet weather or other delays	Delayed completion	Completion date includes time contingency. FNQROC contract includes performance bonds.
Poor workmanship due to contractor's cost constraints	Poor quality	Allowance for close supervision. FNQROC has engaged an experienced program coordinator that can assist if required.
Reseal site found to be unsuitable or require more significant works.	Delay/Additional cost	Note unsuitable site for future pavement rehabilitation. Replace with substitute site from the forward works program.
Surrounding/adjacent sites not listed in 2022/23 program found to be higher priority.	Poor public perception of Council not addressing most urgent sites.	Substitute high priority site, adjust forward works program accordingly.

RISK IMPLICATIONS

Financial

The contract requires the Contractor to provide copies of relevant insurances, certificates of currency and operate in accordance with quality assurance specifications.

Environmental

The contractor is required to provide an integrated WH&S and Environmental Management Plan.

Health and Safety

The contractor is required to provide an integrated WH&S and Environmental Management Plan.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Council's Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Works are undertaken as a component of the 2022/23 Reseals Bitumen and Asphalt Programs with a combined budget of \$1.20 million exclusive GST.

Is the expenditure noted above included in the current budget?

Yes

Operating

Nil

LINK TO CORPORATE PLAN

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Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance and affordable levels of service delivered to the community.

IMPLEMENTATION/COMMUNICATION

While FNQROC administer procurement and delivery of the reseal program each participating Council will be required to enter into individual contracts with RPQ Pty Ltd.

9.12 INFRASTRUCTURE SERVICES, WORKS SECTION ACTIVITY REPORT - JULY 2022**Date Prepared:** 4 August 2022**Author:** Manager Works**Attachments:** Nil**EXECUTIVE SUMMARY**

The purpose of this report is to summarise Council's Transport Infrastructure, Parks and Gardens and Land Protection operational activities undertaken by Infrastructure Services during the month of July 2022.

RECOMMENDATION

That Council receives the Infrastructure Services, Works Progress Report for the month of July 2022.

BACKGROUND**Transport Infrastructure**Road Maintenance Activities

Unsealed roads graded in July were as follows;

Road Name	Location
Bilwon Road	Biboohra
Vallely Road	Biboohra
Rosing Road	Biboohra
Bullock Road	Biboohra
Rush Road	Biboohra
McGrath Road	Biboohra
Blacks Road	Mareeba
Keegan Road	Mareeba
Studt Road	Mareeba
Emerald Falls Road	Mareeba
Kanervo Road	Koah
Bolton Road	Koah
Walsh River Road	Watsonville
Shiffron Road	Watsonville
Zaicz Road	Watsonville
Lockyer Lane	Watsonville
Toy Creek Road	Watsonville
Watsonville Cemetery Access	Watsonville
Sandridge Road	Watsonville
James Street	Watsonville
Mt Nolan Road	Watsonville
Hales Siding Road	Irvinebank

The unseasonal rains experienced in early July have meant some of the unsealed roads graded in June have required further maintenance work during July.

Other maintenance activities during the month of July include:

- Kuranda/Speewah/Koah
 - Road Edge Guide Posts (REGP) installation
 - Tree trimming
 - Unsealed road patching
 - Drainage works

- Mt Molloy/Julatten
 - Tree trimming
 - Bitumen patching
 - Slashing and herbicide treatment all areas
 - Drainage works
 - Slashing, mowing and brush cutting

- Mareeba Area
 - Signage repairs
 - Bitumen patching
 - Drainage work and headwall repairs

Customer Requests

During the month of July, the Works Group received 95 Customer Requests (CRs) with 153 resolved (resolved requests include those received prior to July 2022). The table below shows the number of requests lodged per Works Section for the month.

Month	Roads	Parks and Gardens	Pest Management	RMPC
July	71	16	7	1

At the time of reporting, the Works Group had 44 open requests.

Bridges and Major Culverts

In July, the bridge crew re-established at Davies Creek Bridge on Kanervo Road to complete the upgrade from timber deck to concrete deck. For the next four (4) months minimal inspection and routine maintenance works will be carried out on Council bridges and major culverts (emergency excepted) whilst the upgrade takes place.

Minor routine maintenance was undertaken at bridges and major culverts on Hickory Road, Springmount Road, Bolton Road and Kanervo Road (Rocky Creek).

TMR Routine Maintenance Performance Contract (RMPC)

Medium formation grading continued on the Burke Developmental Road (BDR) which also includes restoration works pertaining to 2021 Disaster Recovery Funding Arrangements (DRFA) submission. The grading crew is currently working a 10 day shift and will be relocating from the Wrotham Park camp to the Gamboola camp at the start of the next shift on 15 August.

Emergency repair works are being undertaken on the section of the BDR between Trimble's Crossing and the boundary between Mareeba Shire Council and Carpentaria Shire Council. This section became accessible in early June thus commencing the 90 day emergent work period. It is anticipated that the emergent works will be completed by mid-August allowing the maintenance grading crew to continue the annual maintenance grade through to the shire boundary.

Other works carried out under the RMPC in July included;

- Pothole patching at Gorge Creek and adjacent to the Mareeba Rodeo grounds on the Mareeba Dimbulah Road
- Perma patch repair of a hole in Trimble's Crossing
- Side arm slashing on the Kennedy Highway
- Removal of abandoned vehicles on the Mossman - Mt Molloy Road
- Attending to two (2) traffic incidents on the Mulligan Highway, one involving a caravan and the other involving a cane haulage truck



Patching Trimble's Crossing BDR

Parks and Open Spaces

The month of July has been a little dryer and cooler than previous months and vegetation growth has started to slow down. As the mowing, brush cutting and slashing frequency drops (apart from sporting fields), Parks and Gardens resources become more available for other necessary maintenance activities. The gardens in Byrnes Street and at the Cedric Davies Hub have been trimmed, weeded and mulched in preparation for spring.

Other points of note for the Parks and Gardens Section during July were:

- 14 burials - Mareeba Cemetery
- One (1) burial - Kuranda Cemetery
- One (1) burial - Dimbulah Cemetery
- Removal of the Byrnes Street banners after the Mareeba Rodeo
- Prepare Davies Park for the annual Christmas in July gathering
- Irrigation repairs at Davies Park
- Completion of Byrnes Street median plantings
- Slashing of Bibohra township
- Slashing of northern town entrance

Land Protection

Parthenium Weed: Inspections carried out on 12 sites. All landholders are complying with their biosecurity obligation.

Siam Weed: The survey and treatment of Sandy Creek, that feeds into Rifle Creek in Mt Molloy, has been completed for the year. A substantial reduction in plants has occurred. All other Siam Weed locations have now finished for the year. Officers were successful in treating all sites before the plants were able to flower and seed.



Siam Weed, Sandy Creek, Mt Molloy

Multi Weeds – Emu Creek, Petford : Work has continued on Emu Creek eradicating the two *Jatropha* species (Belly ache and Physic nut) as well as rubber vine.

Wild dogs: Baiting has been carried out on three (3) properties on Lynd and Walsh River catchments totalling 299,630Ha of land. Several land holders were also given advice on trapping and shooting.

Feral Pigs: 10 Pigs were trapped and destroyed during July, six (6) at the Mt Molloy School during school holidays and four (4) in Speewah

Rabbits: A property owner in the Irvinebank area is assisting Council with the eradication of rabbits in the area.

FINANCIAL AND RESOURCE IMPLICATIONS

Operating

All operational works are funded by the section specific 2022/23 maintenance budgets.

LINK TO CORPORATE PLAN

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Economy and Environment: A resilient economy that promotes and supports the shire's natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

IMPLEMENTATION/COMMUNICATION

Nil

10 OFFICE OF THE CEO

10.1 COUNCILLOR ATTENDANCE AT FNQ REGIONAL PROJECTS FORUM

Date Prepared: 8 August 2022
Author: Chief Executive Officer
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to obtain Council approval for the attendance of Councillors at the Far North Queensland Regional Projects Forum to be held in Cairns on 9 September 2022.

RECOMMENDATION

That Council approves the attendance of Cr Mlikota at the Far North Queensland Regional Projects Forum to be held in Cairns on 9 September 2022.

BACKGROUND

Organised by the Department of State Development, Infrastructure, Local Government and Planning, the Far North Queensland Regional Projects Forum provides the opportunity to learn about current and upcoming projects and related supply chain opportunities.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Yes

Is the expenditure noted above included in the current budget?

Yes

LINK TO CORPORATE PLAN

Economy and Environment: A resilient economy that promotes and supports the shire's natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

N/A

11 CONFIDENTIAL REPORTS

Nil

12 BUSINESS WITHOUT NOTICE

13 NEXT MEETING OF COUNCIL

14 FOR INFORMATION

14.1 SUMMARY OF NEW PLANNING APPLICATIONS & DELEGATED DECISIONS FOR THE MONTH OF JULY 2022

Date Prepared: 2 August 2022

Author: Senior Planner

Attachments: Nil

Please see below information.

Summary of new Planning Development Applications and Delegated Decisions for July 2022

New Development Applications					
Application #	Lodgement Date	Applicant/ Address	Property Description	Application Type	Status
MCU/22/0018	08/07/2022	R & N Zadeh Holdings Pty Ltd C/- Liz Taylor Town Planner 64 Strattmann Street, Mareeba	Lot 3 on RP722170	MCU – Health Care Services, Shop, Office & Food and Drink outlet	Decision Notice issued on 25/07/2022
RAL/22/0010	08/07/2022	Russell W Sheppard C/- Freshwater Planning Pty Ltd 141 Cobra Road, Mareeba	Lot 11 on RP800497	ROL (1 into 2 Lots)	In Public Notification Stage.
RAL/22/0011	08/07/2022	Lisandrino Arena C/- U&i Town Plan 647 Bilwon Road, Biboohra	Lots 17 & 18 on SP184961	ROL Boundary Realignment	Decision Notice issued on 19/07/2022
RAL/22/0012	13/07/2022	Hizuru Aoyama & Samuel Musumeci C/- Scope Town Planning 325 and 367 Koah Road, Koah	Lots 3 & 4 on RP887895	ROL Boundary Realignment	In Referral Stage
RAL/22/0013	27/07/2022	Simms Veneer & Sawmills Pty Ltd C/- Urban Sync 31 Trimble Road, Mareeba	Lot 265 on NR6775	ROL (1 into 2 Lots)	In Confirmation Stage
OPW/22/0005	27/07/2022	Comaray Pty Ltd C/- Planz Town Planning Pty Ltd Country Road, Mareeba	Lot 200 on SP323217	OPW - Clearing Vegetation	In Confirmation Stage

July 2022 (Regional Land Use Planning)

Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
MCU/22/0018	08/07/2022	R & N Zadeh Holdings Pty Ltd C/- Liz Taylor Town Planner	64 Strattmann Street, Mareeba	Lot 3 on RP722170	MCU – Health Care Services, Shop, Office & Food and Drink outlet
RAL/22/0011	08/07/2022	Lisandrino Arena C/- U&i Town Plan	647 Bilwon Road, Bibohra	Lots 17 & 18 on SP184961	ROL Boundary Realignment
RAL/22/0008	05/07/2022	MFA & PA Wagstaff C/- U&i Town Plan	24-26 Bilwon Road, Bibohra	Lot 11 on MPH40232	ROL (1 into 3 Lots)

Negotiated Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
Nil					

Change to Existing Development Approval issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

Referral Agency Response Decision Notices issued under Delegated Authority					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
CAR/22/0016	18/07/2022	J Gardiner	Myola Road, Kuranda	Lot 131 on SP302233	Development Permit for Operational Works (Vegetation Clearing) assessable against the Mareeba Shire Council Planning Scheme 2016 - Environmental Significance Overlay

July 2022 (Regional Land Use Planning)

CAR/22/0017	07/07/2022	K & S MacGregor C/- Emergent Building Approvals	125 William Smith Drive, Speewah	Lot 71 on RP734453	Referral agency response for building work (Class 10a shed) assessable against the Mareeba Shire Council Planning Scheme 2016
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Extensions to Relevant Period issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

Survey Plans endorsed					
Application #	Date	Applicant	Address	Property Description	No of Lots
RAL/19/0002	08/07/2022	R Bird Corporate Pty Ltd	7 Haren Street, Mareeba	PLAN OF LOTS 58 & 59 ON SP326077 AND EMT A IN LOT 58 (CANCELLING LOT 58 ON SP202909)	1 New Lot

July 2022 (Regional Land Use Planning)

14.2 GREAT WHEELBARROW RACE COMMITTEE MEETING MINUTES

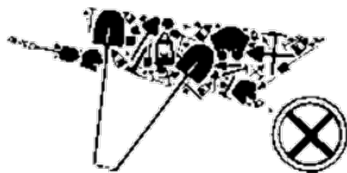
Date Prepared: 28 July 2022

Author: Corporate Communications Officer

Attachments:

1. **Great Wheelbarrow Race Committee Meeting Minutes 15 September 2021**
2. **Great Wheelbarrow Race Committee Meeting Minutes 20 October 2021**
3. **Great Wheelbarrow Race Committee Meeting Minutes 17 November 2021**
4. **Great Wheelbarrow Race Committee Meeting Minutes 19 January 2022**
5. **Great Wheelbarrow Race Committee Meeting Minutes 16 February 2022**
6. **Great Wheelbarrow Race Committee Meeting Minutes 16 March 2022**
7. **Great Wheelbarrow Race Committee Meeting Minutes 6 April 2022**
8. **Great Wheelbarrow Race Committee Meeting Minutes 3 May 2022**

Please see attached the Minutes of the Great Wheelbarrow Race (GWR) Committee Meetings held 15 September 2021, 20 October 2021, 17 November 2021, 19 January 2022, 16 February 2022, 16 March 2022, 6 April 2022 and 3 May 2022.



