



AGENDA

Wednesday, 21 September 2022

Ordinary Council Meeting

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

Date: Wednesday, 21 September 2022

Time: 09:00am

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**
Ordinary Council Meeting - 17 August 2022
- 6 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING**
- 7 DEPUTATIONS AND DELEGATIONS**

8 CORPORATE AND COMMUNITY SERVICES

8.1 ADERMINA PTY LTD - MATERIAL CHANGE OF USE - RESIDENTIAL CARE FACILITY AND RETIREMENT FACILITY (EXPANSION OF MOUNT KOOYONG NURSERY HOME) - LOTS 1 & 2 ON RP748307 - 62 MOUNT KOOYONG ROAD, JULATTEN - MCU/22/0014

Date Prepared: 9 August 2022

Author: Senior Planner

Attachments: 1. Proposal Plans [↓](#)

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	Adermina Pty Ltd	ADDRESS	62 Mount Kooyong Road, Julatten
DATE LODGED	16 June 2022	RPD	Lots 1 & 2 on RP748307
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Residential Care Facility and Retirement Facility (Expansion of Mount Kooyong Nursing Home)		
FILE NO	MCU/22/0014	AREA	Lot 1- 2804m2 Lot 2 - 5.159 hectares
LODGED BY	Gilvear Planning Pty Ltd	OWNER	M Ferguson
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 have 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	Adermina Pty Ltd	ADDRESS	62 Mount Kooyong Road, Julatten
DATE LODGED	16 June 2022	RPD	Lots 1 & 2 on RP748307
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Residential Care Facility and Retirement Facility (Expansion of Mount Kooyong Nursing Home)		

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 - Residential Care Facility and Retirement Facility (Expansion of Mount Kooyong Nursing Home)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
1575-PD-A-00 P1	Cover Sheet	Clarke and Prince Architects	19/05/22
1575-PD-A-01 P2	Locality Plan	Clarke and Prince Architects	19/05/22
1575-PD-A-02 P3	Site Plan - Existing/Demo	Clarke and Prince Architects	19/05/22
1575-PD-A-03 P4	Site Plan - Proposed	Clarke and Prince Architects	19/05/22
1575-PD-A-04 P3	Proposed Floor Plans	Clarke and Prince Architects	19/05/22
1575-PD-A-05 P2	Proposed Elevations - Building 1	Clarke and Prince Architects	19/05/22
1575-PD-A-06 P2	Proposed Elevations - Building 2	Clarke and Prince Architects	19/05/22

(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 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 locations.
 - 3.5 Waste Management

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

Prior to the issuance of the Final Certification and Commencement of Use, the lots must be amalgamated.

4. Infrastructure Services and Standards

4.1 Access

The access crossover servicing the development must be maintained (from the edge of Mount Kooyong Road to the property boundary) in accordance with FNQROC Development Manual standards, to the satisfaction of Council's delegated officer, for the life of the development.

4.2 Stormwater Drainage

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) All stormwater drainage concentrated by the development must be collected from site and discharged to an approved legal point of discharge.

4.3 Car Parking/Internal Driveways

- (a) The applicant/developer must ensure that all car parking for the rural workers accommodation occurs on site and not on adjoining road reserves.
- (b) All car parking spaces and trafficable areas must be at minimum gravel surfaced and appropriately drained prior to the commencement of the use, to the satisfaction of Council's delegated officer.
- (c) All car parking spaces and internal driveways must be constructed in compliance with the following standards, to the satisfaction of Council's delegated officer:
 - Australian Standard AS2890:1 Off Street Parking – Car Parking Facilities;
 - Australian Standard AS1428:2001 – Design for Access and Mobility.
- (d) All parking spaces and trafficable areas must be maintained in good order and safe repair for the life of the development, to the satisfaction of Council's delegated officer.

4.4 Non-Reticulated Water Supply

The development must be provided with a potable water supply that can satisfy the standards for drinking water set by the Australian Drinking Water Guidelines 2004 (National Health and Medical Research Council and the National Resource Management Ministerial Council).

All non-potable sources of water must be sign posted "non-potable water supply" or similar in order to deter consumption.

4.5 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 (ASNZ1547) to the satisfaction of the Council's delegated officer.

(D) ASSESSMENT MANAGER'S ADVICE

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

- (b) Compliance with applicable codes/policies

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

- (c) Compliance with Acts and Regulations

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

- (d) Environmental Protection and Biodiversity Conservation Act 1999

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

- (e) Cultural Heritage

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

(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

- Compliance Permit for Plumbing and Drainage Work

THE SITE

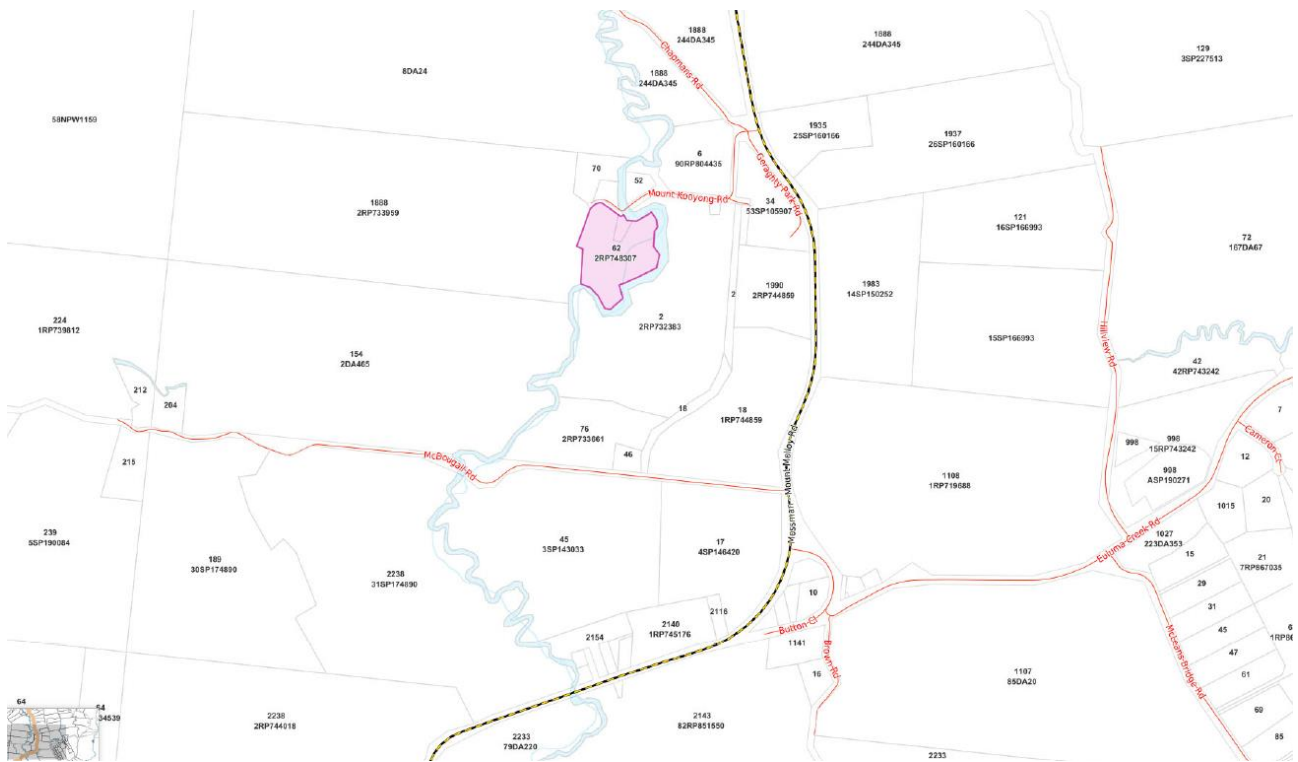
The subject site is situated at 62 Mount Kooyong Road, Julatten and comprises Lots 1 and 2 on RP748307. The site is irregular in shape with a total area of 5.4394 hectares and is zoned Rural under the Mareeba Shire Council Planning Scheme 2016.

The site contains approximately 127 metres of frontage to Mount Kooyong Road, the majority of which is constructed to rural gravel standard. The bitumen sealed section of Mount Kooyong Road ends approximately 30 metres into the site's frontage and access to the site is gained off this section.



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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The site is improved by the Mount Kooyong Nursing Home which covers approximately 2 hectares in the north-eastern corner. The nursing homes consists of numerous buildings, access driveways and car parking areas.

Bushy Creek forms the eastern boundary of the subject site. A buffer of native vegetation ranging in width between 60 and 100 metres is present along the entire length of Bushy Creek.

The subject site is located approximately 1.3 kilometres north-west of the Julatten Township and is surrounded by a variety of land uses including agriculture, rural living and cattle-grazing. The closest sensitive receptor is a dwelling house located approximately 100 to the north. Geraghty Park is located approximately 400 metres to the east of the subject site.

BACKGROUND AND CONTEXT

Nil

PREVIOUS APPLICATIONS & APPROVALS

In 1988, Council approved rezoning application RZ19/88 over then Lot 2 on RP719950 (now Lots 1 & 2 on RP748307) changing the zoning from Rural A to Special Use (Nursing Home). The Special Use zoning applied to the subject site until the commencement of the Mareeba Shire Planning Scheme 2004 in January 2005.

Under the Mareeba Shire Planning Scheme 2004, the subject site was zoned Rural, with a Special Facilities Designation (F7 - Nursing Home, Aged Person's Hostel & Caretaker's Residence) applying to the site.

The Mount Kooyong Nursing Home was lawfully established under these previous planning schemes.

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Material Change of Use - Residential Care Facility and Retirement Facility (Expansion of Mount Kooyong Nursing Home) in accordance with the plans shown in **Attachment 1**.

The development is described as follows:

"The proposed development is for a partial knockdown and rebuild of a portion of the existing Mount Kooyong Nursing Home. Specifically, the development as proposed is for twelve additional residential units / rooms, a Nurse's Station and subordinate areas including two (2) communal lounges and storage areas.

(Note: Twelve residential units will be constructed, with six existing residential units demolished. The nett increase in residential units is six).

For this Application, a land use Approval for both Residential Care Facility and Retirement Facility is sought.

Whilst the uses as defined within the Planning Scheme are essentially identical, both are sought to provide maximum flexibility to the existing Operation and the ongoing provision of services.

The proposed development will not provide formalised landscaping on the subject site and is reliant on the existing native vegetation within the bounds of the subject site which exceeds the minimum area requirements pertaining to the Development Code.

The proposed development will utilise the existing infrastructure connections benefitting the subject site with upgrades to be undertaken on an as needed basis. The existing sewerage system has been assessed as having suitable capacity to accommodate the proposed development and therefore, does not require an upgrade with the applicable Environmental Authority continuing to be suitable.

The proposed development will continue to utilise the existing access crossover from Mount Kooyong Road."

Note: The actual

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 High 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 Environmental Significance Overlay Scenic Amenity Overlay Transport Infrastructure Overlay

Planning Scheme Definitions

The proposed use is defined as:

Column 1 Use	Column 2 Definition	Column 3 Examples include	Column 4 Does not include the following examples
Residential care facility	A residential use of premises for supervised accommodation where the use includes medical and other support facilities for residents who cannot live independently and require regular nursing or personal care.	Convalescent home, nursing home	Community residence, dwelling house, dual occupancy, hospital, multiple dwelling, retirement facility

<p>Retirement facility</p>	<p>A residential use of premises for an integrated community and specifically built and designed for older people.</p> <p>The use includes independent living units and may include serviced units where residents require some support with health care and daily living needs.</p> <p>The use may also include a manager's residence and office, food and drink outlet, amenity buildings, communal facilities and accommodation for staff.</p>	<p>Retirement village</p>	<p>Residential care facility</p>
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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. 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 Mount Kooyong Nursing Home was lawfully established under the Mareeba Shire Planning Scheme 1982 when the subject land was rezoned from Rural A to Special Use to provide for its development.

The proposed development is within the footprint of the established Mount Kooyong Nursing Home and will not lead to the further fragmentation of agricultural land or loss of rural productivity.

3.3.9 Element—Aged care and retirement areas

3.3.9.1 Specific outcomes

- (1) Appropriately designed and serviced aged accommodation, including residential care and retirement facilities, which take into account the support services required as people become less independent, are developed throughout Mareeba Shire's *residential areas* and *urban expansion areas*.

Comment

The Mount Kooyong Nursing Home was lawfully established under the Mareeba Shire Planning Scheme 1982 when the subject land was rezoned from Rural A to Special Use to provide for its development.

The current development involves the partial knockdown and rebuilding of the Mount Kooyong Nursing Home to provide residents with modern accommodation and services.

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.

Comment

The Mount Kooyong Nursing Home was lawfully established under the Mareeba Shire Planning Scheme 1982 when the subject land was rezoned from Rural A to Special Use to provide for its development.

The proposed development is within the footprint of the established Mount Kooyong Nursing Home and will not lead to the further fragmentation of agricultural land or loss of rural productivity.

3.3.13 Element—Sustainable design

3.3.13.1 Specific outcomes

- (3) Development reflects the tropical character of the shire to promote outdoor living.

Comment

Complies.

The proposed development features architectural designed buildings and large deck/verandas. Each room of the nursing home will have a private patio.

3.4 Natural resources and environment

3.4.1 Strategic outcomes

- (1) Mareeba Shire's outstanding natural environment, ecological processes and biodiversity values, including those within *conservation areas* and *biodiversity areas*, are conserved, enhanced and restored. Minimal loss of native vegetation is achieved in the shire through limited clearing of *biodiversity areas*, strategically located rehabilitation areas and the replanting of native vegetation. The impacts of pests and weeds on the natural environment is minimised and managed.

Comment

All proposed development will occur within the footprint of the established Mount Kooyong Nursing Home.

There is no clearing of vegetation proposed and the development's existing setback to Bushy Creek will be maintained.

3.4.4 Element—Biodiversity areas

3.4.4.1 Specific outcomes

- (1) Development avoids adverse impacts on the ecological values of *biodiversity areas* and where avoidance is not possible the adverse impacts are minimised and, for an area of high ecological significance, no net loss in biodiversity values is achieved.

Comment

All proposed development will occur within the footprint of the established Mount Kooyong Nursing Home.

There is no clearing of vegetation proposed and the development's existing setback to Bushy Creek will be maintained.

3.4.6 Element—Watercourses and wetlands

3.4.6.1 Specific outcomes

- (1) Hydrological flows, riparian ecology and ecosystem services of watercourses and wetlands are maintained, protected and enhanced.

Comment

All proposed development will occur within the footprint of the established Mount Kooyong Nursing Home.

There is no clearing of vegetation proposed and the development's existing setback to Bushy Creek will be maintained.

- (2) Wetlands of ecological significance are protected from sediment and run off, vegetation clearing, weed invasion and pollution through designated setbacks and buffers. These include the following:
- (a) Wetlands in the Great Barrier Reef Catchment; and
 - (b) Wetlands of High Ecological Significance as identified through the *Aquatic Biodiversity Assessment and Mapping Method (AquaBAMM)*.

Comment

All proposed development will occur within the footprint of the established Mount Kooyong Nursing Home.

There is no clearing of vegetation proposed and the development's existing setback to Bushy Creek will be maintained.

- (3) The water quality of rivers and creeks, which ultimately flow to the Great Barrier Reef and the Gulf of Carpentaria, is not compromised or polluted through sediment, gross pollutants or chemical run off from new or existing development.

Comment

All proposed development will occur within the footprint of the established Mount Kooyong Nursing Home.

There is no clearing of vegetation proposed and the development's existing setback to Bushy Creek will be maintained.

- (5) Where development occurs on land including and adjoining watercourses and wetlands it provides appropriate setbacks and buffers and enhances these areas through revegetation.

Comment

All proposed development will occur within the footprint of the established Mount Kooyong Nursing Home.

There is no clearing of vegetation proposed and the development's existing setback to Bushy Creek will be maintained.

3.5.4 Element—Scenic amenity

3.5.4.1 Specific outcomes

- (1) Areas of high scenic amenity (such as *scenic routes*) are protected from development which is visually inappropriate, obtrusive, unattractive or insensitive. *Scenic routes* include:
 - (a) Great Tropical Drive;
 - (b) Savannah Way;
 - (c) Wheelbarrow Way;
 - (d) Black Mountain Road;
 - (e) Barron Falls Road;
 - (f) The Great Inland Way;
 - (g) Kuranda Range; and
 - (h) Rex Range

Comment

Under the Scenic Amenity Overlay, the vegetated easternmost portion of the subject site falls within 500 metre scenic route buffer for Mossman-Mount Molloy Road (Rex Range).

The proposed development is sited outside of the 500 metre scenic route buffer and no vegetation within the buffer will be removed.

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.

Comment

There is no change proposed to the site's existing access via Mount Kooyong Road.

- (4) Development provides off-street parking, loading and manoeuvring areas where possible and practicable.

Comment

The development can be conditioned to comply.

3.6.7 Element—Water supply and wastewater services

3.6.7.1 Specific outcomes

- (3) Development in rural areas will demonstrate that it has access to adequate potable water and fire-fighting water supply on-site.

Comment

The proposed development will connect to the existing Mount Kooyong Nursing Home onsite water supply.

- (4) In areas not serviced by reticulated sewerage, on-site effluent disposal systems ensure the environment or amenity is not adversely impacted.

Comment

H2O Consultants have confirmed that no upgrading of the existing onsite wastewater system (AES system) is required.

3.6.8 Element—Stormwater management**3.6.8.1 Specific outcomes**

- (2) Stormwater is managed and measures are implemented to ensure erosion is prevented or minimised and contaminants are not released into surrounding environs.

Comment

The development can be conditioned to comply.

3.6.9 Element—Waste management**3.6.9.1 Specific outcomes**

- (4) On-site waste disposal and recycling areas are provided by development to meet operational requirements of storage, screening and collection.

Comment

The development can be conditioned to comply.

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 Mount Kooyong Nursing Home was lawfully established under the Mareeba Shire Planning Scheme 1982 when the subject land was rezoned from Rural A to Special Use to provide for its development.

The proposed development is within the footprint of the established Mount Kooyong Nursing Home and will not lead to the further fragmentation of agricultural land or loss of rural productivity.

- (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 Mount Kooyong Nursing Home was lawfully established under the Mareeba Shire Planning Scheme 1982 when the subject land was rezoned from Rural A to Special Use to provide for its development.

The proposed development is within the footprint of the established Mount Kooyong Nursing Home and will not lead to the further fragmentation of agricultural land or loss of rural productivity.

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
- 8.2.4 Environmental significance overlay code
- 8.2.11 Scenic amenity 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 outcomes (or performance outcomes 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.
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.
Scenic amenity 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 FNQROC Development Manual standards.

(E) Adopted Infrastructure Charges Notice

The only infrastructure network servicing the subject site is transport.

The applicant submits that no charges are warranted as the previous development on the subject site was aptly serviced by Council infrastructure with the proposed development providing no increase in demand on transport infrastructure.

The applicant has formally requested that Council consider the applicable Charges in this instance in consideration of the unlikely increase in demand requirements and agree that Charges are not warranted in this instance.

Council officers agree that the proposed development will not increase the existing demand on transport infrastructure.

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 5 July 2022 to 29 July 2022. The applicant submitted the notice of compliance on 1 August 2022 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

No submissions were received.

PLANNING DISCUSSION

Nil

PROPOSED EXTENSIONS

MT. KOOYONG NURSING HOME

62 MT. KOOYONG ROAD, JULATEN, QLD

DRAWING LIST

- 1575-PD-A-00 COVER SHEET
- 1575-PD-A-01 LOCALITY PLAN
- 1575-PD-A-02 SITE PLAN - EXISTING / DEMO
- 1575-PD-A-03 SITE PLAN - PROPOSED
- 1575-PD-A-04 PROPOSED FLOOR PLANS
- 1575-PD-A-05 PROPOSED ELEVATIONS - BUILDING 1
- 1575-PD-A-06 PROPOSED ELEVATIONS - BUILDING 2

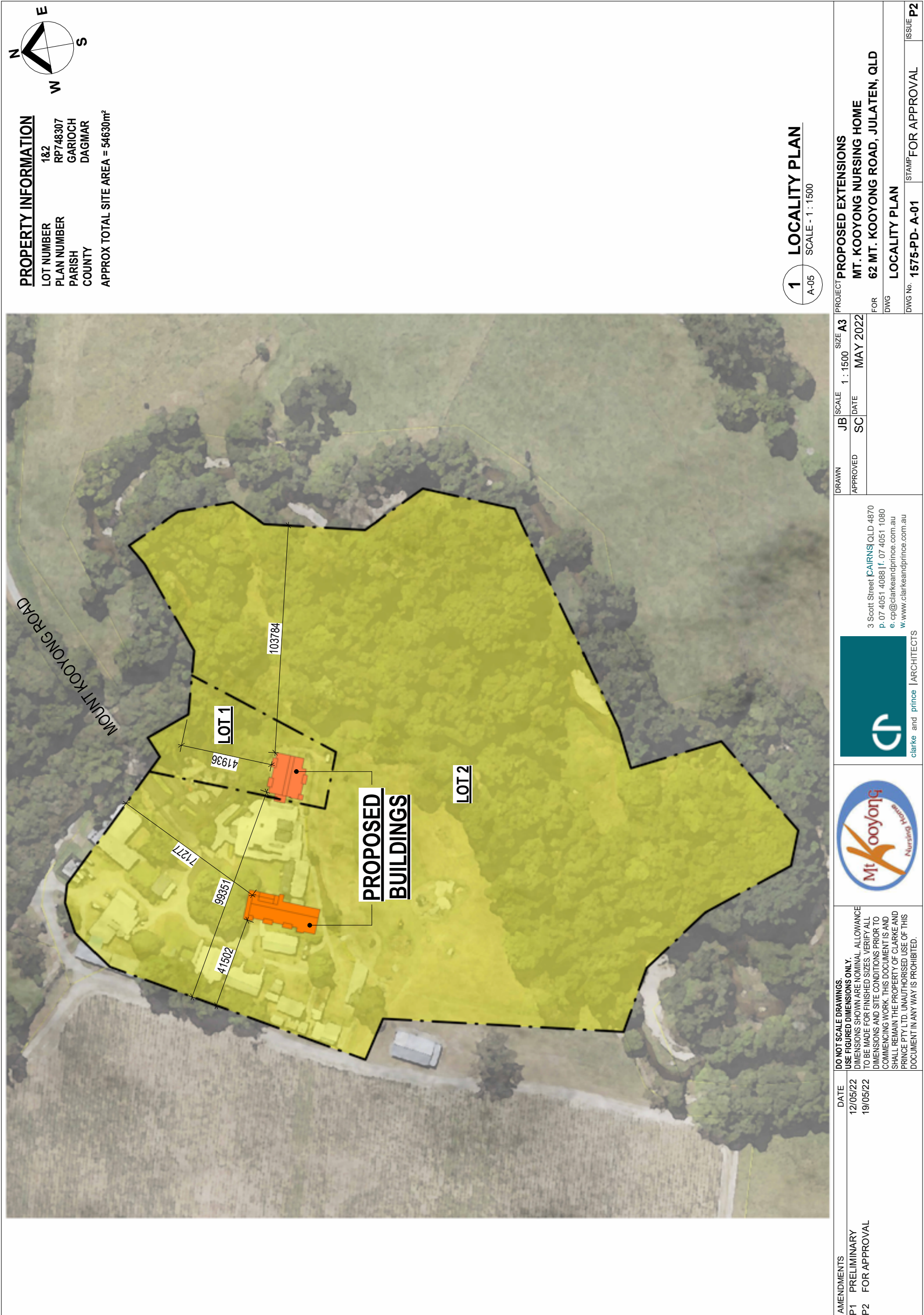


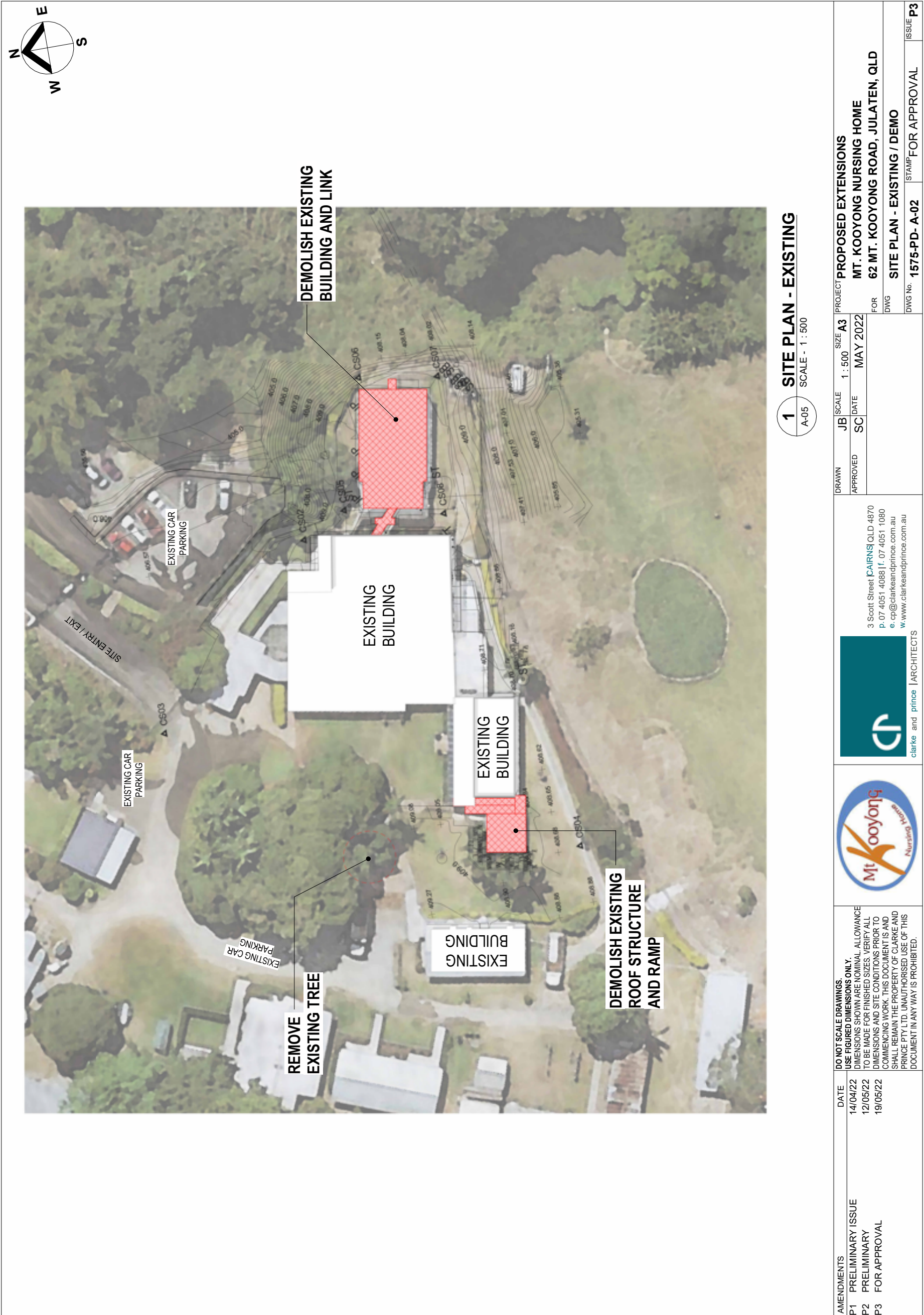
BUILDING 1

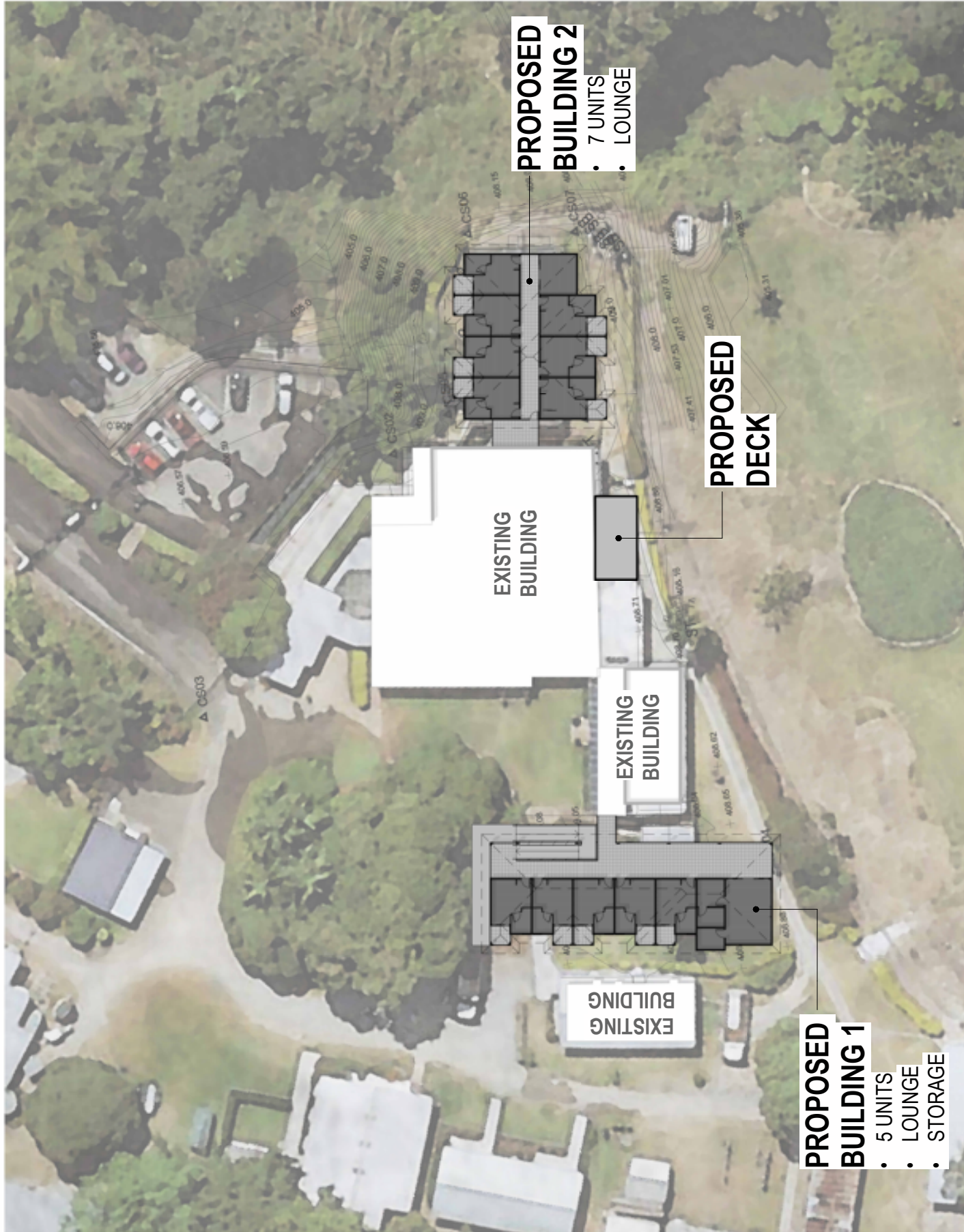
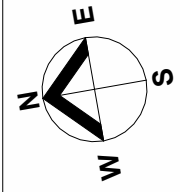