The Great Wheelbarrow Race

Committee Meeting Minutes 15 Sept 2021

GWR Committee meeting was held at the Mareeba Shire Council Board Room at 5.10pm

Present: Cr Locky Bensted (Chair), CrKevin Davies (Proxy), Billie Fincham, Jono Bell, Natasha Srhoj, Nina Akselsen-Grant, Jodie Turner, Sarah Bensted, Glenys Pilat (MSC)

Apologies: Charlton Best

General Business

- Aiming to hold three day event in 2022 with same format and rules as 2019 event.
- Event jobs are to be allocated by the Committee and some experienced former Committee members have offered to volunteer for the 2022 event (T Roos, R Miller, D Qazim). C Wakefield has also offered to volunteer. G Pilat to send GWR Roles and Responsibilities Checklist to Committee members.
- Discussed potential and committed sponsors. G Pilat to review 2020 minutes to identify committed sponsorships and send to Committee members.
- Discussion held about finding a new twist to the event format and offering prizes to add variety. Committee members were asked to bring ideas to the next meeting.
- N Srhoj offered to update Facebook with 2022 GWR Committee photo.
- Committee photo requested by The Express and photo taken at the end of the meeting. G Pilat to send photo to The Express.
- It was noted that GWR website needs updating.
- Decided Council would update the 2019 Traffic Management Plan and submit for 2022 event as same course and format to apply.

Meeting closed: 6.10pm

Next meeting: 5pm Wednesday 20 October 2021 at Mareeba Shire Council Board Room.

AGENDA:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Review sponsorship and budget • Allocate roles and responsibilities - refer Checklist | <ul style="list-style-type: none"> • Brainstorm 'new twist' to race format • Review 2019 rules and update if required for 2022 event |
|--|--|



The Great Wheelbarrow Race

Committee Meeting Minutes 20 Oct 2021

GWR Committee meeting was held at the Mareeba Shire Council Board Room at 5.10pm

Present: Cr Locky Bensted (Chair), Cr Kevin Davies (Proxy), Billie Fincham, Jono Bell, Natasha Srhoj, Nina Akselsen-Grant, Charlton Best, Glenys Pilat (MSC).

Guests: Mayor Angela Toppin, Terry Roos

Apologies: Sarah Bensted, Jodie Turner

1. **No conflicts of interest were declared**
2. **No business arising from the previous minutes**
3. **Confirmation of minutes of the previous meeting**
Moved: J Bell Seconded: N Srhoj

4. **General Business**

4.1 Mayor Toppin welcomed new members: J Turner, J Bell, N Akselsen-Grant and S Bensted and thanked the committee for volunteering their time and assured the committee their efforts were appreciated.

4.2 Race date set for Friday 20 May, Saturday 21 May and Sunday 22 May 2022. Committee members to check diaries to confirm dates.

4.3 Sponsorship:

- Bendigo Bank sponsorship of \$18,500 over 4 years with naming rights confirmed:
 - 2022 - \$ 3500.00
 - 2023 - \$ 5000.00
 - 2024 - \$ 5000.00
 - 2025 - \$ 5000.00
- Cr L Bensted, N Srhoj and J Bell to produce sponsorship pack
- Cr L Bensted to coordinate sponsorship and contact Cairns Hardware as a potential sponsor and offer their name on the wheelbarrows in return for a cash donation. Cr L Bensted to contact Amaroo Medical regarding potential sponsorship.
- J Bell to contact Peter Apel regarding potential sponsorship

4.4 Event Jobs

- T Roos provided an overview of the event jobs, key issues and provided 2017 race notes.
- Event jobs for the race were allocated using the GWR Roles and Responsibilities Checklist, as follows:

Role/Job	Responsible Person
Chair	Cr Locky Bensted
Secretary	Council staff
Event Coordination	Council staff, Chair, B Fincham and Committee helps with preparing Team Packs
Chief Marshall	Cr K Davies
Chief Timekeeper/Timing	J Turner, Cr L Bensted to ask D Qazim
Transport and Logistics	Council staff - Cr L Bensted to follow up with CEO
Update Facebook, respond to FB enquiries and promote the event and provide updates	N Srhoj
Update website	Council
Coordinate sponsorship with businesses	Cr L Bensted, N Srhoj and J Bell, council staff to invoice for payment
Coordinate prizes and gifts for competitors	Committee, S Bensted and N Akselsen-Grant (check from last race)
Coordinate prizes for theme and team spirit awards, best photo and daily winners	S Bensted and N Akselsen-Grant
Coordinate evening activities	Almaden Hotel for Saturday night, Chair to confirm and follow up with St Anthony's Dimulah for Friday night
Assist with presentations and MC	J Bell and S Bensted
Race Competitor Rep	C Best
Financial reporting	Council officers
Assist with registration process on the Friday morning	Committee

- Council officers/T Roos to source Ambulance Quote from Brendan at Dimbulah Ambulance and quote from K&M Enterprises for mobile toilets and showers. Need six toilets at Petford and consider toilets only or toilets/shower combination.

4.5 Race format and rules

- Discussion held about finding a new twist to the event format and offering prizes to add variety. Committee members discussed various proposals eg. best photo, daily winners such as team closest to the random finish time selected by the Chief Marshal.
- Cr L Bensted said that Almaden Pub agreed to organise evening entertainment for Saturday night at no cost to GWR.
- It was noted race rules needed to be reviewed and updated and Council would email out for review at next meeting.
- Traffic Management Scheme – G Pilat to email out for review at the next meeting

4.6 Promotion

- Agreed race promotions to commence in November and N Srhoj offered to promote the race and do a story about a previous team.
- N Srhoj and Cr L Bensted to coordinate media contacts and promotions
- It was noted that GWR website needs updating and that this is a Council job.
- Video quote from Brendan Keeling received:
- Council to check files for YouTube videos from previous race events

4.7 Interest from teams

C Best reported good interest at this early stage received from teams thinking of entering.

ACTIONS

Action	Responsible Person
2022 race dates of 20-22 May to be confirmed	Committee
Update GWR and Council websites with 2022 event dates	Council
Coordinate sponsorship, contact potential sponsors (Cairns Hardware, Amaroo Medical)	Cr L Bensted
Contact Apels Solicitors re sponsorship	J Bell
Produce sponsorship pack	Cr L Bensted, J Bell and N Srhoj
Source ambulance and toilet/shower hire quotes	Council/T Roos
Check files for YouTube videos	Council
Start race promotions - FB posts and story	N Srhoj
Copies of Traffic Management Scheme and Race Rules for 2019 event to be sent to Committee	Council
Financial report prepared for next meeting	Council

Meeting closed: 6.45pm

Next meeting: 5pm Wednesday 17 November 2021 at Mareeba Shire Council Board Room.

AGENDA:

- Sponsorship update
- Review Roles and Responsibilities Checklist
- Review 2019 rules and update if required for 2022 event eg. registration fees
- Review quotes for Ambulance and mobile toilets/showers



The Great Wheelbarrow Race

Committee Meeting Minutes 17 Nov 2021

GWR Committee meeting was held at the Mareeba Shire Council Board Room at 5.05pm

Present: Cr Locky Bensted (Chair), Cr Kevin Davies (Proxy), Billie Fincham, Jono Bell, Natasha Srhoj, Nina Akselsen-Grant, Jodie Turner, Sarah Bensted, Glenys Pilat (MSC)

Apologies: Charlton Best

1. Declaration of conflict of interest from committee members - Nil

2. Business arising from the minutes of previous meeting

Actions from the previous meeting were discussed and noted.

3. Confirmation of minutes from the previous meeting

Moved: Cr L Bensted Seconded: J Bell

4. Review sponsorship

- Council to invoice Bendigo Bank for \$3500 for year 1 of the 4 year deal (deal is \$18,500 over 4 years: \$3,500 in 2022 and \$5,000 annually for 2023, 2024, 2025). Bank has secured naming rights for this Level 1 sponsorship for 4 years.
- Tableland Hardware - Level 2 sponsorship. Committee decided prizes could be used for best photo of the day, lucky team of the day (random draw) etc.
- Amaroo – Cr K Davies spoke to Amaroo Medical, and they agreed to sponsor at similar level to previous years with Committee to ask for a specific amount.
- Apels Solicitors – Letter to be sent requesting sponsorship that sets out levels/tiers of sponsorship. N Srhoj to talk to Peter Apel about sponsorship.
- Cr L Bensted, J Bell and N Srhoj to finalise levels of sponsorship and associated promotional benefits.

5. Review 2019 rules for 2022 event

Entry fees were reviewed and decided cost/runner to be calculated to inform further review.

6. Review 2019 Traffic Management Plan for 2022 event

Review of Traffic Management Plan on hold as should be very similar to the 2019 TMP. Council to check that QPS and DTMR application forms and terms and conditions haven't changed.

7. Review allocation of jobs - Checklist for Roles and Responsibilities for 2022 event

2022 Checklist for Roles and Responsibilities and allocation of jobs reviewed and confirmed.

8. Review quotes for Portalooos and First Aid

First Aid: Council efforts to contact Dimbulah Ambulance for quote not successful. Committee decided to look for less expensive options.

- Category 5 First Responders – Cr L Bensted to follow up for quote (volunteer Doctors and nurses, still charge a fee).
- N Akselsen-Grant to email G Pilat other first aid options

Portalooos: 3 quotes for the provision of 6 portaloo/mobile toilets for the GWR and preferred supplier is TGT Mareeba and portaloo hire has been booked for the event.

- TGT to deliver portalooos to Depot before race day.
- At the Depot they will be placed on Cr L Bensted’s trailer. A Council Officer will drive the portalooos around for the race.
- Friday morning – Opposite the International Club for the start of the race.
- Friday night – parked at the Dimbulah Depot (not needed at Memorial Park for the dinner)
- Saturday – Early pump out while at the Dimbulah Depot, then taken to Petford for the day
- Saturday – Taken to Almaden for the afternoon and night.
- Sunday morning – early pump out and returned to Mareeba Depot.
- Monday TGT will collect.

Quotation from Paul Jennings for the pump outs (Saturday and Sunday mornings) has been requested.

9. Other:

- Confirmed that quote from Brendan Keeling for video production was accepted.
- Decided to cancel Dec 15 meeting.
- “Face of the Race” – decided to ask Terry Roos if he’s willing to take on this role.

Summary of Actions

1	Invoice Bendigo Bank for Yr 1 sponsorship	Council
2	Sponsorship letters: Tableland Hardware and Amaroo Medical	Council
3	Contact Peter Apel to discuss sponsorship	N Srhoj
4	Finalise levels of sponsorship and promotional benefits	Cr L Bensted / N Srhoj /Jono
5	Event cost and financial report prepared for 2019 event Source data re total number of runners for 2019 event	Council
6	Check that QPS and DTMR application forms and terms and conditions for the race event haven’t changed.	Council
7	Follow up quote from Category 5 First Responders	Cr L Bensted
8	Email other first aid options	N Akselsen-Grant
9	Follow up quote from Paul Jennings for pump out of portalooos	Council
10	Follow up with Brendan Keeling re video production	N Srhoj /Council
11	Ask Terry Roos if he’s willing to be ‘Face of the Race’ for 2022	Cr L Bensted

Meeting closed: 6.05 pm

Next meeting: 5pm Wednesday 19 January 2022 at Mareeba Shire Council Board Room.



The Great Wheelbarrow Race

Committee Meeting Minutes 19 January 2022

GWR Committee Meeting was held at the Mareeba Shire Council Board Room at 5:07pm.

Present: Cr Locky Bensted (Chair), Cr Kevin Davies (Proxy), Billie Fincham, Nina Akselsen-Grant, Charlton Best, Glenys Pilat (MSC), Shellie Buckle (MSC)

Apologies: Sarah Bensted, Jono Bell, Natasha Srhoj, Jodie Turner

1. Declaration of conflict of interest from committee members - Nil

2. Business arising from the minutes of previous meeting

1	Invoice Bendigo Bank for Year 1 sponsorship \$3,500	Council	Invoice has been sent.
2	Sponsorship letters: Tableland Hardware \$1500 cash and \$2000 promotional goods Amaroo Medical \$1500 cash (Mick Harnishfeiger)	Council	Tablelands Hardware - Letter and invoice sent Amaroo Medical - Letter prepared.
3	Contact Peter Apel to discuss sponsorship	Tash	Carried over.
4	Finalise levels of sponsorship and promotional benefits	Locky/Tash/Jono	Carried over.
5	Event cost and financial report prepared for 2019 event Source data re total number of runners for 2019 event	Council	47 teams in 2019 race. Estimate 377 runners.
6	Check that QPS and DTMR application forms and terms and conditions for the race event haven't changed.	Council	New rules for TMPs have come into effect which may require changes to the signs. A TMP company could update the existing Plans quickly. Otherwise should be straight forward. Engage Traffic Management People to update TMPs.
7	Follow up quote from Category 5 First Responders	Locky	Quote received. \$4,325 (GST incl.)
8	Nina to email Glenys other first aid options	Nina	Emailed received. QAS, First Aid Academy and First Response Australia have been asked to provide a quotation.

9	Follow up quote from Paul Jennings for pump out of portaloos	Council	Quote received \$990 Mr Jennings is not going to pass on the dump fees costs. THire to be approached to provide/hire a trailer (car), 6m x 2.4m
10	Follow up with Brendan Keeling re video production	Tash/Council	Quotation received. See items 7.
11	Ask Terry Roos if he's willing to be 'Face of the Race' for 2022	Locky	Terry has accepted Committee's offer to be 'Face of the Race for 2022'. Add to job checklist and include Terry as a volunteer.

3. Confirmation of minutes from the previous meeting

Moved: Nina Akselsen-Grant Seconded: Charles Best

4. Sponsorship

- \$15,054 sponsorship was received in 2019.
- \$8,000 sponsorship has been secured for 2022.
- McDonalds has previously provided sponsorship, 2019 being the last year.
- Locky, Tash and Jono to finalise levels of sponsorship and associate promotional benefits review and discuss best way to approach 2019 sponsors.