BUILDING 2



AMENDMENTS P1 FOR APPROVAL	DATE 19/05/22	<p>DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY. DIMENSIONS SHOWN ARE NOMINAL. ALLOWANCE TO BE MADE FOR FINISHED SIZES. VERIFY ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO COMMENCING WORK. THIS DOCUMENT IS AND SHALL REMAIN THE PROPERTY OF CLARKE AND PRINCE PTY LTD. UNAUTHORISED USE OF THIS DOCUMENT IN ANY WAY IS PROHIBITED.</p>			<p>3 Scott Street CAIRNS QLD 4870 p. 07 4051 4088 f. 07 4051 1080 e. cp@clarkeandprince.com.au w. www.clarkeandprince.com.au</p>	DRAWN APPROVED	JB SC	SCALE DATE	SIZE MAY 2022	PROJECT FOR	ISSUE P1
	PROPOSED EXTENSIONS					MT. KOOYONG NURSING HOME		62 MT. KOOYONG ROAD, JULATEN, QLD		COVER SHEET	

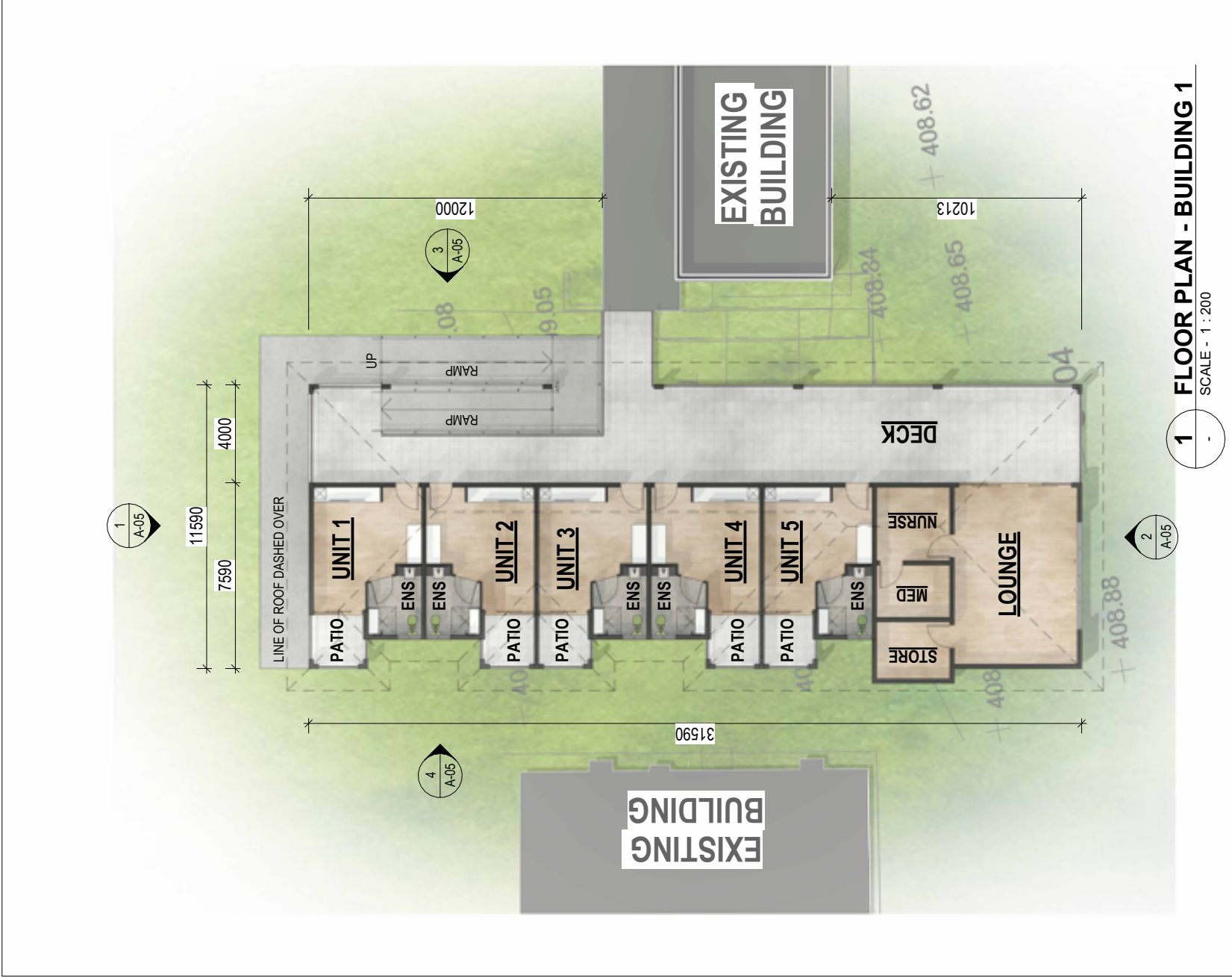







1 SITE PLAN - PROPOSED
SCALE - 1 : 500

AMENDMENTS	P1 PRELIMINARY ISSUE	DATE	14/04/22	DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY. DIMENSIONS SHOWN ARE NOMINAL. ALLOWANCE TO BE MADE FOR FINISHED SIZES. VERIFY ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO COMMENCING WORK. THIS DOCUMENT IS AND SHALL REMAIN THE PROPERTY OF CLARKE AND PRINCE PTY LTD. UNAUTHORISED USE OF THIS DOCUMENT IN ANY WAY IS PROHIBITED.			3 Scott Street CAIRNS QLD 4870 p. 07 4051 4088 f. 07 4051 1080 e. cp@clarkeandprince.com.au w. www.clarkeandprince.com.au	DRAWN: - APPROVED: - JB SCALE: 1 : 500 SC DATE: MAY 2022	PROJECT: PROPOSED EXTENSIONS FOR: MT. KOOYONG NURSING HOME DWG: 62 MT. KOOYONG ROAD, JULATEN, QLD SITE PLAN - PROPOSED DWG No. 1575-PD-A-03 ISSUE P4
	P2 EXISTING TREE SETOUT	DATE	03/05/22						
	P3 PRELIMINARY	DATE	12/05/22						
	P4 FOR APPROVAL	DATE	19/05/22						



AMENDMENTS	P1 PRELIMINARY ISSUE	DATE	14/04/22	DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY. DIMENSIONS SHOWN ARE NOMINAL. ALLOWANCE TO BE MADE FOR FINISHED SIZES. VERIFY ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO COMMENCING WORK. THIS DOCUMENT IS AND SHALL REMAIN THE PROPERTY OF CLARKE AND PRINCE PTY LTD. UNAUTHORISED USE OF THIS DOCUMENT IN ANY WAY IS PROHIBITED.	 clarke and prince ARCHITECTS	PROJECT PROPOSED EXTENSIONS MT. KOOYONG NURSING HOME FOR 62 MT. KOOYONG ROAD, JULATEN, QLD DWG PROPOSED FLOOR PLANS DWG No. 1575-PD-A-04 STAMP FOR APPROVAL ISSUE P3
	P2 PRELIMINARY	DATE	12/05/22			
	P3 FOR APPROVAL	DATE	19/05/22			
3 Scott Street CAIRNS QLD 4870 p. 07 4051 4088 f. 07 4051 1080 e. cp@clarkeandprince.com.au w. www.clarkeandprince.com.au		DRAWN APPROVED	JB SC	SCALE DATE	SIZE MAY 2022	

1 BUILDING 1 - NORTH ELEVATION
SCALE - 1 : 200

2 BUILDING 1 - SOUTH ELEVATION
SCALE - 1 : 200

3 BUILDING 1 - EAST ELEVATION
SCALE - 1 : 200

4 BUILDING 1 - WEST ELEVATION
SCALE - 1 : 200

AMENDMENTS	DATE	DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY. DIMENSIONS SHOWN ARE NOMINAL. ALLOWANCE TO BE MADE FOR FINISHED SIZES. VERIFY ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO COMMENCING WORK. THIS DOCUMENT IS AND SHALL REMAIN THE PROPERTY OF CLARKE AND PRINCE PTY LTD. UNAUTHORISED USE OF THIS DOCUMENT IN ANY WAY IS PROHIBITED.			3 Scott Street CAIRNS QLD 4870 P. 07 4051 4088 F. 07 4051 1080 E. cp@clarkeandprince.com.au W. www.clarkeandprince.com.au	DRAWN APPROVED	JB SC	SCALE DATE	SIZE DATE	PROJECT FOR DWG	PROPOSED EXTENSIONS MT. KOOYONG NURSING HOME 62 MT. KOOYONG ROAD, JULATEN, QLD PROPOSED ELEVATIONS - BUILDING 1	DWG No. 1575-PD-A-05	ISSUE P2
P1 PRELIMINARY P2 FOR APPROVAL	12/05/22 19/05/22					FOR APPROVAL							

1 BUILDING 2 - NORTH ELEVATION
SCALE - 1 : 200

2 BUILDING 2 - EAST ELEVATION
SCALE - 1 : 200

3 BUILDING 2 - SOUTH ELEVATION
SCALE - 1 : 200

4 BUILDING 2 - WEST ELEVATION
SCALE - 1 : 200

Labels in drawings include: PROPOSED BUILDING 2, EXISTING BUILDING, METAL ROOF SHEETING TO MATCH EXISTING (TYP), COVERED LINK TO EXISTING BUILDING, POWDERCOATED ALUMINIUM FRAMED GLASS WINDOWS, METAL HANDRAILS & BALUSTRADE TO MATCH EXISTING, CM BLOCK WALLS (TYP), TOP OF WALL, FLOOR LEVEL, GROUND.

AMENDMENTS	DATE	DO NOT SCALE DRAWINGS. USE FIGURED DIMENSIONS ONLY. DIMENSIONS SHOWN ARE NOMINAL. ALLOWANCE TO BE MADE FOR FINISHED SIZES. VERIFY ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO COMMENCING WORK. THIS DOCUMENT IS AND SHALL REMAIN THE PROPERTY OF CLARKE AND PRINCE PTY LTD. UNAUTHORISED USE OF THIS DOCUMENT IN ANY WAY IS PROHIBITED.	  3 Scott Street CAIRNS QLD 4870 p. 07 4051 4088 f. 07 4051 1080 e. cp@clarkeandprince.com.au w. www.clarkeandprince.com.au	DRAWN APPROVED	JB SC	SCALE DATE	SIZE DATE	PROJECT FOR DWG	ISSUE P2
P1 PRELIMINARY P2 FOR APPROVAL	12/05/22 19/05/22				1 : 200 MAY 2022	A3 MAY 2022	PROPOSED EXTENSIONS MT. KOOYONG NURSING HOME 62 MT. KOOYONG ROAD, JULATEN, QLD	PROPOSED ELEVATIONS - BUILDING 2	1575-PD-A-06 FOR APPROVAL

8.2	EMERALD CREEK HEIGHTS PTY LTD - RECONFIGURING A LOT - SUBDIVISION (1 INTO 49 LOTS) - LOT 219 ON NR378 - 85 GODFREY ROAD, MAREEBA - RAL/21/0016
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Date Prepared: 16 August 2022

Author: Senior Planner

Attachments:

1. Proposal Plan [↓](#)
2. Department of State Development, Infrastructure, Local Government and Planning Referral Agency Response [↓](#)

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	Emerald Creek Heights Pty Ltd	ADDRESS	85 Godfrey Road, Mareeba
DATE LODGED	16 September 2021	RPD	Lot 219 on NR378
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 49 lots)		
FILE NO	RAL/21/0016	AREA	129.298 hectares
LODGED BY	McPeake Town Planning	OWNER	Emerald Creek Heights Pty Ltd
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Rural Residential zone (Precinct C - 2 Hectare Allotments)		
LEVEL OF ASSESSMENT	Code Assessment		
SUBMISSIONS	n/a - Code Assessment Only		

EXECUTIVE SUMMARY

Council is in receipt of a code assessable development application described in the above application details. Being code assessable, the application was not required to undergo public notification.

The applicants propose to subdivide the site to create 48 rural residential allotments and 1 open space (parkland) allotment over 3 Stages. Lots will range in size from 1 hectare to 20 hectares, although most lots will be just over 2 hectares in size. The open space (parkland) allotment will be provided in Stage 3 with an area of 3 hectares and will back onto Emerald Creek. All lots will be provided with all urban services with the exception of town sewer and will be accessed from a new section of Godfrey Road to the west of the site linking up to Emerald End Road. Access is not proposed via Godfrey Road east which links up to the Kennedy Highway opposite the Malone Road intersection.

The application and supporting material have been assessed against the Mareeba Shire Council Planning Scheme 2016 and does not conflict with any relevant aspect of the Planning Scheme. The site is situated within Precinct C of the Rural Residential Zone. Purpose Statement (3)(a) of the Rural Residential Zone Code states that lots within Precinct C should not be reconfigured below 2 hectares in size. Although 20 of the proposed 49 lots will have areas less than 2 hectares, with as many as 6 lots have areas of only 1 hectare, in all cases, these lots were reduced in size from their original proposed 2 hectare sizing's to allow for the creation and maintenance of 3 larger vegetated lots in

order to satisfy State Government Vegetation Unit requirements. Despite the inclusion of some smaller lots, on average the estate achieves the desired 2 hectare sizing, and the development remains consistent with the intent, and desired level of amenity for Precinct C, furthermore, town water will be provided to each lot which is not generally a requirement of 2 hectare rural residential estates, generally only becoming mandatory where 1 hectare lots are proposed.

No other significant town planning issues have been identified. 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	Emerald Creek Heights Pty Ltd	ADDRESS	85 Godfrey Road, Mareeba
DATE LODGED	16 September 2021	RPD	Lot 219 on NR378
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 49 lots)		

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), referral agency conditions in (E), relevant period in (F), further permits in (G), and further approvals from Council listed in (H);

And

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

(A) APPROVED DEVELOPMENT: Development Permit for Reconfiguring a Lot - Subdivision (1 into 49 lots)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
401302 ST-01 Issue E	Staging Plan - Lot 219 on NR378	Veris	14/06/2022

(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 this development permit relevant to each Stage of the development must be complied with, to the satisfaction of Council's delegated officer prior to the endorsement of the plan of survey for that Stage, 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 within the conditions of approval or the Adopted Infrastructure Charges Notice.
- 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 or the Adopted Infrastructure Charges Notice must be made prior to 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 Any existing buildings or structures and/or incidental works that straddle the new boundaries must be altered, demolished or removed, as required, to align with the new property boundaries and/or be wholly contained within a new allotment, unless approved by Council's delegated officer.
- 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 Flood Immunity
- All new buildings must be located such that the freeboard of the floor levels of all habitable rooms are a minimum of 300mm above the 100 ARI year level.
- 3.9 No filling is to occur below the 100 ARI flood level unless approved as part of a subsequent development permit for operational works.

3.10 Open Space/Parkland (Stage 3)

At the time of endorsement of the survey plan for Stage 3 or any survey plan creating Lot 904, Lot 904 is to be created as a Reserve (not freehold) for the purposes of parks/open space/public use land. The applicant/developer shall be solely responsible for all costs involved.

3.11 Bushfire Management

- (a) The applicant/developer must ensure all works are carried out so that the development complies with *Part 4. Bushfire Management Plan* of the *Bushfire Hazard Assessment and Management Plan* prepared by *Firecraft Environmental* dated 13 June 2022, to the satisfaction of Council's delegated officer.

Given the high risk of future bushfire incursion on the development site, a statement of Compliance must be provided demonstrating compliance with the entirety of *Part 4. Bushfire Management Plan* (including all relevant subsections) prior to Council endorsing a Survey Plan or Form 18B creating any proposed Lot.

- (b) Future landowners must ensure ongoing compliance with section 4.2 *Responsibilities of the owner/occupier of Lots* contained within the *Bushfire Hazard Assessment and Management Plan* prepared by *Firecraft Environmental* dated 13 June 2022. Future landowners are encouraged to prepare a bushfire survival plan as recommended by the Queensland Fire and Rescue Service.
- (c) At time of dwelling construction, all rear access lots, and for any lot where the dwelling is sited more than 30 metres away from any fire hydrant on the internal access roads, must be provided with 10,000 litres of on-site water supply via:
- A separate tank; or
 - A reserve section in the bottom part of the main water supply tank; or
 - A dam; or
 - A swimming pool.

Where a tank water supply is provided for fire-fighting purposes it must be fitted with standard rural fire brigade fittings and provided with a hardstand area for heavy vehicles.

3.12 Charges

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

3.13 Access and Services Easement/s

Reciprocal access easements must be established over adjoining access handles where a shared driveway arrangement is proposed. If the co-location of underground services is also proposed, the easement/s must be for the purposes

of access and services. Easement documents must be submitted to Council for review prior to the endorsement of a plan of survey.

- 3.14 All rear access allotment must be serviced by an access handle with a minimum width of 6 metres, maintained for the entire length of the access handle.

4. Infrastructure Services and Standards

4.1 Access

An access crossover must be constructed (from the edge of the road pavement of the proposed new internal roads, to the property boundary of each allotment) in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

A bitumen sealed driveway shall be provided within each battle-axe lot access handle. The driveways must:

- have a minimum formation width of 3 metres.
- be constructed for the full length of the access handle and include an access crossover.
- be formed with one-way cross fall to cater for stormwater drainage such that any stormwater runoff is contained within the access strip.
- include service and utility conduits provided for the full length of the access handle.

Shared access driveways are permitted in instances where 2 rear access handles sit adjacent each other. Reciprocal access easements are required in these instances (refer to condition 3.13).

4.2 Stormwater Drainage

- (a) The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.
- (b) Prior to works commencing the applicant must submit a Stormwater Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual to the satisfaction of Council's delegated officer.
- (c) Prior to works commencing the applicant must submit a Stormwater Quality Management Plan and Report prepared and certified by a suitably qualified design engineer (RPEQ) that meets or exceeds the standards of design and construction set out in the Urban Stormwater Quality Planning Guideline and the Queensland Water Quality Guideline to the satisfaction of Council's delegated officer.
- (d) The Stormwater Quality Management Plan must include an Erosion and Sediment Control Plan that meets or exceeds the Soil Erosion and Sedimentation Control Guidelines (Institute of Engineers Australia) to the satisfaction of Council's delegated officer.

- (e) The Stormwater Management Plan and Stormwater Quality Management Plan must take into account the staging of the development.
- (f) The applicant/developer must construct the stormwater drainage infrastructure in accordance with the approved Stormwater Management Plan and/or Stormwater Quality Management Plan and Report.
- (g) Temporary drainage is to be provided and maintained during the construction phase of the development, discharged to a lawful point and not onto the construction site.
- (h) All stormwater channels through private property must be registered, with the easement for drainage purposes in favour of Council. All documentation leading to the registration of the easement must be completed at no cost to Council.
- (i) All stormwater drainage must be discharged at a lawful point of discharge.

4.3 Pedestrian Access - Lot 904

Pedestrian access must be provided along the access handle of Lot 904 to the main body of the allotment. This pedestrian pathway must be constructed, at minimum, to a compact gravel standard and any watercourse crossings must be concrete sealed including culverts to provide all weather pedestrian access.

4.3 Roadworks – Internal

- (a) The main internal access road servicing the entire development (from its intersection with Godfrey Road to the point in which it terminates at the western boundary of the site (labelled "Future Proposed Road Connection") must be constructed the 100-999 VPD road standard outlined in Table D1.4 Rural Road Elements of the FNQROC Development Manual (as amended).

A compacted gravel temporary turn-around area must be constructed at the end of the "Future Proposed Road Connection" and must be appropriately drained.

- (b) The internal access road servicing Stage 1 must be constructed the 100-999 VPD road standard outlined in Table D1.4 Rural Road Elements of the FNQROC Development Manual (as amended).
- (c) The internal access roads servicing Lots 24-28, 38-43 and 904, and 34-37 must be constructed to <100 VPD road standard outlined in Table D1.4 Rural Road Elements of the FNQROC Development Manual (as amended). A 4.5m wide seal must be maintained in all instances (at minimum).

The aforementioned works are required to be approved as part of a subsequent application to Council for Operational Works.

4.4 Roadworks – External

- (a) Godfrey Road, from its intersection with Emerald End Road, to a point 10 metres past the intersection of the internal access road servicing the development must be constructed to a 6.5m wide bitumen sealed standard with kerb and channel on the northern side of the road only. The road alignment must be offset to the northern side of the road reserve to allow

the future widening (to 10 metres) and installation of kerb and channel on the southern side of the road when development demands.

- (b) The intersection of Emerald End Road and the new section of Godfrey Road must be upgraded/constructed to comply with the FNQROC Development Manual (as amended), to the satisfaction of Council's delegated officer.
- (c) Bollards/barrier must be installed at the eastern end of the road required under a to prevent vehicles turning eastwards along the gravel section of Godfrey Road.

The aforementioned works are required to be approved as part of a subsequent application to Council for Operational Works.

4.5 Water Supply

- (a) Where the existing reticulated water supply network does not currently service the site or is not at an adequate capacity, the developer is required to extend or upgrade the reticulated water supply infrastructure to connect the site to Council's existing infrastructure at a point that has sufficient capacity to service the development in accordance with FNQROC Development Manual standards (as amended).
- (b) A water service connection must be provided to each proposed lot in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

4.6 On-Site Wastewater Management

At the time of construction of a new dwelling on any lot, any associated on-site effluent disposal system must be constructed in compliance with the latest version On-Site Domestic Wastewater Management Standard (ASNZ1547) to the satisfaction of the Council's delegated officer.

4.7 Electricity provision/supply

The applicant/developer must ensure that an appropriate level of electricity supply is provided to each allotment in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

Written advice from an Electricity Service Provider is to be provided to Council indicating that an agreement has been made for the provision of power reticulation.

4.8 Telecommunications

The applicant/developer must enter into an agreement with a telecommunication carrier to provide telecommunication services to each allotment and arrange provision of necessary conduits and enveloping pipes.

4.9 Lighting

Street lighting must be provided to all roads in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

(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) Easement Documents

Council has developed standard easement documentation to assist in the drafting of formal easement documents for Council easements. Please contact the Planning Section for more information regarding the drafting of easement documents for Council easements.

(d) 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.

(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) Notation on Rates Record

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

- conditions regarding bushfire management including compulsory water storage for firefighting purposes
- a registered easement over the subject site (for any rear access lots with shared driveways)
- conditions regarding on-site effluent disposal (at time of dwelling construction)
- vegetation clearing restrictions imposed by the Department of State Development, Infrastructure, Local Government and Planning (Lots 900 - 904 only)

(g) Transportation of Soil

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

(h) 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.dcceew.gov.au

(i) 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.dsdsatsip.qld.gov.au

(E) REFFERAL AGENCY CONDITIONS

State Assessment and Referral Agency response notice with conditions dated 22 July 2022.

(F) RELEVANT PERIOD

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

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

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

- Development Permit for Operational Works

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Nil

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

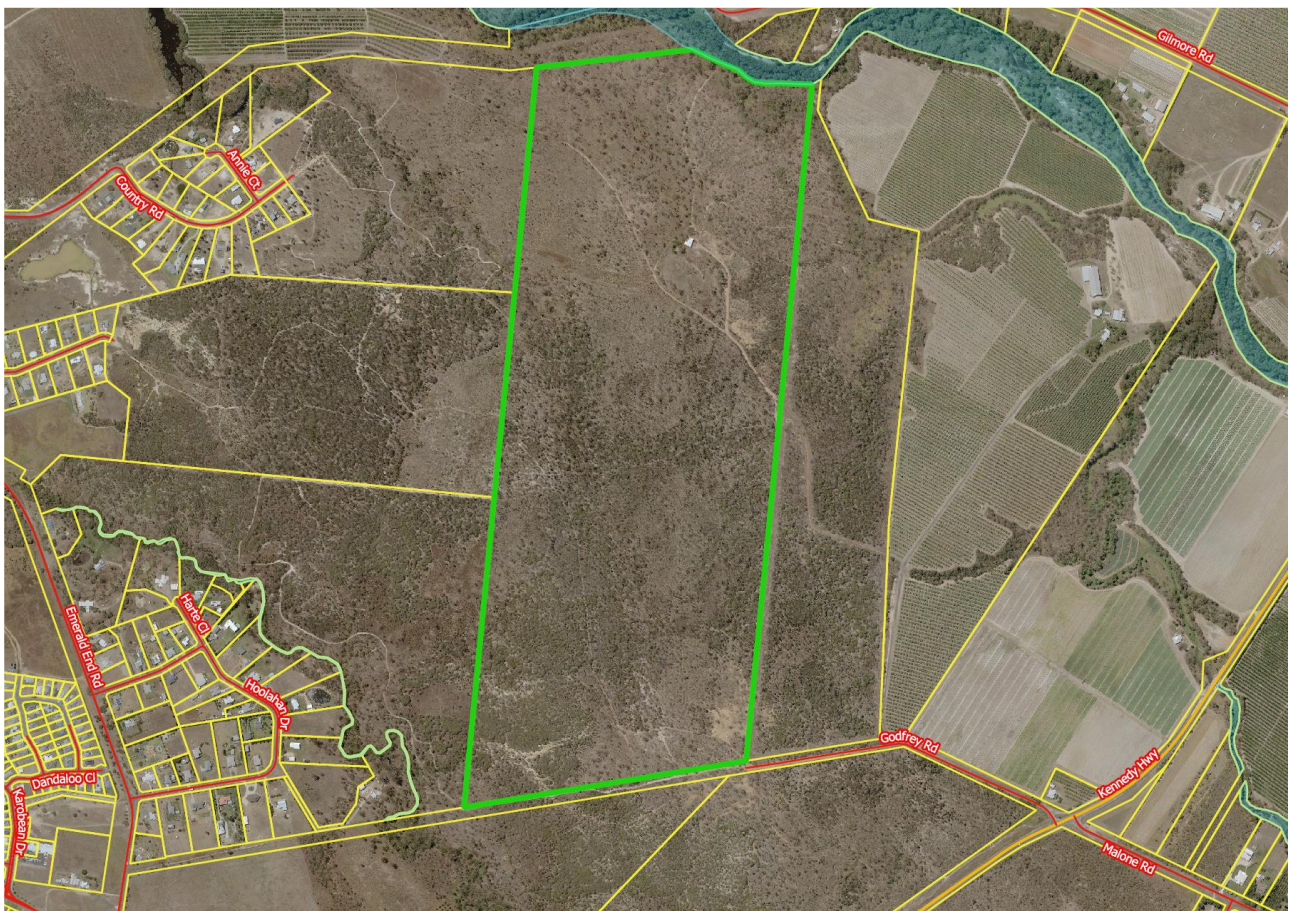
Development Type	Rate	Measure	Charge	Credit Detail	Balance
	<i>\$ per Lot</i>	<i>Lots</i>		<i>Lots</i>	
Stage 1 - 18 Lots					
Residential Lots	\$16,208.00	18 Lots	\$291,774.00	1 lot (\$10,130.00)	\$281,614.00
Stage 2 - 14 Lots					
Residential Lots	\$16,208.00	14 Lots	\$226,912.00	Nil	\$226,912.00

Stage 3 - 17 Lots (Excluding Open Space Allotment)					
Residential Lots	\$16,208.00	16 Lots	\$259,328.00	Nil	\$259,328.00
TOTAL CURRENT AMOUNT OF CHARGE					\$767,854.00

THE SITE

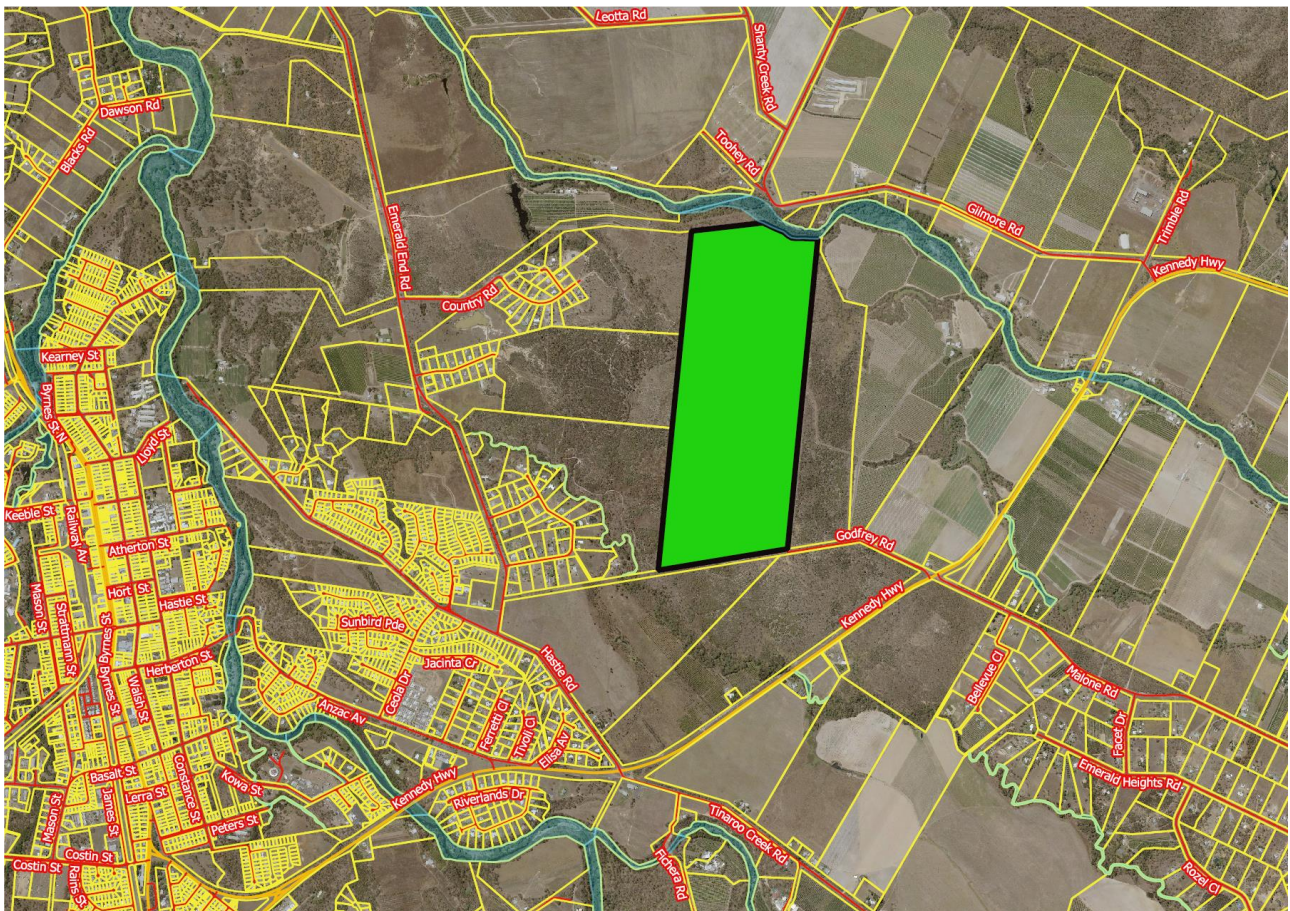
The subject site is situated just to the east of Hoolahan Drive at 85 Godfrey Road, Mareeba, and is described as Lot 219 on NR378. The site is generally regular in shape with an area of 67.15 hectares and is zoned Rural residential (Precinct C - 2 hectare) under the Mareeba Shire Council Planning Scheme 2016. The site contains 728 metres of frontage to the Godfrey Road reserve. Godfrey Road is constructed to a formed gravel standard from its intersection with the Kennedy Highway to the existing access point for the site in the south-east corner, a length of approximately 850 metres. After this point, the road reserve contains an informal single vehicle track used to access an adjoining property.

The site is improved by a single shed only, situated towards the rear of the property. The remainder of the property remains relatively unused and vegetated. Multiple seasonal watercourses run through the property flowing generally in north-west direction. A 230 metre section of the rear, or northern end of the site backs onto Emerald Creek.