5. Review registration fees for 2022 event, open and close dates and finalise race rules

- 2019 event estimated to cost \$155 per runner.
- Race rules finalised.
- 2019 race categories retained.
- Registration fees finalised.
 - \$880 per team (\$80/runner)
 - \$550 trio teams
 - \$440 duo teams
 - \$330 solo competitors
- Nominations close 5.00pm 3 May 2022. Fees must be paid with the lodgement of online registration/entry forms.
- If possible, registrations to open on 26 January 2022.
- Prize money decided.
 - Winner of each category \$250
 - Overall winner \$500; Second \$300; Third \$150
- Awards to remain as 2019.
- Closing date 3 May 2022, 5pm.
- Tash to commence social media promotion.
- Charles to email past teams informing them registrations will open.
- Is there a minimum number of teams to ensure Race can be viably run? For past Races it was 57 to 52 Teams. Action: Clarify with CEO - will Council's commit to covering Race costs? Can Race go ahead even it will be at a loss?

6. Financial Report

- Carried over to next meeting.

7. Video production procurement

- Quotation has been received from BK Media, \$6,200 (incl. GST).
- To meet procurement guidelines two other quotes to be obtained:
 - Tate Robinson
 - Studio Productions
- Quotations to be sourced for provision of big screen for screening of race day highlights on Friday and Saturday nights:
 - Mark Langtry
 - Prodig
 - Studio Productions
- Quote to include audio/visual, setup, pack down, and technical services to manage the screening.

8. Frequency of meetings

- Meetings to be held monthly in February and March.
- Meetings to be fortnightly in April and onwards.

9. Bookings for Committee accommodation for the event

- Locky, Kevin, Charles, Sarah and Billie will not require accommodation.
- 5 twin rooms to be booked at Junction Hotel, Dimbulah and Railway Hotel, Almaden for Council Officers and other Committee members.

10. Future events – Council update

- Council has endorsed investigating handing over the Great Wheelbarrow race to a community committee to enable the event to grow through the provision of less restrictions and an increase in opportunities to seek sponsorship and grant funding.
- Far North Queensland Hospital Foundation (FNQHF) has been approached to take over running of the Race. The FNQHF Board is discussing the matter.
- FNQHF is a non-profit charitable organisation that assists the activities and services of health services across Far North Queensland. The Foundation is experienced at funding raising events similar to the GWR (Cardiac Challenge).
- FNQHF would work with Mareeba Friends of the Hospital foundation to run the Race and funds raised would be for Mareeba Hospital and Dimbulah and Chillagoe Health Clinics.
- Teams would be able to select their own organisation they are funding for, as happens now. However, moving forward, they would be encouraged to raise funds for Mareeba Friends of the Hospital Foundation.
- The community management of the Race by FNQHF would likely bring new participants, raise branding awareness - everyone uses hospitals.
- Council would continue to provide in-kind and cash assistance.
- Meeting to be arrange with Mareeba Friends of the Hospital Foundation President, Neil Setford.

11. Other: Nil.

Meeting closed: 6:05pm

Summary of actions:

1	Sponsorship letters: Tableland Hardware \$1500 cash and \$2000 promotional goods Amaroo Medical \$1500 cash (Mick Harnishfeiger)	Council
2	Contact Peter Apel to discuss sponsorship	Tash
3	Finalise levels of sponsorship and promotional benefits and discuss best way to approach 2019 sponsors.	Locky/Tash/ Jono
4	Engage Traffic Management People to update TMPs.	Council
5	Obtain a quote from QAS.	Council
6	THire to be approached to provide/hire a trailer (car), 6m x 2.4m	Nina
7	Two additional quotes to be obtained for video production of the Race: o Tate Robinson o Studio Productions	Council
8	Add to job checklist and include 'Face of the Race', Terry Roos, as a volunteer.	Committee
9	Email past teams informing them registrations will open.	Charles
10	Commence social media promotion	Tash
11	Quotations to be sourced for provision of big screen for screening of race day highlights on Friday and Saturday nights: o Mark Langtree o Prodig o Studio Productions	Council
12	Five twin rooms to be booked at Junction Hotel, Dimbulah and Railway Hotel, Almaden for Council Officers and other Committee members.	Council
13	Arrange meeting with Mareeba Friends of the Hospital Foundation President, Neil Setford. 0438 284 275.	Council
14	Clarify with CEO - will Council commit to covering Race costs? Can Race go ahead even it will be at a loss?	Council



The Great Wheelbarrow Race

Committee Meeting Minutes 16 February 2022

GWR Committee Meeting was held at the Mareeba Shire Council Board Room at 5:05pm.

Present: Cr Locky Bensted (Chair), Cr Kevin Davies (Proxy), Nina Akselsen-Grant, Charlton Best, Sarah Bensted, Jono Bell, Natasha Srhoj, Jodie Turner, Glenys Pilat (MSC), Amy Braes (MSC), Shellie Buckle (MSC)

Apologies: Billie Fincham

1. Declaration of conflict of interest from committee members - Nil

2. Business arising from the minutes of previous meeting

1	Sponsorship letters: Tableland Hardware \$1,500 cash and \$2,000 goods Amaroo Medical \$1,500 cash	Council	Sponsorships confirmed. Invoices emailed.
2	Contact Peter Apel to discuss sponsorship	Tash	Apels has been approached to sponsor a leg, \$1,000. Awaiting a reply.
3	Finalise levels of sponsorship and promotional benefits and discuss best way to approach 2019 sponsors.	Locky/ Tash/ Jono	Lowes Petroleum Service and MPO Have been approached to sponsor a leg, \$1,000. Awaiting a reply.
4	Engage Traffic Management People to update TMPs.	Council	\$1,287 to update current TMPs. \$825 to create a new one - Start of Race. TMP is not required for the start of the race. Parade, Byrnes Street TMP needs to reflect the new traffic lights. Parade to commence from front of CentreLink. Action: Engage Traffic Management People to update the TMPs.
5	Obtain a quote from QAS.	Council	Category 5 Emergency \$4,325 QAS - \$6,375.50 First Response Aust.- \$4,565.11 A single vehicle with 2 paramedics is required, with paramedics to be on call overnight. Action: Ask QAS and Category 5 to amend their quotations.
6	THire to be approached to provide/hire a trailer (car), 6m x 2.4m	Nina	THire can provide via sponsorship a single 2m x 4.5m car trailer that will carry three portaloos.

			Action: Confirm THire's trailer sponsorship. Action: Obtain quotes for a second car trailer for 3 more portaloos.
7	Two additional quotes to be obtained for video production of the Race: o Tate Robinson o Studio Productions	Council	BK Media \$6,200 Tate Robinson \$3,985 FN Pro Stream \$7,700 Studio Productions - \$12,650 Action: Book BK Media to provide videography and photography services. Action: Let BK Media know about Tate Robinson and if there is an opportunity to involve him.
8	Add to job checklist and include 'Face of the Race', Terry Roos, as a volunteer.	Committee	
9	Email past teams informing them registrations will open.	Charles	Completed.
10	Commence social media promotion	Tash	Commenced.
11	Quotations to be sourced for provision of big screen for screening of race day highlights on Friday and Saturday nights Mark Langtree, Prodig, and Studio Productions	Council	Cairns AV Hire (Langtree) - \$2,189 Prodig - \$3,300, \$3,146, \$6,490 Studio Productions do not offer this service. Action: Investigate screen size to compare quotes.
12	Five twin rooms to be booked at Junction Hotel, Dimbulah and Railway Hotel, Almaden for Council Officers and other Committee members.	Council	5 rooms reserved Junction Hotel. 6 rooms (2 twin singles, one bed) reserved Railway Hotel. Completed.
13	Arrange meeting with Mareeba Friends of the Hospital Foundation President, Neil Setford. 0438 284 275.	Council	Meeting arranged for March 2022. Completed.
14	Clarify with CEO - will Council commit to covering Race costs? Can Race go ahead even it will be at a loss?	Council	CEO confirmed race minimum number of teams is 30 for race to be confirmed to be run. Team registration date to be brought forward to Tuesday 19 th April 2022. Action: Update website to reflect registration closing date of 19 th April 2022.

3. Confirmation of minutes from the previous meeting

Moved: Kevin Davies

Seconded: Nina Akselsen-Grant

4. Registration Update

- Two teams registered. A ladies and corporate team.

5. Sponsorship

- Apels has been approached to sponsor a leg, \$1,000.
- Lowes Petroleum Service and Mareeba Property Office has been approached to sponsor a leg, \$1,000.
- WIN (Channel 9) has been approached to sponsor promotion.

6. Budget

- Marketing budget is \$4,000

7. Marketing Plan

- Action: Schools in the area be encouraged to enter the Race.
- 4am radio advertising has been booked. \$600.
- Meeting with Hot FM arranged for Monday 21 February 2022.
- \$1,000 has been allocated for social media promotion.

8. Meals/food along route

- Dimbulah - Dinner Friday - St Anthony's School Parents & Friends Ass. (Tammy Sivyer)
- Petford - Lunch Saturday - Irvinebank Rural Fire Bridge (Janette Hodgkinson)
- Almaden - Dinner Saturday - Almaden Pub
- Action: Contact St Anthony's School Parents & Friends Ass, Irvinebank Rural Fire Bridge and Almaden Pub to confirm catering arrangements.
- Action: Ask Mareeba Junior Rugby League if they wish to provide early morning catering at Davies Park on Friday morning.
- Action: Ask coffee vendors if they wish to provide coffee along the race route. (Café Crème, Jaques)

9. Managing enquiries from potential teams

- All enquiries to be directed to Charles.

10. Other:**10.1 Roadworks**

- TMR has ongoing roadworks on the western roads out of Mareeba that will impact the race. Burke Development Road Widening (Chillagoe to Almaden), as well as Mareeba – Dimbulah Road widening project.
- Action: Meet with TMR to discuss how to mitigate the issues on the Race posed by the roadworks.

10.2 Community management of the Race by FNQHF

- Glenys Pilat provided an update on the discussions with FNQHF regarding the future management of the race by a community committee.
- Further discussions are required with all parties.
- The next meeting between MSC, FNQHF and MBA FOTHF is booked for March 2022.
- An update will be provided at the next GWR Committee Meeting.

10.3 Timing Chips

- Automated timing system and chips is being investigated to ensure accurate timing of the Race.
- Deb will be returning to Mareeba to arrange the timing of the Race.
- Action: Continue investigating timing solutions.
- Action: Contact Robbie Miller for advice on timing solutions.

10.4 - Handover

- Amy and new Communications Officer Lindie Boonzaaier will take on support of the GWR Advisory Committee.
- Glenys and Shellie will be handing over the reins.

Meeting closed: 6:20pm

Summary of actions:

1	Sponsorship to be confirmed Apels, Lowes Petroleum Service and MPO - \$1,000	Locky/ Tash/ Jono
2	Promotional sponsorship to be confirmed Win (Channel 9)	Kevin
3	Add to job checklist and include 'Face of the Race', Terry Roos, as a volunteer.	Committee
4	Meeting with FNQHF and Mareeba Friends of the Hospital Foundation update	Council
5	Engage Traffic Management People to update the TMPs.	Council
6	Ask QAS and Category 5 to amend their quotations.	Council
7	Confirm THire's trailer sponsorship.	Nina
8	Obtain quotes for a second car trailer for 3 more portaloos.	Council
9	Book BK Media to provide videography and photography services.	Council
10	Update website to reflect registration closing date of 19 th April 2022.	Council
11	Investigate screen size to compare quotes.	Council
12	Let BK Media know about Tate Robinson and if there is an opportunity to involve him.	Tash
13	Schools in the area be encouraged to enter the Race.	Charles
14	Contact St Anthony's School Parents & Friends Ass, Irvinebank Rural Fire Bridge and Almaden Pub to confirm catering arrangements	Council
15	Ask Mareeba Junior Rugby League if they wish to provide early morning catering at Davies Park on Friday morning.	Locky
16	Ask coffee vendors if they wish to provide coffee along the race route. (Café Crème, Jaques)	Nina
17	Meet with TMR to discuss how to mitigate the issues on the Race posed by the roadworks.	Council
18	Continue investigating timing solutions.	Council
19	Contact Robbie Miller for advice on timing solutions.	Locky

Summary of quotations:

Photography and Videography		
BK Media	\$6,200.00	Includes 5-10 minute feature film of history of the Race
Tate Robinson	\$3,985.00	Includes 5-10 minute feature film of history of the Race
FN Pro stream	\$7,700.00	
Studio Productions	\$12,650.00	\$11,000 for videography services. \$1,650 for photography services.
Medic Coverage		
Category 5 Emergency	\$4,325.20	1 vehicle, 2 paramedics. Includes travel, accommodation and allowances. Paramedics to stay overnight but on call NOT included.
QAS	\$6,375.50	2 vehicles, 2 paramedics. Paramedics returning to base and not overnighting. Previously GWR has provided

		accommodation and paramedics can be on call for any injuries in the evening/night.
First Response Aust.	\$4,565.11	1 vehicle, 1 paramedic. Includes travel, but not on call at night.
Big Screen and technical services		
Cairns AV Hire	\$2,189.00	Outdoor inflatable screen, projector, 2 x speakers on stands, mixer, travel and onsite tech. Sponsorship discount of \$960
Prodig - Standard with laptop and PA	\$3,300.00	Includes 13x7.5 fastfold projection screen, projector, microphone, laptop, 4 speakers, mixer. Travel, onsite tech.
Prodig - Same setup as Cairns AV Hire	\$3,146.00	Estimate for setup similar to Cairns AV Hire
Prodig - 5m screen	\$6,490.00	Includes 5m LED screen, projector, microphone, laptop, 4 speakers, mixer. Travel, onsite tech.
Studio Productions		Does not provide this service. He advised that Paul Barron from End Credits Film Club would be interested in quoting.
TMPs - Update to existing		
Traffic Management People	\$1,287.00	\$214.50 x 6
TMPs - new TMP		
Traffic Management People	\$825.00	



The Great Wheelbarrow Race

Committee Meeting Minutes 16 March 2022

GWR Committee Meeting was held at the Mareeba Shire Council Board Room at 5:03pm.

Present: Cr Locky Bensted (Chair), Cr Kevin Davies (Proxy), Nina Akselsen-Grant, Sarah Bensted, Billie Fincham, Amy Braes (MSC), Lindie Boonzaaier (MSC), Shellie Buckle (MSC).

Apologies: Charlton Best, Natasha Srhoj, Jono Bell, Jodie Turner.

1. Declaration of conflict of interest from committee members - Nil

2. Business arising from the minutes of previous meeting

1	Sponsorship to be confirmed MPO and Lowes Petroleum Service - \$1,000	Locky/ Tash/ Jono/ Billie	In progress. 1. MPO - Declined 2. Lowes Petroleum Service – Billie to follow up to offer "Lowes Almaden Amble 3. Avis Budget Group - Cannot provide cash, contra arrangements can be made.
2	Promotional sponsorship to be confirmed Win (Channel 9)	Kevin	Confirmed.
3	Add to job checklist and include 'Face of the Race', Terry Roos, as a volunteer.	Committee	Carried forward.
4	Meeting with FNQHF and Mareeba Friends of the Hospital Foundation update	Council	Carried forward.
5	Engage Traffic Management People to update the TMPs.	Council	In progress. TMP services engaged 21/02/2022.
6	Ask QAS and Category 5 to amend their quotations.	Council	Completed. Category 5 to be engaged conditional upon them providing services for the agreed times. Refer to 'Quote Summary' below for full details.
7	Confirm THire's trailer sponsorship.	Nina	Confirmed.
8	Obtain quotes for a second car trailer for 3 more portaloos.	Council	In progress. North Hire \$542 No other Mareeba suppliers sourced. Suggest adding North Hire's Logo on the car that is towing the trailer.

9	Book BK Media to provide videography and photography services.	Council	Completed. BK Media services engaged 21/02/2022.
10	Update website to reflect registration closing date of 19 th April 2022.	Council	Completed. If registrations are almost at 30 at 19/4/22 engage with MSC CEO to discuss extending registration period for an additional week with promotions on social media and via email (no cost options).
11	Investigate screen size to compare quotes.	Council	Completed. Progit to be engaged as Cairns AV Hire (Langtree) are unavailable.
12	Let BK Media know about Tate Robinson and if there is an opportunity to involve him.	Tash	Completed.
13	Schools in the area be encouraged to enter the Race.	Charles	Ongoing. Nudgee will be back to race. Charles to provide an update at the next meeting.
14	Contact St Anthony's School Parents & Friends Ass, Irvinebank Rural Fire Brigade and Almaden Pub to confirm catering arrangements	Council	Completed. <ul style="list-style-type: none"> St Anthony's P&C arranging Dimby Dinner Do. Dimbulah Dolphins Club approached to provide breakfast cook up on Saturday morning. Almaden - Three food vans for evening meal (pizza, stews/rice and one other). Bacon and egg burgers available Sunday morning. Irvinebank Rural Fire Bridge providing sandwiches, hamburgers, sausage sandwiches at Petford lunch stop. Chillagoe – lunch time the Sunday. Andy & Vicky can provide Bacon and Egg burgers for \$5 and any other food items that are requested.
15	Ask Mareeba Junior Rugby League if they wish to provide early morning catering at Davies Park on Friday morning.	Billie	In progress.
16	Ask coffee vendors if they wish to provide coffee along the race route. (Café Crème, Jaques)	Nina	Completed. Café Crema is not available.
17	Meet with TMR to discuss how to mitigate the issues on the Race posed by the roadworks.	Council	In progress. Meeting held 17.02.2022. Finalised TGS's to be provided to TMR.
18	Continue investigating timing solutions.	Council	Completed.

3. Confirmation of minutes from the previous meeting

Moved: Nina Akselsen-Grant

Seconded: Sarah Bensted

4. Registration update

Nine teams have registered.

Potential Press Release: first overseas competitor from Tasmania. Cr Davies will send Jay's contact details.

5. Marketing update

Marketing is about to kick off.

TV Advertising

- WIN (Channel 9) - 30 second broadcast provided. GetOnAir preparing the advert.

Radio

- Radio advertising has started on 4am/KikFM and Hit97.9 FM will start next week. They have also booked a live event crossing with Cr Bensted on Saturday 20 May at 6.30am.
- Nina will reach out to Black Star Radio to ask for spots and news credits. She can use a budget of \$500 if needed.
- ABC Radio has their What's On segment on Fridays. Cr Bensted will plan another talk on the segment.
- HitFM: package value \$3,500. Cost \$1,300 cost.
- 4AM and KIK-FM: package value \$4,104. Cost \$660

Newspaper

- Express Newspaper has published an article. Natasha to confirm if additional advertising is planned.
- Lindie to reach out to Cape York news. We have previously had a team from Weipa.

TTNQ

- TTNQ offered to come on board with us to help get the event back on.
- They have provided us with questions we can add to our registration form. Furthermore, their team are not entering at this stage because they do not know if the event will be taking place. Lastly, they did offer to cover our marketing cost, however after they spoke with Brendan and realised, he is only quoting us \$800, they are leaving the event to cover the cost.

Post-meeting update: Amy contacted TTNQ to advise that the cost of BK Media's event coverage is \$6,200. TTNQ have subsequently offered to fund the photography for \$800, conditional upon TTNQ obtaining joint copyright on the images.

6. Sponsorship update

Apels - Declined

Avis Budget Group - Cannot provide cash. Contra arrangements can be made. Shellie to draft an email for Cr Bensted to send.

Lowes Petroleum Service – Billie to follow up Lowes Almaden Amble

Amaroo Medical - \$2000 for two legs.

- Amaroo Medical Dimbulah Dash
- Amaroo Medical Chillagoe Chase

Leg sponsorship suggested inclusions:

- Finish sign and winners' awards dedicated to the sponsor for the day
- MC's will plug the sponsor

7. Prizes and awards

We need to confirm the sponsorships to finalise the prizes.

Lindie / Natasha to update the sponsorship matrix.

- Winner of each category \$250 - 12 categories - \$3,000
- Overall winner \$500; Second \$300; Third \$150 - \$950

Best dressed team for the parade. Nina will look for a sponsor.

8. Passing protocols

Passing protocols were reviewed when the rules and regulations were reviewed.

Kevin to confirm.

9. Talent night

Talent night will not proceed in 2022.

10. Community and school engagement

Cr Bensted will talk to Principals to increase team entry and to inform them about the race parade.

11. Committee shirts

Committee members agreed to two shirts per person.

Lindie to email committee members to confirm their sizes and place the order.

12. Parade update

The race parade will start at 9.00am start from Davies Park.

School students to be in Byrnes Street by 9.15 – 9.30am.

Teams to be encouraged to bring wrapped lollies in the wheelbarrows for school kids.

13. Fortnightly meeting dates -

Meeting dates as follows: 30/03/2022, 13/04/2022, 27/04/2022, 11/05/2022, 25/05/2022.

Lindie has booked the boardroom.

14. Other

Roadworks Logistics

- Roadworks: teams to get on the bus and travel through the roadworks section.
- Action: Committee to consider how to manage the wheelbarrows that will be at the end of the roadworks.
- Locky and Kevin will drive the route two weeks prior to have a look at the road works.
- We will have someone who will pull them up before the gorge.

Timing Update

- Timing spreadsheet has been updated by Council and training provided to Lindie, Amy and Shellie.

- This system will be reliant on teams leaving at the predetermined 'Start Time' and then the ute radioing ahead to the timekeepers to advise which team is coming in next.
- When the wheelbarrow crosses the line, the time stops.
- Council will provide a laptop for the timing spreadsheet.
- Jodie and an additional person will do the timing at the start and end of each leg.
- Saturday – First stop is Petford. A person will be stationed at the stop and will write down the time teams arrive and when they can leave. We do not need to record this in the spreadsheet.

Information Sheet on website for competitors

Sarah suggested we create a one-pager on the website with important information competitors need to know. The following topics need to be included:

1. Start time
2. Brief time and location
3. Start time for every leg
4. Checklist for teams
 - timing device: stopwatches or phones
 - two-way radios
 - orange flashing light for bus
 - marshal
 - first-aid kit
 - water and food
 - bus
 - support team
 - accommodation (link on website with providers)
 - sunscreen
5. How to train for the race.
6. FAQ's

Race briefing and packs

- Early Friday morning at 5.30am or first light for solos and duos.
- Later in the morning for teams. Time to be confirmed.
- All competitors will receive a team pack that includes their laminated race numbers and brief sheets. The packs will be packed the Tuesday before the race.

SUMMARY OF ACTIONS

Action	Assigned to
Review TTNQ's response regarding BK Media	Amy
Confirm sponsorship Lowes Petroleum Service Sponsor a leg: Lowes Almaden Amble	Billie
Ask if Mareeba Junior Rugby wish to provide catering at Davies Park on Friday morning.	Billie
Provide an update to the Committee on school contacts.	Charles
Confirm plans for wheelbarrow management at roadworks	Committee
Contact Principals to increase nominations and discuss the parade.	Cr Bensted
Confirm Avis contra arrangement	Cr Bensted (Shellie draft email)
Drive the Great Wheelbarrow Way two weeks before the event	Cr Bensted / Cr Davies
Provide contact details for Jay from Tasmania to Lindie	Cr Davies
Confirm passing protocols in Rules & Regulations are correct	Cr Davies

Press release on Ray, solo competitor from Tasmania	Lindie
Approve promo video	Lindie
Committee members shirt sizes and ordering or shirts	Lindie
Calendar invitation for upcoming meetings	Lindie
Provide final TGS to TMR	Lindie
Issue calendar invites for Committee Meetings	Lindie
Update the sponsorship matrix	Lindie / Natasha
Ask Bob Neate for portaloo sponsorship	Nina
Ask for a Coffee Vendor to provide coffee along the route	Nina
Seek sponsorship for best dressed prize	Nina
Consider prizes and awards and provide update to Committee	Nina / Natasha
Information Sheet for competitors	Sarah
Confirm ambulance times, suggested as follows: <ul style="list-style-type: none"> • Friday 9am – 7pm • Saturday 7am – 7pm • Sunday 6am – 12pm 	Shellie
Book Prodig Screens	Shellie

Meeting closed: 6:18pm

SUMMARY OF QUOTATIONS

Medic Coverage		
QAS	\$6,031.92	1 vehicle, 2 paramedics, no on call. Paramedics returning to base and not overnighing. Previously GWR has provided accommodation and paramedics can be on call for any injuries in the evening/night.
Category 5 Emergency	\$4,325.20	1 vehicle, 2 paramedics, no on call. Includes travel, accommodation, and allowances. Paramedics to stay overnight but on call NOT included.
First Response Australia	\$4,565.11	1 vehicle, 1 paramedic, no on call. Includes travel, but not on call at night.
Category 5	\$4,958.00	1 vehicle, 2 paramedics, 2 hours allowance in the evening for on call. Includes travel, accommodation, and allowances with 2 hours on call each night. \$220 an hour extra for any other call outs.
QAS	\$6,375.50	2 vehicles, 2 paramedics, no on call. Paramedics returning to base and not overnighing. Previously GWR has provided accommodation and paramedics can be on call for any injuries in the evening/night.
Category 5 Emergency	\$5,226.10	2 vehicle ,2 paramedics, 2 hours allowance in the evening for on call. Friday 20th 0900-1900 (10hrs) 2 Medics. Camp overnight Dimbulah (On call \$220 per hour). Saturday 21st May 0800 - 1900 (11hrs) 2 Medics. Camp overnight Almaden (On call \$220 per hour). Sunday 22nd May 0800 - 1300 (5hrs) 2 Medics. Discount of 10% given to support Race.

Big Screen and technical services		
Cairns AV Hire	\$2,189.00	Outdoor inflatable 5m screen, projector, 2 x speakers on stands, mixer, travel, and onsite tech. Sponsorship discount of \$960. DECLINED. Booked for another event.
Prodig	\$3,300.00	Includes 4m, (13x7.5foot) fast fold projection screen, projector, microphone, laptop, 4 speakers, mixer. Travel, onsite tech.
Prodig	\$3,146.00	Estimate for setup similar to Cairns AV Hire
Prodig	\$6,490.00	Includes 5m LED screen, projector, microphone, laptop, 4 speakers, mixer. Travel, onsite tech.
Studio Productions		Does not provide this service. He advised that Paul Barron from End Credits Film Club would be interested in quoting.



The Great Wheelbarrow Race

Committee Meeting Minutes 6 April 2022

GWR Committee Meeting was held at the Mareeba Shire Council Board Room at 5:08pm.

Present: Cr Cr Bensted Bensted (Chair), Cr Cr Davies Davies (Proxy), Lindie Boonzaaier (MSC), Shellie Buckle (MSC), Charlton Best, Jono Bell, Jodie Turner, Natasha Srhoj, Billie Fincham.

Apologies: Nina Akselsen-Grant and Sarah Bensted

1. Declaration of conflict of interest from committee members - Nil

2. Business arising from the minutes of previous meeting

1	Review TTNQ's response regarding BK Media	Amy	Confirmed.
2	Confirm sponsorship Lowes Petroleum Service Sponsor a leg: Lowes Almaden Amble	Cr Bensted	Confirmed.
3	Confirm if Mareeba Junior Rugby wish to provide catering at Davies Park on Friday morning.	Committee	Confirmed. Bacon and Egg rolls. They can also sell instant coffee if needed. Natasha will reach out to Jacques regarding coffee. Post meeting update: Nina to ask Spring Bean
4	Provide an update to the Committee on school contacts.	Committee	Completed Charlton has a list of approximately ten school contacts.
5	Confirm plans for wheelbarrow management at roadworks.	Committee	In progress. See detail below.
6	Confirm Avis contra arrangement	Cr Bensted	Completed. Avis declined. Can't secure fleet for this year's race. We can reach out to them again in 2023.
7	QPS application	Shellie	In progress.
8	Confirm Jay's registration	Cr Davies	In progress.
9	Confirm passing protocols are correct	Cr Davies	In progress.
10	Order Committee members shirts	Lindie	In progress.
11	Provide final TGS to TMR	Lindie	Completed
12	Ask Bob Neate for portaloo sponsorship	Nina	In progress.
12	Ask Bob Neate for portaloo and Progig screen quote	Shellie	In progress.
13	Seek sponsorship for best dressed prize	Nina	In progress.
14	Consider prizes and awards and provide update to Committee	Nina / Natasha	In progress.
15	Information Sheet for competitors	Sarah	In progress.
16	Confirm ambulance times.	Shellie	Completed
17			
18			

3. Confirmation of minutes from the previous meeting

Moved: Billie Fincham

Seconded: Cr Davies

4. Registration update

Fourteen teams have registered.