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

On 27 January 2010, Council approved development application REC/08/0039 over the subject site for Material Change of Use (overriding the planning scheme) and a Development Permit for Reconfiguring a Lot - Subdivision (1 into 51 lots).

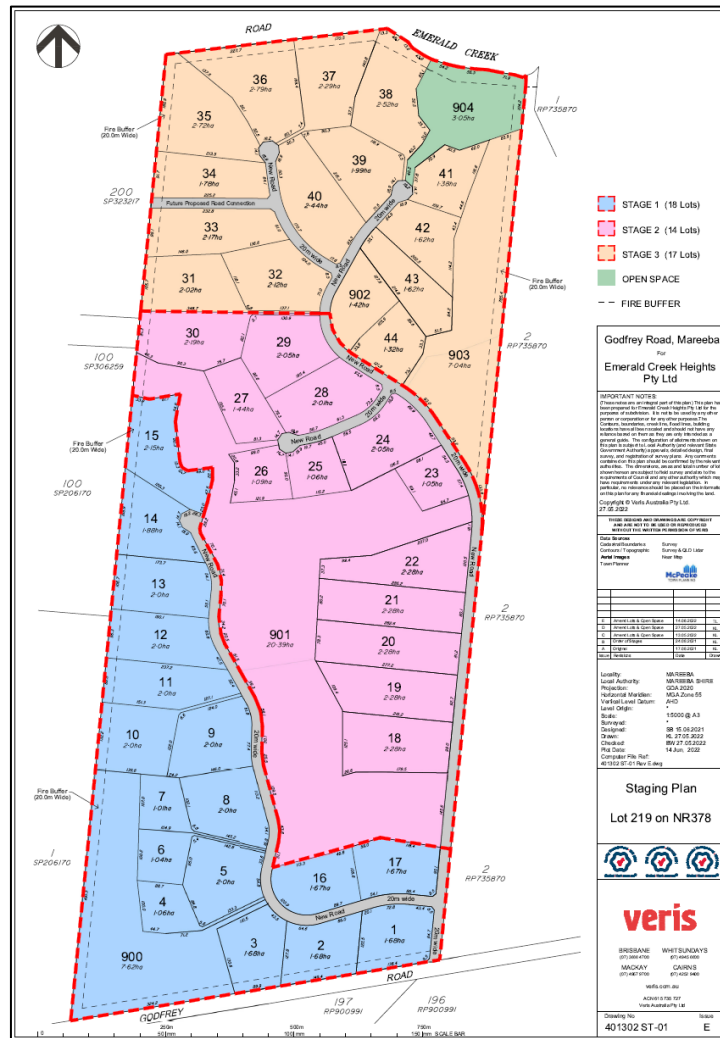
The development approval authorised the subject site's development for 51 rural residential allotments.

REC/08/0039 was not progressed and it lapsed 28 March 2016.

The rural residential development rights created under the Material Change of Use aspect of REC/08/0039 were recognised in the Mareeba Shire Council Planning Scheme 2016 and the land remains in the rural residential zone.

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Reconfiguring a Lot - Subdivision (1 into 49 lots) in accordance with the plan shown below and included as **Attachment 1**.



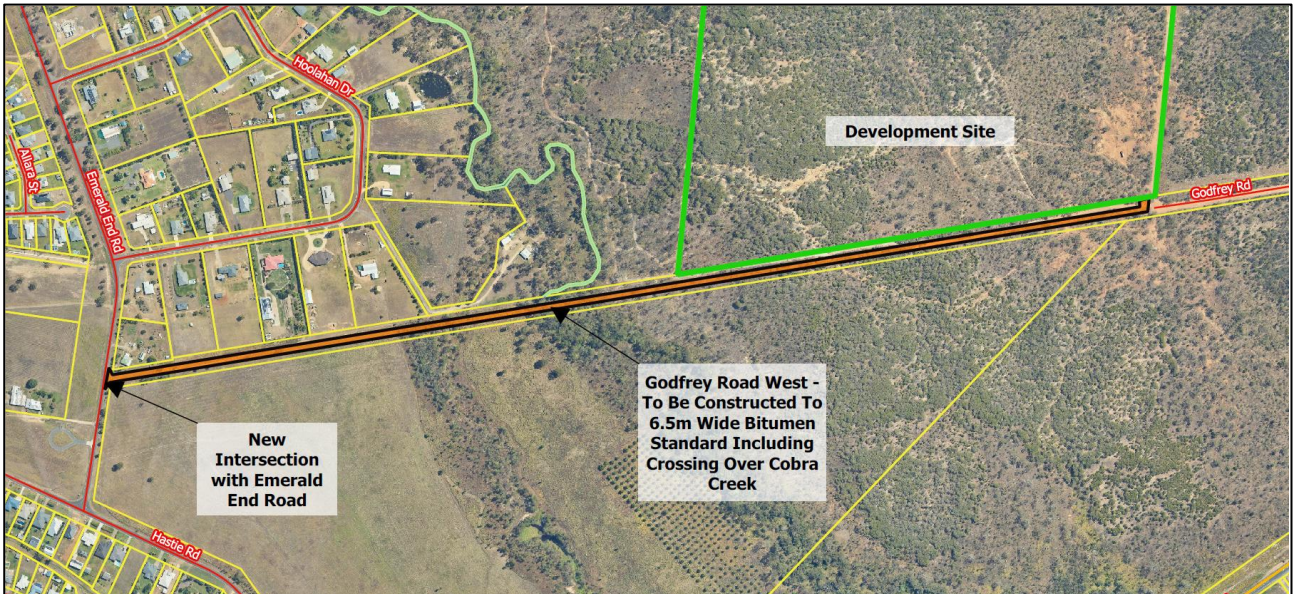
The development will occur over 3 Stages as follows:

- Stage 1 - 18 Lots ranging in size from 1.01 hectares to 7.62 hectares, 5 rear access lots.
- Stage 2 - 14 Lots ranging in size from 1.05 hectares to 20.39 hectares, 1 rear access lot.
- Stage 3 - 17 Lots ranging in size from 1.32 hectares to 7.04 hectares, 3 rear access lots. Lot 904 which is 3.05 hectares in area situated adjacent Emerald Creek is proposed to be transferred to Council as a Reserve for open space (parkland).

The three large lots (Lots 900, 901 and 903) have been included to cover those parts of the site that contain drainage features and remnant vegetation subject to clearing restrictions. These lots are able to accommodate a single dwelling.

Each lot will be serviced by electricity, town water and a connection to the NBN network and will be accessed by a bitumen sealed internal road network. A road connection to the balance land of neighbouring Country Road Estate to the west has been provided in Stage 3.

External to the site, the development will be accessed from Godfrey Road West which is currently undeveloped road reserve. Approximately 1,600 metres of new road will be installed including an intersection to Emerald End Road and a crossing over Cobra Creek (see below map). No road upgrades are proposed to Godfrey Road East which is currently constructed to a formed gravel standard from the Kennedy Highway intersection (opposite Malone Road) up to the development site boundary.



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. Mareeba is identified as a Major Regional Activity Centre in the Regional Plan. The Regional Plan Map 3- ‘Areas of Ecological Significance’ also identifies the site as containing:

- *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 Residential Area <p>Natural Environmental Elements</p> <ul style="list-style-type: none"> • Biodiversity Areas
Zone:	Rural Residential zone
Precinct:	C - 2 Hectare Precinct
Overlays:	<p>Agricultural land overlay Airport environs overlay Bushfire hazard overlay Environmental significance overlay Flood hazard overlay Hill and slope overlay Transport infrastructure overlay</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

Relevant Developments Codes

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

- 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
- 8.2.6 Flood hazard overlay code
- 8.2.8 Hill and slope 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 outcomes where no acceptable outcome has been provided or where an acceptable outcome cannot be satisfied) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural residential 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	This code is not considered applicable - refer to Code Document for commentary.
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 or where an acceptable outcome has not been satisfied). Refer to Code Document for full commentary.
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.
Hill and slope 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.
Landscaping code	The proposed development is for a rural residential subdivision. Landscape treatments are not considered necessary in this instance.
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.
Reconfiguring a lot 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 FNQROC Development Manual standards.

(E) Adopted Infrastructure Charges Notice

Adopted Infrastructure Charges Resolution (No. 1) of 2022 identifies a charge rate for residential development of \$20,260.00 per additional residential allotment created.

As the proposed allotments will not be serviced by reticulated sewerage infrastructure, the relevant charge rate is discounted by 20%. The applicable charge rate is therefore \$16,208.00 per additional allotment created.

49 residential lots are proposed however proposed Lot 904 will become a Reserve; therefore, infrastructure charges are not applicable to this allotment.

A credit does exist over the subject site however as the allotment is not currently serviced by town water or sewer, the applicable credit is only \$10,130.00. This credit has been applied to Stage 1.

REFERRAL AGENCY

The application triggered referral to the State Assessment and Referral Agency as a concurrence agency for clearing of native vegetation.

That Department advised in a letter dated 22 July 2022 that they require the conditions to be attached to any approval (**Attachment 2**).

Proposed Lots 900, 901, 903 and 904 are the largest proposed lots with areas of 7.62 ha, 20.39 ha, 7.04 ha and 3.05 ha respectively. These lots are larger and shaped as they are in response to vegetation clearing concerns raised by the Department. The Departments referral agency response conditions included in **Attachment 2** places vegetation clearing restrictions over the majority of these larger lots. Future landowners will still be able to clear for the siting of a dwelling and shed/s as well as fire management.

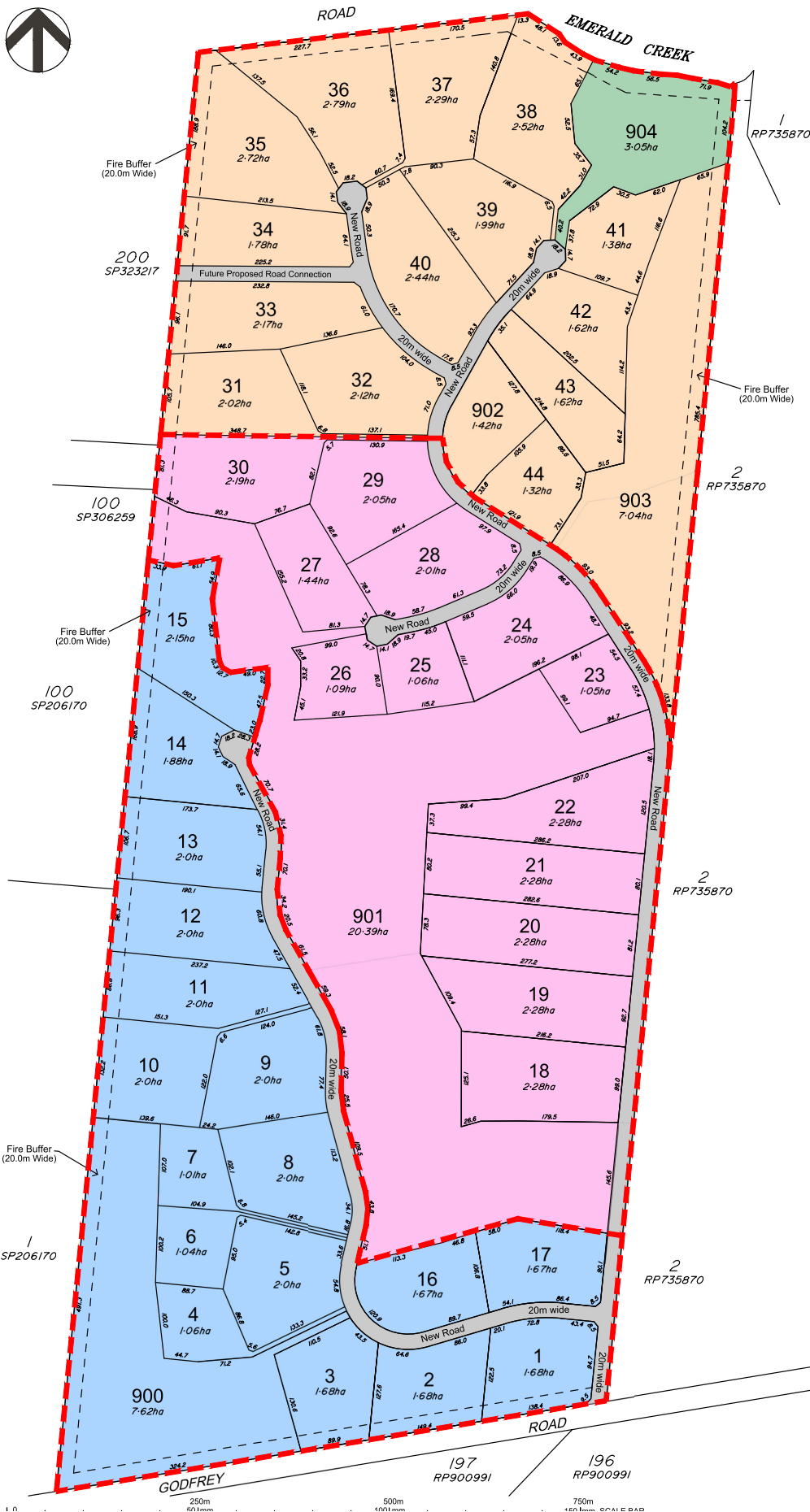
Internal Consultation

Technical Services

Water & Waste

PLANNING DISCUSSION

Nil



- STAGE 1 (18 Lots)
- STAGE 2 (14 Lots)
- STAGE 3 (17 Lots)
- OPEN SPACE
- - - FIRE BUFFER

Godfrey Road, Mareeba
For
Emerald Creek Heights
Pty Ltd

IMPORTANT NOTES:
(These notes are an integral part of this plan) This plan has been prepared for Emerald Creek Heights Pty Ltd for the purposes of subdivision. It is not to be used by any other person or corporation for any other purposes. The Contours, boundaries, creek line, flood lines, building locations have all been scaled and should not have any reliance based on them as they are only intended as a general guide. The configuration of allotments shown on this plan is subject to Local Authority (and relevant State Government Authority) approvals, detailed design, final survey, and registration of survey plans. Any comments contained on this plan should be confirmed by the relevant authorities. The dimensions, areas and total number of lots shown hereon are subject to field survey and also to the requirements of Council and any other authority which may have requirements under any relevant legislation. In particular, no reliance should be placed on the information on this plan for any financial dealings involving the land.
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Data Sources	Survey
Cadastral Boundaries	Survey & QLD Lstrar
Contours / Topographic	Near Map
Aerial Images	
Town Planner	



Issue	Revisions	Date	Drawn
E	Amend Lots & Open Space	14.08.2022	TL
D	Amend Lots & Open Space	27.05.2022	KL
C	Amend Lots & Open Space	13.05.2022	KL
B	Order of Stages	24.08.2021	KL
A	Original	17.08.2021	KL

Locality:	MAREEBA
Local Authority:	MAREEBA SHIRE
Projection:	GDA 2020
Horizontal Meridian:	MGA Zone 55
Vertical Level Datum:	AHD
Level Origin:	+
Scale:	1:5000 @ A3
Surveyed:	
Designed:	SB 15.06.2021
Drawn:	KL 27.05.2022
Checked:	BW 27.05.2022
Plot Date:	14 Jun, 2022
Computer File Ref:	401302 ST-01 Rev E.dwg

Staging Plan
Lot 219 on NR378



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MACKAY	CAIRNS
(07) 4957 9700	(07) 4252 9400

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Drawing No	Issue
401302 ST-01	E

RA6-N



SARA reference: 2110-25236 SRA
 Council reference: RAL/21/0016

22 July 2022

Chief Executive Officer
 Mareeba Shire Council
 PO Box 154
 Mareeba Qld 4880
 planning@msc.qld.gov.au

Attention: Carl Ewin

Dear Carl,

SARA response—85 Godfrey Road, Mareeba

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 19 October 2021.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	22 July 2022
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development permit	Reconfiguring a lot for 1 into 49 lot rural residential subdivision
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 3, Division 4, Table 2, Item 1 (Planning Regulation 2017) Clearing native vegetation	
SARA reference:	2110-25236 SRA	
Assessment Manager:	Mareeba Shire Council	

2110-25236 SRA

Street address: 85 Godfrey Road, Mareeba
Real property description: 219NR378
Applicant name: Emerald Creek Heights Pty Ltd
Applicant contact details: Level 2, Suite 2, 82 Grafton Street
Cairns QLD 4870
james@jamesmcpeake.com.au

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in **Attachment 4**.

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

For further information please contact Soraya Torrens, Senior Planner, on 07 3452 7695 or via email DAAT@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Christopher Aston
State Planner

cc Emerald Creek Heights Pty Ltd, james@jamesmcpeake.com.au

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations provisions
Attachment 5 - Approved plans and specifications

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
Reconfiguring a lot		
Schedule 10, Part 3, Division 4, Table 2, Item 1—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Resources to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	The development must be carried out generally in accordance with the following plan: Vegetation Management Plan on Lot 219 on NR378, reference 401302-CP01 and as amended in red by SARA.	At all times
2.	Clearing of vegetation must not occur on lots 900, 901, 902, 903 and 904 shown on the following plan: Vegetation Management Plan on Lot 219 on NR378, reference 401302-CP01 and as amended in red by SARA. Note: This condition is not applicable where clearing of vegetation is exempt clearing work for essential management items (a), (b), (c), (d) and (e), under Schedule 21 of the Planning Regulation 2017.	At all times

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning.

2110-25236 SRA

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the department's decision are:

The development complies with State Code 16: Native vegetation clearing of SDAP. Specifically, the development:

- avoids impacts on vegetation that are matters of state environmental significance and where it cannot be avoided, the development minimises and mitigates impacts
- minimises clearing to conserve vegetation within the watercourse, avoids land degradation and maintains ecological processes.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.6), as published by the department
- The Development Assessment Rules
- Technical agency advice
- SARA DA Mapping system

2110-25236 SRA

Attachment 4—Change representation provisions

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2110-25236 SRA

Attachment 5—Approved plans and specifications

(page left intentionally blank)

Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

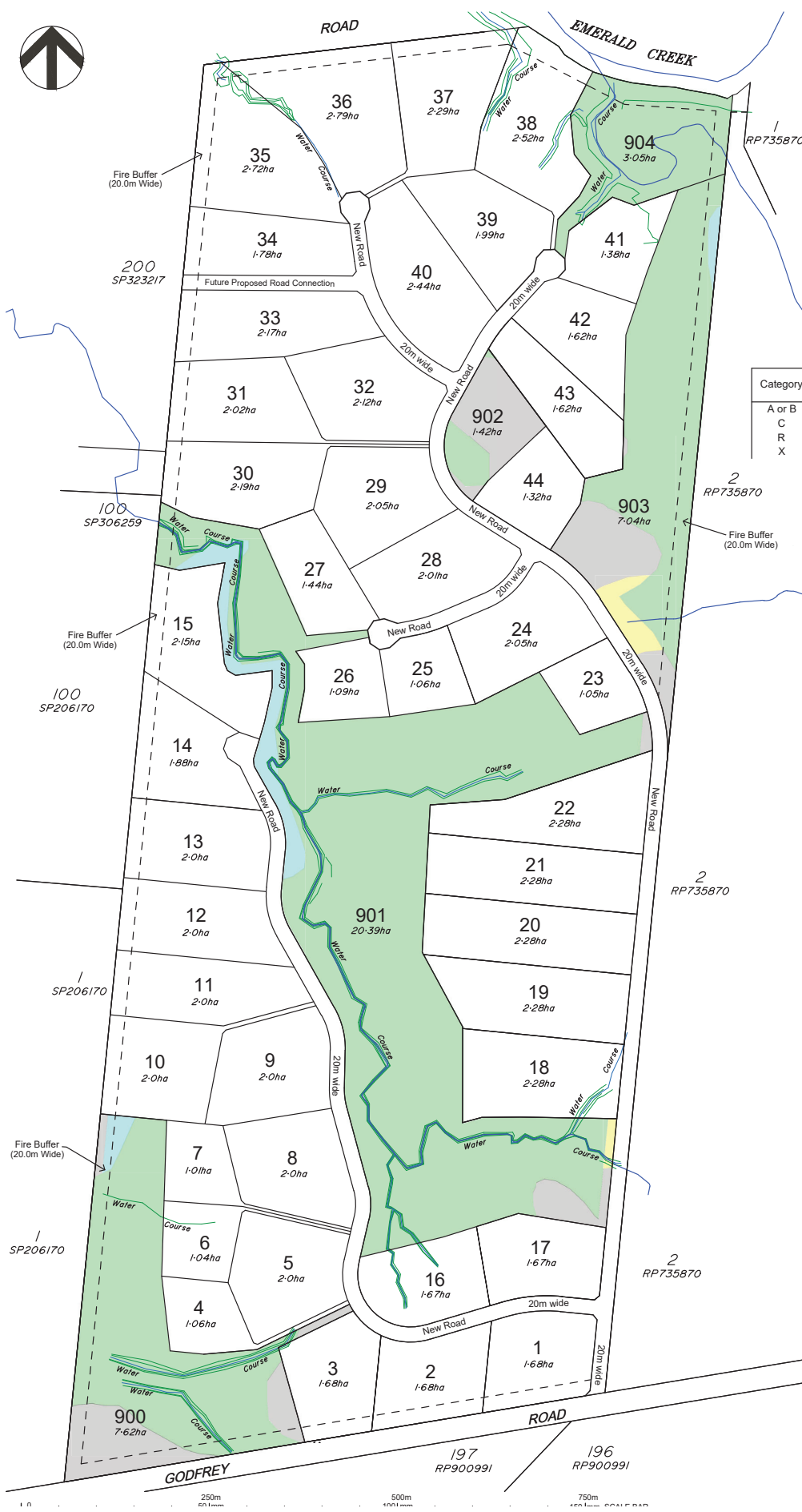
² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.



PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE

SARA ref: 2110-25236 SRA
Date: 22 July 2022

Amended in red by SARA on
22 July 2022

LEGEND

- Category A or B area that is least concern region ecosystem
- RMV Category C: high value non-wood vegetation
- RMV Category R: red gum growth watercourse vegetation
- RMV Category X: generally exempt from the vegetation Management Act
- Vegetation management watercourse and drainage feature map, 100k.

--- FIRE BUFFER

Category	Veg Cleared	Veg Cleared %	Veg Retained	Veg Retained %
A or B	55.95 ha	43%	33.28 ha	26%
C	8.63 ha	7%	1.32 ha	1%
R	0.73 ha	0.5%	0.43 ha	0.3%
X	24.87 ha	20%	4.49 ha	3%

Godfrey Road, Mareeba
For
Emerald Creek Heights Pty Ltd

IMPORTANT NOTES:
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Data Sources

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Contours / Topographic	Near Map
Aerial Images	Town Planner

Issue	Revisions	Date	Drawn
E	Amended layout	16.06.2022	TL
D	Amended layout	1.06.2022	TL
C	Amended layout	27.05.2022	KL
B	Amended the title block	21.06.2021	PS
A	Original	17.05.2021	PS

Locality: MAREEBA
Local Authority: MAREEBA SHIRE
Projection: GDA 2020
Horizontal Meridian: MGA Zone 55
Vertical Level Datum: AHD
Level Origin: +
Scale: 1:5000 @ A3
Surveyed: SB 15.06.2021
Designed: KL 27.05.2022
Drawn: BW 27.05.2022
Checked: 17 Jun, 2022
Plot Date:
Computer File Ref: 401302-CP01-E.dwg

Vegetation Management Plan
on
Lot 219 on NR378



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WHITSUNDAYS (07) 4945 6600
MACKAY (07) 4957 9700
CAIRNS (07) 4252 9400

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Drawing No: 401302-CP01
Issue: E

8.3 MERAKI EC PTY LTD - MATERIAL CHANGE OF USE - ANIMAL KEEPING (HORSE AGISTMENT SERVICES) & EDUCATIONAL ESTABLISHMENT (HORSE RIDING/EQUESTRIAN SCHOOL) - LOT 142 ON SP200237 & LOT 221 ON SP129907 - 5707 KENNEDY HIGHWAY, MAREEBA - MCU/22/0011

Date Prepared: 5 September 2022

Author: Senior Planner

Attachments:

1. [Proposal Plans](#) ↓
2. [State Assessment and Referral Agency response dated 24 August 2022](#) ↓
3. [Submission](#) ↓

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	Meraki EC Pty Ltd	ADDRESS	5707 Kennedy Highway, Mareeba
DATE LODGED	19 May 2022	RPD	Lot 142 on SP200237 and part of Lot 221 on SP129907
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Animal Keeping (Horse Agistment Services) and Educational Establishment (Horse Riding/Equestrian School)		
FILE NO	MCU/22/0011	AREA	Lot 142 - 14.03 hectares Lot 221 - access only
LODGED BY	Urban Sync Pty Ltd	OWNER	Lot 142 - Y Van Reeuwijk Lot 221 - Department of Transport and Main Roads
PLANNING SCHEME	Mareeba Shire Council Planning Scheme 2016		
ZONE	Lot 142 - Rural zone & Lot 221 - Community Facilities zone		
LEVEL OF ASSESSMENT	Impact Assessment		
SUBMISSIONS	One (1)		

EXECUTIVE SUMMARY

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

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

The application and supporting material have 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	Meraki EC Pty Ltd	ADDRESS	5707 Kennedy Highway, Mareeba
DATE LODGED	19 May 2022	RPD	Lot 142 on SP200237 and part of Lot 221 on SP129907
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Animal Keeping (Horse Agistment Services) and Educational Establishment (Horse Riding/Equestrian School)		

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), concurrence agency conditions in (E), relevant period in (F), further permits in (G), and further approvals from Council listed in (H);

And

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

(A) APPROVED DEVELOPMENT: Development Permit for Material Change of Use - Animal Keeping (Horse Agistment Services) and Educational Establishment (Horse Riding/Equestrian School)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
22038 SK01 Rev C	Cover Sheet	Dimarco Designs	20/07/2022
22038 SK02 Rev C	Site Plan	Dimarco Designs	20/07/2022
22038 SK03 Rev C	Plan and Elevations	Dimarco Designs	20/07/2022

(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
 - 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 for the educational establishment (horse riding/equestrian school) aspect shall be between 9:30am and 5:00pm Tuesday 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 locations.
 4. Infrastructure Services and Standards
 - 4.1 Stormwater Management
 - 4.1.1 The applicant/developer must take all necessary steps to ensure a non-worsening effect on surrounding land as a consequence of the development.

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

4.2 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).

4.3 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/NZS1547) to the satisfaction of the Council's delegated officer.

4.4 Car Parking/Internal Driveways

The applicant/developer must ensure that the development is provided with a minimum of 12 on-site car parking spaces which are available for use solely for the parking of vehicles associated with the use of the premises. All car parking spaces and internal driveways including within the subject site 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.

4.5 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.

4.6 Vegetation Buffering

4.6.1 A 2 metre wide vegetation buffer is to be planted within Lot 142 on SP200237, between the western side of the proposed covered arena and the common boundary with adjoining Lot 141 on SP200237. The vegetation buffer must extend for the full length of the western side of the proposed covered arena. The vegetation must have a minimum height at maturity of 4 metres. The plan depicting species and area to be planted must be submitted to Council's delegated officer for approval prior to the commencement of the use of the proposed covered arena.

4.6.2 The vegetation buffer must be maintained by the applicant and any subsequent owner of any part of the land affected by this condition.

(D) ASSESSMENT MANAGER'S ADVICE

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

(b) Compliance with applicable codes/policies

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

(c) Compliance with Acts and Regulations

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

(d) Environmental Protection and Biodiversity Conservation Act 1999

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

(e) Cultural Heritage

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

(E) REFFERAL AGENCY CONDITIONS

State Assessment and Referral Agency conditions dated 24 August 2022

(F) 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)

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

- Development Permit for Building Work

(H) OTHER APPROVALS REQUIRED FROM COUNCIL

- Compliance Permit for Plumbing and Drainage Work

THE SITE

The subject site is described as Lot 142 on SP200237 and part of Lot 221 on SP129907, situated at 5707 Kennedy Highway, Mareeba.

Lot 221 on SP129907 is a section of the inactive Mareeba-Atherton rail corridor under the ownership of the State (Department of Transport and Main Roads) and is included in this application for access purposes only. The Department of Transport and Main Roads has issued an Access Licence to the applicant and provided landowner's consent for this application.

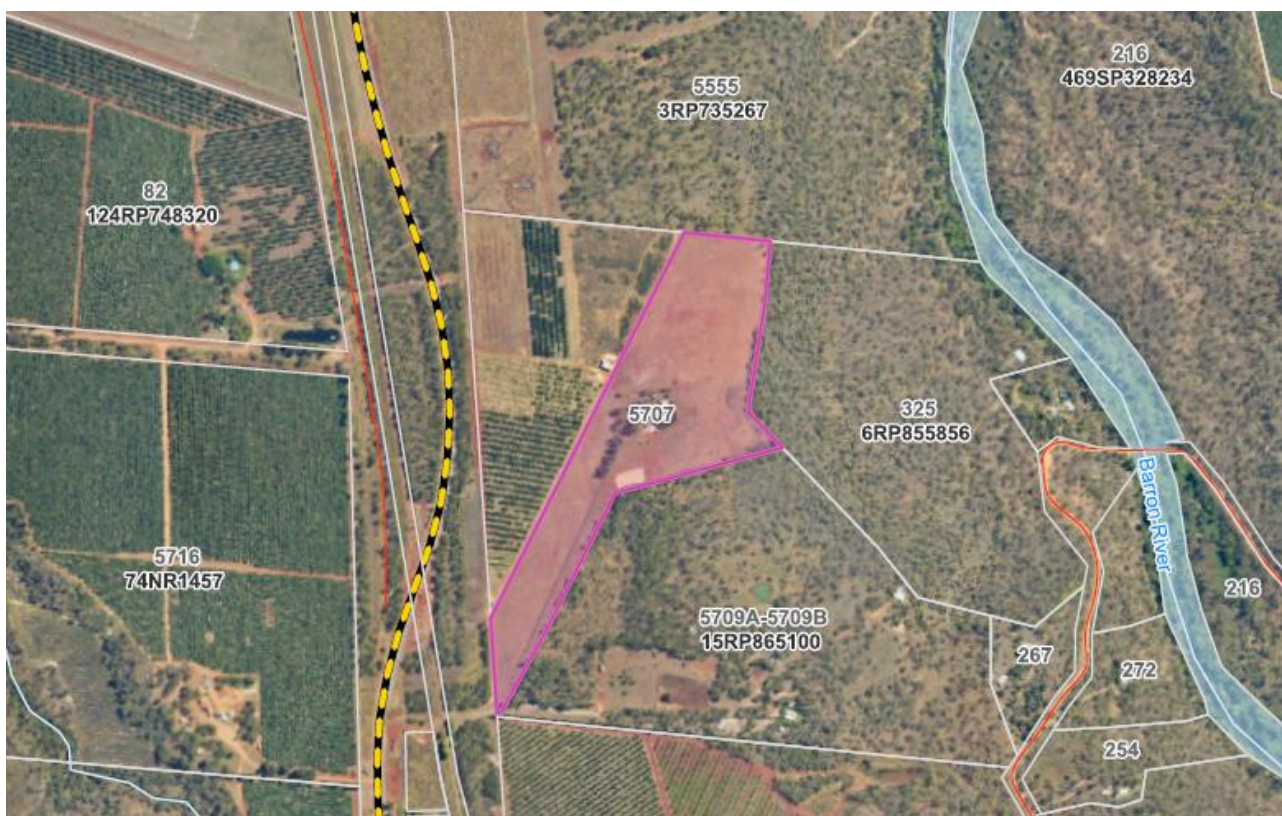
Lot 142 is an irregularly shaped Rural zoned allotment with an area of 14.03 hectares which is currently used for the purposes of Rural (Animal Keeping - horses) and Residential (Dwelling House). The site is improved with an existing outdoor horse arena, two buildings (a dwelling house and stables) and multiple ancillary structures (fencing and shade shelters).

The site is generally flat, with a slight fall from south to north. The site is cleared, apart from some existing landscaping in the centre of the site near the existing dwelling.

Access is obtained via a turnout onto the Kennedy Highway with a high quality bitumen sealed private driveway extending from the Kennedy Highway through to the site's dwelling house.

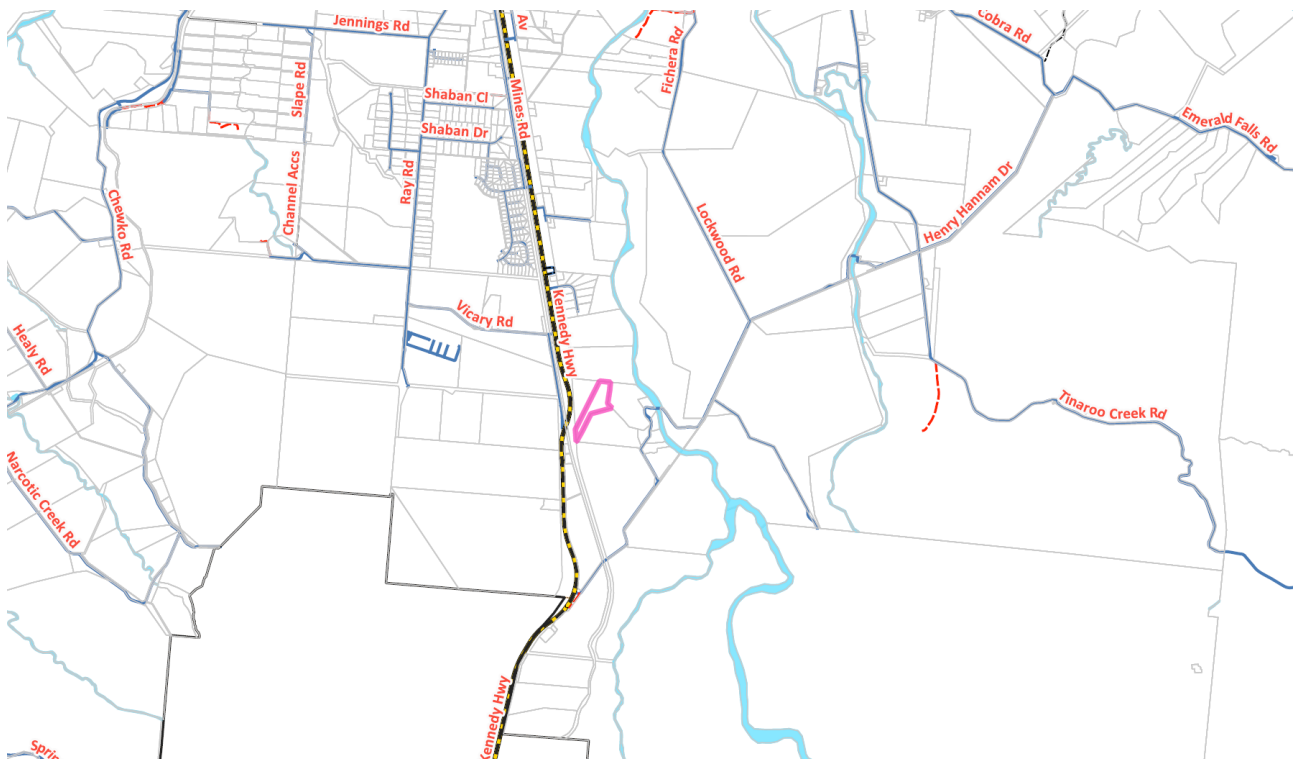
This site is serviced by a bore and water tanks and is not connected to Council's reticulated water infrastructure. The site is also not connected to Council's reticulated sewerage infrastructure and utilizes an existing on-site effluent system. The site is connected to telecommunications and electricity infrastructure.

All surrounding lots are zoned Rural and are used for mixed rural uses.



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.



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.

BACKGROUND AND CONTEXT

Nil

PREVIOUS APPLICATIONS & APPROVALS

Nil

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Material Change of Use - Animal Keeping (Horse Agistment Services) and Educational Establishment (Horse Riding/Equestrian School) in accordance with the plans shown in **Attachment 1**.

The applicant outlines the proposed development as follows:

"The Animal Keeping component of the proposed development will involve horse agistment services for a maximum of twenty (20) horses which will be evenly spaced throughout the seven (7) paddocks on the site. It is expected that one (1) to two (2) clients will visit their horses each day.

The Educational Establishment component of the proposed development will involve a horse-riding/equestrian school that will include the following elements:

- *A new outdoor arena on the eastern side of the site, measuring approximately 1,750m2 in area (50m x 35m); and*

- *A new indoor arena on the western side of the site, measuring approximately 2,320m² in area (80m x 29m) and which will have an approximate maximum height of eight (8) metres above ground level. The indoor arena will have an ‘arena’ area of 80m x 20m for horse riding with the additional width to be utilised for the arena kick walls, yards and horse stables.*

The horse-riding/equestrian school will operate up to six (6) days a week and will involve a maximum of twenty (20) clients per day in a various number of classes, although generally, client numbers will vary from two (2) to ten (10) per day. Classes will be between 30 minutes and one (1) hour in duration and generally only involve one (1) client at a time. However, occasionally i.e., no more than one per day, group classes will be offered which will include a maximum of ten (10) clients at any one time. The proposed development will include one (1) full time staff member and two (2) part time staff members.

The proposed development will be serviced with water from the existing on-site bore. Additional rainwater storage tanks MAY be installed at a later date should it be found the bore is not providing enough water for the proposed development.

The proposed development will include a toilet and new on-site effluent system. Investigations will be undertaken to determine what type of system will be required to service the anticipated demand generated by the development and the most suitable on-site location for this system.

The new indoor arena will be connected to the electricity in accordance with Ergon’s requirements. No changes to the existing telecommunications connections are proposed as the proposed development is not required to be connected to telecommunications (satellite NBN is available).

Stormwater from the proposed development will be directed to existing flow paths and will be done so to ensure there is no nuisance caused on adjoining properties as a result of stormwater.

The proposed development will utilise the existing site access arrangements.

The proposed development will provide five (5) formal (line marked) and seven (7) informal car parking spaces adjacent to the new indoor arena for use by clients. The formal car parking areas and manoeuvring will be improved with 150mm thick compacted gravel suitable for all weather movements and be dust free. The informal car parking area will be unimproved with signage identifying this space for overflow car parking should it be required."

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:

- *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 other <p>Infrastructure Elements</p>
----------------------	--

	<ul style="list-style-type: none"> Major Electrical Infrastructure Transport Elements <ul style="list-style-type: none"> State Controlled Road B-double Route Principal Cycle Route
Zone:	Lot 142 - Rural zone Lot 221 - Community Facilities zone
Overlays:	Agricultural Land Overlay Airport Environs Overlay Bushfire Hazard Overlay Environmental Significance Overlay Hill & Slope Overlay Regional Infrastructure Corridors and Substations Overlay Transport Infrastructure Overlay

Planning Scheme Definitions

The proposed use is defined as:

Column 1 Use	Column 2 Definition	Column 3 Examples include	Column 4 Does not include the following examples
Animal keeping	Premises used for boarding, breeding or training of animals. The use may include ancillary temporary or permanent holding facilities on the same site and ancillary repair and servicing of machinery.	Aviaries, catteries, kennels, stables, wildlife refuge	Aquaculture, cattle studs, domestic pets, feedlots, grazing of livestock, non-feedlot dairying, piggeries, poultry meat and egg production, animal husbandry
Educational establishment	Premises used for training and instruction designed to impart knowledge and develop skills. The use may include outside hours school care for students or on-site student accommodation.	Pre-preparatory, preparatory and primary school, secondary school, special education, college, university, technical institute, outdoor education centres	Child care centre, home based child care, family day care

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 animal keeping (horse agistment) aspect of the development is an expected use in the rural zone. The educational establishment (horse riding/equestrian school) aspect is related to the keeping of horses and is compatible with the existing surrounding rural uses.

The proposed development will not further constrain the ongoing use of the rural zone.

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.

Comment

The animal keeping (horse agistment) aspect of the development is an expected use in the rural zone. The educational establishment (horse riding/equestrian school) aspect is related to the keeping of horses and is compatible with the existing surrounding rural uses.

The proposed development will not further constrain the ongoing use of the rural zone.

3.3.14 Element—Natural hazard mitigation**3.3.14.1 Specific outcomes**

- (1) The risk of loss of life and property associated with bushfires, cyclones, flooding, landslides and other weather related events are minimised through the appropriate use of land having regard to its level of susceptibility to the hazard or potential hazard.

Comment

The entirety of the subject site has been cleared of original vegetation and now comprises of paddock areas which act as a firebreak to the hazardous vegetation on neighbouring lots.

3.5 Community identity and diversity

3.5.1 Strategic outcomes

- (5) A range of community facilities, that meet the needs of the Mareeba Shire community, is provided, maintained and enhanced. Facilities that cater for cultural events, community activities, sports and recreation are sensitively developed and integrated into the surrounding area. The range and location of community facilities caters for a wide cross section of interests and users in dispersed locations.

Comment

The proposed development will achieve this outcome.

3.6 Transport and infrastructure

3.6.1 Strategic outcomes

- (1) *Local collector road* and *state controlled road* networks support the identified hierarchy of *activity centres* and the rural economy of Mareeba Shire. The location, density and scale of development supports the efficient and convenient movement of goods, services and people. Roads are progressively upgraded (including construction of *future state roads* and *future local connections*) and maintained to a high standard to support higher urban densities, rural production, tourism, commerce, industry and major trip generators.

Comment

The Kennedy Highway is a State Controlled Road and of an adequate standard to accommodate the additional traffic from the development. The State Assessment and Referral Agency has conditioned minor improvements to the existing turnout onto the Kennedy Highway.

3.6.2 Element—Road network

3.6.2.1 Specific outcomes

- (4) Development provides off-street parking, loading and manoeuvring areas where possible and practicable.

Comment

The development includes on-site parking and the site has adequate additional area to accommodate all possible car parking demands.

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 animal keeping (horse agistment) aspect of the development is an expected use in the rural zone. The educational establishment (horse riding/equestrian school) aspect is related to the keeping of horses and is compatible with the existing surrounding rural uses.

The proposed development will not further constrain the ongoing use of the rural zone.

3.7.9 Element— Education, research, culture and the arts

3.7.9.1 Specific outcomes

- (4) Education, research, cultural and arts facilities of limited scale are established in *rural areas* only where the facility is dependent on the natural resources of the locality.

Comment

The horse riding/equestrian school is limited in scale and dependent on the rural land resource.

Relevant Developments Codes

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

- 6.2.2 Community facilities zone code
- 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
- 8.2.8 Hill and slope overlay code
- 8.2.12 Transport infrastructure overlay code
- 9.3.3 Community activities code
- 9.3.6 Rural 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
Community facilities zone code (Lot 221 - railway corridor)	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.
Rural zone code	The application conflicts with the following acceptable outcome:

	<ul style="list-style-type: none"> • AO2.1(b) <p>The application complies with the higher order performance outcome PO2.</p> <p>Refer to planning discussion section of report.</p>
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.
Hill and slope 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.
Transport infrastructure 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.
Community 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.
Rural 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 FNQROC Development Manual standards.

(E) Adopted Infrastructure Charges Notice

The subject site is not serviced by Council's infrastructure networks, with access directly onto State controlled road.

Accordingly, no infrastructure charge is applicable.

REFERRAL AGENCY

The application triggered referral to the State Assessment and Referral Agency (CairnsSARA - State transport infrastructure) as a Referral Agency.

That Department advised in a letter dated 24 August 2022 that they require the conditions to be attached to any approval (**Attachment 2**).

Internal Consultation

Not applicable.

PUBLIC NOTIFICATION

The development proposal was placed on public notification from 2 August 2022 to 24 August 2022. The applicant submitted the notice of compliance on 26 August 2022 advising that the public notification requirements were carried out in accordance with the requirements of the Act.

One (1) properly made submissions was received to the proposed development.

The grounds for objection/support are summarised and commented on below:

Grounds for objection /support	Comment
Development may devalue property	Land value is subjective and not a planning consideration.
Submitters own the neighbouring avocado farm and if the proposed development is sold in the future, a new owner may make it difficult to farm. Suggest a wall against the common boundary.	The development will be conditioned to require the establishment of a vegetated buffer between the outdoor covered arena and the common boundary with the avocado farm.

Submitters

Name of Principal submitter	Address
1. W & E Tognola	PO Box 181, Atherton Qld 4883

PLANNING DISCUSSION

Compliance with Performance Outcome PO2 of the Rural zone code is discussed below:

6.2.9 Rural zone code***Siting, where not involving a Dwelling house*****PO2**

Development is sited in a manner that considers and respects:

- (a) the siting and use of adjoining premises;*
- (b) access to sunlight and daylight for the site and adjoining sites;*
- (c) privacy and overlooking;*
- (d) air circulation and access to natural breezes;*
- (e) appearance of building bulk; and*
- (f) relationship with road corridors.*

AO2.1

Buildings and structures include a minimum setback of:

- (a) 40 metres from a frontage to a State-controlled road; and*
- (b) 10 metres from a boundary to an adjoining lot.*

Comment

The development complies with AO2.1(a).

For AO2.1(b), the setback for the covered arena from the north-western side boundary is five (5) metres, not the ten (10) metres nominated by the acceptable outcome. The development must therefore be assessed against the higher order performance outcome PO2.

In terms of compliance with PO2:

- (a) Adjoining Lot 141 is developed for an avocado orchard. A farm shed is located approximately 60 metres to the north of the covered arena.
- (b) The siting of the covered arena does not adversely impact access to sunlight and daylight with that part of the covered arena within the 10 metre setback being approximately 4 metres in height.
- (c) The covered arena is well away from nearest dwelling house.
- (d) The covered arena is open sided and will allow for air circulation and access to breezes.
- (e) Whilst the covered arena is certainly significant in terms of area covered, it will have no walls and does not exceed the acceptable outcome for height. The proposed structure is not unusual for the rural zone, where modern onsite farm infrastructure often exceeds this size.
- (f) Existing vegetation will assist in screening the covered arena from nearby road reserves.

The development satisfies PO2.

DRAWING LIST

NUMBER	DESCRIPTION	ISSUE DATE	REVISION No.
SK01	COVER SHEET	2007/2022	C
SK02	SITE PLAN	2007/2022	C
SK03	PLAN AND ELEVATIONS	2007/2022	C

PLEASE NOTE: SUBSTITUTION OF ANY STRUCTURAL MEMBERS, OR VARIATIONS TO ANY DESIGN, SHALL BE THE RESPONSIBILITY OF THE BUILDING DESIGNER FOR THE STRUCTURAL INTEGRITY AND PERFORMANCE OF THE BUILDING.

www.dimacodesigns.com.au | P 0410333159

ABN 24 346833 179 | QBCC No 707188

DESIGNER: DIMACODESIGNS PTY LTD

- ALL DESIGN CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
- DESIGNER TO BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS AND PERMITS.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION OF ANY STRUCTURE.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND CONDITIONS PRIOR TO CONSTRUCTION OF ANY STRUCTURE.

PROJECT REVISIONS

No. DATE DETAILS

A. 2007/2022 AS PER APPROVED IN SET

B. 2007/2022 AS PER APPROVED IN SET

C. 2007/2022 AS PER APPROVED IN SET

PROPOSED ARENA AND PADDOCK SUBDIVISION

5705 KENNEDY HWY, MAREEBA

MERAKI EC PTY. LTD.

DRAWN BY: **CD**

SCALE: **N.T.S.**

START DATE: **FEBRUARY 2022**

REVISION DATE: **FEBRUARY 2022**

JOB No: **22038**

DRAWN BY: **SK01** REVISED BY: **C**

131 James Street, Brisbane QLD 4000, Australia. Phone: +61 7 3221 1234. Fax: +61 7 3221 1235. Email: info@dimacodesigns.com.au

ASSESSMENT ISSUE B



GENERAL NOTES
 ALL PLANS ARE TO BE BOUND IN CONFORMANCE WITH THE
 CONSTRUCTION NOTES

PROPERTY INFORMATION
 LOT NUMBER: LOT 142
 PLAN NUMBER: SP2400237
 PARISH: GUNNAP
 SITE AREA: 14.03 Ha

PLEASE NOTE: SUBSTITUTION OF ANY
 STRUCTURAL MEMBERS, OR VARIATIONS TO
 THE STRUCTURAL DESIGN, SHALL BE THE
 RESPONSIBILITY OF THE BUILDING DESIGNER
 FOR THE STRUCTURAL INTEGRITY AND
 PERFORMANCE OF THE BUILDING

DESIGNER: JLD
 ABN 24,346,833,179 | QBCC No: 707188
 W: www.jlddesigns.com.au | P: 0410333159

DESIGN SCOPE: TO DIMENSIONAL
 ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES
 1. ALL DESIGN CONSTRUCTION METHODS AND MATERIALS TO BE IN
 ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES
 2. ALL CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH
 RELEVANT AUSTRALIAN STANDARDS AND CODES
 3. ALL CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH
 RELEVANT AUSTRALIAN STANDARDS AND CODES
 4. ALL CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH
 RELEVANT AUSTRALIAN STANDARDS AND CODES
 5. ALL CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH
 RELEVANT AUSTRALIAN STANDARDS AND CODES

PROJECT REVISIONS

No. DATE DETAILS
 1. 18/02/22 AREA RE-CONFIGURED IN SITE
 2. 18/02/22 AREA RE-CONFIGURED IN SITE
 3. 18/02/22 AREA RE-CONFIGURED IN SITE

**PROPOSED ARENA
 AND PADDOCK
 SUBDIVISION**

5705 KENNEDY HWY,
 MAREEBA

MERAKI EC PTY. LTD.

DATE: 18/02/22
 SCALE: 1:1250
 START DATE: FEBRUARY 2022
 REVIEW DATE:
 JOB NO: 22038
 DRAWN BY: SK02
 CHECKED BY: C

SITE PLAN
 SCALE: 1:1250

GENERAL NOTES
ALL PLANS ARE TO BE BUILT IN CONFORMANCE WITH THE
CONSTRUCTION NOTES.

PLEASE NOTE: SUBSTITUTION OF ANY
STRUCTURAL MEMBERS, & OR VARIATIONS TO
THE DESIGN SHALL BE THE RESPONSIBILITY OF THE
RESPONSIBILITIES OF THE BUILDING DESIGNER
FOR THE STRUCTURAL INTEGRITY AND
PERFORMANCE OF THE BUILDING.

ABN 24 346 833 179 | OBCC No 707188
W www.jamesparsons.com.au | P 0410331159

DESIGNED BY: JAMES PARSONS ARCHITECTS
DRAWN BY: JAMES PARSONS ARCHITECTS

- ALL DESIGN CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
- CONSTRUCTION METHODS AND MATERIALS TO BE IN ACCORDANCE WITH RELEVANT AUSTRALIAN STANDARDS AND CODES.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND LOCATIONS ON SITE.
- CONTRACTOR TO VERIFY ALL DIMENSIONS AND LOCATIONS ON SITE PRIOR TO CONSTRUCTION OF ANY STRUCTURE.

PROJECT REVISIONS

No.	DATE	DETAILS
1	10/02/22	ISSUED FOR PERMIT
2	10/02/22	ISSUED FOR PERMIT
3	10/02/22	ISSUED FOR PERMIT
4	10/02/22	ISSUED FOR PERMIT

ELEVATION 1
SCALE 1:200

ELEVATION 2
SCALE 1:200

ELEVATION 3
SCALE 1:200

ELEVATION 4
SCALE 1:200

FLOOR PLAN
SCALE 1:200

PROPOSED ARENA AND PADDOCK SUBDIVISION

5705 KENNEDY HWY, MAREEBA

MERAKI EC PTY. LTD.

DATE: 10/02/22
SCALE: 1:200
START DATE: FEBRUARY 2022
REVISION DATE: 10/02/22
JOB No: 22038
DRAWN BY: SK03
CHECKED BY: SK03
DATE: 10/02/22

ASSESSMENT ISSUE B

ELEVATION KEY

RA6-N



SARA reference: 2205-28973 SRA
 Council reference: MCU/22/0011
 Applicant reference: 21/739

24 August 2022

Chief Executive Officer
 Mareeba Shire Council
 PO Box 154
 Mareeba Qld 4880
 planning@msc.qld.gov.au

Attention: Carl Ewin

Dear Sir/Madam

SARA response—Horse Agistment Services and Riding School at 5707 Kennedy Highway, Mareeba

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 29 June 2022.

Response

Outcome:	Referral agency response – with conditions.
Date of response:	24 August 2022
Conditions:	The conditions in Attachment 1 must be attached to any development approval.
Advice:	Advice to the applicant is in Attachment 2 .
Reasons:	The reasons for the referral agency response are in Attachment 3 .

Development details

Description:	Development permit	Material Change of Use - Animal Keeping (Horse Agistment Services) and Educational Establishment (Horse Riding School)
SARA role:	Referral Agency	

2205-28973 SRA

SARA trigger: **Schedule 10, Part 9, Division 4, Subdivision 2, Table 4** (Planning Regulation 2017) – Material change of use near a state-controlled road

SARA reference: 2205-28973 SRA

Assessment Manager: Mareeba Shire Council

Street address: 5707 Kennedy Highway, Mareeba

Real property description: Lot 142 on SP200237 (development site) and Lot 221 on SP129907 (access only)

Applicant name: Meraki EC Pty Ltd

Applicant contact details: C/- Urban Sync Pty Ltd
PO Box 2970
Cairns QLD 4870
jamie@urbansync.com.au

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules) Copies of the relevant provisions are in **Attachment 4**.

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

For further information please contact Anthony Westbury, Planning Officer, on 40373214 or via email CairnsSARA@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Brett Nancarrow
Manager (Planning)

cc Meraki EC Pty Ltd, jamie@urbansync.com.au

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations provisions

2205-28973 SRA

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application)

No.	Conditions	Condition timing
Material change of use		
Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 – Material change of use of premises near a State transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	(a) Road works comprising of a Basic right (BAR) turn treatment and a Rural basic left-turn treatment (BAL) must be provided at the Kennedy Highway / Unnamed Road T-intersection. (b) The road works must be designed and constructed in accordance with Austroads Guide to Road Design 2021 specifically: <ul style="list-style-type: none"> • Part 4: Intersections and Crossings – General, Figure A 6: Basic right (BAR) turn treatment on a two-lane rural road. • Part 4A: Unsignalised and Signalised Intersections, Figure 8.2: Rural basic left-turn treatment (BAL). 	Prior to the commencement of use.

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) v3.0. If a word remains undefined it has its ordinary meaning.
2.	<p>Road works approval</p> <p>Under section 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads to carry out road works.</p> <p>Please contact the Department of Transport and Main Roads on 4045 7144 to make an application for road works approval.</p> <p>This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ).</p> <p>Please contact the Department of Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p>

2205-28973 SRA

Attachment 3—Reasons for referral agency response

(Given under section 56(7) of the *Planning Act 2016*)

The reasons for the SARA decision are:

- Lot 142 on SP200237 does not have road frontage or direct access via Kennedy Highway, a state-controlled road.
- Lot 142 on SP200237 is located approximately 117m from the Kennedy Highway / Unnamed Road intersection, while the development footprint is situated approximately 303m from the intersection.
- Road works to upgrade the Kennedy Highway / Unnamed Road intersection will ensure that the development can safely accommodate the increased traffic generation.
- The proposed development is unlikely to compromise the safety, function, and efficiency of Kennedy Highway or the Kennedy Highway / Unnamed Road intersection.
- The proposed development, with conditions, complies with the relevant provisions of State code 1: Development in a state-controlled road environment.

Material used in the assessment of the application:

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.6)
- The Development Assessment Rules
- SARA DA Mapping system
- State Planning Policy mapping system
- *Human Rights Act 2019*

2205-28973 SRA

Attachment 4—Change representation provisions

(page left intentionally blank – attached separately)

Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.



23 August 2022

Wallace Tognola
PO BOX 181
Atherton Qld 4883

Council ref: MCU/22/0011

To whom it may concern

We object to the development change of use permit for the land LOT 142 ON SP200237 and LOT 221 SP129907 at 5707 Kennedy Highway Mareeba. On the grounds it will devalue the land LOT 141 SP200237 Kennedy Highway Mareeba in the future of us being able to sell our property. There was no mention of this when approached by the owner to build the complex. We have a farm with an Avocado orchard next to the said land. We came to a verbal agreement to allow the building to be no less then 3 metres from our boundary and that the spraying of chemicals and the running of the Avocado orchard will not be affected within reason.

Also if the present owner decides to sell/lease or hire the property in the future the new owners/hire do not make it difficult to operate our farm/orchard.

We have no objection of the shed being built, but possibly a wall against our boundary would be beneficial to the operation of our property.

Regards

WJ and EA Tognola

Contact details:
Wallace Tognola
PH. 0419201548
Email: wallacetognola51@icloud.com

Letter of awareness attached



T 07 4051 6946
E admin@urbansync.com.au
O Level 1, 17 Aplin Street, Cairns
M PO Box 2970, Cairns Q 4870
ABN 83 169 940 649

1 August 2022

Our Ref: 21-739
Council Ref: MCU/22/0011

Wallace & Elizabeth Tognola
PO BOX 181
ATHERTON QLD 4883

Dear Sir/Madam,

**RE: APPLICATION SUBMITTED TO MAREEBA SHIRE COUNCIL (MCU/22/0011),
APPLICATION FOR A DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE
FOR ANIMAL KEEPING (HORSE AGISTMENT SERVICES) AND EDUCATIONAL
ESTABLISHMENT (HORSE RIDING SCHOOL) AT 5707 KENNEDY HIGHWAY,
MAREEBA, MORE FORMALLY DESCRIBED AS LOT 142 ON SP200237 & LOT 221
SP129907.**

We refer to the above matter and note that a development application has been submitted for consideration by Mareeba Shire Council over land that is adjoining premises owned by you at Kennedy Highway, Mareeba (Lot 141 on SP200237). We enclose a copy of the public notification for your attention.

The application is before Council and should you require a copy of the full application it can be obtained from the Assessment Manager, Mareeba Shire Council.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Matt Ingram', is written over a faint circular stamp.

Matt Ingram
Senior Planner
E matt@urbansync.com.au | T 07 4051 6946 | M 0488 200 229

8.4 T-MSC2022-07 COMMERCIAL REAL ESTATE SERVICES FOR SALE OF MAREEBA INDUSTRIAL PARK

Date Prepared: 18 August 2022
Author: Senior Compliance Officer
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the tenders received for T-MSC2022-07 Commercial Real Estate Services for sale of Mareeba Industrial Park for two (2) years and seek approval for awarding of the tender.

RECOMMENDATION

That the Council awards Tender T-MSC2022-07 Commercial Real Estate Services for the marketing and sale of Mareeba Industrial Park lots to Mareeba Property Office for two (2) years, for the amount of:

1. A once off payment of \$6,000.00 (excl GST) for marketing and advertising fees; and
2. 2.5% (excl GST) commission for each parcel of land sold.

BACKGROUND

The Request for Tender called for professional services for the marketing and sale of serviced industrial sites in the Mareeba Industrial Park. The tender was an open tender advertised through 'VendorPanel' on 10 June 2022 and closed 11:00am Monday 4 July 2022.

Tenders were assessed in accordance with the following evaluation criteria with equal weighting given to each:

1. Key Personnel and Experience
2. Proposed Marketing Strategy
3. Financial Implication to Council

A value for money ratio was calculated to compare the proposed service responses to cost and each applicant was ranked according to the value for money ratio.

TENDER EVALUATION**Tenders Received**

Five (5) submissions were received.

A summary of the tender prices at opening is provided in *Table 1* below.

To assess comparable costs across all submitters, the sales commission nominated by each submitter was applied to an arbitrary sale price of \$100,000 to give a dollar value. This was then added to the submitter's fee for the marketing plan to provide a total dollar cost.

Table 1: Tendered Price – Marketing fees and Commission

Tenderer	Tendered Price (excluding GST)
LJ Hooker Atherton	\$4,200.00
Mareeba Property Office	\$9,350.00
Area Real Estate	\$17,921.67
Dr Real Estate Qld	\$37,980.00
Central Realty Mareeba	N/A

Tender Assessment

Each tender has been assessed for conformance, compliance, and discrepancies, against the evaluation criteria.

Four tenders were conforming, with all tenderers assessed as capable of completing the works. The tender received from Central Realty Mareeba was assessed as not conforming with the conditions as detailed in the invitation to tender as a quoted dollar figure for marketing and advertising fees was not provided.

A summary of the Tender assessment, incorporating the evaluation against conformance, price, and service criteria, resulted in a cost value ratio for each submission. These were ranked on a 1-5 highest to lowest scale basis, as displayed in *Table 2* below.

Table 2: Tender Evaluation Summary

Tenderer	Cost/Value Ranking
Mareeba Property Office	1
LJ Hooker Atherton	2
Area Real Estate	3
Dr Real Estate Qld	4
Central Realty Mareeba	5

Recommendation

The panel's unanimous assessment of Mareeba Property Office as the lead submitter was due to their overall attention to detail in tailoring their submission to Council's requirements. Their overall commission and marketing costs, whilst not the cheapest, is considered reasonable and offers the best value for money for the services and marketing proposal offered.

The marketing proposal stood out from the other submitters with the variety of options offered as well as the additional features included – for example, the QR code inclusion on each on-site signage directing to Lot and Plan numbers and land size, dedicated website filter for Mareeba Industrial Park, and live marketing enquiry summary available to Council.

The lead submitter has demonstrated knowledge and experience in land sales at the Mareeba Industrial Park and commercial land sales in general. The combined knowledge of 20 years' experience in the local area is desirable.

The assessment panel's unanimous recommendation is to award the tender to Mareeba Property Office.

RISK IMPLICATIONS

Operating

Marketing fees and commission payable for each parcel will be allocated from the sale proceeds of each parcel of land.

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

8.5 FINANCIAL STATEMENTS PERIOD ENDING 31 AUGUST 2022

Date Prepared: 5 September 2022

Author: Manager Finance

Attachments: 1. [Budgeted Income Statement by Fund 2022/23 Budget](#) [↓](#)

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 August 2022.

RECOMMENDATION

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

BACKGROUND

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

The end of financial year end audit is nearing its final stages of completion, with impact on final end of year figures (if any) yet to be identified. The 2021/22 Financial Statements were presented to the Audit Committee and Queensland Audit Office for the annual audit in August 2022.

For the month ending 31 August 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 to highlight, any variances at this stage are due to either budget allocation timing issues and year-end journals that have not been finalised yet until audit has been completed and financial statements signed off.

The surplus shown below is due to the rates notices being issued in August 2022, which represents 50% of annual rate levies.