5. Marketing update**TV Advertising**

- Ads are on air and the feedback has been good.

Radio

- Triple M has recorded an interview with Cr Bensted that was broadcasted on Wednesday, 6 April.
- Natasha will reach out to Black Star Radio.

TTNQ

- TTNQ have agreed to fund BK Media's photography of \$800 permitting they have joint copyright.

Media Release

- Potential Press Release: first overseas competitor from Tasmania. The press release will be written when Jay's registration is complete. Cr Davies reach out to Jay.

Post-meeting update: Natasha made a contra deal with Black Star radio and have made them a category sponsor. The ad has been developed and approved.

6. Sponsorship update

Lowes Petroleum Service has agreed to sponsor a leg for \$1000 + GST. The leg is named "Lowes Almaden Amble".

7. Prizes and awards

- Prize needs to be confirmed for the best dressed team for the parade.
- Team Spirit award has been renamed the Sandy Butler Memorial Team Spirit Award. Information will be added to the website.
Natasha will reach out to Sandy Butler's family to ask if they can attend the race.

8. Passing protocols

Cr Davies will update the passing protocols document and email the document to Lindie.

9. Community and school engagement

Charlton to contact schools at the start of term two to discuss race nominations.

Cr Bensted will contact the schools to invite them to the parade.

10. Committee shirts

Committee shirt sizes was confirmed during the meeting. Twenty Long sleeve shirts will be ordered.

Post-meeting update: Lindie has ordered the shirts.

11. Volunteer induction training

Billie, Jodie, Jono, Sarah and Terry's group of volunteers need to complete the volunteer induction.

Shellie will confirm when Glenys are available to conduct the training.

12. Information Sheet on website for competitors

Sarah to provide an update on the sheet.

13. Vehicles for the race

- A lead and a tail vehicle are needed for the race. Furthermore, both vehicles require a two-way radio, a voice amplifier, and a flashing orange light. Cr Bensted will ask Terry if he can lead the race.
- Cr Bensted will confirm vehicles with Stanley.

12. Fortnightly meeting dates

20/04/2022, 04/05/2022, 18/05/2022.

13. Other

a. Roadworks Logistics

- **Gorge Creek**

1. Lindie will ask Gavin to update the Timing Spreadsheet with an additional three columns.

Column 1: Day 1 average distance per kilometre.

Column 2: Distance of the roadworks.


Column 3: Column 1 X Column 2

2. Cr Bensted to provide the distance of the roadworks.


Changed Traffic Conditions - Burke Development Road Gorge Creek

There will be changed traffic conditions along the Burke Development Road at Gorge Creek due to roadworks underway by Transport and Main Roads. The Race participants will cease racing, get into their vehicle, to traverse the roadworks section. Traffic management in place for the roadworks will be followed. This will be highlighted in the team briefing.

- Teams will leave from Vaughan Street, with the slowest first at 10:30am
- Teams will then leave at intervals of 4 minutes
- There will be a break of 14 mins after the first 15 teams depart
- Again at intervals of 4 minutes the next 15 teams will go
- Then a 9-minute break
- The remainder of the teams will then leave again at 4-minute intervals
- Before the Gorge, west of the Channel Access Road 🌟 The teams will stop, get back into the vehicle and drop off their wheelbarrow.



- Roadworks traffic management mechanisms in place will be followed.
- At the conclusion of the roadworks the teams will pull over beside Battisin Orchards # The runner exit the vehicle, collect a wheelbarrow and continue the race.



- Race officials will be present at the drop off and collection points to manage the teams.
- All directions by the Chief Marshal must be followed.

b. Accommodation

Accommodation has been confirmed and booked.

- **DIMBULAH** (5 twin rooms reserved February 2022)
 - 1 x twin - Nina and Sarah
 - 1 x twin - Volunteers
 - 1 x twin - Cr Bensted and Jono
 - Give remaining 2 x twin rooms back to pub for other bookings

- **ALMADEN** (3 twins and 4 queen rooms reserved February 2022)
 - 1 x twin - Nina and Sarah
 - 1 x queen - Lindie
 - 1 x twin - Cr Bensted and Jono
 - 1 x twin - Volunteers
 - Give remaining 3 x queen rooms back to pub for other bookings

c. TGS update

Post-meeting update:

Sam Wakeford has stepped in to help resolve the issue with the Byrnes Street TGS, identified at the meeting Wednesday evening.

He has spoken with TMP and the TGS will be modified to part close Byrnes Street to enable traffic travelling north to continue straight ahead and not be detoured along Walsh Street.

TMP has committed to having this updated TGS to us by mid to late next week. A great outcome thanks to Sam.

d. Traffic Control

Post-meeting update: Shellie sourced a quote from a traffic management company, East Traffic Control, to operate all of the traffic management for the Race.

The company quoted \$14,015.35.

e. Race briefing and packs

- **Lollies**

Mention to teams to keep extra after the parade for handing out in Mutchilba and Dimbulah.

f. Ambulance times

An ambulance has been booked for the following times:

- Friday 9am – 7pm
- Saturday 7am – 7pm
- Sunday 6am – 12pm

SUMMARY OF ACTIONS

Action	Assigned to
Confirm Terry to drive the race lead vehicle.	Cr Bensted
Ask Jacques Coffee for their coffee van	Natasha
Ask Spring Bean for their coffee van	Nina
QPS Road closure permit application	Lindie
Confirm Jay's registration	Cr Davies
Confirm passing protocols in Rules & Regulations are correct and email file to Lindie	Cr Davies
Order Committee members shirts	Lindie
Update the sponsorship matrix	Lindie / Natasha
Ask Bob Neate for portaloo sponsorship	Nina
Ask Bob Neate for portaloo and Prodig Screens quote	Shellie
Seek sponsorship for best dressed prize	Nina
Consider prizes and awards and provide update to Committee	Nina / Natasha
Information Sheet for competitors	Sarah
Contact Sandy Butler's family	Natasha
Sandy Butler page on the website	Natasha / Lindie

Confirm the Face of the Race when registrations close	Committee
Book volunteer training	Shellie
Ask Terry if he can lead the race.	Cr Bensted
Confirm race vehicles with Stanley.	Cr Bensted
Confirm staff with Darrin to manage traffic during the race	Shellie

Next meeting: 20 April 2022

Meeting closed: 6:01pm

SUMMARY OF QUOTATIONS

LJM Design: Committee Shirts	
1-9 shirts	\$45 each
10-19	\$40 each
20-49	\$36 each
50+	\$33 each

SUMMARY OF PROMOTIONAL SPONSORSHIP

Black Star Radio
Natasha made a contra deal with Black Star radio and have made them a category sponsor.



The Great Wheelbarrow Race

Committee Meeting Minutes 3 May 2022

GWR Committee Meeting was held at the Mareeba Shire Council Board Room at 5:05pm.

Present: Cr Bensted (Chair), Cr Davies (Proxy), Lindie Boonzaaier (MSC), Jono Bell, Natasha Srhoj, Billie Fincham, Nina Akselsen-Grant, Charlton Best, Jodie Turner and Terry Roos

Apologies: Sarah Bensted

1. Declaration of conflict of interest from committee members - Nil

2. Business arising from the minutes of previous meeting

No	Action	Assigned to	Status
1	Ask Mark from Camp 64 and the Dimbulah Bakery to have extra coffee available for purchase on race weekend.	Natasha	Camp 64 – Completed Bakery – Completed
2	Update the sponsorship matrix	Lindie / Natasha	In progress
3	Seek sponsorship for best dressed prize	Nina	Completed
4	Consider prizes and awards and provide update to Committee	Nina / Natasha	Completed
5	Information Sheet for competitors	Charles / Lindie	In progress
6	Sandy Butler page on the website	Natasha / Lindie	In progress
7	Confirm the Face of the Race when registrations close	Committee	Completed
8	Book volunteer training	Shellie	Post meeting update: Completed
9	Confirm race vehicles with Stanley.	Cr Bensted / Lindie	Completed
10	Book staff with Darrin	Lindie	Completed
11	Remind teams to completed registration of all team members.	Lindie	In progress. Email on Monday 9 May 2022.
12	Contact Southern Cross Radio to extend the live reads	Lindie	Completed
13	Inflate race Arches and replace MacDonald's logo with Bendigo Bank Logo	Lindie	In progress
14	Meet with Tony to discuss requirements from Stores	Lindie	Completed
15	Send Race information sheet and Dimby Dinner booking form to competitors	Lindie	In progress
16	Meet with Nipper to discuss the race	Committee + Lindie	Completed
17	Phone Charles Information Sheet for competitors	Lindie	Completed

3. Confirmation of minutes from the previous meeting

Moved: Nina Akselsen-Grant

Seconded: Cr Davies

4. Registration update

24 Teams have registered.

Lindie to remind teams to completed registration of all team members on Monday, 9 May 2022.

5. Application for QPS permits

We have applied for the following permits.

- MSC Temporary Road Closure Permit for Special Events (received)
- QPS – Road Closure Permit (permit outstanding)
- QPS – Special Event Permit (permit outstanding)
- TMR – Road Corridor Permit (received)
- TMR – Traffic Control Permit Application (permit outstanding)

6. Marketing/advertising update

Southern Cross has extended their live reads at no additional cost.

7. Parade update

Friday 20 May 2022

The parade will start at Beaurepaires. Terry will join Cr Bensted with the Golden Wheelbarrow at the front of the race. Bendigo Bank's mascot, Piggy, will join the parade. The Golden Wheelbarrow will be transported to Dimbulah in Cr Davies' vehicle.

Post meeting update: Natasha has asked Carl Portella to do the main street comparing of teams at the Cenotaph. Carl will bring his own speaker and mic.

8. Prizes and awards

- Prizes includes Winning team of the day, Team spirit award, Fundraiser award, Pic of the day award and best dressed at the parade award.
- Natasha and Nina to provide sheet with a breakdown of the prizes.
- Terry suggested the addition of a Lucky Draw prize at the presentation evenings.

9. Volunteer training

Induction has been booked for 16 May 2022 at 5pm at Mareeba Shire Council.

Billie Fincham, Jodie Turner, Jono Bell, Sarah Bensted and Terry Roos' volunteers have been invited to the training. The induction will be conducted by Council Officers Glenys Pilat and Shellie Buckle.

10. Confirm Committee Roles for event

Roles have been confirmed for the race. Please see attached Addendum A with more information.

11. Upcoming meetings:

11/05/2022, 17/05/2022.

12. Other

12.1 Dimbulah Food providers

- Camp 64 will have Pizza available on Friday, 20 May 2022. Coffee and Breakfast buns will be available on the Saturday morning.
- Lindie to reach out to the Dimbulah Bakery.

Post meeting update: Lindie has reached out to the bakery and asked them to prepare for the event.

12.2 Information sheet

- Friday 20 May 2022 - Registration time and place
 - Davies Park, registration open from 7am, briefing at 8am.
- Directions for parade provided at the brief

- Gather at the International Club to start the race
- Reminder teams to nominate a Team Song
- Fancy dress at the parade
- Pic of the day competition (provide Hashtag)
- Wrapped lollies for the Wheelbarrow
- Accommodation for the Race – Link to the website
- Meals for the race – Link to the website
- Dimby Do Dinner Booking Form
- List of competition prizes
 - Winning team of the day
 - Team spirit award
 - Fundraiser award
 - Best dressed at the parade award

12.3 Team Packs

Team packs will be packed on Tuesday 17 May 2022 and need to contain the following:

1. Daily program (include presentations at 20:00pm and daily check in and briefing times)
2. Head scarves (1 for each team member, 1 for the Driver and 1 for the Marshall)
3. Team numbers x 2 (For the front and back of the bus)
4. First aid procedure document
5. "Caution Runners Ahead" sign
6. Rules and registration document including the passing guidelines
7. Weekend program with sponsor logos
8. Time sheets

12.4 Registration and brief at Davies Park - Friday 20 May 2022

Billie will talk to the Mareeba Leagues Club to ask if we can use their PA system for the registration and brief.

12.5 Fences for the finish Line

5 Panels on each side are needed for the finish line. Natasha will ask the sponsors for their logos. The signs with logos will be printed and added to the fences the Thursday before the race.

12.6 Council fleet

Fleet has been secured for the race. Please see attached Addendum B with more information.

12.7 Race arches

Post-meeting update: Nina has supplied Lindie with the logos. Lindie will print the signs for the arches.

12.8 Gorge Creek Wheelbarrows

Cr Bensted and Cr Davies will talk to farm owners at Gorge Creek to discuss a place to store the Wheelbarrows on Thursday night.

Post-meeting update: Tony Alston has mentioned that he will also reach out to Battistin Orchards' Farm owner.

12.9 Vouchers for volunteers

Terry mentioned that in previous years the volunteers received vouchers. Natasha will make a list of the vouchers we can provide to the volunteers.

12.10 Trailers for the portaloos

- Nina will confirm if T-hire can bring their trailer to Mareeba or if Sarah needs to collect the trailer in Atherton.
- Sarah and Jono to collect the portaloos from TGT on Thursday 19 May.
- The portaloos trailers travel with them for the full duration of the race.
- They leave the trailers in Almaden on the Saturday night and collect them as they return from Chillagoe on Sunday, 22 May 2022.