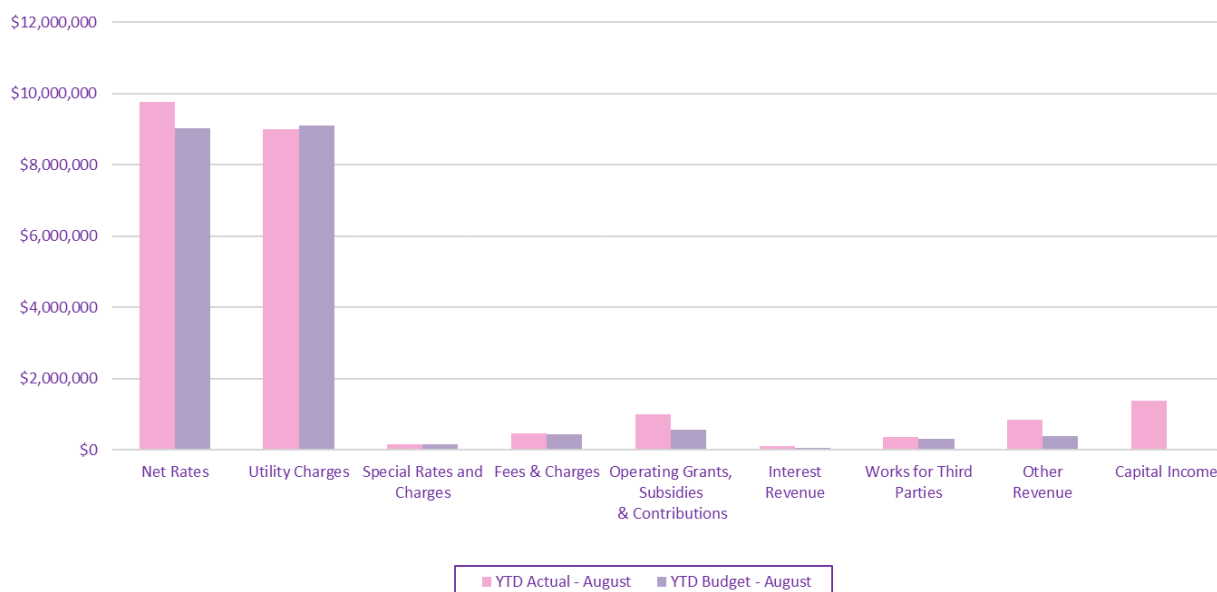
<i>August 2022 - Snapshot</i>	Actuals YTD	Budget YTD
Total Operating Income	\$ 21,673,433	20,083,274
Total Operating Expenditure	\$ 8,558,394	8,970,328
Operating Surplus/(Deficit)	\$ 13,115,039	11,112,946
Total Capital Income (grants, developer contributions)	\$ 1,382,169	30,000
Net Result - Surplus/(Deficit)	\$ 14,497,208	11,142,946

Income Analysis

Total income (inclusive of capital income of \$1,382,169) for the period ending 31 August 2022 is \$23,055,602 compared to the YTD budget of \$20,113,274.

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

Actual Income V Budget Income



	Actual YTD	Budget YTD	Note
Net Rates	9,750,129	9,028,433	1
Utility Charges	9,004,703	9,109,176	1
Special Rates and Charges	151,062	162,030	1
Fees & Charges	458,658	447,063	
Operating Grants, Subsidies & Contributions	990,309	573,950	2
Interest Received	100,230	49,667	3
Works for Third Parties	363,865	324,638	
Other Revenue	854,477	388,317	4
Capital Income	1,382,169	30,000	5

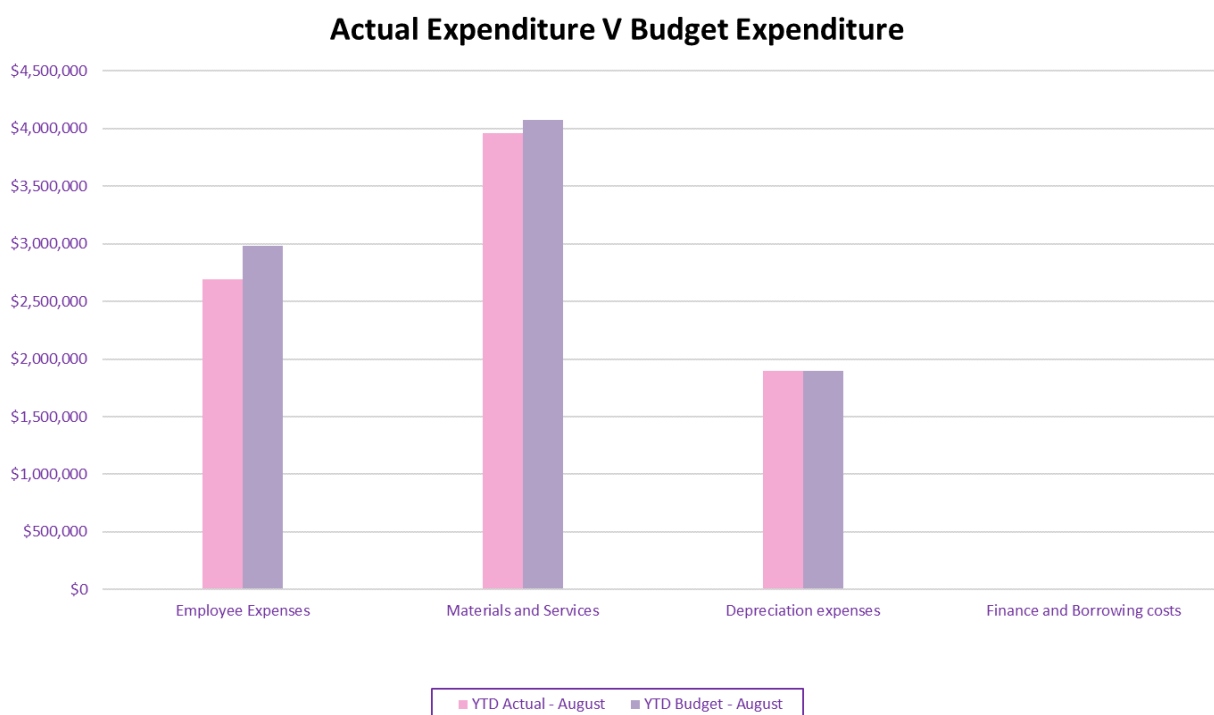
Notes:

1. Rates for the half year ending 31 December 2022 were levied in August. The favourable variance relates to the rates discount, which is only recorded when rate payments are made. As more rate payments are received before discount dates, this variance will reduce.
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.
3. Favourable variance due to interest received from the term deposit that had matured in August not budgeted for and interest received on QTC higher than anticipated.

4. Favourable variance due to the sales of three lots of land parcels sold at the Mareeba Industrial Park, gross sales amounted to \$406k during the month of August.
5. Funding received for the DTMR Bridge Renewal Program John Doyle Bridge, LRCIP2, and from the QRA for the Bicentennial Lakes Gravity Main upgrade project.

Expenditure Analysis

Total expenses for the period ending 31 August 2022 is \$8,558,394 compared to the YTD budget of \$8,970,328. The graph below shows actual expenditure against budget for the period ending 31 August 2022.



	Actual YTD	Budget YTD	Note
Employee expenses	2,692,462	2,982,848	
Materials & Services	3,957,368	4,077,490	
Depreciation expenses	1,896,632	1,896,632	
Finance & Borrowing costs	11,932	13,358	

Notes:

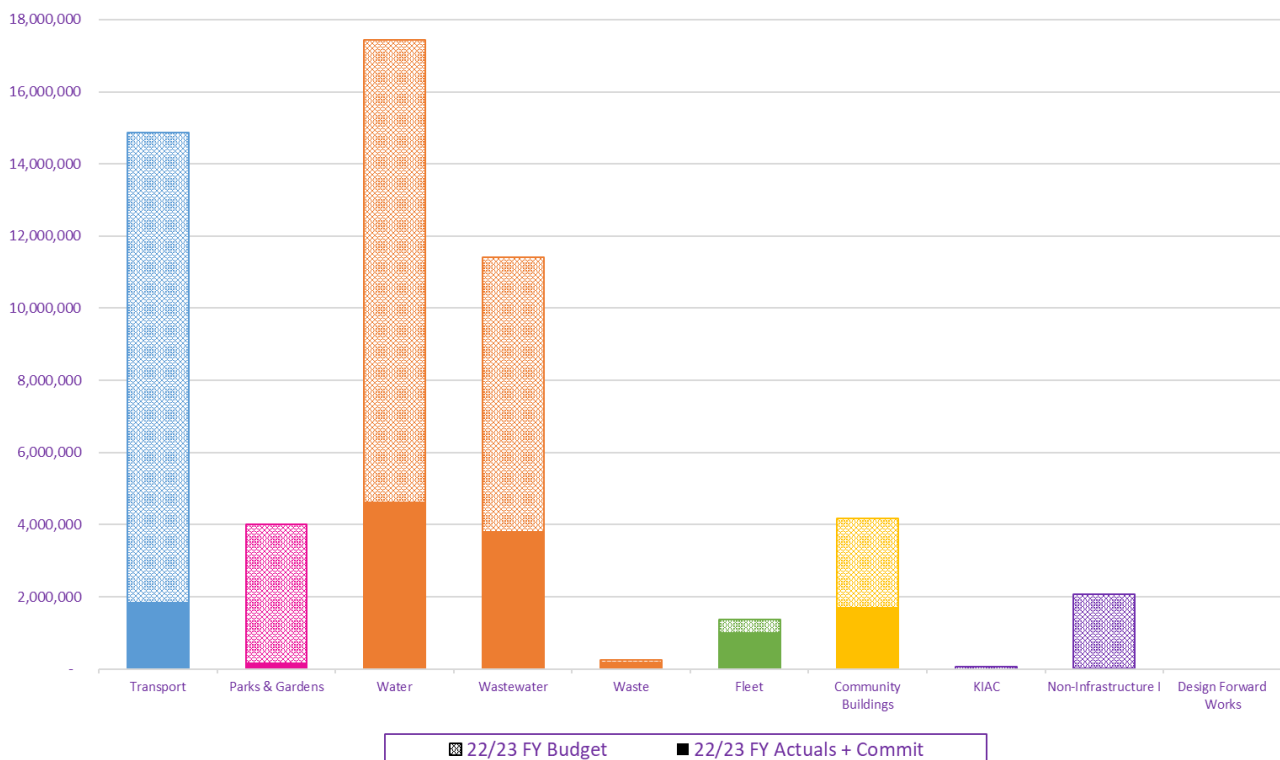
No issues or significant variances to report.

Capital Expenditure

Carry over capital works from 2021/22 of \$18,311,416 are proposed to be added to the 2022/23 program. In addition to these carry overs, there are some adjustments (\$30,339) and additional capital projects (\$557,135) which are also proposed to be included in the amended program for 2022/23 which will bring total annual capital budget to \$55,655,076.

Total capital expenditure of \$13,519,963 (including commitments) has been spent for the period ending 31 August 2022 against the 2022/23 adjusted annual capital budget of \$55,655,076.

Capital Actuals v Budget



Loan Borrowings

Council's loan balance is \$7,276,563.53

Rates and Sundry Debtors Analysis

Rates and Charges

The total rates and charges payable as at 31 August 2022 are \$13,799,018 which is broken down as follows:

Status	31 August 2022		31 August 2021	
	No. of properties	Amount	No. of properties	Amount
Valueless land	11	431,663	18	847,045
Payment Arrangement	67	113,285	75	131,947
Collection House	180	1,007,932	206	1,161,258
Exhausted – awaiting sale of land	50	680,535	11	215,713
Sale of Land	2	69,582	-	-
Other (includes current rate notices)	6,568	11,496,021	6,786	11,573,497
TOTAL	6,878	13,799,018	7,096	13,929,460

The Rate Notices for the period ending 31 December 2022 were issued on 8 August 2022 with discount due date 9 September 2022. The total gross rates and charges levied for the six (6) month period amounted to \$20,511,554.

Collection House collected \$64,657 for the month of August 2022.

Sundry Debtors

The total outstanding for Sundry Debtors as at 31 August 2022 is \$823,637 which is made up of the following:

Current	30 days	60 days	90 + days
\$767,597	\$12,662	\$5,173	\$38,205
93.20%	1.55%	0.65%	4.60%

Procurement

There were no emergency orders for the month

The purchase of the second-hand Vac Unit will be procured under the *Local Government Regulation 2012*, section 235 (e) a local government may enter into a medium or large sized contractual arrangement without first inviting written quotes or tenders if – the contract is for the purchase of second-hand goods.

Financial Sustainability Ratios

In accordance with s169(5) of the *Local Government Regulation 2012* requires Councils to report against the Department of Local Government, Racing and Multicultural Affairs (DLGRMA) sustainability financial ratios. These ratios are designed to provide an indication of the performance of Council against key financial sustainability criteria which must be met to ensure the prudent management of financial risks.

Ratio	Description	Actual Result	Target	Target met	FY Budget
Operating surplus ratio	This is an indicator of the extent to which revenue raised covers operational expenses only or are available for capital funding purposes. The higher the ratio the better.	60.51%*	0 - 10%	<input checked="" type="checkbox"/>	10.72%
<i>*This ratio is significantly high due to the rates for the 6-month period July to December all recognised in August. The ratio will effectively decline to the budget figure as the months progress.</i>					
Net financial liabilities ratio	This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues. A ratio less than zero (negative) indicates that the current assets exceed total liabilities and therefore The lower the percentage the better.	N/A	<=60%	<input checked="" type="checkbox"/>	(80.35)%
<i>As the information required for the net financial liabilities ratio is based on full year results no monthly figure can be provided. This ratio will be provided in the budget and annual financial statements as regulated.</i>					
Asset sustainability ratio	This is an approximation of the extent to which the assets managed by Council are being replaced as these reach the end of their useful lives. This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall portfolio of assets is wearing out.	N/A	>90%	<input checked="" type="checkbox"/>	160.23%
<i>As the information required for the asset sustainability ratio is based on full year results no monthly figure can be provided. This ratio will be provided in the budget and annual financial statements as regulated.</i>					

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>Consolidated</u>			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	19,486,724	19,332,139	38,664,277
Less Discounts and Pensioner Remissions	(580,830)	(1,032,500)	(2,065,000)
Net Rates and Utility Charges	18,905,894	18,299,639	36,599,277
Fees and Charges	458,658	447,063	1,542,903
Operating Grants and Subsidies	990,309	573,950	7,940,750
Operating Contributions	-	-	51,051
Interest Revenue	100,230	49,667	298,000
Works for Third Parties	363,865	324,638	1,945,825
Other Revenue	854,477	388,317	2,206,605
Total Operating Revenue	21,673,433	20,083,274	50,584,412
Expenditure			
Employee Expenses	2,692,462	2,982,848	18,386,475
Materials and Services	3,957,368	4,077,490	15,123,472
Depreciation expense	1,896,632	1,896,632	11,379,827
Finance and Borrowing costs	11,932	13,358	257,402
Total Operating Expenses	8,558,394	8,970,328	45,147,177
Operating Surplus/(Deficit)	13,115,039	11,112,946	5,437,235
Capital Income			
Capital Contributions	8,059	-	-
Capital Grants and Subsidies	1,373,999	-	13,094,510
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	111	30,000	180,000
Total Capital Income	1,382,169	30,000	13,274,510
Net Result	14,497,208	11,142,946	18,711,745

Budgeted Income Statement by Fund 2022/23 Budget			
General			
	Actual YTD	Budget YTD	2023/23
Revenue			
Rates and utility charges	10,420,520	10,163,067	20,326,133
Less Discounts and Pensioner Remissions	(580,830)	(1,032,500)	(2,065,000)
Net Rates and Utility Charges	9,839,690	9,130,567	18,261,133
Fees and Charges	440,833	398,730	1,252,903
Operating Grants and Subsidies	971,601	573,950	7,940,750
Operating Contributions	-	-	-
Interest Revenue	45,428	34,667	208,000
Works for Third Parties	349,833	324,638	1,945,825
Other Revenue	677,807	328,650	1,973,605
Total Operating Revenue	12,325,192	10,791,202	31,582,217
Expenditure			
Employee Expenses	2,500,984	2,762,096	17,038,416
Materials and Services	2,637,500	2,274,902	5,659,886
Depreciation expense	1,335,210	1,335,210	8,011,290
Finance and Borrowing costs	11,932	13,358	144,453
Total Operating Expenses	6,485,626	6,385,566	30,854,044
Operating Surplus/(Deficit)	5,839,565	4,405,636	728,172
Capital Income			
Capital Contributions	7,330	-	-
Capital Grants and Subsidies	844,249	-	5,291,665
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	111	30,000	180,000
Total Capital Income	851,690	30,000	5,471,665
Net Result	6,691,255	4,435,636	6,199,837

Budgeted Income Statement by Fund 2022/23 Budget			
Waste			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	2,175,900	2,161,777	4,323,553
Less Discounts and Pensioner Remissions	-	-	-
Net Rates and Utility Charges	2,175,900	2,161,777	4,323,553
Fees and Charges	10,629	40,000	240,000
Operating Grants and Subsidies	-	-	-
Operating Contributions	-	-	51,051
Interest Revenue	7,588	3,333	20,000
Works for Third Parties	2,455	-	-
Other Revenue	150,242	33,333	200,000
Total Operating Revenue	2,346,814	2,238,443	4,834,604
Expenditure			
Employee Expenses	8,227	-	-
Materials and Services	577,015	766,625	4,618,095
Depreciation expense	29,860	29,860	179,159
Finance and Borrowing costs	-	-	-
Total Operating Expenses	615,102	796,485	4,797,254
Operating Surplus/(Deficit)	1,731,712	1,441,958	37,350
Capital Income			
Capital Contributions	-	-	-
Capital Grants and Subsidies	-	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
Total Capital Income	-	-	-
Net Result	1,731,712	1,441,958	37,350

Budgeted Income Statement by Fund 2022/23 Budget			
<u>Wastewater</u>			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	2,934,930	2,924,603	5,849,205
Less Discounts and Pensioner Remissions	-	-	-
Net Rates and Utility Charges	2,934,930	2,924,603	5,849,205
Fees and Charges	7,197	8,333	50,000
Operating Grants and Subsidies	-	-	-
Operating Contributions	-	-	-
Interest Revenue	22,425	8,333	50,000
Works for Third Parties	1,220	-	-
Other Revenue	-	-	-
Total Operating Revenue	2,965,772	2,941,269	5,949,205
Expenditure			
Employee Expenses	60,431	89,260	543,149
Materials and Services	214,693	335,764	1,621,915
Depreciation expense	267,302	267,302	1,603,815
Finance and Borrowing costs	-	-	112,950
Total Operating Expenses	542,426	692,326	3,881,828
Operating Surplus/(Deficit)	2,423,345	2,248,943	2,067,377
Capital Income			
Capital Contributions	729	-	-
Capital Grants and Subsidies	225,199	-	3,140,000
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
Total Capital Income	225,928	-	3,140,000
Net Result	2,649,274	2,248,943	5,207,377

Budgeted Income Statement by Fund 2022/23 Budget			
<u>Water</u>			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	3,895,374	4,022,797	8,045,594
Less Discounts and Pensioner Remissions	-	-	-
Net Rates and Utility Charges	3,895,374	4,022,797	8,045,594
Fees and Charges	-	-	-
Operating Grants and Subsidies	18,707	-	-
Operating Contributions	-	-	-
Interest Revenue	14,898	3,333	20,000
Works for Third Parties	10,358	-	-
Other Revenue	26,429	26,333	33,000
Total Operating Revenue	3,965,766	4,052,464	8,098,594
Expenditure			
Employee Expenses	122,177	131,492	804,911
Materials and Services	479,378	657,527	3,175,454
Depreciation expense	248,551	248,551	1,491,308
Finance and Borrowing costs	-	-	-
Total Operating Expenses	850,106	1,037,570	5,471,673
Operating Surplus/(Deficit)	3,115,660	3,014,894	2,626,921
Capital Income			
Capital Contributions	-	-	-
Capital Grants and Subsidies	304,551	-	4,662,845
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
Total Capital Income	304,551	-	4,662,845
Net Result	3,420,211	3,014,894	7,289,766

Budgeted Income Statement by Fund 2022/23 Budget			
<u>Benefited Area</u>			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	60,000	59,896	119,792
Less Discounts and Pensioner Remissions	-	-	-
Net Rates and Utility Charges	60,000	59,896	119,792
Fees and Charges	-	-	-
Operating Grants and Subsidies	-	-	-
Operating Contributions	-	-	-
Interest Revenue	9,892	-	-
Works for Third Parties	-	-	-
Other Revenue	-	-	-
Total Operating Revenue	69,892	59,896	119,792
Expenditure			
Employee Expenses	642	-	-
Materials and Services	48,782	42,672	48,122
Depreciation expense	15,709	15,709	94,255
Finance and Borrowing costs	-	-	-
Total Operating Expenses	65,133	58,381	142,377
Operating Surplus/(Deficit)	4,759	1,515	(22,585)
Capital Income			
Capital Contributions	-	-	-
Capital Grants and Subsidies	-	-	-
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	-	-	-
Total Capital Income	-	-	-
Net Result	4,759	1,515	(22,585)

8.6 KURANDA INFRASTRUCTURE AGREEMENT - ANNUAL REPORTING

Date Prepared: 26 August 2022

Author: Director Corporate and Community Services

Attachments: 1. [KIAC Annual Report 2021/22](#) [↓](#)

EXECUTIVE SUMMARY

The Kuranda Township Infrastructure Master Plan 2022 - 2031 is supported by funding provided to Council under the Kuranda Infrastructure Agreement (KIA).

As per Section 13.2 of the Agreement, Council is required to submit an annual report on the operation of the Kuranda Fund.

RECOMMENDATION

That Council endorses the submission of the attached annual report on the operation of the Kuranda Fund for 2021/22 to the Department of State Development, Infrastructure, Local Government and Planning.

BACKGROUND

Since 1994, when the first KIA was entered into, the Queensland Government has, in recognition of the significant economic benefits that Kuranda brings to the Far North Region, and subject to the terms and conditions set out in the 1994 and succeeding infrastructure agreements, committed to make a financial contribution towards the funding of infrastructure and amenities that will enhance visitors' experience of the Kuranda area.

While the funding provided by the State under the KIA is directed specifically for the provision of infrastructure and services primarily intended to enhance visitors' experience of Kuranda and surrounds. While these projects specifically are targeted in improving the visitor experience, they also contribute to a broader range of objectives that enhance the well-being of the Kuranda community.

All expenditure from the Kuranda Fund provided by the State will:

- be used to support the provision and maintenance of amenities which will enhance visitors' experience, enjoyment and environmental understanding of the Kuranda area while supporting the well-being of the Kuranda community.
- be consistent with best practice asset management principles. Specifically, planning for the construction of infrastructure should occur in concert with planning for replacements, upgrades and maintenance.
- be first approved by the Minister or his or her approved delegate via the incorporation of priority projects and their estimated costs in the KTIMP; and
- not be used to provide services and amenities that could and should reasonably be paid for by Council in the normal course of providing municipal services and amenities to residents, rate payers and businesses from whom it collects monies through rates and other charges.

Approved expenditure also includes the direct costs associated with the implementation of the KTIMP; repayment of borrowed monies to undertake projects identified in the KTIMP; cost of

preparation of the KTIMP; acquisition of property required to implement a project identified in the KTIMP; purchase of equipment and plant required to give effect to the KIA, and accounting costs to operate.

RISK IMPLICATIONS

Financial

Infrastructure improvements undertaken by the Kuranda Infrastructure Fund will be due for renewal in the future. Should funding be discontinued under this program, the renewal of assets may be delayed or alternatively will have to be funded through the General Fund.

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.

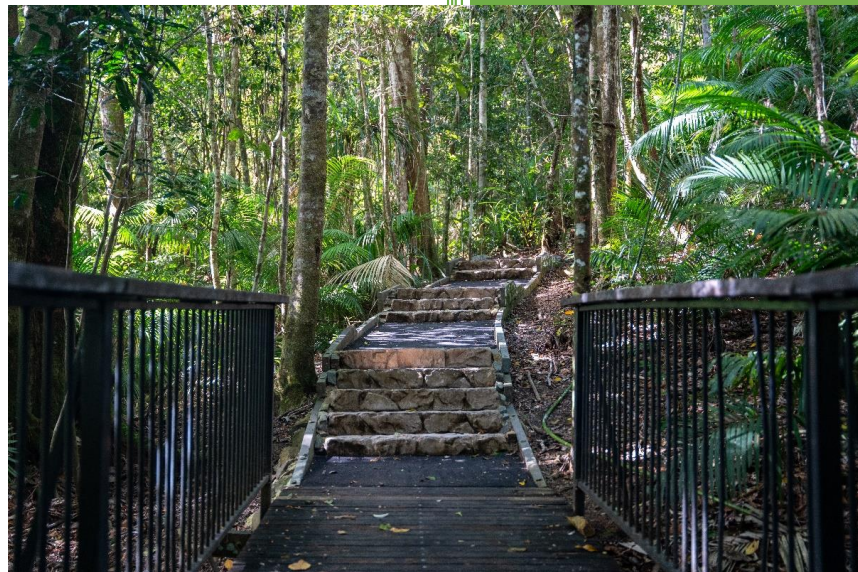
IMPLEMENTATION/COMMUNICATION

N/A



2021/22

Kuranda Infrastructure Program ANNUAL REPORT



Executive Summary

The 2021/22 financial year was a very different year for Kuranda Infrastructure Program. In addition to the reduced trading impacts from COVID, a new agreement was under negotiation for a significant portion of the year.

Council has been in negotiations with the State Government regarding the Kuranda Infrastructure Agreement 2022-2031 (KIA) with a new, but very different, 10-year agreement executed in November 2021 commencing on 1 January 2022. Given the new agreement only sees funding coming from Scenic Rail, it will see a much-reduced scope and the focus will be on maintenance and renewal of existing assets rather than building new infrastructure assets.

The requirement to adopt a Kuranda Township Infrastructure Master Plan (KTIMP) is a key requirement outlined in Section 7.4 of the KIA, Council endorsed a new Kuranda Township Infrastructure Master Plan 2022-2031 on 18 May 2022 for submission to the State for consideration and approved by the State on 8 August 2022.

In line with the Kuranda Township Infrastructure Masterplan, continued progress has been made under the Kuranda Infrastructure Program during the 2021/22 financial year. This includes continued work on key projects such as Wayfinding Signage which has been held up due to supply deficiencies. The Barron Falls Walking Track and rehabilitation of the Jungle Walk and Jum Rum Walking Trails are now complete and open to the public.

Under the new agreement Council will shift focus to renewal, upgrade and maintenance of infrastructure constructed under the Kuranda Infrastructure Program. Council is committed to managing its assets in accordance with legislation, accounting standards and recognised best practice. and completion of the new. These projects will ensure that core infrastructure in Kuranda meets the needs of large numbers of visitors to the town.

During the 2021/22 financial year, the Kuranda Infrastructure Fund supported capital projects drawn from the Kuranda Township Infrastructure Masterplan as identified below.

Project	Project Budget (remaining)	Project Costs to 30 June	Comments
Wayfinding signage	\$67,935	\$8,357	Fabrication and supply of signage stalled due to COVID-19 deficiencies in some of the signage we have received from the supplier. Temporary signage has been erected for the walking trails in the interim. Final costs will be incurred in 2022/23.

Other commitments included:

- Depreciation \$106,241
- Maintenance \$61,760

The Fund received four (4) payments for the year totalling \$207,850 which along with the balance of funds from previous years, attracted interest of \$33,364.

It was not necessary for the Kuranda Infrastructure Advisory Committee to meet during the 2021/22 financial year as the Committee was effectively in a holding pattern whilst awaiting the outcome of the new Agreement.

Members were, however, kept up to date of the negotiations by way of correspondence from the Mayor on two occasions. Given the new agreement only sees funding coming from Scenic Rail, a much-reduced scope and shift in focus to concentrate on maintenance and renewal of existing assets, rather than building new infrastructure assets, will be seen.

Given that there is no need to advise Council on what assets should be developed, the formal Advisory Committee is not required. The Committee members were advised of this on the 10 February 2022.

Council acknowledges stakeholder needs and interests (stakeholders being defined as the local Kuranda community, local Indigenous community, QRail, local businesses and any other entity closely associated with the provision of public amenities for tourists visiting Kuranda) moving forward, and notes that views provided by these stakeholders will be considered during reviews of the Agreement and the Kuranda Township Infrastructure Master Plan.

Barron Falls Walking Track



The completed Barron Falls Walking Track comprised of two parts:

- A link trail from the Kuranda Jungle Walk to the end of Weir Road, and
- A link through Barron Gorge National Park trail from the end of Weir Road to the Barron Falls car park area.

The Barron Gorge National Park trail offers visitors to Kuranda a linking trail between Jum Rum Creek Conservation Park and the Barron Gorge National Park; alleviating foot traffic on Barron Falls Road. The trail offers a similar rainforest experience to the Jungle Walk in Kuranda with the added potential to present World Heritage Wet Tropics values.

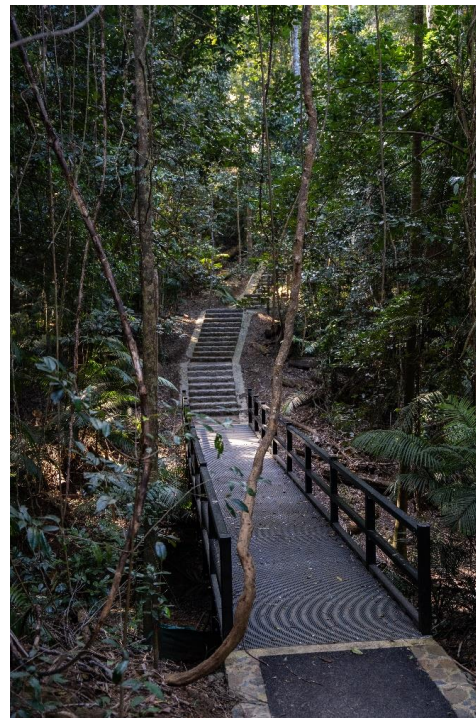
Extensive consultation with community, cultural, environmental and government stakeholders has contributed towards the delivery of a first class experience for locals and visitors alike. Although construction timeframes were impacted by the emergence of COVID-19 and weather events; all members of the construction phase of works worked cohesively to ensure delivery occurred as efficiently and effectively as possible. The resultant track has incorporated elements and features which provide an excellent foundation for the future expansion of environmental and cultural awareness programs while achieving improvements to pedestrian safety through the alleviation of foot traffic from Barron Falls Road.



Bridge 6 National Park Section



National Park Section



Bridge, approach and stone staircase

Rehabilitation of Jungle Walk and Jum Rum Walking Trail



Constructed circa 2000 under the Kuranda Infrastructure Program, the Jum Rum and Jungle Walk walking trails are adjacent to the Kuranda township and provide tourists and locals with an opportunity to experience the relaxed surrounds of the rainforest at their leisure. Importantly, the trails provide connection to the recently completed Barron Falls Walking Trail.

While the Jungle Walk and Jum Rum Walking trails have been maintained on a regular basis over the past 20 years, the elements have taken their toll, with the pathway having reached the point that major refurbishment was required. The project scope called for the remediation of the asphalt surfaced Jum Rum and Jungle Walk walking trail pathway, steps and other built structures situated along the lengths of the trails, in the theme matching the newly constructed Barron Falls Walking Trail.

The project commenced in mid-October 2020 with works on the Jum Rum section of the trail. Despite delays in construction due to COVID-19 and weather events, all members of the construction phase of works worked cohesively to ensure delivery occurred as efficiently and effectively as possible.

Jum Rum Trail:

Rehabilitation of Jum Rum Walking Trails were substantially complete prior to mid-December 2021 and the trail opened to the public. The last significant piece of work replacing the single span pedestrian bridge near Barang Street was removed, and the new bridge installed in mid-June 2021.

Jungle Walk:

Contour works mobilised in mid-March, setting up at the amphitheatre carpark to commence preparatory works, including pressure cleaning the existing asphalt and cutting out damaged and lifted sections of path prior to the new asphalt overlay. Stone and concrete materials were used to reinforce/remediate collapsed sections of the pathway edging.



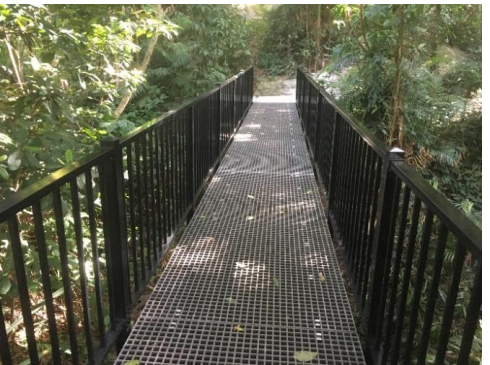
Jum Rum Trail - Asphalt overlay and buttressed edge



Jum Rum Trail - New pre-cast stone look concrete steps



New Barang Street Bridge - Under construction



New Barang Street Bridge - Jum Rum Walk



Jungle Trail - Stone Stanchioning



Jungle Trail - Replacement stone look steps

New Wayfinding Signage



The Kuranda Wayfinding Signage project aims to provide a modern and consistent wayfinding solution for roads and pathways throughout Kuranda township that aligns with Kuranda’s existing “Village in the Rainforest” branding and marketing campaign to enhance visitors' experience.

The scope of works for the project included a signage audit, development of a wayfinding solution, concept options for signage, and selection of a preferred design, to form the basis of the detailed design, fabrication and installation of wayfinding signage throughout Kuranda. The project also included decommissioning and/or re-purposing of existing signage. The signage audit, development of a wayfinding solution, concept options and detailed design were completed in early 2019.

Initial stakeholder feedback indicated that a 'natural timber' appearance was the preferred aesthetic option. In consultation with KIAC members, it was decided to proceed with synthetic 'wood grain' appearance for the signage to provide a more durable, low-maintenance product.

The project was originally planned to be completed by the end of 2019, however, additional time was required to enable comprehensive community engagement and preparation of detailed architectural and structural tender-ready designs for each of the signs.

Timelines associated with the fabrication and installation of components have been significantly constrained by the emergence of COVID-19 and due to deficiencies in some of the signage we have received from the supplier Both Council and the Fabricator are working towards addressing issues affecting the project. The anticipated completion date for the installation of the new signage will be December 2022.



Existing, inconsistent wayfinding signage to be replaced



Approved suite of signage designs for new Kuranda Wayfinding Signs

Mareeba Shire Council

Kuranda Infrastructure Fund

Financial Report

For the year ended 30 June 2022

	2021/22	2020/21
Income		
Tourist Levies	207,850	441,395
Overpayment 21/22 tourist levies	(150,000)	-
Interest - QTC	33,364	37,791
Total Income	91,214	479,186
Expenses		
Infrastructure Works		
Therwine Street Redevelopment Stage 1	-	(17,012)
New Wayfinding Signage	(8,357)	(96,178)
Barron Falls Walking Track	-	(2,117,897)
Kuranda Township Infrastructure Masterplan	-	(97,865)
Maintenance	(61,760)	(53,414)
Depreciation	(106,241)	(68,540)
Total Expenditure	(176,358)	(2,450,906)
Surplus/(Deficit)	(85,144)	(1,971,720)
Infrastructure Reserve		
Opening Balance	1,457,035	3,428,755
Surplus/(Deficit) from above	(85,144)	(1,971,720)
Closing Balance	1,371,891	1,457,035
Depreciation Reserve		
Opening Balance	250,446	621,833
Transfer Depreciation in	106,241	68,540
Expenditure funded by depreciation		
Jum Rum Creek Walking Track rehabilitation	(1,208)	(253,417)
Jungle Walk Track rehabilitation	(213)	(186,510)
Closing Balance	355,266	250,446
Combined Reserve Balance	1,727,157	1,707,481

8.7 MAREEBA HERITAGE CENTRE - 100 PARK MARKETS PROPOSAL

Date Prepared: 7 September 2022

Author: Manager Customer and Community Services

Attachments:

1. Mareeba Heritage Centre 100 Park Markets Proposal [↓](#)
2. Mareeba Heritage Centre Inc 100 Park Markets Agreement [↓](#)

EXECUTIVE SUMMARY

Mareeba Heritage Centre has lodged a submission to operate markets, "100 Park Markets", in Centenary Park on the 3rd Saturday of each month.

RECOMMENDATION

That Council enter into an agreement with Mareeba Heritage Centre for the operations of markets at Centenary Park on the 3rd Saturday of the month, subject to these conditions being met:

- (a) A detailed site plan is provided
- (b) A Traffic Management Plan is provided
- (c) A copy of the approved Traffic Guidance Scheme and Department of Transport and Main Roads permit/s is provided
- (d) The funds being contributed by Mareeba Heritage Centre to promote the Markets and to meet initial operational costs is not funded from Council's contribution to the Centre's operational costs.

BACKGROUND

Council received correspondence from Mareeba Heritage Centre (MHC) on 8 July 2022 indicating their wish to operate markets in Centenary Park.

This coincided with St Thomas P&F Committee relocating the Mareeba Markets from Centenary Park to Mareeba Turf Club. Mareeba Markets are held on the 2nd and 5th Saturdays of the month.

On 31 August 2022 MHC lodged a formal submission to operate markets in Centenary Park on 3rd Saturday of the month. This proposal includes:

- 100 Park Markets Event Management Plan
- Proposed Traffic Guidance Scheme
- Public Liability Certificate

RISK IMPLICATIONS**Infrastructure and Assets**

Conditions to protect park assets and infrastructure are included in the agreement.

Legal and Compliance

Mareeba Heritage Centre will be required to hold Public Liability Insurance (\$20 million) and comply with conditions stipulated in Agreement.

Health and Safety

The safe movement of traffic and pedestrians in the area while the markets are operating are to be considered. A Traffic Guidance Scheme, Traffic Management Plan and TMR permit/s are required.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LINK TO CORPORATE PLAN

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.

IMPLEMENTATION/COMMUNICATION

Mareeba Heritage Centre be informed of the outcome of their market proposal.

is



MAREEBA HERITAGE CENTRE INC
Market Operator

EVENT MANAGEMENT PLAN
August 2022



This document is the Event Management Plan (EMP), Procedures, Checklist and Guide that applies to the 100 Park Markets.

This is the key document that describes the layout, management and operational plan for the Markets.

Included in this plan are practical guides and resources to help plan, promote and stage the successful event. As well as providing guidance on how to go about each stage of the process.

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INTRODUCTION

This Event Management Plan (EMP), Procedures, Checklist and Guide is designed by Mareeba Heritage Centre Inc ABN 25 062 357 797 (the ‘Organiser’) who will operate the 100 Park Markets (the ‘Markets’) at Centenary Park in Mareeba.

This is the key document that describes the layout, management and operational plan for the market. Included in this plan are practical guides and resources to help plan, promote, and stage the successful event. As well as providing guidance on how to go about each stage of the process.

EVENT PLAN

Developing the EMP is critical to ensure the Markets success. The information provided in this document is designed to walk the reader through each step involved in organising the Markets, and may be used as a checklist.

We have consulted with relevant local government authorities and other relevant agencies in developing the EMP.

The 100 Park Markets EMP applies to the access-controlled area of Centenary Park, 345 Byrnes Street, Mareeba. Remedial actions may be applied by Mareeba Heritage Centre Inc in the event of non-compliance of the EMP.

Useful Contact Numbers

CONTACT	PHONE	EMAIL
Market Steering Committee	07 4092 5674	manager@mareebaheritagecentre.com.au
Market Manager	07 4223 1214	manager@100parkmarkets.com.au
Incident Reporting	07 4223 1214	manager@100parkmarkets.com.ua
Market Day Co-ordinator	TBA	TBA

DESCRIPTION OF MARKET

100 Park Markets

The 100 Park Markets is a premium market featuring a curated lineup of 175 stalls of local designers, makers, artisans, producers, food and drink and sustainable slow fashion. The Markets concept is to ‘meet the maker’; makers who are willing to personally attend the Markets, to meet the customers who want to know about the products and the production process.

Market Charter

The Mareeba Heritage Centre Inc Board recognize that markets provide for the needs of the community, ranging from the provision of fresh food to the provision of goods and services. Markets serve as an anchor for community to come together, get to know one another and celebrate everything local. Markets also showcase the unique aspects of the region’s evolving talented locals seeking to share their gifts and promote positive messages to our visitors.

The 100 Park Markets supports the Mareeba Heritage Centre Inc Strategy, Vision and Mission Statement.

The 100 Park Markets is a fundraising initiative for the Mareeba Heritage Museum and will support museum projects and programs.

The 100 Park Markets contributes and supports tourism.

The 100 Park Markets is a premium market featuring a curated lineup of 175 stalls of local designers, makers, artisans, producers, food and drink and sustainable slow fashion.

The 100 Park Markets concept is to ‘meet the maker’; makers who are willing to personally attend the market, to meet the customers who want to know about the products and the production process.

The 100 Park Markets will aim to have 5% Stallholder participation by community groups, sporting clubs, schools, social enterprises, not-for-profit organisations and / or new start-up businesses. On registration local services and community groups will be given access to stall sites, when available, as markets connect communities and enliven public domain.

The 100 Park Markets is backing the locally-made industry and community.

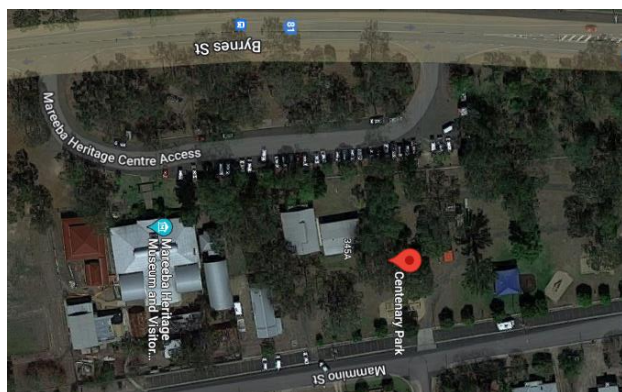
The 100 Park Markets will curate a high quality lineup, making it easy for the public to support handmade businesses who produce locally.

The 100 Park Markets preferred Stallholders will operate sustainably and safely.

The 100 Park Markets will explore providing a space for the community to meet, participate in activities, perform and enjoy live entertainment.

Time and Location

WHEN: 3rd Saturday of each month
 TRADING: 7.00am to 12.00pm
 WHERE: Centenary Park, 345 Byrnes Street, Mareeba, QLD, 4880
 CONTACT: Email: info@100parkmarkets.com.au
 Telephone: 07 4223 1214
 SOCIALS: www.100parkmarkets.com
www.facebook.com/100parkmarkets

**100 Park Markets Steering Committee**

The 100 Park Markets will be operated by Mareeba Heritage Centre Inc (the 'Organiser'), 100 Park Markets Steering Committee. The Steering Committee Members will oversee the markets. The Steering Committee, nominated by the Mareeba Heritage Centre Inc Board, includes:

- Edward Nipper Brown
- Cr Mario Mlikota
- Mary Graham
- Neil Sandal-Vear
- Janet Greenwood

Roles and Responsibilities

Roles will be allocated to Steering Committee Members and Volunteers with a range of expertise, interests, skills and experience to share the work. Designated roles for the Steering Committee are:

- Market Manager
- Market Day Co-ordinator
- General members with various responsibilities – '*on the ground*'

The Market Manager is the essential position for this event. The Market Manager is responsible for:

- the smooth running and coordination of the event.
- the inclusive and welcoming nature of the event for all.
- ensuring that the event complies with all relevant Federal and State laws and local government policies and regulations. The ongoing development and improvement of the 100 Park Markets.
- managing site rules, Site security, cleanliness, waste and pest management, traffic management and safety.
- managing risk, hazards, the environment and emergency procedures.
- ensure correct incident reporting procedures are followed.
- ensuring that all forms are filled out and details lodged with the relevant authority. ensuring that appropriate permission is received before the event goes ahead. recording details of invitees and attendees.
- advertising the event.
- budget forecasting and financial control.

The Market Day Co-ordinator is the essential position on the scheduled market days. The MDC is responsible for:

- the smooth running of the event.
- the inclusive and welcoming nature of the event for Stallholders and Market Users.
- ensure incident procedures are followed.

Contact During Event

The Market Manager (MM) is responsible for the overall management of the event. Their role and responsibility includes organising, resourcing, creative directing, human resource management, negotiating, financial management, public representation, troubleshooting and liaison. The MM will be contactable throughout the event planning, conducting and evaluation processes.

The Market Day Coordinator (MDC) is responsible for the overall co-ordination of the event on the scheduled market day. Their role and responsibility includes organising, resourcing, public representation, troubleshooting and liaison. The MDC will be contactable throughout the scheduled market day.

MARKET OPERATOR

Mareeba Heritage Centre Inc (the 'Organiser') operates the 100 Park Markets in Centenary Park, Byrnes Street, Mareeba. The Organiser's management of this Site on scheduled Market days includes:

- Managing Agreements with Stallholders
- The ongoing development and improvement of the 100 Park Markets
- Managing Site rules, security, cleanliness, waste management, traffic management and safety
- Managing risk, hazards, the environment and emergency procedures

The Organiser implements procedures set out in the EMP so as to comply with our obligations at law.

This EMP has been designed to provide Regulatory Authorities, Workers, Stallholders and Market Users with a summary of the procedures enforced at this Site. This EMP is not intended to replace legal requirements nor does it provide an exhaustive overview of all of the procedures described in the EMP. It does set out the key operating procedures that apply to the access-controlled Site of the 100 Park Markets.

The Organiser has the overarching duty of care to promote safety, manage pedestrian and vehicle traffic and ensure a clean Site. However, Stallholders are responsible for providing a safe stall in their designated areas which includes a requirement to follow the key procedures set out in the EMP and the Stallholders Terms and Conditions.

The Finances

Key Objectives and Financial Review

Financial objectives

- To support the Mareeba Heritage Museum projects and programs as a fundraising initiative by operating the 100 Park Markets.
- Ensure the 100 Park Markets is operated competently and financially responsibly.

Finance required

Mareeba Heritage Centre Inc is a not-for-profit membership-based organisation.

Mareeba Shire Council is the primary funding source of Mareeba Heritage Centre Inc. This financial assistance to the Board is to manage and operate the Centre in accordance with the terms and conditions contained in the Management Agreement. The Board has consulted with Council regarding this initiative who have provided in principle approval pending a formal written agreement.

The Board sees this initiative as a fundraising opportunity where all funds raised will support Mareeba Heritage Museum projects and programs. The Board acknowledges that this initiative is to be conducted at the Centre's own expense.

The Board sees that growth of this Market can be achieved through staging and prioritisation and active support from the community.

Potential Upside to Income

- Additional revenue generated by increase of participating stallholders.
- Additional revenue generated by participating buskers.
- New income raised through additional fees of other activities. Activities will be further explored to assess their merit and earning potential.
- Any additional funding received through grants.

Mareeba Heritage Centre Inc

A one-off cash contribution will be provided by Mareeba Heritage Centre Inc, to promote the Markets and meet initial operational costs.

Total financial contribution from Mareeba Heritage Centre Inc: \$6 000.

Stallholder fees

It is anticipated that Stallholders will be charged fees. This calculation is based on 85 Stallholders paying 12 consecutive months at an average cost of \$15p/m. This results in a revenue of approximately \$15 300 per annum, \$13 909 ex GST. This does not include additional fees. There is potential to double this income as maximum stall space on this Site is 175 stalls.

Total Stall Holder Fees: \$13 909

ATM rebate

Install a ATM at the Mareeba Heritage Centre to increase passive income by receiving commissions. Cash withdrawals directly related to the 100 Park Markets with additional benefits including new customers entering the establishment and providing Market Users with an easy cash option and convenience. This results in a revenue of approximately \$2 520 per annum (based on 200 transactions per month).

Total ATM rebates: \$2 520

Projected Budget

Projected Income and Expenditure for the first year of operation demonstrates that the event will be financially viable and raise funds as anticipated.

Figures exclude GST.

Description	Income	Expense
Income		
Mareeba Heritage Centre Inc contribution	\$6 000	
Stall holder fees	\$13 909	
ATM Rebate	\$2 520	
Total Income	\$22 429	
Expense		
Overheads (administration costs, traffic management plan)		\$5 000
Site Costs (equipment, staging, marking)		\$2 500
Marketing Costs (advertising/banners/website/Facebook)		\$5 000
Total Expenses		\$12 500
Operating Profit (Loss)		\$9 929
Net Surplus / (Deficit)		\$9 929

Event Promotion and Marketing

The name, 100 Park Markets, is in keeping with the Site location known as Centenary Park and to represent the Mareeba Heritage Centre.

Logo design to grab attention, make an impression, create brand identity, is memorable, separates the market from competition and foster loyalty.



Marketing and promotion collateral designed in the form of banner, social media posts, newspaper adverts, website and Facebook banners.

The following strategies are provided and will be prioritized according to their perceived effectiveness to meet the 100 Park Markets goals and budgeting constraints.

Planned promotion /advertising type	Expected business improvement	Target date
Banner 700 x 2250: Installed at the Mareeba Heritage Centre or in Ant Hill Park when permission received from TMR	Increase engagement with the local community and visitors Increase market success and revenue opportunities	Monthly
Local Paper advertising: Expressions of interest for Stallholders Advert to advertise commencement of 100 Park Markets Advert to advertise markets on this Saturday	Increase engagement with the local community and visitors Increase market success and revenue opportunities	Monthly

Local Radio advertising: Expressions of interest for Stallholders Advertise commencement of 100 Park Markets Advertise markets on this Saturday	Increase engagement with the local community and visitors Increase market success and revenue opportunities	Monthly
100 Park Market Website: Designed and linked to Mareeba Heritage Centre website with topics including: <ul style="list-style-type: none"> ▪ Home ▪ Stallholder directory ▪ What's On – if something special scheduled ▪ Visit – How to get there, FAQs ▪ Contact Us ▪ Apply 	Increase engagement with local, national and international visitors Increase market success and revenue opportunities	First 3 months Regular updates
100 Park Market Facebook: Schedule to ensure market topics are covered and followers receive new, relevant and up to date material on a regular basis	Increase engagement with the local community and visitors Increase market success and revenue opportunities	First 3 months Regular updates
Promotional Material: Printed DL Mareeba Heritage Centre brochure with 100 Park Market details	Increase engagement with local, national and international visitors Increase market success and revenue opportunities	Annual
Mareeba Heritage Centre Brochure included in marketing & distribution by Two Rivers to: <ul style="list-style-type: none"> ▪ Townsville ▪ Cairns Hire Car Co's ▪ Cairns tour desks ▪ Port Douglas 	Increase engagement with local, national and international visitors Increase market success and revenue opportunities	Annual
Advise relevant stakeholders for inclusion in their printed material, websites etc: <ul style="list-style-type: none"> ▪ Mareeba Shire Council ▪ Mareeba Chamber of Commerce ▪ Mareeba Tourism Task Force ▪ Tropical Tablelands Tourism ▪ Tablelands Regional Council ▪ Regional Visitor Information Centres 	Increase engagement with the local community and visitors Increase market success and revenue opportunities	First 3 months Regular updates

Evaluation

At the conclusion of each Market the 100 Park Markets Steering Committee will evaluate the Market against the EMP. This will allow the Steering Committee to identify and make appropriate changes, where necessary, to the EMP to ensure the ongoing and future success of the 100 Park Markets.

Quarterly Meeting, over the first 12 months, with Council Officers to review the implementation of the Terms of Agreement between Mareeba Shire Council and Mareeba Heritage Centre Inc.

EVENT OPERATIONAL REQUIREMENTS

The Mareeba Heritage Centre Inc Board acknowledges the conditions and responsibilities as Market Operator (the 'Organiser') in Centenary Park set out in the Terms of Agreement with Mareeba Shire Council. General market conditions, traffic management, risk assessment, park maintenance and governance conditions are addressed in the document.

General Market Information

WHEN: 3rd Saturday of each month
TRADING: 7.00am to 12.00pm
WHERE: Centenary Park, 345 Byrnes Street, Mareeba, QLD, 4880
CONTACT: Email: info@100parkmarkets.com.au
Telephone: 07 4223 1214
SOCIALS: www.100parkmarkets.com
www.facebook.com/100parkmarkets

Adverse Weather Hotline: 07 4223 1215

RISK MANAGEMENT**Insurance**

Mareeba Heritage Centre Inc holds \$20M Public Liability insurance with the Mareeba Shire Council noted as an interested party.

Appendix A: Certificate of Currency

Limits of the Organiser's Liability

The Organiser (and its officers, employees, agents and contractors) are not liable for anything they may do or omit to do or for any loss or damage to any vehicle, property or goods, or death or injury to any person however caused. Any covenant, warranty or obligation of the Organiser which is implied by legislation or the common law is excluded, unless it cannot lawfully be excluded. To the extent that the Organiser cannot exclude the operation of any covenant, warranty or obligation which is implied by legislation or the common law, the Organiser will be liable only for any loss or damage to any vehicle, property, goods or death or injury to any person to the extent that the Organiser has breached that implied covenant, warranty or obligation, but is then liable only for the loss or damage directly caused or contributed to by the Organiser.

Stallholder

The Stallholder, Regular and Casual, must have (in the name of the Stallholder):

- product liability insurance for \$20M
- WorkCover insurance, if required, evidence of which must be provided to the Organiser:
 - prior to commencement, annually when renewed,
 - or upon request by the Organiser.

Stallholder's Risk

The Stall, the Stallholder's Property and the exercise of any right by the Stallholder under this document are at the sole risk of the Stallholder.

Stallholder's Indemnity

The Stallholder releases and indemnifies the Organiser against any Claim arising from any:

- loss, damage, death or injury to any property or person in or about the Market caused or contributed to by the Stallholder or any use of occupation of the Stall by the Stallholder;
- neglect or default of the Stallholder; or
- any combination of those things.

Market Impact Assessment

A Market Impact Assessment helps to understand the market impact on the local area, particularly social, economic and environmental issues, and implement strategies to mitigate these. This report provides a measure for continual improvement.

Appendix B: Market Impact Assessment

Hazard Identification

Hazards were identified and risks assessed and controlled to minimise the potential for injury or harm. We considered potential hazards, access and egress of emergency services, and other needs such as pedestrians, traffic and shelter.

Appendix C: Hazard Checklist

Risk Assessment

In the interest of safety and the enjoyment of Stallholders and Market Users a Risk Assessment was completed. This risk assessment is mandatory reading for all Stallholders and it is expected that they have read, understood, and acknowledge this risk assessment. Available on the website for Stallholders.

Risk Analysis Matrix

The Risk Analysis Matrix below has been used as a guide to assist with quantifying the risk level. To use the matrix, we have mapped the likelihood and consequence of an incident occurring to arrive at the risk level. Assessing the risk level is important. However, regardless of the assessed level of risk, all stallholders have an obligation to do what is reasonably practicable to eliminate these risk and any additional risks that may arise during a market. If it is not possible to eliminate a risk then steps must be taken to minimise the risk to an acceptable level.

RISK ANALYSIS MATRIX						
		Consequence				
		Insignificant Loss of life: Nil Injury/Illness: No medical attention required	Low Loss of life: Nil Injury/Illness: Medical attention required	Medium Loss of life: Nil Injury/Illness: Minor medical or hospitalisation required with no longer term effects	Major Loss of life: A fatality Injury/Illness: Serious injury/illness hospitalisation occurred. Some ongoing treatment required	Severe Loss of life: Fatalities have occurred Injury/Illness: Significant injury/illness has occurred requiring hospitalisation and ongoing treatment
Almost Certain Expected to occur in most circumstances	M-10	H-20	H-30	E-40	E-50	
Likely Will probably occur in most circumstances	M-8	M-16	H-24	E-32	E-40	
Possible Might occur at some time	L-6	M-12	M-18	H-24	E-30	
Unlikely Could occur at some time but it is improbable	L-4	L-8	M-12	M-16	H-20	
Rare May occur only in exceptional circumstances	L-2	L-4	L-6	M-8	M-10	

Appendix D: Risk Assessment

Site Plan

The Site Plan is a map of the Markets site. The Site Plan will be easy to interpret and be posted on the 100 Park Markets website for use by Market Users.

The Site Plan is available on the website for Stallholders for setting up the event and can be used in an emergency.

The checklist below determined what must be shown on the Site Plan. We used a grid format and included surrounding streets and landmarks.

Site Plan Checklist

Event and Incident Coordination Centre (Mareeba Heritage Centre)	First Aid Post	Lost kids
Picnic/quiet areas/seats	Entrance/Exit	Entertainment Sites - Buskers
Main Power/water/gas/control	Pedestrian Routes	Visitor Centre Parking – staff parking/visitors
Toilets and Toilet Blocks	Fire Hydrant	Council rubbish bins
Restricted areas	Non-smoking area/Smoking Area	Assembly point
Security locations	Seating	
Food/vendor/stalls	Mareeba Arts Society & Mareeba Historical Society	
Vehicle access routes	Lost Property	
Emergency access & egress routes		
Parking		

Appendix E: Site Plan

HAZARDS, INCIDENTS AND EMERGENCY PROCEDURES

Incident Response Plan

The Incident Response Plan (IRP) is an Appendix to the 100 Park Markets EMP and should be read in conjunction with the full EMP. The IRP will be provided to all Authorised Officers, Stallholders, Police and Emergency Service Personnel.

The key objectives of the IRP are set out to:

- Identify meeting points for emergency services
- Identify contact details for local ambulance service
- Include details of local hospitals
- Identify access and egress routes
- How communication will be conducted on the day

Note: In any major incident, for the purposes of the law, the Market Site is considered a crime scene and thus under total control of the police.

Appendix G: Incident Response Plan

Appendix H: Incident Report

Appendix I: Weather Contingency Plan

Hazard Reporting

In the event of a major incident and hazard, including any accident, injury, or spillage, fire, LPG leak or bomb threat, all Persons must call 000 and immediately report to the Event Co-ordinator on (07) 4223 1214 or an Authorised Officer. All Persons must comply with the directions of Authorised Officers and Emergency Services Personnel. An Incident Report must be completed and emailed to the Market Manager within 8 hours of the incident.

Medical Emergencies

In the event of a major medical emergency, all Persons must call 000 and immediately report to the Event Co-ordinator on (07) 4223 1214 or an Authorised Officer. All Persons must comply with the directions of Authorised Officers and Emergency Services Personnel. An Incident Report must be completed and emailed to the Market Manager within 8 hours of the incident.

Lost and Stolen Property / Lost Children

All incidents must be immediately reported to the Event Coordinator on (07) 4223 1214 or an Authorised Officer. Persons must direct anyone looking for a lost child or missing person to the Event and Incident Coordination Centre located at the Mareeba Heritage Centre. An Incident Report must be completed and emailed to the Market Manager within 8 hours of the incident.

Fire

In the event of a fire, all Persons must call 000 and immediately report to the Event Co-ordinator on (07) 4223 1214 or an Authorised Officer. All Persons must comply with the directions of Authorised Officers and Emergency Services Personnel. An Incident Report must be completed and emailed to the Market Manager within 8 hours of the incident.

It is prohibited to:

- use or tamper with Fire Detection and Prevention Equipment. This Equipment must only be used in an emergency; and
- block access to Fire Detection and Prevention Equipment.

Wet Weather Contingency Plan

A contingency plan is considered in the event of wet weather. Weather forecasts will be reviewed in the week leading up to the Market and the plan will be adjusted accordingly. As part of the risk management approach a risk assessment will be completed for wet weather and signed off by the Event Manager as controls being adequate. The risk assessment must be reviewed if rain increases.

The Markets will not be cancelled unless the Weather Contingency Plan deems this necessary or as requested by Mareeba Shire Council as set out in the Terms of Agreement.

Useful Contact Numbers

CONTACT	PHONE	EMAIL
Market Steering Committee	07 4092 5674	info@100parkmarkets.com.au
Market Manager	07 4223 1214	manager@100parkmarkets.com.au
Incident Reporting	07 4223 1214	manager@100parkmarkets.com.au
Market Day Co-ordinator	TBA	TBA
Mareeba Police	000 / 07 4030 3300	
Ambulance	000	
Fire	000	
Mareeba Shire Council	1300 308 461	

TRAFFIC MANAGEMENT PLAN AND ACCESS

The Traffic Management Plan (TMP) follows the approved Traffic Guidance Scheme outlined by PTS Traffic Management. General access rules apply to all Stallholders and Market Users.

Appendix E: Site Plan

Appendix F: Traffic Guidance Scheme and Plan

The Traffic Guidance Scheme (TGS)

The TGS and Plan, prepared by PTS Traffic Management, is based on:

- Event hours 7:00am to 12:00pm
- Tolerances for signs spacing and tapers
- Expected visitor parking on the opposite side of the road speed reductions will be implemented
- Speed will be reduced to 40km/h in the expected parking area's
- Signage to be installed by a ticketed person (TMI)
- All conflicting signs will be covered for the duration of the works

A Main Roads Permit is required for each Market event that will be lodged by PTS Traffic Management.

PTS Traffic Management contact details:

Ron Rosie

Traffic Management Designer

PTS Traffic Management 78-80 Ardisia Street, Smithfield QLD 4878

T. 07 4057 8319 | M. 0417 618 795 | **Operations 24/7 0427 648 671**

E. tmd@ptsmanagement.com.au

Vanessa Larnach

Financial Controller

Traffic Management Designer

PTS Traffic Management 78-80 Ardisia Street, Smithfield QLD 4878

T. 07 4057 8319 | M. 0404 833 737 | **Operations 24/7 0427 648 671**

E. payables@ptsmanagement.com.au

The second Traffic Guidance Scheme set out by PTS Traffic Management is to install permanent lockable signs that are used only used on Market Day. This is by application to the Department of Transport and Main Roads. This application is in process.

Access Rules

Access to the 100 Park Markets is conditional upon Stallholders and Market Users acceptance to comply with and be bound by the general access requirements below. The Organiser engages Authorised Officers to administer the operations at this Site and provide direction and guidance to Stallholders and Market Users as required. It is a condition of entry to comply with all directions given by Authorised Officers.

General Access Requirements

- No vehicles are permitted to be driven on the market grounds between 7:00am and 12:00pm. There are no exceptions to this condition. Any non-compliance will result in loss of a Stallholder's approved registration.
- Vehicles are permitted on site for the purposes of setting up and packing up only. As soon as un-pack or pack up is completed, Stallholders are required to remove their vehicles from the market grounds immediately.
- Follow vehicle access and pedestrian access requirements
- Stallholders are required to follow the Stallholders Terms & Conditions
- General public entry is from 7:00am to 12:00pm
- All children under the age of 15 entering the Site must be accompanied and supervised by an adult
- Dogs are not permitted to enter the Site during scheduled Market Days
- Bikes are not permitted to enter the Site during scheduled Market Days

Vehicle Access

There are two Vehicle entrances in to this Site shown on the Site Map.

The driver and any passenger(s) in registered Vehicles must all be Site Access Approved. This is part of the Stallholders Registration process.