SUMMARY OF ACTIONS

Action	Assigned to
Update the sponsorship matrix	Natasha
Prizes and awards document	Nina / Natasha
Complete information sheet and send to competitors	Charles / Lindie
Sandy Butler page on the website	Natasha / Lindie
Confirm the Face of the Race when registrations close	Committee
Book volunteer training	Shellie
Confirm race vehicles with Stanley.	Cr Bensted / Lindie
Book staff with Darrin	Lindie
Remind teams to completed registration of all team members.	Lindie
Contact Southern Cross Radio to extend the live reads	Lindie
Inflate race Arches and replace MacDonald’s logo with Bendigo Bank Logo	Lindie
Meet with Tony to discuss requirements from Stores	Lindie
Send Race information sheet and Dimby Dinner booking form to competitors	Lindie
Meet with Nipper to discuss the race	Committee + Lindie
Phone Charles Information Sheet for competitors	Lindie
Provide Carl Portella a list of sponsors for the parade	Natasha
Provide Carl Portella the final team list in their parade order	Lindie
Mareeba Leagues Club PA system for the registration and brief.	Billie
Confirm with Tony that we need the fences at the finish line	Lindie
Sponsor logos for finish line fence	Natasha
Bendigo Bank logos for Arches	Lindie
Volunteers’ vouchers	Natasha
Collection of T-Hire trailer (see above notes)	Nina + Sarah

Next meeting: 11 May 2022

Meeting closed: 6:21pm

Addendum A



Great Wheelbarrow Race 2022

Roles and responsibilities

Name	Responsibility
Committee Members	
Cr Locky Bensted	Parade with Terry, Stand at Think Water circle to direct teams, Mark out of lines on the road, take medals and trophies to Chillagoe on Sunday, Sunday morning stand at intersection to stop busses
Cr Kevin Davies	Chief Marshall, Daily brief to teams, Mark out of lines on the road
Billie Fincham	Competing at the event
Charlton	Direct teams at Beaurepairs , International Club for race starting point
Jodie Turner	Timer at finish line, Finish line setup
Jono Bell	MC, Finish line setup, Trailer with portaloo s
Natasha Srhoj	Registration tent on Friday and available to help anywhere else where needed.
Nina Akselsen Grant	Direct teams at Beaurepairs and start of Gorge Creek.

1

Sarah Bensted	MC, Finish line setup, Trailer with portaloo s
Council Staff	
Lindie Boonzaaier	Team packs (rules and reg, numbers, numbers back to front, first aid signage for bus), registration tent on Friday, team order sheets, daily check in sheets, Sponsor signs on fences, organise end arch and requirements, Liaising with service providers
Grant Bell	Take and pack out everything needed at the start of the race in Mareeba, deliver signs to Lappa Range and Almaden.
Trevor Yujnovich	Pack out items in Dimbulah
<i>Rob Wyatt's (Replacement)</i>	Take and pack out everything needed in Dimbulah, Deliver items to Chillagoe.
Alan	Pack out items in Chillagoe
Tony Alsten	Organise requirements from Stores
Darrin Hastie	Organise Council staff for the race
Volunteers	
Terry Roos	Face of the race, Walk the parade, Pick up point at Gorge Creek
Griff Jones	Driver of the lead vehicle.
Peter Kelly	Driver of the tail vehicle and collect signs on the road

2

Carl Portella	Announce teams at the parade on Friday
---------------	--

We need an additional timer in Dimbulah

1

5

Addendum B



The Great Wheelbarrow Race

COUNCIL VEHICLES 2022

<p>Asset No 1321, Dual cab Ute, (Darrin Hastie)</p> 	<p>Asset no 1325, Extra Cab ute.</p> 
<p>Asset no 627, Crew Cab Tipper</p> 	<p>Asset No 639, Single cab Tipper</p> 
<p>Asset No 682, Single Cab Crane truck (optional)</p> 	

14.3 MAREEBA MULTICULTURAL FESTIVAL COMMITTEE MEETING MINUTES

Date Prepared: 28 July 2022

Author: Corporate Communications Officer

Attachments:

1. **MMF Committee Meeting Minutes 8 February 2022**
2. **MMF Committee Meeting Minutes 22 March 2022**
3. **MMF Committee Meeting Minutes 26 April 2022**
4. **MMF Committee Meeting Minutes 31 May 2022**
5. **MMF Committee Meeting Minutes 14 June 2022**
6. **MMF Committee Meeting Minutes 12 July 2022**

Please see attached the Minutes of the Mareeba Multicultural Festival (MMF) Committee Meetings held 8 February 2022, 22 March 2022, 26 April 2022, 31 May 2022, 14 June 2022 and 12 July 2022.



Chair: Jennifer Murat

info@mareebamulticulturalfestival.com
www.mareebamulticulturalfestival.com

Mareeba Multicultural Festival Committee MINUTES

An ordinary committee meeting was held on Tuesday, 8 February 2022 at the Mareeba Shire Council Meeting Room commencing at 7pm.

PRESENT: Jen, Giuliano, Millie, Mary, Fred, Sabrina, Glenys (MSC), Amy (MSC).

APOLOGIES: Frank, Iuto, Fatima, Carl.

GENERAL BUSINESS:

- **FESTIVAL DATE** – Saturday, 27 August 2022.
Action: Council to book in to hold festival on this date.
- **FESTIVAL NAME** – the Committee considered options and agreed to Cultural Foundations.
- **COMMITTEE NOMINATIONS** – Jen Murat advised of her decision to resign from the role of Chair, and the attendees acknowledged her significant contribution over 10 years of service.

The current 3-year term of the Committee commenced in 2019, so it is time to call for nominations for the Committee.

The time of meetings was discussed, and it was agreed to revisit this when nominations have been received from community members.

Action: Council to send nomination forms to Committee Members who were not in attendance.

Action: Council to arrange advertising in The Express and on Council’s Facebook page for nomination for Committee Members.

- **FESTIVAL DURATION** – it was agreed to hold the Festival from 10am – 4pm.

Meeting closed: 7:35pm.

Next meeting: Tuesday, 22 March 2022



**Queensland
Government**



Chair: Vacant

mareebamulticulturalfestival@gmail.com
 www.mareebamulticulturalfestival.com

Mareeba Multicultural Festival Committee AGENDA

An ordinary committee meeting to be held on Tuesday, 22 March 2022 at the Mareeba Shire Council Board Room at Rankin Street, commencing at 7pm.

AGENDA ITEMS	
ITEM 1:	Receive and Note Previous Minutes
ITEM 2:	Business arising from previous minutes
ITEM 3:	Committee Nominations & Roles
ITEM 4:	Marketing Update
ITEM 5:	Sponsorship Arrangements
ITEM 6:	Festival Logistics
ITEM 7:	Next Meeting - Tuesday, 26 April 2022



**Queensland
Government**



Chair: Cr Mary Graham
 info@mareebamulticulturalfestival.com
 www.mareebamulticulturalfestival.com

Mareeba Multicultural Festival Committee
 MINUTES

An ordinary committee meeting was held on Tuesday, 26 April 2022 at the Mareeba Shire Council Boardroom commencing at 7pm.

PRESENT: Cr Mary Graham (Chair), Mayor Angela Toppin, Giuliano, Millie, Sabrina, Frank, Lindie (MSC), Amy (MSC).
APOLOGIES: Iuto, Fatima, Fred.

ITEM 1	Receive and Note Previous Minutes		
	<i>Moved: Frank</i>		<i>Seconded: Sabrina</i>
ITEM 2	Business arising from previous minutes		
	Previous Action Items	Responsible	Status
	Identify next steps for the appointment of an Event Coordinator.	Amy / Lindie	Completed
	Discuss potential new banner at the next meeting.	Committee	Completed
	Arrange a quote for new roadside sign frames. Lindie will subsequently arrange a quote for the artwork.	Frank	Completed
	Contact Wonder Fair to discuss amusements at the festival - excluding a jumping castle (Phone: 4031 0354 - Renae Walsh)	Frank	Completed
	Contact Mareeba Men's Shed (Phone: 0499 229 986 – Kent Duffield)	Frank	Completed
	Contact O'Donnell's re: update and printing of the poster.	Lindie	Completed
	Engage Warren Thompson to update the website.	Lindie	Completed
	Confirm the assistance from MSC with tables and chairs.	Lindie	Completed
	Obtain a quote from qualified videographer.	Lindie	Completed
	Contact Jen to request a copy of the letter for existing sponsor.	Lindie	Completed
	Contact Mark Langtree at Feel the Music 0407 161 899 to request a quote.	Frank	In progress
	Investigate options for an ATM at the festival.	Lindie	In progress
	Approach Annie at the Coffee Works to discuss sponsorship opportunities.	Millie	Carried forward
	Contact Mick Hay to confirm his availability for the 2022 festival.	Millie	Carried forward
	Banner numbers to be replaced through a local supplier in the coming months.	Committee	Not yet commenced
ITEM 3	Committee Nominations & Roles		
3.1	Mareeba Shire Council formally endorsed the nominations from all Committee Meetings at the Ordinary Meeting held on Wednesday, 22 April 2022.		
3.2	Event Coordinator update <ul style="list-style-type: none"> ▪ To be discussed at the May 2022 meeting. ▪ The EOI closed at COB 25 April 2022 with one valid response received and one invalid response. ▪ The Committee agreed to contact a potential local supplier to discuss the opportunity. ▪ The respondents to the EOI will be notified of the outcome of their application. 		



ITEM 4	Marketing Update
4.1	<p>Banner The Committee agreed to proceed with the new banner at a cost of \$2,120.40 (GST inclusive) being for a new banner, printed on both sides. Lindie will present a design at the next Committee Meeting for consideration and approval.</p>
4.2	<p>Festival Poster The Committee endorsed the printing of the posters and approved the design. For reference, see Addendum A.</p>
4.3	<p>Website Lindie has engaged Warren Thompson to update the website and these updates are in progress.</p>
4.4	<p>Television & radio advertising Quotes required from 4AM / KikFM and channel 7 & 9.</p>
4.5	<p>Newspaper advertising Quote required from The Express Newspaper.</p>
ITEM 5:	Quotations Received
5.1	<p>Banner</p> <ul style="list-style-type: none"> ▪ Bryce Morgan - \$400 incl. GST to supply banner. ▪ Girles Sign Shop - \$1,720.40 incl. GST to print both sides. <p>Approved: Committee endorsed these quotes.</p>
5.2	<p>Videographer \$2,325 incl. GST</p> <ul style="list-style-type: none"> ▪ Being for 5 x 2-minute videos and unlimited photographs. <p>Carried forward: to be considered at a future committee meeting.</p>
5.3	<p>Road signs – 1200mm x 1800mm</p> <ul style="list-style-type: none"> ▪ Girles Sign Shop – print artwork for signs \$2,244 incl. GST ▪ Louie’s Fabrication – manufacture and supply 4 x aluminium frames \$791.93 incl. GST <p>Carried forward: to be considered at a future committee meeting.</p>
5.4	<p>ATM</p> <ul style="list-style-type: none"> ▪ Venue Smart (Ben Raz) - \$165 incl. GST ▪ Ben requested security and power be provided <p>Committee can accommodate the ATM at the Information Stall. Lindie to contact Ben to understand whether this will meet his requirements for security. Power is available at the Information Stall.</p>
ITEM 6:	Sponsorship Arrangements
6.1	<p>Sponsor list & contacts</p> <p>To be requested from previous Chairperson Jen Murat.</p>
6.2	<p>Raffle tickets</p> <p>The Committee may look to print raffle tickets this year, which can then be sold ahead of the event. Mayor Toppin volunteered to assist with ticket sales ahead of the event.</p>

ITEM 7:	Festival Logistics
7.1	Wonderfair Amusements Frank has made contact and Wonderfair has been attempting to email the festival email. Lindie will follow up.
7.2	Mareeba Men’s Shed Frank has contacted the Men’s Shed, and they are available to assist, but have requested an email to formalise the request.
7.3	Information Stall Volunteers at the stall will include: <ul style="list-style-type: none"> ▪ Committee members ▪ Mrs Cristaldi ▪ Mrs Cordenos ▪ Mayor Toppin
ITEM 8:	Meeting closed: 7:55pm Next meeting: Tuesday, 24 May 2022

ACTION SUMMARY	DUE	RESPONSIBLE
Decide on videographer and road signs quotes.	24/5/22	Committee
Contact organisers of the Cairns Festival to request their performers list	30/5/22	Event Coordinator
Email previous sponsor and performers	30/5/22	Event Coordinator
Follow up Wonderfair regarding their attempted email.	24/5/22	Event Coordinator
Email Mareeba Men’s Shed to confirm arrangements	24/5/22	Event Coordinator
Request quotes from 4AM/Kik FM, Channel 7 & 9, The Express Newspaper	24/5/22	Event Coordinator
Contact Mark Langtree at Feel the Music 0407 161 899 to request a quote.	24/5/22	Frank
Finalise design of new banner and present to Committee at May Meeting	24/5/22	Lindie
Contact Ben Raz (ATM) to ask whether housing the ATM at the Information Stall will suffice for security.	24/5/22	Lindie
Complete a stocktake of the merchandise that is in storage and update the Committee at the next meeting.	24/5/22	Lindie
Provide more recent photos to Warren Thompson to be updated on the website	24/5/22	Lindie
Notify respondents to the EOI of the outcome of their submissions	24/5/22	Lindie
Engage O’Donnell’s to print the festival poster	24/5/22	Lindie
Contact Nyree Burton, Deputy Principal MSS to discuss the Indigenous boys and Islander girls performers	24/5/22	Mayor Toppin
Future actions: <ul style="list-style-type: none"> ▪ Local members to be invited three months in advance. ▪ Citizenship Ceremony – to be discussed further at a future meeting to be determined when to hold the Citizenship Ceremony. 	TBC	Committee
Banner numbers to be replaced through a local supplier in the coming months.	TBC	Committee

Addendum 1: Festival Poster





Chair: Cr Mary Graham
 info@mareebamulticulturalfestival.com
 www.mareebamulticulturalfestival.com

Mareeba Multicultural Festival Committee
 MINUTES

An ordinary committee meeting was held on Tuesday, 31 May 2022 at the Mareeba Shire Council Boardroom commencing at 7pm.