Drivers who are not Site Access Approved will need to advise an Authorised Officer why they require entry to the Site followed by approval from the Market Day Coordinator.

Parking Rules

Stallholders will not be issued with vehicle unless they are Site Access Approved or advised access as part of the Stallholders Registration process. Vehicles must not be parked on any common area inside the 100 Park Markets.

Pedestrian Access

The Site is easily accessible to the general public.
Pedestrian access through the vehicle entrances is prohibited.
The Site Map (Appendix E) shows the location of Pedestrian entrances and routes.

ENVIRONMENTAL MANAGEMENT**Public Health & Safety****Site Preservation**

Alterations and additions must not be made to the property, buildings, services or common areas.

Stall Holder Permits

All Stallholders participating in the conduct of the Markets are required to ensure that they hold the necessary permits, licences or approvals to conduct their particular business activities and public liability insurance.

The 100 Park Markets team will use a market management system to better manage and simplify Stallholder details. The system records copies of licences, insurance policies and other supporting documentation and sends automatic expiry date reminders for license's and insurances.

Toilets

There are public toilets located on the south and in the middle of the Site. Accessible toilet facilities are available at the Mareeba Heritage Centre.

Shelter

Natural shaded areas are available for Market Users. Authorised Officers will be provided with shelter when located for an extended period of time in one area and where weather conditions dictate that it is required.

Fire Extinguishers (Food Vendors)

All Stallholders participating in the conduct of the Markets are required to comply with the Fire and Rescue Service ACT 1990 and the Building Fire Safety Regulation 2008, food vendors must have at least a 20B(E) Dry Chemical Powder (or equivalent) fire extinguisher. Any food vendors using a deep fryer must have a 40B(E) Dry Chemical Powder (or equivalent) fire extinguisher.

Environmental

- Dumping or discharging any waste at the Market Site is prohibited.
- All chemicals and other hazardous substances must be stored and handled in accordance with the relevant laws and Australian Standards. Stallholders are required to keep an up to date Material Safety Data Sheet and Hazchem information on all chemicals and other dangerous substances within their stall area and produce this information on request from an Authorised Officer.
- Stallholders are required to manage waste from their stall area. Stallholders must ensure that their waste is placed in their own suitable bins with lids and that waste is removed from this Site on a frequent basis. Waste must not overflow from bins.
- Stallholders must comply at all times with all relevant laws regarding food safety.
- Waste liquids, materials or other hazardous substances must not be dumped or be allowed to drain at this Site.

Waste Management

The key principles for waste management include:

Minimise resource use:

- Encourage Stallholders to minimize waste through reducing use of plastics bottles, plastic bags, plastic utensils, paper and minimizing packaging.
- Encourage whole of market sustainability initiatives such as "plastic bag free" with Stallholders only offering paper bags and boxes, encouraging Market Users to bring their own bags.

Waste:

Provide adequate waste bins on site.

Remove all waste immediately and sustainably from site:

At the conclusion, waste associated with the Markets will be collected by a commercial waste service provider. If deemed necessary additional bins will be placed:

- At key entry and exit points
- In areas where food and beverages are consumed
- Adjacent to existing Council bins
- Beside designated walkways and high traffic areas
- Where they can be effectively emptied and serviced

Place of Public Assembly

Adequate entry and exit points are provided. Exits and paths of travel to exits are kept clear of obstructions.

There is a designated Assembly Point for Emergencies located in Ant Hill Park directly adjacent to the Mareeba Heritage Centre.

Entry, exit and assembly points will be clearly marked on the Site Plan (Appendix E).

Electricity

Access to power will not be provided to Stallholders.

The Markets Co-ordination Centre is located at the Mareeba Heritage Centre where power is accessible.

Signage

The Site Plan is a map of the 100 Park Markets (Appendix E).

Ethos and Sustainability

The Stallholder acknowledges that it is expressly prohibited from selling any products or services or engaging in any conduct which is not aligned with the Organisers Market Charter and the Organisers ethos of “meet the maker”.

The Stallholder agrees that the Organiser may inspect or verify the raw materials, supply chain, manufacturing methods, staff and all things relating to the production of the products and services offered by the Stallholder, on site or at the Stallholder’s workshop or place of production, upon reasonable notice and at times convenient to the Stallholder, in order to verify the details provided by the Stallholder in the Application and Booking Form are correct and to confirm the Stallholder is selling products or services which comply with the Stallholder Terms and Conditions.

The Stallholder is encouraged to:

- (ii) use only compostable packaging materials for the purpose of food service, carrying or packing of goods. Plastic straws are not permitted within the Market.
- (iii) allow the Organiser to undertake packaging audits, at any time without prior notice to the Stallholder.

Banned items and preferred alternatives

Banned Item/s	Preferred Item/s	Acceptable Items (if preferred options are not available)
Balloons	No balloons	N/A
Single use (including plastic and polystyrene) plates and containers	Crockery or sugar cane, paper, cardboard, or other easily compostable items	Compostable items or Items made from recycled content
Single use cups (including plastic and polystyrene)	Reusable cups made from glass, steel, bamboo, ceramics and reusable plastic	Compostable items or Items made from recycled content
Plastic water and drink bottles	Reusable bottles made from glass, steel, bamboo, ceramics and reusable plastic	Bottles made from recycled content, cans of drink or drinks in glass
Single use plastic straws and cutlery	No straws or paper, metal or bamboo straws Metal, wooden, sugar cane and bamboo cutlery	Compostable items or Items made from recycled content
Single use plastic bags including show bags	Reusable bags made from cotton, plastic or paper or a back pack	N/A
Small single serve sauce containers e.g. tomato sauce packets	Bulk container dispensers, e.g. squeeze bottles	N/A
Disposable plastic table cloths	No table cloths or reusable table cloths	Paper table cloths

GENERAL TERMS AND CONDITIONS OF ENTRY TO THE 100 PARK MARKETS

All Persons entering the 100 Park Markets agree to comply with and be bound by the 100 Park Markets General Terms and Conditions of Entry that relate to this Site. If Persons wishing to enter the 100 Park Markets are not willing to comply with these General Terms and Conditions of Entry then they must immediately leave the Market Site. The General Terms and Conditions of Entry will be available on the 100 Park Markets website.

The Operators of the 100 Park Markets (the ‘Organiser’) reserves the right to refuse admission to any Person, or to require any Person already within the 100 Park Markets to leave the Market Site, for any reason.

It is a condition of entry to the 100 Park Markets that all Persons promote a safe operating environment by complying with the General Terms and Conditions of Entry, in particular:

- Closed circuit television technology and/or other video surveillance technology may be used within this Site for security purposes.
- In entering the 100 Park Markets, you consent to the collection, use and disclosure of any images recorded and stored by the 100 Park Markets Operators for any of the purposes of protecting the rights and safety of yourself and other Parties, maintaining security and in the investigation of incidents, accidents or unlawful acts.
- Each Person who enters the 100 Park Markets enters at their own risk and releases the Organiser, its Authorised Officers, employees and agents against any Claim by or on behalf of that Person due to that Person’s use of or presence at the 100 Park Markets; and indemnifies the Organiser, its Authorised Officers, employees and agents against any Claim arising from any: loss, damage, death or injury to any property or Person in or about the 100 Park Markets caused or contributed to by any act or omission of that Person or any use of or presence at the 100 Park Markets by that Person; or negligence of that Person; or breach of the General Terms and Conditions of Entry; or combination of those things.

<p>YOU MUST NOT: (unless otherwise authorised)</p> <ul style="list-style-type: none"> ▪ Enter the 100 Park Markets except during times when access is permitted. ▪ Ride push bikes, skateboards, roller blades or scooters. ▪ Permit animals to enter the 100 Park Markets (registered guide, hearing or assistance dogs excepted). ▪ Distribute hand bills or other advertising materials. ▪ Solicit unauthorised goods, products or business. ▪ Attempt to sell any unauthorised goods, products or services. ▪ Scavenge discarded fresh fruit and vegetables from bins around the Markets Site. ▪ Smoke in any non-smoking area as specified by law. ▪ Behave in an offensive or generally anti-social manner. ▪ Record any images of Persons or property at the 100 Park Markets without the prior consent of an Authorised Officer. 	<p>YOU MUST:</p> <ul style="list-style-type: none"> ▪ Make any vehicle under your control available for inspection by an Authorised Officer upon request. ▪ Obey an instruction of an Authorised Officer. ▪ Cross Roads at the designated Pedestrian Crossings. ▪ Use the Pedestrian Footpaths or Pedestrian Walkways where these are available while walking through the Markets. ▪ Be aware of vehicular activities. ▪ Enter upon and/or park vehicles only in those areas specifically designated for public access, and consent to any vehicle under your control and parked outside the designated areas to be towed away (without notice and at the owner’s expense) by a Person authorised by the Organiser for that purpose. ▪ Enter upon and/or park vehicles at your own risk. ▪ Comply with the 100 Park Markets (which are available from the 100 Park Market website) General Terms and Conditions of Entry or the Stallholder Terms and Conditions whilst visiting the 100 Park Markets.
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APPENDICES

- Appendix A: Certificate of Currency
- Appendix B: Market Impact Assessment
- Appendix C: Safety Checklist
- Appendix D: Risk Assessment
- Appendix E: Site Plan
- Appendix F: Traffic Guidance Scheme and Plan
- Appendix G: Incident Response Plan
- Appendix H: Incident Report
- Appendix I: Weather Contingency Plan

EVENT MANAGEMENT PLAN – 100 Park Markets
Appendix A: Certificate of Currency



Certificate of Currency

Date of Issue: 6 July 2022

Mareeba Heritage Centre Inc.
 345 Bymes Street
 MAREEBA QLD 4880

Contact: Jodie Kindelan
 t: 617 40 489 108
 e: jodie.kindelan@aon.com

We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.

Policy Type	Business
Insured	Mareeba Heritage Museum and Visitor Information Centre
Business Description	Museum and Tourist Information Centre
Insurer	Insurance Australia Limited T/As CGU Insurance
Policy Number(s)	10M1792939
Period of Insurance	From: 4.00 pm 1 June 2022 Local Standard Time To: 4.00 pm 1 June 2023 Local Standard Time
Situation of Risk	Anywhere in the Commonwealth of Australia
Limit of Liability	General Liability \$20,000,000 Products Liability \$20,000,000
Remarks	Mareeba Shire Council are Noted for Their Respective Rights and Interests

Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
 - represent an insurance contract or confer rights to the recipient;
 - amend, extend or alter the Policy; or
 - contain the full policy terms and conditions

Aon Reference: «EGL_ID»
 Version: «COVER_VERSION_NO»

«Legal_Entity» «Unit_ABN» «Unit_AFSL»
 «Branch»

EVENT MANAGEMENT PLAN – 100 Park Markets

Appendix B: Market Impact Assessment

This assessment was used to develop the Event Management Plan to identify goals, methods and measures for planning and evaluation.

IMPACT CONSIDERATION	ANTICIPATED IMPACTS DURING OPERATION	LEVEL OF IMPACT NEGLIGIBLE / MINIMUM / MODERATE	MITIGATION MEASURES DESCRIBE ACTIONS AND MEASURES	LEVEL OF IMPACT AFTER MITIGATION IMPLEMENTED NEGLIGIBLE / MINIMUM / MODERATE
ENVIRONMENT Traffic <ul style="list-style-type: none"> Impact resulting from market activities eg Road closure, traffic redirection, loading zones and increased traffic in local streets Number of all-day parking spots required for stall holders Parking provisions for patrons conflicting with people who currently use parking in the area 				
Waste <ul style="list-style-type: none"> Collection, storage, handling and disposal of compostable, recyclable and general waste Resource and packaging minimization Greywater and cooking oil Use of compostable and recyclable packaging and utensils instead of one-off products 				
Water Use and Run Off <ul style="list-style-type: none"> Liquid spillage by patrons and stall holders Use of public taps and drainage 				
Site Surface <ul style="list-style-type: none"> Grass, soil and landscaping protection and monitoring 				
Visual Impacts <ul style="list-style-type: none"> Visual amenity, site design and types of activities held in highly visual areas Blocking or damage to trees, vegetation and landscaping 				
Heritage <ul style="list-style-type: none"> Heritage listed and conservation items on site and surround site 				
SOCIAL Public Access and Safety <ul style="list-style-type: none"> Safety during daytime operations Safety during evening markets (if applicable) Site configuration and structures creating unsafe conditions Access and point of congestion around stall or displays 				
Community Facilities and Services <ul style="list-style-type: none"> Likely impact on local communities, community facilities or services 				
Noise <ul style="list-style-type: none"> Noise and disturbance from patrons and vehicles entering and exiting site General noise and equipment noise generated by the market 				
Community Engagement and Capacity Building <ul style="list-style-type: none"> Interaction with Shire projects, programs and other events in the local area Interaction with the local community Impact on diverse social groups (including but not limited to young people, older people, First Nations people, people from CALD backgrounds, GLBT people and people with disability) 				
Stallholders and Suppliers <ul style="list-style-type: none"> Ensure ethical, local and sustainable stallholders and suppliers Ensure market meets public health and safety requirements 				

ECONOMIC

<p>Local Businesses</p> <ul style="list-style-type: none"> ▪ Impact on business activities surrounding the site ▪ Ensure complementary to existing retail offering in surrounding areas ▪ Impact on nearby markets 				
<p>Reputation and Image</p> <ul style="list-style-type: none"> ▪ Impact on market reputation and image for the local area 				
<p>Wider and Long Term Economic Benefits</p> <ul style="list-style-type: none"> ▪ Engagement of local businesses and main street retailers ▪ Other economic benefits arising from the market 				
<p>Cost to Council Additional costs to council in increased maintenance (waste, transport, rangers and environmental health inspectors, ground surface)</p>				

EVENT MANAGEMENT PLAN – 100 Park Markets

Appendix C: Safety Checklist

This checklist was used to develop the Event Management Plan to identify hazards at the selected site.

Examples of Event Hazards

Security

Bomb threats
Cash handling

People

Security staff numbers Patron demographics Inappropriate use of staff Alcohol Training/induction Lack of relevant certification/licences Background checks of staff

Plant Training Certification

Supervision of operation Poor or absent Maintenance Isolation/segregation – people

Hazardous Substances/ Dangerous Goods

Fuel storage Cleaning products Water/waste water Pyrotechnics, explosives Inappropriate labelling Poisons

The event

Communication equipment Asset protection Entry control

Legal

Interaction with law enforcement agencies Unsolicited acts of violence, theft

Planning

Possible acts of terrorism Emergency management Contingency planning

Accessibility

Ramps Parking Public transport Signage Access to venues Egress Seating

Materials handling

Mechanical handling Food handling safety Furniture fixture and equipment Transport between venues/ Locations/storage Weights, height, dimensions Condition of terrain, path of travel

Contractors

Co-ordinating contractors Communication Legal compliance Job safety analysis/risk assessment and safety plans Training/Licencing Accreditation Contracts

Vehicle safety

Maintenance Security of vehicles Vehicle/people segregation Speed Refuelling Parking supervision Lack of training Permits and certification/licensing Outdoor broadcast vehicles Electrical safety Inappropriate use of paths for vehicles Accessibility during emergency Management Loading operations – docks and people

Staff

First aid Food preparation/safety Fatigue Conditions – excessive heat/cold Competency/suitability Violence Crowd misbehaviour Welfare – breaks Sun exposure – sunscreen Temperature extremes – heat /cold Cultural issues Transport

Working at height

Scaffolds – licenced /trained erectors Unsafe Use of Winches Unsafe use of Ladders Proximity to Overhead power lines Edge protection (off roofs or platforms) Camera platforms Rigging/lighting Improper use of Safety harnesses -

Slips and trips

Electrical cables across pathways Uneven ground, loose surfaces Adverse Weather Flooring design/surfaces Poor design or placement of barriers Poor Lighting Inadequate Queuing systems Edge protection Climbing for vantage points Inappropriate footwear

Electrical safety

Qualification of contractors Power supply – no spiking, Overloading systems/ switchboards Faulty Power tools Faulty insulation Underground services Protection of leads Cables/height/pathways Location in relation to other equipment

Bump In stage

Erection of Temporary structures Unauthorised access Maintaining public access Plant Facilities Management approval Electrical safety Slips/trips Interface with normal business activities Weather

Fire safety

Evacuation plans Fire prevention plan Dangerous Goods storage Knowledge and use of equipment Appropriate fire fighting equipment Obstruction and security of fire fighting equipment Pyrotechnics (fireworks or fire amusement displays) Warning and communication system Fire ban days -

Manual handling

Excessive weight or awkward dimensions Lack of Mechanical aids Poor packaging by suppliers Time lines/ lead times Lack of staff Crowd control – security Training



EVENT MANAGEMENT PLAN – 100 Park Markets

Appendix D: Risk Assessment

Mandatory Reading

In the interest of safety and the enjoyment of Stallholders and Market Users the following Risk Assessment has been completed. This risk assessment is mandatory reading for all Stallholders and it is expected that they have read, understood, and acknowledge this risk assessment. This risk assessment if available to all Stallholders via the website.

Risk Analysis Matrix

The Risk Analysis Matrix below has been used as a guide to assist with quantifying the risk level. To use the matrix, we have mapped the likelihood and consequence of an incident occurring to arrive at the risk level. Assessing the risk level is important. However, regardless of the assessed level of risk, all Stallholders have an obligation to do what is reasonably practicable to eliminate these risk and any additional risks that may arise during a market. If it is not possible to eliminate a risk then steps must be taken to minimise the risk to an acceptable level.

RISK ANALYSIS MATRIX						
		Consequence				
		Insignificant Loss of life: Nil Injury/Illness: No medical attention required	Low Loss of life: Nil Injury/Illness: Medical attention required	Medium Loss of life: Nil Injury/Illness: Minor medical or hospitalisation required with no longer term effects	Major Loss of life: A fatality Injury/Illness: Serious injury/illness hospitalisation occurred. Some ongoing treatment required	Severe Loss of life: Fatalities have occurred Injury/Illness: Significant injury/illness has occurred requiring hospitalisation and ongoing treatment
	Almost Certain Expected to occur in most circumstances	M-10	H-20	H-30	E-40	E-50
	Likely Will probably occur in most circumstances	M-8	M-16	H-24	E-32	E-40
	Possible Might occur at some time	L-6	M-12	M-18	H-24	E-30
	Unlikely Could occur at some time but it is improbable	L-4	L-8	M-12	M-16	H-20
	Rare May occur only in exceptional circumstances	L-2	L-4	L-6	M-8	M-10

Identified Risks

During the risk assessment the following risks were identified:

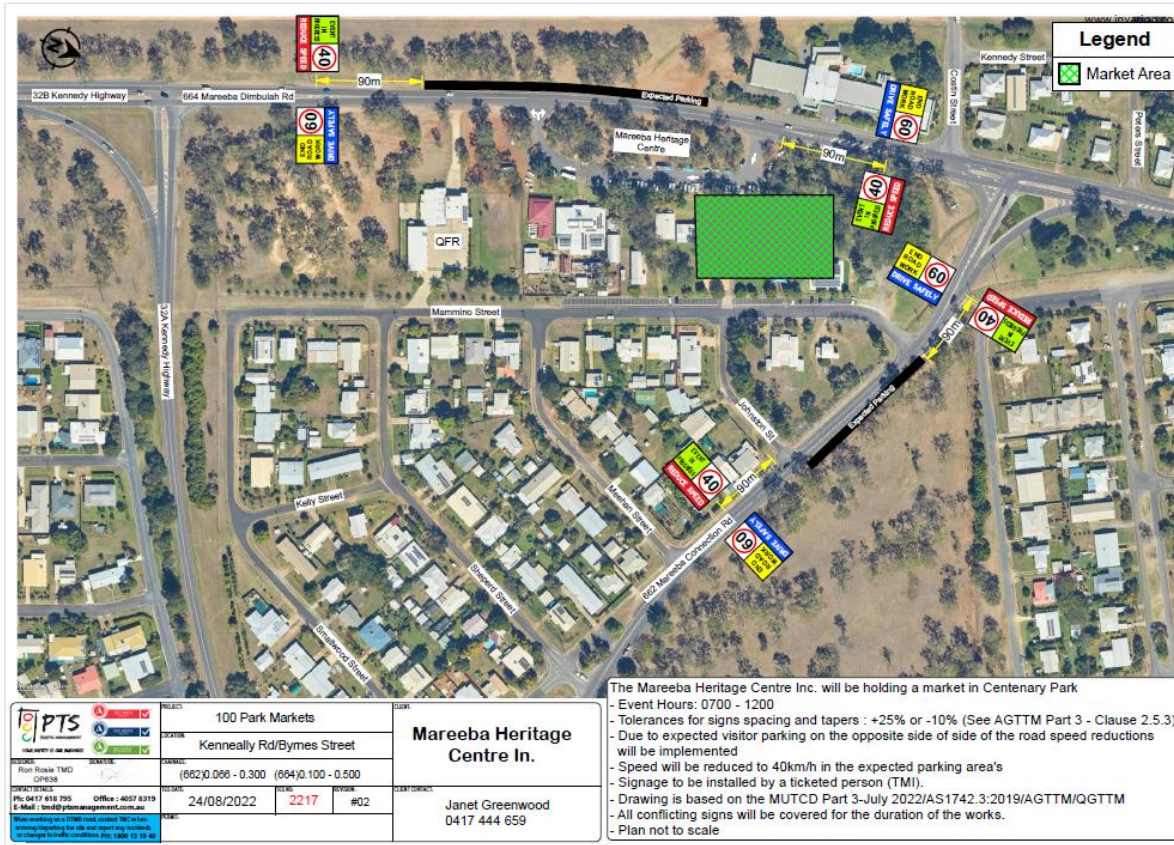
What are the activities, tasks or work hazards?	What are the risks	Risk Level before mitigation (Refer Risk Analysis Matrix)	Mitigation Strategies What controls are proposed to remove or reduce the risk?	Risk Level after mitigation (Refer Risk Analysis Matrix)
Stallholders accessing Centenary Park during setup and take down of the market stalls	<ul style="list-style-type: none"> Traffic accident involving vehicles only Traffic accident involving vehicle(s) and pedestrian(s) 	H-24	<ul style="list-style-type: none"> All cars must be promptly removed from the Park once equipment is off loaded, or safely parked within the booked allocated space No vehicles will be allowed access to the park between 7:00AM and 12:00PM (Markets are run between 7:00am and 12:00pm) All vehicles must adhere to the 10Kmph speed limit while accessing the park All vehicles must enter and exit via the Mammino Street entrance Vehicles must give way to pedestrians at all times Authorised officers to be stationed at the Mammino Street entrance to maintain a safe flow of traffic during bump in/out times Mammino Street entrances will be locked between 7:00am and 1:00pm All Authorised Officers must wear Hi-Vis jackets or shirts 	M-16
	<ul style="list-style-type: none"> Vehicles causing damage to park grounds 	M-18	<ul style="list-style-type: none"> The Steering Committee and Mareeba Shire Council reserve the right to cancel the markets if they believe the park to be too wet 	L-8
	<ul style="list-style-type: none"> Emergency vehicles not able to access the park 	H-24	<ul style="list-style-type: none"> No vehicles are permitted to stop and/or park in the Mammino Street entrance/exit at any stage. Vehicles must continue to 	M-8

			<ul style="list-style-type: none"> their designated stall location or exit the park as quickly as is safely possible The space between rows of stalls must leave enough space for emergency vehicle to traverse in the case of an emergency 	
Erection and dismantling market stalls	<ul style="list-style-type: none"> Trip hazards Injury caused by failing or collapsing gazebo 	M-18	<ul style="list-style-type: none"> All Stallholder gazebos and equipment must be in good condition with no broken or ill repaired equipment in use All Stallholder goods must be secured and not form any tripping hazards for other Stallholders or the general public All Stallholders must ensure that each leg of their marquee is secured with a minimum 10kg weight per leg to secure the leg in place All weights must be kept within the boundaries' of their marquees and should not cause a trip hazard 	L-8
	<ul style="list-style-type: none"> General public injured by Stall holder erecting or taking down their stall 	M-18	<ul style="list-style-type: none"> All Stallholders must have completed setup by 6:45am and may not begin dismantling the stall until 1:15pm 	L-8
	<ul style="list-style-type: none"> Sunstroke or sunburn Dehydration 	H-24	<ul style="list-style-type: none"> All Stallholders must provide the following for all persons manning their stall: <ul style="list-style-type: none"> adequate water sun protective clothing sunscreen shaded area 	M-12
Display of market wares	<ul style="list-style-type: none"> Trip hazards 	M-18	<ul style="list-style-type: none"> All signage, stands, racks and display items are to be secured and weighted in place All Stallholders must ensure that all egress routes are clear, pathways between stalls are clear and materials are well laid out without obstructions on the ground or low to the ground All Stallholders must ensure that they have sufficient lighting in their gazebo for the safety of their customers as well as their own 	L-8
Winds	<ul style="list-style-type: none"> Security and stability of structures and large objects 	M-18	<ul style="list-style-type: none"> All Stallholders must ensure that each leg of their gazebo is secured with a minimum 10kg weight per leg to secure the leg in place All freestanding displays and racks must also be secured and weighted All gazebo roofs must also be securely attached and in place BOM weather site to be referred to regularly in the lead up to the event: http://www.bom.gov.au/ 	L-8
Rain	<ul style="list-style-type: none"> Damage to property 	M-16	<ul style="list-style-type: none"> All Stallholders must have suitable and adequate wet weather protection to protect their wares from water damage It is the Stallholders responsibility to protect their own wares, it is suggested you obtain adequate insurance to cover any losses you may incur 	L-8
Public Liability	<ul style="list-style-type: none"> Financial losses, damage to reputation the Mareeba Heritage Centre Inc 	H-24	<ul style="list-style-type: none"> All Stallholders must have current Public Liability coverage and the certificate available for inspection All Stallholders must provide/upload a copy of current Public Liability Insurance to Mareeba Heritage Centre Inc as part of their registration for records 	L-6
Electrocution	<ul style="list-style-type: none"> Electrocution caused by faulty equipment Electrocution caused by water or physical damage to extension cables 	H-24	<ul style="list-style-type: none"> All electrical equipment used by Stallholders to be tested and tagged as per AS/NZS 3760 standard The power extension cables used to connect the stalls to the power outlets MUST be a continuous length or cable with no joins Extensions cables must not cause a trip hazard and must be protected from damaged caused by being driven on, walked on, or other possible damages 	M-16
Stall Security	<ul style="list-style-type: none"> Property theft Property damage 	M-18	<ul style="list-style-type: none"> Security of each market stall is the individual Stallholders responsibility. Do not leave your wares unattended and maintain 	L-6

			<ul style="list-style-type: none"> ▪ vigilance at all times ▪ It is the Stallholders responsibility to protect their own wares, it is suggested you obtain adequate insurance to cover any losses you may incur 	
Playing music or advertising	<ul style="list-style-type: none"> ▪ Excessive noise ▪ Noise complaints 	M-12	<ul style="list-style-type: none"> ▪ With the exception of approved musicians, Stallholders must not play any amplified music or advertising 	L-2

100 PARK MARKETS EVENT MANAGEMENT PLAN

Appendix E: Traffic Guidance Scheme and Plan



100 PARK MARKETS EVENT MANAGEMENT PLAN

Appendix F: Site Map

Site Map to be finalized.

The checklist (page 10) determined what will be shown on the Site Plan.

Site Plan will be designed within the limits set out in the Terms of Agreement between Mareeba Shire Council and Mareeba Heritage Centre Inc.



100 PARK MARKETS EVENT MANAGEMENT PLAN

Appendix G: Incident Response Plan (IRP)

The 100 Park Markets Operator is committed to providing and maintaining a safe and healthy market, and ensuring market practices are conducted safely.

All injuries/illnesses and incidents sustained at the markets must be reported immediately so that appropriate treatment can be given, the causes investigated, and control measures implemented as soon as possible to prevent a similar accident from occurring in the future. Near misses that did not cause injury must also be reported.

The IRP is a general plan for dealing with any number of crisis that could negatively impact the market. The IPR will describe the types of incidents or crisis situations in which it will need to be used. It should outline the actions that need to be taken to limit the loss of life and property in the time immediately before a crisis, if possible, as well as during and immediately after.

The IPR includes:

- plan activation details, including a clear statement of the circumstances when the plan will be activated and who is authorised to do so
- incident response team details, including key roles and responsibilities
- an emergency kit (go-kit)
- evacuation procedures
- a communication plan, including key communication methods and timings needed to keep everyone safe
- contact lists for all the people you will need to communicate with during a crisis, including staff and emergency services
- an event log to record information, decisions and actions that you take during a crisis.

Instructions

An Incident Report must be completed for all Market Incidents/Accidents, regardless of how insignificant the injury may appear to be.

This is NOT a Workers' Compensation Claim Form.

The Incident Report is to be initiated by the attending Authorised Officer, who should complete all sections and sign the form where appropriate as soon as possible after the Incident/Accident.

The Authorised Officer should immediately forward the completed form to the Event Manager.

The report will be reviewed by the Event Manager and, if appropriate, an incident investigation commenced within 24 hours.

The original copy should be held centrally and filed alphabetically in the 100 Markets Park Register of Incidents/Accidents. The form must be kept for a minimum of seven (7) years.

If the incident is significant or serious, the relevant State Authority must be notified.

All Incident Reports will be reviewed by Mareeba Heritage Centre Inc Board and 100 Park Markets Steering Committee at the next scheduled Board Meeting. If the incident is significant or serious the Board and Steering Committee will be notified immediately.

Incident Management Contact Numbers

CONTACT	PHONE	EMAIL
Market Steering Committee	07 4092 5674	manager@mareebaheritagecentre.com.au
Market Manager	07 4223 1214	manager@100parkmarkets.com.au
Incident Reporting	07 4223 1214	manager@100parkmarkets.com.au
Market Day Co-ordinator	TBA	TBA
Mareeba Police	000 / 07 4030 3300	
Ambulance	000	
Fire	000	
Mareeba Shire Council	1300 308 461	

100 PARK MARKETS EVENT MANAGEMENT PLAN
Appendix H: Incident Report (IR)



**100 PARK MARKETS
 Incident Report**

The incident report (injury, incident or near miss) must be reported to Market Manager within 8 hours of the incident.
 Email a scanned copy to manager@100parkmarkets.com.au
 For serious incidents **immediately** advise a 100 Park Markets Authorised Officer

Incident details

Brief incident information (Involved person to complete sections 1.1 – 1.6)

Date of incident:	Time of incident:	Weather conditions:
Involved person – given name:	Date of birth:	
Involved person – surname:	Employee ID/number:	
Location of incident:		
Nature and extent of injuries:		
Incident description: (What happened?)		
Witness:	Name:	Contact details:
Incident reported to:	Name:	Date reported:

Property/equipment damage

Extent of damage to property/equipment:	
Vehicle registration:	

1.3 Third parties involved

Name and contact information:	
Nature and extent of injuries:	
Extent of damage to other property/equipment:	

Diagram of the incident (Include landmarks, street names, traffic signals, site map etc.)
 (Take photographs of the site, vehicles, damage and other relevant information)

100 PARK MARKETS EVENT MANAGEMENT PLAN

Appendix I: Weather Contingency Plan

EVENT DETAILS	
Date	
Times	
Place	
Stall holder #	
Expected audience #	
Costs (if applicable)	
Key Contact	
Telephone #	Mobile #

Weather forecasts will be reviewed in the week leading up to the event and the plan will be adjusted accordingly. As part of the risk management approach a risk assessment must be completed for wet weather and signed off by the Event Manager as controls being adequate. The risk assessment must be reviewed if rain increases.