PRESENT: Cr Mary Graham (Chair), Mayor Angela Toppin, Giuliano, Millie, Sabrina, Frank, Stacey Maisel (Event Coordinator) Lindie (MSC), Fatima, Fred, Carl Portella

APOLOGIES: Iuto

ITEM 1	Receive and Note Previous Minutes		
	<i>Moved: Giuliano</i>		<i>Seconded: Sabrina</i>
ITEM 2	Business arising from previous minutes		
	Previous Action Items	Responsible	Status
	Contact Mark Langtree at Feel the Music 0407 161 899 to request a quote.	Frank	In progress
	Investigate options for an ATM at the festival.	Lindie	Completed
	Approach Annie at the Coffee Works to discuss sponsorship opportunities.	Millie	Completed
	Contact Mick Hay to confirm his availability for the 2022 festival.	Millie	Completed
	Banner numbers to be replaced through a local supplier in the coming months.	Committee	New banner printed
ITEM 3	Event Planning Update		
3.1	Wonder fair amusements have been booked for the event. Stacey and Council are currently completing paperwork for the company.		
3.2	Stacey has reached out to performers for the event as per the list. Stacey asked the Committee for performers they can suggest.		
3.3	The road banner design was discussed, and the committee agreed to not change the design.		
ITEM 4	Quotations Received		
4.1	Radio 4AM/KIK FM \$1,260.00 incl. GST and production Campaign value \$2,520.00 180 x 30 second messages and 256 x live reads over 4AM and KIK FM. Moved Frank, Seconded: Giuliano		
4.2	Festival MC Mick Hay \$450.00 Moved Frank, Seconded: Giuliano		
4.3	Videographer Tate Media \$2,325 incl. GST Being for 5 x 2-minute videos and unlimited photographs. Bang Media \$8,800 incl. GST Being for 5 x 2-minute videos and unlimited photographs.		



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	Review quotes at the next meeting.
4.4	<p>Tv Creative Starr \$450,00 + GST (edit current advertisement)</p> <p>Moved: Fatima Second: Millie</p> <p>WIN Network (Channel 9) \$2,849.00 incl. GST 273 spots Committee did not approve the quote.</p> <p>Channel 7 \$2,805.00 incl. GST Campaign value \$5,100.00 Lindie add detail</p> <p>Moved: Fatima Second: Millie</p>
4.5	<p>Road signs 1200mm x 1800mm</p> <ul style="list-style-type: none"> ▪ Girles Sign Shop – print artwork for signs \$2,244 incl. GST ▪ Louie’s Fabrication – manufacture and supply 4 x aluminium frames \$791.93 incl. GST <p>Committee approved both quotes.</p> <p>Moved: Fatima Second: Millie</p>
4.6	<p>Bus Hire \$1,056.00 incl. GST Transport for performers from Balaclava SS (9.00am) to Mareeba and return (12.00pm) on Saturday, 27 August 2022.</p> <p>Moved: Sabrina Second: Fred</p>
4.7	<p>ATM</p> <ul style="list-style-type: none"> ▪ Venue Smart (Ben Raz) - \$165 incl. GST ▪ Ben requested security and power be provided <p>Moved: Frank Seconded: Giuliano</p>
ITEM 5	Sponsorship Arrangements
5.1	The Express Newspaper spoke at the meeting. Carl Portella from the Express Newspaper will provide the committee with a quote for advertising.
5.2	Mayor Angela Toppin will donate \$50.00 in her personal capacity.
ITEM 6	Festival Logistics
6.1	Frank reminded the committee that only stalls selling food items are at the festival.
6.2	Raffle tickets: Date and venue of the selling of the tickets need to be confirmed. Previous years sold tickets at IGA Mareeba.
ITEM 7	Meeting closed: 7:55pm
7.3	<ul style="list-style-type: none"> ▪ Next meeting: ▪ Tuesday, 14 June 2022 ▪ Tuesday, 12 July 2022 (new date) ▪ Tuesday, 26 July 2022

ITEM 8: Meeting closed: 7:55pm

ACTION SUMMARY	DUE	RESPONSIBLE
Send a copy of Warren’s quote to Stacey	14/6/22	Frank
Confirm box with strips	14/6/22	Lindie
List the sponsorships confirmed	14/6/22	Stacey
Event Management Plan	26/7/22	Lindie
Distribute flyers	Ongoing	Millie
Contact MSS – Fallon Patolo for performance	14/6/22	Stacey
Contact performers to advise music needs to be on a USB	14/6/22	Stacey
Set date for the selling of the raffle tickets	14/6/22	Committee
Confirm top three prizes for 2022	14/6/22	Stacey
Print the raffle tickets at O’Donnells	14/6/22	Stacey
Advertise stall holder and performer applications in the paper	TBC	Stacey



Chair: Cr Mary Graham
 info@mareebamulticulturalfestival.com
 www.mareebamulticulturalfestival.com

Mareeba Multicultural Festival Committee MINUTES

An ordinary committee meeting was held on Tuesday, 14 June 2022 at the Mareeba Shire Council Boardroom commencing at 7pm.

PRESENT: Cr Mary Graham (Chair), Giuliano, Millie, Sabrina, Stacey Maisel (Event Coordinator) Lindie (MSC), Fatima, Fred

APOLOGIES: Iuto, Frank, Mayor Angela Toppin

ITEM 1	Receive and Note Previous Minutes		
	<i>Moved: Fatima</i>	<i>Seconded: Giuliano</i>	
ITEM 2	Business arising from previous minutes		
	Previous Action Items	Responsible	Status
	Dave Star Advertisement - \$450. Edit current advertisement.	Stacey	Completed
	Send a copy of Mark quote to Stacey	Frank	Outstanding
	Confirm box with strips	Lindie	Completed
	List the sponsorships confirmed	Stacey	Ongoing
	- For a complete list of sponsors confirmed to date, see Addendum A attached.		
	Event Management Plan	Lindie	Moved forward
	Distribute flyers	Millie	Ongoing
	Contact MSS – Fallon Patolo for performance	Stacey	Declined
	Contact performers to advise music needs to be on a USB	Stacey	Completed
	Set date for the selling of the raffle tickets	Stacey	21/06/22
	Confirm top three prizes for 2022	Stacey	Completed
	- For a complete list, see Addendum B attached.		
	Print the raffle tickets at O'Donnells	Stacey	Completed
	Advertise stall holder and performer applications in the paper	Stacey	Completed
ITEM 3	Event Planning Update		
3.1	Stall Holders		
	Stalls have requested to be next to each other. Stacey will give the list of requests to Frank to finalise. For a complete list of the current confirmed stall holders, please see Addendum C.		
3.2	Performers		
	Performers receive payment on the day. Lindie confirm amount every group received at the 2021 festival. For a complete list of the current confirmed performers, please see Addendum D.		
3.3	Raffle ticket sale		
	Raffle tickets have been printed. Stacey will number the raffle ticket books and hand out to the committee for the selling of tickets.		
3.4	Event program		
	Stacey has drafted a program that will be completed closer to the event.		
ITEM 4	Marketing Update		
	Newspaper advertisement was published in The Express Newspaper on Wednesday, 8 June 2022.		
ITEM 5	Quotations Update		
	Videographer		



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	<p>Tate Media \$2,325 incl. GST Being for 5 x 2-minute videos and unlimited photographs.</p> <p>Bang Media \$8,800 incl. GST Being for 5 x 2-minute videos and unlimited photographs.</p> <p>Committee endorses the quote received from Tate Media’s Moved: Sabrina Second: Giuliano</p> <p>TV advertisement</p> <p>Creative Starr \$450,00 + GST (edit current advertisement)</p> <p>Moved: Sabrina Second: Giuliano</p>
ITEM 6	Sponsorship Arrangements
	No matters to discuss at this meeting.
ITEM 7	Festival Logistics
	No matters to discuss at this meeting.
ITEM 8	<ul style="list-style-type: none"> ▪ Next meeting: ▪ Tuesday, 12 July 2022 ▪ Tuesday, 26 July 2022
	▪ Meeting closed: 7:44pm

ACTION SUMMARY	DUE	RESPONSIBLE
Number raffle ticket books	21/06/22	Stacey
Quote from Mark Langtree	12/07/22	Stacey
Performers cash amounts paid at 2021 festival	12/07/22	Lindie
Update stallholders, performers and sponsorship documents	Ongoing	Stacey
Complete Event Management Plan	26/07/22	Lindie



Chair: Cr Mary Graham
 info@mareebamulticulturalfestival.com
 www.mareebamulticulturalfestival.com

Mareeba Multicultural Festival Committee MINUTES

An ordinary committee meeting was held on Tuesday, 12 July 2022 at the Mareeba Shire Council Boardroom commencing at 7pm.

PRESENT: Cr Mary Graham (Chair), Millie, Sabrina, Lindie (MSC), Fatima, Frank

APOLOGIES: Stacey Maisel (Event Coordinator), Fred, Giuliano, Iuto

ITEM 1	Receive and Note Previous Minutes		
	<i>Moved: Sabrina</i>		<i>Seconded: Frank</i>
ITEM 2	Business arising from previous minutes		
	Previous Action Items	Responsible	Status
	Quote from Mark Langtree	Lindie	Outstanding
	Performers cash amounts paid at 2021 festival	Lindie	Completed
	Update stallholders, performers and sponsorship documents	Stacey	Ongoing Sponsorship: See Addendum A Stallholders: See Addendum B Performers: See Addendum C
ITEM 3	Event Planning Update		
	3.1 Stall Holders		
	See Addendum B		
	3.2 Performers		
	\$50 for a single performer and \$100 for a group.		
	3.3 Raffle ticket sale		
	Committee members received their raffle tickets at the meeting.		
ITEM 4	Quotations Received		
	Website edits required		
	Ventures Online		
	Between \$340 - \$510		
	Changes to the core software to ensure security patches and improved functionality.		
	Moved: Frank		
	Second: Millie		
ITEM 5	Sponsorship Arrangements		
	See Addendum A		
ITEM 6	Festival Logistics		
	6.1 Council Staff meeting update		
	Meeting went well and the organising is on track.		
	6.2 Banner printing and construction		
	- Print one banner, double sided to use across from Think Water, Mareeba.		
	- Discussed a second advertising location. Use old banner and add this year's festival date.		
	Committee Chair, Mary Graham to ask for approval of advertising location.		



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6.3	Road signs designs
	- Artwork same as the last year. Lindie to proceed with booking the printing.
6.4	Video
	- Please add the MSC and Queensland Government logo.
ITEM 8	▪ Next meeting:
	Tuesday, 26 July 2022
	Meeting closed: 7:45pm
	▪
	▪

ACTION SUMMARY	DUE	RESPONSIBLE
Contact Mark for a 2022 quote.	13/07	Lindie
Contact Shane Shroj Wood Fired Pizzas - Pay for food stall upfront	Before festival	Stacey
Spanish and Mexican Stall – Suggest name change to “Mexican stall”	Before festival	Stacey
Meet with Ukrainian group to discuss their food stall	Before festival	Frank
Contact Janene Rankin - 0474 590 829. Nature of their performance. Obtain committee approval before confirmation	18/07	Stacey
Contact Tate Robinson – 0499 779 931 to advise only food stalls.	13/07	Lindie
Crepes Stall – Contact number for the stall owner.	13/07	Lindie
Stickers for old banner with the new date.	01/08/22	Stacey
Confirm the performer amounts where it was requested by groups.	18/07	Stacey
Confirm Filipino performer group’s attendance and ask if they have a food stall.	18/07	Millie
Contact Mareeba Rotary Club to ask if they want a food stall.	18/07	Stacey
Contact Firefly foods to ask what they are cooking and if they will sell hot chips.	18/07	Stacey
Approval for banner number two location.	26/07	Mary
Video: Add Mareeba Shire Council and Queensland Government logo	13/07	Stacey

14.4 TRAFFIC ADVISORY COMMITTEE - MINUTES OF MEETING HELD 21 JUNE 2022

Date Prepared: 22 July 2022

Author: Director Infrastructure Services

Attachments: 1. Traffic Advisory Committee - Minutes of Meeting 21 June 2022

EXECUTIVE SUMMARY

The purpose of this report is to present the Minutes of the Mareeba Shire Council Traffic Advisory Committee Meeting held on Tuesday 21 June 2022.

RECOMMENDATION

That Council receives the minutes of the Traffic Advisory Committee Meeting held Tuesday, 21 June 2022.

BACKGROUND

The Traffic Advisory Committee (TAC) is an advisory committee to Council under Section 265 of the *Local Government Regulation 2012*. The TAC provides information and advice to Council regarding traffic, road and transport matters.

RISK IMPLICATIONS**Financial**

There are ongoing costs associated with investigation of traffic matters to ensure a safe road environment for our community. In most cases, any safety improvements on Council roads determined from these investigations will be funded from operational budgets or referred for consideration in future capital budget deliberations.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

Nil

Operating

Internal resources for investigation and follow up actions.

LINK TO CORPORATE PLAN

Community: An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the shire.

Transport and Council Infrastructure: The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles.

Economy and Environment: A resilient economy that promotes and supports the shire's natural assets and local industry and encourages investment while preserving and future proofing for generations to come.

Governance: Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire.

IMPLEMENTATION/COMMUNICATION

Nil



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MINUTES

TRAFFIC ADVISORY COMMITTEE

Tuesday 21 June 2022
Commenced at 9:35am

Members Present:

John Ridgway	Queensland Police (QPS) - Sergeant
Marita Stecko	Transport & Main Roads (Senior Advisor - Road Safety)
David Hamilton	Transport & Main Roads (Operations) (Dial in)
Lenore Wyatt (Chairperson)	Mareeba Shire Council (MSC) - Councillor
Sam Wakeford	Mareeba Shire Council (MSC) - Manager Technical Services
Stuart Holley	Mareeba Shire Council (MSC) - Director Infrastructure Services
Bianca Roccella	Mareeba Shire Council (MSC) - Secretariat

Non-Members Present:

Angela Toppin	Mareeba Shire Council (MSC) - Mayor
Mario Mlikota	Mareeba Shire Council (MSC) - Councillor
Lea Coghlan	Mareeba Chamber of Commerce (Dial in)

1. WELCOME

Meeting opened by the Chair at 9:35am welcoming all and thanking everyone for their participation.

APOLOGIES

Kevin Davies	Mareeba Shire Council (MSC) - Councillor
Mary Graham	Mareeba Shire Council (MSC) - Councillor
Locky Bensted	Mareeba Shire Council (MSC) - Councillor

2. MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held 15 March 2022 received as true and correct.

Moved by Lenore Wyatt

Seconded by John Ridgway

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Parking issues at St Thomas's Catholic School

- Several concepts and designs completed in-house by MSC which will be presented to Council for consideration in August 2022
- Discussions with schools and TMR to take place

3.2 John Doyle Bridge - request to lower load limit

- Based on the Traffic Assessment report; council resolved not to take any further action at this stage; confirming speed limit will not be lowered
- Consultation with community associated with Anzac Avenue to be undertaken as part of a Local Area Traffic Management process
- MSC reluctant to undertake works that may impact potential TMR intersection upgrade works at this stage
- No further action required by this Committee; item to be removed from agenda

3.3 Walsh Street Temporary Traffic Measures

- MSC seeking update traffic study to move to concept design
- Temporary bollards are in place and continue to be monitored
- QPS advises a lot of non-compliance is occurring in this area which they are acting upon
- MSC advise once designs are underway there will be a significant change to the parking arrangements
- MSC confirms that information from QPS is considered in traffic study
- MSC advised 2–3-month process for assessments, expecting to seek to engage a consultant in July 2022, answer in October 2022
- An update to be provided at TAC September meeting

3.4 Byrnes Street, Mareeba - Pedestrian Traffic Lights at Post Office

- TMR will continue to monitor the area remotely
- No further action required by this Committee; item to be removed from agenda

3.5 Byrnes Street, Mareeba - Raised Pedestrian Facilities

- TMR confirms asphalt works completed and new signage put in place with a review underway
- MSC (Cr Mlikota) asked if facilities can be turned into marked pedestrian crossings to reduce the confusion for both pedestrians and drivers
- TMR reviewed designs for this and will continue to monitor but TMR believes that the community is getting used to them. TMR prefers to keep them as 'pedestrian facilities'
- MSC suggests removing the regulatory signage that indicate to drivers' people are crossing
- TMR to complete an audit of signage and advise

Madam Mayor left the meeting at 9.50am

3.6 Byrnes Street, Mareeba - Heading South Green Arrow Not Visible at Traffic Lights

- TMR (maintenance team) are investigating and will advise outcome
- TMR to provide update at next TMR meeting with MSC (Director IS) on 26 July
- No further action required by this Committee; item to be removed from agenda

3.7 Byrnes Street, Mareeba - U-Turn Signage at Traffic Lights Heading North

- TMR will investigate if behaviour is still occurring
- TMR prefers not to install signs as drivers will then believe if a sign is not there it is okay
- QPS confirms that they agree with this behaviour
- Cr Graham to be advised accordingly
- No further action required by this Committee; item to be removed from agenda

Madam Mayor returned to the meeting at 9.52am

3.8 Byrnes Street, Mareeba - Through Traffic Signage

- TMR advised works were passed onto their maintenance team
- MSC advised sign is facing the wrong way (south)
- MSC to arrange for signs to be moved to face south bound traffic under RMPC
- No further action required by this Committee; item to be removed from agenda

3.9 Mareeba Heritage Centre - Requests for Improvements - entry / exit to VIC carpark

- TMR advised designs are underway, with matter being addressed in TMR meeting with MSC (Director IS)
- MSC advised the Mareeba Markets may potentially be relocating which may assist with this issue

3.10 Mareeba Connection Road / Byrnes Street - merge lane signage

- TMR advised intersection upgrade is still under review and they are unable to provide an update at this meeting

3.10.1 Mareeba Bypass

- TMR advised information regarding this will come out in a media release

3.11 B-Double Route - Reynolds Street Industrial Area / Kennedy Highway via Costin Street

- TMR advised intersection upgrade is still under review and are unable to provide an update at this meeting

3.12 32A/32B Kennedy Highway / Byrnes Street Intersection

- TMR advised intersection upgrade is still under review and are unable to provide an update at this meeting

3.13 Heavy vehicle parking between Martin Avenue and Kennedy Highway

- TMR advised left lane will be extended; beautification layouts still under review, once complete plans will be presented to MSC
- MSC raised some concerns regarding dust issue; TMR confirmed area to be sealed

3.14 Springmount Road - Road alignment and narrowness

- MSC advised Australian Government Funding of \$815K granted under the Heavy Vehicle Safety & Productivity Program to undertake next stage of safety upgrade works on Springmount Road
- MSC in process of finalising designs; project included in 2022/23 works program. MSC to present design at next TAC meeting in September

3.15 Mareeba-Dimbulah / Carman Road Intersection - Requests for Improvements

- TMR advised letter of no objection has been issued
- Letter of no objection has not been received by MSC at time of this meeting
- TMR confirms letter will be issued in the coming days
- MSC confirms works will be underway once letter is received
- No further action required by this Committee; item to be removed from agenda

3.16 Mulligan Highway - Informative road train signage

- TMR to follow up with their design team
- TMR advise a white sign will be done up and installed on Vaughan Street (between Moody Street and the railway line); one was installed but needs to be moved and another installed

3.17 Mulligan Highway - Lack of Speed Signage between Mt Molloy and Desailly's Range

- TMR advised locations identified and will follow up

3.18 Mulligan Highway - reduction of speed limit at Biboohra request

- MSC advised this has been underway since 2018
- TMR confirms a project manager has been appointed and designs/works can be planned. Bilwon Road will become the access road
- MSC asks if funding will be available for 2022/23 financial year, TMR confirms funding will be available. TMR planning for works to be completed by 2023

3.19 Tablelands Heavy Vehicle Management Strategy

- TMR advised plans are with strategic planners for these works, TMR will follow up regarding website approval and will send link if approved for updates available
- Attachment A to these minutes lists TMR links to FND projects with webpages

3.20 32A Kennedy Highway - Toilet Facilities at Edmund Kennedy Bridge over the Barron River

- TMR advised that at internal meeting they were aware of this issue state-wide and are working on funding to make this possible
- TMR are liaising with Councils to determine cost for maintenance of these areas; TMR to work out how to proceed
- MSC confirms that are working with TMR on this currently

3.21 32A Kennedy Highway / Kay Road Intersection - Improvements for Heavy Vehicles

- TMR confirmed this will be tabled at an internal meeting
- TMR confirmed a contractor has been engaged to complete audit

3.22 32A Kennedy Highway (Cairns - Mareeba) - TMR Night Audit

- TMR confirmed this will be tabled at an internal meeting
- TMR confirmed a contractor has been engaged to complete audit

3.23 32A Kennedy Highway (Cairns - Mareeba) - Barron River Bridge, Kuranda - Weight Restrictions

- TMR confirmed this has been discussed at an internal meeting but due to politics has been difficult
- TMR will suggest a webpage be organised containing updates, but at this stage updates will be via press releases

3.24 32B Kennedy Highway Road Works (Mareeba - Atherton)

- TMR have attempted to rationalise the 60/80km speed signs but are trying to keep the majority at 80km signs
- QPS confirms less people are speeding through this area as they get used to it, still some speeding on weekends
- TMR unable to confirm timeframe of works at this stage

3.25 Welcome to Watsonville 60 Speed Zone

- TMR advised 60km sign has been left in the floodway due to the private access
- No further action required by this Committee; item to be removed from agenda

3.26 'Drive to Left' Campaign

- TMR confirmed this has been passed onto the line marking team for programming
- No further action required by this Committee; item to be removed from agenda

4. NEW REQUESTS / CORRESPONDENCE

Nil

5. ROAD, TRAFFIC & TRANSPORT MATTERS BY AGENCY

a) QPS

Byrnes Street Mareeba	QPS confirmed a reduction in speed and traffic crashes along Byrnes Street, Mareeba in the previous 12 month period. Drivers are now speeding up to go over the pedestrian facilities now that the taper has increased.
Kennedy Highway	QPS advised 31 traffic crashes have occurred on the Kennedy Highway from Koah Road to the Kuranda Range Lookout in the last 12 months; compared to five (5) crashes on the way from Kuranda to Koah. QPS advised this location is one of the highest in the region.
Kennedy Highway	QPS requests if there is an update from TMR regarding the Kennedy Highway intersections. Further projects are potentially in place for next financial year, and some vehicle automated signs are too be added.

b) TMR Update

Nil

c) **Traffic Changes**

Barron River Bridge,
Kuranda

TMR confirmed speed over the Barron River Bridge at Kuranda has reduced to 60kph. QPS advised heavy monitoring has been taking place in the area with 216 speed detections in a 3 hour period which is extremely high. TMR will advise auditors of this data.

d) **Minor temporary traffic changes**

Nil

6. **GENERAL BUSINESS**

a) **STIP Funding** (*Marita Stecko*)

- TMR advised STIP Funding returning with \$40M being allocated over 4 years; \$10M for each year from 2022/23 to 2024/25; further details to be provided by TMR
- A communication plan underway by TMR making announcement
- MSC recommends putting forward projects for St Thomas's Catholic School & Mutchilba State School - MSC to action

b) **Flashing School Zone Signs** (*Marita Stecko*)

- TMR advised flashing school zone signs are going to be added at St Anthony's School in Dimbulah
- MSC believes this is not necessary, unless issuing to all schools in the region
- QPS suggests St Stephen's Catholic College on McIver Road be put forward instead; MSC agreed
- MSC thanked TMR for bringing this to the committee's attention
- MSC to write to TMR requesting consideration to implement flashing school zone signs at St Stephen's Catholic College

c) **School Zone Times** (*Stuart Holley*)

- MSC advised school zone time of 7am - 9am is a very broad timeframe; commenting there is no major activity until 7.30am; motorists ignore the speed zone times prior to this
- TMR advised this has been reviewed in Cairns, however all schools would need to be in agreeance to accommodate any change
- TMR to forward to MSC information regarding these zones

d) **Chillagoe Alliance** (*Cr Mario Mlikota*)

- MSC advised Chillagoe Alliance requested a green directional signage be placed at the Mulligan Highway / Mareeba-Dimbulah Road intersection to direct tourist to Chillagoe
- MSC to make request through TMR for sign to be added

e) **Bus Stop** (*Cr Angela Toppin*)

- MSC reminds TMR of resident concerns regarding the bus stop near Jackaroo Motel
- TMR advised a meeting with Translink has been scheduled
- TMR to liaise with MSC for a response to resident to ensure information does not contradict

7. **NEXT MEETING**

9:30am Tuesday 20 September 2022

8. **CLOSURE**

Chair thanked everybody for their attendance and contribution.

There being no further business, the meeting was closed at 10:37am.

FND Projects with web pages provided by TMR

<https://www.tmr.qld.gov.au/projects/districts/far-north>

Burke Developmental Road (Normanton - Dimbulah), progressive sealing

Work is underway to progressively seal unsealed sections of the Burke Developmental Road between Almaden and Chillagoe.

<https://www.tmr.qld.gov.au/projects/burke-developmental-road-normanton-dimbulah-progressive-sealing>

Cairns to Northern Tablelands Access Strategy

The Department of Transport and Main Roads has completed a comprehensive planning study into the 4 transport corridors linking Cairns to the Northern Tablelands.

<https://www.tmr.qld.gov.au/projects/cairns-to-northern-tablelands-access-strategy>

Kennedy Highway (Cairns - Mareeba), Barron River bridge upgrade, planning

The bridge over Barron River near Kuranda is a 257m-long, high-level bridge that opened to traffic in 1963. In October 2020, inspections identified fatigue cracks in some steel elements of the bridge.

<https://www.tmr.qld.gov.au/projects/kennedy-highway-cairns-mareeba-barron-river-bridge-upgrade-planning>

Kennedy Highway (Cairns - Mareeba), Kuranda Range, Intelligent Transport System

Various ITS stations will be installed between Smithfield and Rainforestation Nature Park. The ITS stations will complement the existing variable message signs on the approaches to Kuranda Range Road.

<https://www.tmr.qld.gov.au/projects/kennedy-highway-cairns-mareeba-kuranda-range-intelligent-transport-system>

Kennedy Highway—(Cairns-Mareeba), road safety enhancement works

According to crash data reports, the Kennedy Highway from Cairns to Mareeba ranked highly for key risk indicators compared to other state-controlled roads with a very high number of crashes. This program of safety upgrades will deliver significant long-term improvements to traffic flow and safety at key intersections.

<https://www.tmr.qld.gov.au/projects/kennedy-highway-cairns-mareeba-road-safety-enhancement-works>

Kennedy Highway (Mareeba - Atherton), targeted road safety improvements

The Kennedy Highway is a strategic link in Queensland's state-controlled road network connecting mining, agriculture and tourism activities across multiple townships in Far North Queensland. This project will improve safety and network efficiency to reduce fatalities and serious injury crashes on this road.

<https://www.tmr.qld.gov.au/projects/kennedy-highway-mareeba-atherton-targeted-road-safety-improvements>

North Queensland Regional Freight Plan planning project

We are currently developing the North Queensland Regional Freight Plan in response to short-term actions set out in the Far North Queensland, Northern Queensland and North West Queensland Regional Transport Plans and as a key deliverable under the Queensland Freight Action Plan.

<https://www.tmr.qld.gov.au/projects/north-queensland-regional-freight-plan-planning-project>