General overview

Heavy rain in days prior to the event

Conduct site inspection assessing likely implications from the planned activities.

If cancellation required, erect signage at site advising of event cancellation due to inclement weather. Notify local council, stall holders, the community via email and social media.

Implement inclement weather strategy

EVENT AREA SPECIFIC CONSIDERATIONS - BEFORE MARKET

AREA	Site Condition
General site	Assess and monitor condition of the park and likely implications from the planned activities Isolate potholes, slip hazards and any other risks

EVENT AREA SPECIFIC CONSIDERATIONS - DURING MARKET

Area	Light Rain	Heavy Rain / continuous rain / electrical storm	Moderate to High Wind
AV equipment	Move any sensitive equipment under cover Cover any electrical items	Move any sensitive equipment under cover Cover any electrical items Switch off generator/power Halt shows	Secure loose items Halt if considered dangerous
Food and Market Stalls	Move any sensitive equipment under cover Cover any electrical items	Switch off generator/power Cease trading until safe to continue Cover electrical items	Tie down loose items Add extra weight to marquees if needed Cease trading if considered dangerous
General site	Monitor site, isolating any dangerous potholes or slip hazards	Monitor site, isolating any dangerous potholes or slip hazards Evacuate site if becomes dangerous Cover any sensitive equipment and electrical items	Tie down any loose items Isolate dangerous areas Evacuate if site is considered dangerous

CHECKLIST FOR CANCELLATION

Action	Issues	Complete	Responsible Person
Decision to Cancel Event			
Advise Markets Team and Steering Committee			Market Manager
Advise Council			Market Manager
Update Facebook			Market Manager
Update Wet Weather Hotline Message			Market Manager



**CONDITIONS OF APPROVAL FOR CONDUCT OF MARKETS AT CENTENARY PARK MAREEBA BY
MAREEBA HERITAGE CENTRE INCORPORATED**

[start and finish date of agreement]

1.0 General Market Conditions

1.1 Market Site

The Markets shall be conducted wholly within the area outlined on the indicative site map attached. No stalls or Market activities (except for parking of vehicles by persons attending the markets) shall encroach onto the adjoining road reserves. Any use of the adjoining road reserves by Mareeba Heritage Centre Inc. for the Mareeba Markets are to be negotiated with the Department of Transport and Main Roads as the responsible agency.

1.2 Mareeba Art Society and Mareeba Historic Society Market Stalls

The Mareeba Historical Society and Mareeba Arts Society are permitted to operate Market stalls in accordance with their lease arrangements with Council and within the areas indicated on the attached site map.

1.3 Market Times and Days

Use of the Park area for the conduct of the Mareeba Markets shall be limited to every third Saturday of each calendar month between the hours of 5:00am and 2:00pm. Should usage of the Park be required outside of these days and hours, prior Council approval shall be obtained.

1.4 Cancellation of Markets

Council reserves the right to cancel a Market Day should circumstances exist that render the park unsuitable for use. As an example, continual wet weather prior to a Market Day may create boggy conditions within the Park and damage to the park surface may result from vehicular movements and heavy foot traffic. In such circumstances, Council will endeavour to give Mareeba Heritage Centre Inc. as much notice as possible of the intended cancellation.

1.5 Parking Signage

Council has no objection to Mareeba Heritage Centre Inc. placing two removeable "Reserved Parking" signs on the Park fence (Mammino Street) during the times the Markets are operating. Please note that any signs installed by Mareeba Heritage Centre Inc. will be advisory only, Council accepts no obligation or responsibility to enforce signage installed as part of this agreement.

1.6 Gate Access

Council has no objection to the placement of your own locks on the three Council gates in the park, ensuring that your padlock interlocks with Council's padlock installed on the gate so that all parties can open the gates as required.



1.7 Public Access

Mareeba Heritage Centre Inc. is not permitted to enforce entry restrictions or conditions on the general public attending the Markets as Centenary Park is a designated public park. This agreement provides non-exclusive use of the Park for the conduct of the Markets.

1.8 Market Operations

Council provides the site for the markets and has never been, not intends to be now or in the future, involved in the operation of any market activities, apart from ensuring that risks associated with public safety and liability and damage to park infrastructure are managed.

2.0 Risk Management Conditions

2.1 Event Management Plan

Mareeba Heritage Centre Inc. must prepare and submit to Council an Event Management Plan by *[due date]* and then annually by *[due date]*. The Event Management Plan must provide up to date details about the operation of the Mareeba Markets, including but not limited to a stallholder site plan, traffic management plan (parking and flow of vehicles in and around the park) and the identification of event risks and how these risks will be managed.

2.2 Public Liability Insurance

Mareeba Heritage Centre Inc. is required to indemnify the Council against any claims for loss, damage or injury to persons or property arising from the conduct of the Markets and for this purpose shall at all times hold public liability insurance cover to the value of at least \$20M, as per the Mareeba Shire Council Public Liability Policy, with Mareeba Shire Council noted on the policy as an interested party. Mareeba Heritage Centre Inc. is required to submit a copy of their Public Liability Certificate of Currency to Council on an annual basis.

2.3 Stallholder Permits

All stall holders and other operators participating in the conduct of the Markets are required to ensure that they hold the necessary permits, licences or approvals for the conduct of their particular business activities (e.g. Food Licence, current Machinery Inspection Certificate for amusement rides) and, where appropriate, public liability insurance if not covered by the policy held by Mareeba Heritage Centre Inc.

2.4 WHS Obligations

Mareeba Heritage Centre Inc. must take reasonable steps to ensure that all persons involved in the conduct of the Markets are complying with relevant Work Health and Safety obligations by performing all works and activities in a safe manner that will not endanger themselves, other workers on site or members of the public. Some of the high-risk activities include, but are not limited to:

Electrical hazards, falling objects, heat stress, noise, traffic movement (e.g. vehicles), movement of powered mobile plant, animal management, trip / slip hazards, work on or adjacent to a road.



2.5 Electricity

Council will not provide access to power for stallholders, or for Mareeba Heritage Centre Inc. to operate the Markets.

2.6 Traffic Guidance Scheme

Mareeba Heritage Centre Inc. must prepare, obtain approval (from the Department of Transport and Main Roads) and implement a Traffic Guidance Scheme for Market Days to increase safety for vehicular and pedestrian traffic, *[before commencement of this agreement.]* All costs associated with the preparation, approval and implementation of the Traffic Guidance Scheme is to be met by Mareeba Heritage Centre Inc.

The Markets must not proceed unless an approved Traffic Guidance Scheme is implemented. Evidence of the approval must be provided in advance to Council.

2.7 Dogs

Mareeba Heritage Centre Inc. shall encourage a dog-free market for public safety.

3.0 Park Upgrades and Maintenance Conditions

3.1 Council Works

Council gives no commitment or undertaking to carry out any specific capital works or improvements to the Park that may be requested by Mareeba Heritage Centre Inc. to facilitate, promote or enhance the conduct of the 100 Park Markets. Council will endeavour to give Mareeba Heritage Centre Inc. as much notice as possible of intended works scheduled for Centenary Park that may impact on the conduct of the Markets.

3.2 Council Maintenance

Council will maintain Centenary Park in accordance with its normal scheduled parks maintenance program and does not undertake or guarantee that the Park and associated public toilets and rubbish bins will be cleaned or mowed specifically for, and immediately prior to, each Mareeba Market Day.

3.3 Maintenance Responsibilities

Mareeba Heritage Centre Inc. will not be charged a hire fee for use of the Park for conducting the commercial markets as a fundraising activity. However, Mareeba Heritage Centre Inc. will be responsible for costs associated with any additional toilet cleaning, rubbish disposal and other park maintenance that may be required over and above Council's standard Market Day maintenance schedule. Council's standard Market Day maintenance service level is one early morning public toilet clean and replenishment service with one further public toilet check and replenishment service by approximately 9am. Public rubbish bins are emptied once by approximately 9am on Market Day and then the following day.

3.4 Stallholder and Excess Waste

The Park is to be left in a clean and tidy condition at the conclusion of each Market. Mareeba Heritage Centre Inc. must organise and pay for any costs associated with the appropriate and timely disposal of all waste generated by stall holders and any excess or bulky rubbish generated by the general public during the Market.



3.5 Park Infrastructure

Mareeba Heritage Centre Inc. must take appropriate steps to minimise the risk of damage to Park infrastructure (including for example, underground irrigation) by ensuring stall holders do not use tent pegs to secure marquees and follow an appropriate plan for vehicular traffic flow and car sites within the Park.

3.6 Park Infrastructure Repairs

If damage occurs to any tree or shrub or any fixtures or fittings located within the Park as a result of the conduct of the Markets, such damage shall be made good by Mareeba Heritage Centre Inc. at its own expense. Alternatively, Council will carry out any necessary repairs or replacement and recover the cost of same from Mareeba Heritage centre Inc.

3.7 Surveillance Infrastructure

The installation of any CCTV monitoring devices within the Park will require full adherence with Council's *Closed Circuit Television (CCTV) System Policy* and associated procedure instruments. Where the collection devices are audio-enabled, operation and management must also comply with Council's *Audio Data Collection Policy*.

Council gives no commitment to installing surveillance infrastructure in the Park. The purchase, installation and ongoing maintenance costs of any such infrastructure must be fully met by Mareeba Heritage Centre. Council must be consulted before the installation of any surveillance infrastructure.

4.0 Governance Conditions

4.1 Term

Approval for the use of the Park for the conduct of the Markets, under these terms and conditions, will be for a period of five years and will come into effect from *[date]* and remain in place until *[date]*, unless otherwise negotiated.

4.2 Quarterly Meetings

Mareeba Heritage Centre Inc. is required to meet with Council officers on a quarterly basis to review implementation of this agreement for the first 12 months.

4.3 Review

Either party may request a review of the terms and conditions of this approval at any time.

4.4 Termination

Should the Mareeba Heritage Centre Inc. not meet the conditions set out in the Agreement by *[date]*, then Council will have no other option but to withdraw approval for the operation of the Markets at Centenary Park, Mareeba.

Should Council decide to withdraw its approval for the use of the Park, at least three (3) months prior notice will be given to Mareeba Heritage Centre Inc. of Council's intention. Council accepts no liability for loss of revenue by Mareeba Heritage Centre Inc. should approval for the use of the Park be withdrawn by Council at any time in the future.



4.5 Annual Submission Checklist

Mareeba Heritage Centre Inc. is required to submit the following documents on an annual basis to Council:

- Event Management Plan (includes site plan, traffic management plan and risk management plan)
- Public Liability Insurance Policy Certificate of Currency
- DTMR Approved Traffic Guidance Scheme and permit/s (note that the frequency of submission to Council will be dependent on the resulting DTMR Permit conditions and may be for each individual market or at a minimum on an annual basis).

5.0 Contact Details

5.1 Council Contact Details

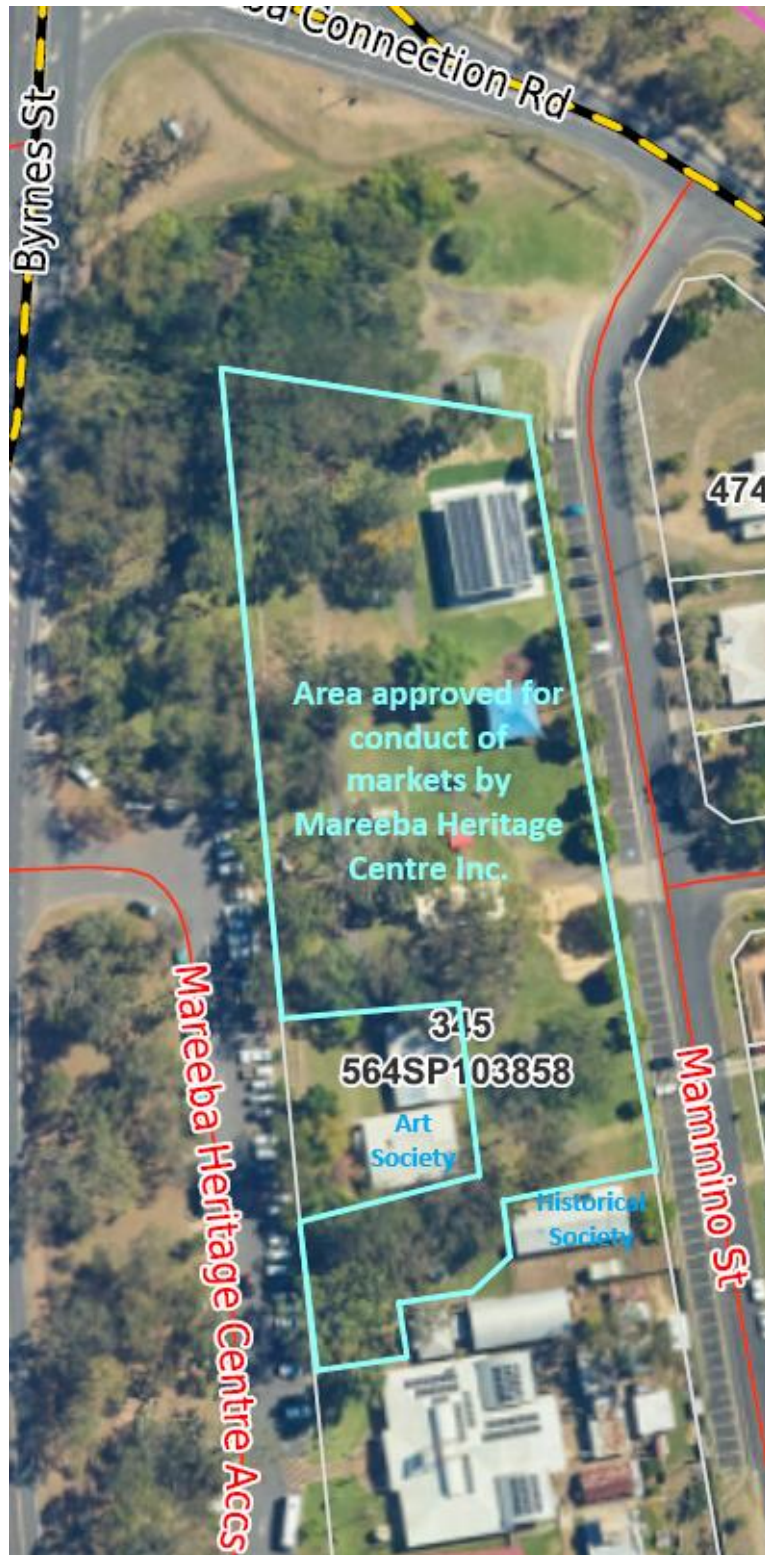
To lodge a customer request, Mareeba Heritage Centre Inc. is advised to contact Council about any matters relating to the Markets using the following contact details:

- For urgent, after hours matters please phone: 1300 308 461
- For all other matters please email: info@msc.qld.gov.au

EXECUTED AS AN AGREEMENT

<i>Name</i>	<i>Signature</i>	<i>Date</i>
PRESIDENT, MAREEBA HERITAGE CENTRE INCORPORATED		

<i>Name</i>	<i>Signature</i>	<i>Date</i>
CEO, MAREEBA SHIRE COUNCIL		



8.8 CEMETERY MANAGEMENT UPDATE

Date Prepared: 12 September 2022
Author: Manager Customer and Community Services
Attachments: Nil

EXECUTIVE SUMMARY

A report has been prepared to provide Council with an update on the Shire's management of active and historical cemeteries.

RECOMMENDATION

That Council receives the Cemetery Management Update report.

BACKGROUND

Fifteen cemeteries can be found within Mareeba shire. Nine of these cemeteries are active with Council accepting and granting interment applications. Five are historical, considered closed with no further burial applications being granted. The Mareeba Old Cemetery is historical, however interment of ashes applications within existing graves will be granted.

Cemetery	Address	Type	Grounds Maintenance
Almaden	Burke Development Road	Active	Council crew - On as needs basis and before an interment
Chillagoe	Aerodrome Road	Active	Council crew - On as needs basis and before an interment
Dimbulah	Sandy Creek Road	Active	Council crew - Weekly in wet season, then on as needs basis and before an interment
Irvinebank	Cemetery Road	Active	Council contractor - Monthly in wet season, then on as needs basis and before an interment
Kuranda	1300 Kennedy Highway	Active	Council crew - On as needs basis and before an interment
Mareeba New	40 Vaughan St	Active	Council contractor (Lotus Glen) and Council crew - Weekly and before an interment if required
Mareeba Old	37 Costin Street	Historical. Interment of ashes granted	Council contractor (Lotus Glen) and Council crew - Weekly and before an interment if required

Cemetery	Address	Type	Grounds Maintenance
Montalbion Pioneer	Off Herberton-Petford Road, Irvinebank	Historical	
Mt Carbine	Mulligan Highway	Active	Council crew -On as needs basis and before an interment
Mt Molloy	Bakers Road	Active	Council crew -On as needs basis and before an interment
Mt Mulligan,	Wason Street	Historical	Community Group - Cairns 4WD Club, annually
Mungana Reserve	Unnamed Road, 18 kms west of Chillagoe	Historical	
Thornborough	Thornborough Road	Historical	Community Group - Cairns 4WD Club, annually
Watsonville Pioneer	Herberton-Irvinebank Road (Agnes Road)	Active	Council Contractor - Monthly in wet season, then on as needs basis and before an interment
Wolfram Camp	Wolfram Camp Road	Historical	

Council undertakes regular, and on as needs basis, grounds maintenance of the active cemeteries and Mareeba Old Cemetery. The fee charged for an interment at an active cemetery, \$464 to \$1,791, includes the costs associated with managing the burial and, where applicable, the mowing costs for one year.

Council is unable to afford the maintenance costs associated with historical cemeteries. Once a cemetery is closed for burials funds for ongoing maintenance is not allocated.

Council's cemetery responsibilities and authority do not extend to maintenance of grave sites, even if they are in a state of disrepair.

As specified in Council's Cemeteries Policy this is the responsibility of the next of kin or another person who has proper interest in the memorial. A person must not construct or maintain a memorial unless approval has been granted by Council (via a Construction or Maintenance of a Memorial Request Application) to ensure works carried out are by an authorised person.

Cairns 4WD Club has carried out annual maintenance at Mt Mulligan and Thornborough historical cemeteries for 41 years and continues to make this commitment. The Club is supported by the loan of equipment and trailer through Council's Community Partnership Program (CPP). Council welcomes other groups expressing their interest in maintaining the remaining historical cemeteries and any such arrangements would receive support through CPP.

Non-specific grant funding to enable major maintenance projects at a cemetery is limited. Where grants are available it is allocated to critical infrastructure projects to service the needs of the existing community and to limit direct community costs.

Council can give consent for the burial outside a cemetery, *Subordinate Local Law No. 1 (administration) 18, Schedule 20*. Approval is granted via an application process. Council has no ongoing responsibility or authority for the burials/graves once approval is given.

A search of Council's records management system shows 11 incidents of vandalism or graffiti at a cemetery from 2004 to current.

- Mareeba Pioneer - 4 (2022, 2017, 2008, 2004)
- Mareeba New - 4 (2018, 2014, 2009)
- Dimbulah - 2 (2021, 2006)

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

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.

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.

8.9 MAREEBA SHIRE TOURISM PROMOTION STRATEGY

Date Prepared: 8 September 2022

Author: Development Officer

Attachments: 1. [Mareeba Shire Tourism Promotion Strategy 2022-25](#) [↓](#)

EXECUTIVE SUMMARY

This report presents the Mareeba Shire Tourism Promotion Strategy 2022-25 for consideration and adoption by Council.

The proposed three-year strategy represents a strategic and collaborative partnership between Council and the Mareeba Chamber of Commerce to support the promotion and growth of tourism in the Mareeba Shire and it has the support of the Regional Tourism Organisation, TTNQ. A key element is the proposed establishment of an alternative interim Local Tourism Organisation for the Shire.

RECOMMENDATION

That Council adopt the Mareeba Shire Tourism Promotion Strategy 2022-25.

BACKGROUND**1. Council support for an expanding tourism industry**

While agricultural production drives the Mareeba Shire economy, tourism is having an increasingly positive impact. Mareeba Shire Council has a track record of supporting the Shire's tourism industry by funding the operation of visitor information services in Mareeba and Kuranda, funding destination marketing for the Shire as well as constructing and maintaining key tourism infrastructure.

While Council has demonstrated its commitment to continuing this support in the proposed 2022/23 budget, resources are limited and in line with the organisation wide review of efficiencies and cost savings, a review of tourism services is underway. The proposed Mareeba Shire Tourism Promotion Strategy is an early outcome of this review and is presented for Councillors' consideration.

2. Proposed Strategy

The proposed Strategy has three key inter-related components:

1. Establishment of an alternative interim model for a Local Tourism Organisation (LTO) which is dedicated to promoting and growing tourism in the *Mareeba Shire*.
2. Development and implementation of a 12-month destination marketing plan for the Shire that is cost-effective and aligns with and leverages off regional, state, and national campaigns to attract visitors.
3. Maintaining the current arrangements for the delivery of post-arrival visitor information services to encourage longer stays and return visitation.

It is recommended that the proposed Mareeba Shire Tourism Promotion Strategy is presented at an industry forum to be held in Mareeba in December 2022 for industry consideration and input. Another industry forum will be held after the 12-month destination marketing plan has been implemented to review the interim LTO model and the marketing plan and to prepare a new plan for the next period, should this have the support of the industry.

Further details including the rationale for the proposed Strategy especially the alternative LTO Model are provided in the attached Strategy.

The proposed strategy can be implemented within the 2022/23 budget.

3. Consultation

Consultation has been conducted with key industry stakeholders including the Mareeba Chamber's Tourism Taskforce, Mareeba Heritage Museum and Visitor Information Centre, Kuranda Traders Association, Tourism Tropical North Queensland. Further engagement with operators and stakeholders is planned with a Tourism Promotion Forum to be held in December 2022.

RISK IMPLICATIONS

FINANCIAL AND RESOURCE IMPLICATIONS

Operating

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.

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.

IMPLEMENTATION/COMMUNICATION

Mareeba Chamber of Commerce and key industry stakeholders will be informed of the outcome

The Strategy will be distributed to tourism stakeholders

Tourism stakeholders will be invited to attend a Tourism Promotion Forum in December 2022



MAREEBA SHIRE

TOURISM PROMOTION STRATEGY 2022/25

DRAFT

INTRODUCTION

Tourism in the Mareeba Shire

While agricultural production drives the Mareeba Shire economy, tourism is having an increasingly positive impact. Kuranda is a well-developed destination that pre-COVID relied on international day trippers from Cairns and Port Douglas, inextricably linking it to the ebb and flow of the Cairns destination. During the COVID international border closures, Kuranda pivoted to attract the domestic visitor market and is poised to benefit from the return of international visitors, although the timing, extent and country or origin of international visitation remains uncertain. The Mareeba district is the fertile food bowl of the tropics, with natural assets and attractions that particularly attract independent 'self-drive' interstate and Queensland travellers, 'Grey Nomads', working holiday makers, and day-trippers from the major tourism destinations of Cairns and Port Douglas. Further destinations in the Shire offering history and heritage, bird watching, paddock to plate and agritourism experiences as well as the world-renowned Chillagoe caves also rely on the self-drive domestic visitor market.

The interaction between the way a visitor experiences a destination and the liveability for its community are inextricably linked. As major asset owners, service providers and decision makers, Local Government Authorities are key influencers and contributors to the visitor experience: strategically coordinated advocacy and investment in facilities, services, and infrastructure to support and manage tourism contributes to increased visitor expenditure and length of stay in the area. The resulting growth in demand for goods and services injects money into local economies and creates business growth and employment opportunities, but with growth comes challenges, such as managing seasonal employment peaks and pressure on infrastructure and the environment. Chambers of Commerce and Traders' Associations are key players in their roles of supporting businesses and tourism operators and advocating for appropriate policy, infrastructure, and services for all industries, including tourism. Local and Regional Tourism Organisations provide a critical role in destination marketing and industry advocacy.

Tourism promotion

Mareeba Shire Council provides a level of direct support for tourism promotion that is not provided to any other industry within the Shire by funding destination marketing and post-arrival visitor information services. Unlike agricultural industries whereby farmers pay levies for industry wide marketing and promotion, research, and development, in the tourism industry these activities are not funded universally by tourism operators and managed at industry level. Instead, individual tourism operators invest in their own marketing and promotional activities, most local and regional tourism bodies are member based and do not represent all operators, and regional, state, and federal destination marketing and promotions are largely undertaken with public funding. Local governments have voiced their support for an industry led tourism levy paid by operators to fund marketing and development as the tourism industry matures and develops, relieving pressure on rate payer funded support for the local tourism industry and providing universal representation for operators. Taking a strategic and collaborative approach, along with encouraging industry led initiatives, can significantly reduce exposure to risks and create opportunities to enhance tourism in the Mareeba Shire.

Version - 8 September 2022

PROPOSED STRATEGY

Mareeba Shire Council and Mareeba Chamber of Commerce are partnering to propose a cost-effective strategy to support the promotion and growth of tourism in the Mareeba Shire.

The 12-month strategy has three key inter-related components:

1. Establishment of an interim Local Tourism Organisation (LTO) dedicated to promoting and growing tourism in the Mareeba Shire.
2. Development and implementation of a 12-month destination marketing plan for the Shire that is cost-effective and aligns with and leverages off regional, state, and national campaigns to attract visitors.
3. Maintaining current arrangements for the delivery of post-arrival visitor information services to encourage longer stays and return visitation.

The proposed Mareeba Shire Tourism Promotion Strategy will be presented at an industry forum to be held in Mareeba in December 2022 for industry consideration and input. Another industry forum will be held after the 12-month destination marketing plan has been implemented to review the interim LTO model and the marketing plan and to prepare a new plan for the next period, should this have the support of the industry.

DEDICATED LTO FOR THE MAREEBA SHIRE

Why this model?

After twenty plus years of supporting a Local Tourism Organisation with a regional remit encompassing the Tablelands Regional Council and Mareeba Shire Council areas to promote the regional brand "Atherton Tablelands", feedback from many operators is that a dedicated LTO model focussing on the Mareeba Shire's tourism industry is required. At best, the proportion of members of the Tableland LTO from the Mareeba Shire was 25%. The lack of traction and amplification of the regional brand is reflected by its absence from most of the Shire's tourism operator websites and marketing activities.

Under the current Local Tourism Organisation model and arrangements, operators within the Mareeba Shire are missing out on state funding for tourism promotion and COVID recovery programs which are delivered through Tourism Tropical North Queensland (TTNQ) as the Regional Tourism Organisation (RTO) for Far North Queensland. Current funding arrangements mean Shire operators are not eligible to apply for these funds and neither are the Shire's destination marketing activities funded by Council eligible for matched RTO funding. The proposed tourism promotion arrangements for the Shire will meet the RTO requirements, thereby opening up these potential funding opportunities for tourism promotion and operator support in the Shire.

Mareeba Shire Council support for tourism

Mareeba Shire Council has a track record of supporting the Shire's tourism industry by funding the operation of visitor information services in Mareeba and Kuranda, funding destination marketing for the Shire as well as constructing and maintaining key tourism infrastructure. Council is committed to continuing this support but there are limited resources and seeks alternative tourism promotion arrangements for better outcomes.

Mareeba Chamber of Commerce support for tourism

Mareeba Chamber of Commerce has a track record of supporting tourism business owners and operators in the Mareeba district and has an established Tourism Taskforce. In the absence of Shire-wide industry bodies, the Chamber is willing to extend its remit on an interim basis to assist with the establishment of an appropriate LTO model for the Shire.

Interim Mareeba Shire LTO Structure

A dedicated LTO for the Mareeba Shire is the immediate and longer-term goal and with existing resources, an interim model is proposed with a basic governance structure requiring few resources for its implementation. This will free up Council's funding to be focussed on destination marketing to attract visitors and post-arrival visitor services to encourage longer stays and return visitation.

Functions and responsibilities

As an interim step, a Shire-wide LTO will be established under the auspice of the Mareeba Chamber of Commerce with secretariat costs to be shared by both organisations. The LTO will oversee the development and implementation of a plan for destination marketing of the Shire with funds provided by Council and industry input. Current arrangements for the delivery of post-arrival visitor information services will remain in place in 2022/23 during this trial period for the interim LTO.

The Mareeba Shire LTO will:

- Support tourism promotion across the Mareeba Shire and offer collaborative marketing opportunities to all operators as these may arise.
- Develop and implement an annual Shire-wide destination marketing strategy with industry input.
- Partner with TTNQ to align marketing activities and leverage off regional, state, and national campaigns to amplify messaging and extend reach.
- Partner with TTNQ for matched funding opportunities for destination marketing of the Shire.
- Support local operators to access TTNQ funding programs and industry development and assistance.
- Connect and collaborate with visitor information services within the Shire and FNQ and facilitate industry feedback regarding post arrival visitor information services.
- Facilitate improved coordination and integration between destination marketing and post arrival visitor information services.

Committee Representatives

The interim Mareeba Shire LTO will comprise of a committee with the following members:

- Mareeba Shire Council - Nominated Councillor (LTO Chair)
- Mareeba Chamber of Commerce - Chairperson
- Mareeba Chamber of Commerce Tourism Taskforce - Chairperson
- Mareeba Shire Council - Tourism and Economic Development Officer
- Two tourism representatives to be appointed by Council, nominally Kuranda Traders Association Chair and Mareeba Heritage Museum and Visitor Information Centre Chair

The Mareeba Shire Councillor and staff will facilitate consultation with Shire wide operators during the year. The Chamber of Commerce has an established tourism taskforce comprising of operators in the Mareeba area. Council will appoint two tourism representatives and at this stage it will be the Chair of the Kuranda Traders Association and the Chair of the Mareeba Heritage Museum and Visitor Information Centre. At this stage, Council is the main source of funding for the interim LTO.

Meeting frequency

The interim Mareeba Shire LTO will meet a minimum of six (6) times per year.

Term

The proposed tourism promotion strategy for the Mareeba Shire will be implemented over 12 months and reviewed at the end of this period with industry input, including the interim LTO structure.

Operator Membership

In accordance with the Regional Tourism Organisation (RTO) arrangements, to receive benefits from the RTO, Mareeba Shire tourism operators will need to be an RTO member or a member of one of the organisations associated with the Mareeba Shire Local Tourism Organisation. For example, this could include the Kuranda Traders Association, Mareeba Chamber of Commerce, Visitor Information Centres, or an incorporated association within the Shire with a tourism interest.

MAREEBA SHIRE DESTINATION MARKETING PLAN

The interim Mareeba Shire LTO will prepare a 12-month destination marketing plan for the Shire for presentation at the industry forum in December 2022 for industry consideration and input.

With Council presently the main source of funding for the Shire-wide destination marketing plan, resources are limited, and the marketing plan will be modest.

The destination marketing plan will be focussed on attracting visitors to the Shire by making the most of cost-effective digital marketing campaigns, developing new Shire wide content around key themes and destinations, and will seek to amplify local messaging and extending local reach by leveraging off regional, state, and national campaigns.

Collaborative marketing opportunities will be offered to *all operators* in the Shire.

Along with industry input, the marketing plan will be informed by visitor feedback via the visitor information centres.

VISITOR INFORMATION SERVICES

Mareeba Shire Council funds the delivery of post arrival visitor information services with visitor information centres (VIC) in Mareeba and Kuranda. Each VIC relies on a volunteer model with a full-time funded staff member.

Council is directly responsible for the operation of the Kuranda Visitor Information Centre, but since 2016 has contracted the Mareeba Heritage Centre Board to deliver the visitor information services on behalf of the Mareeba Shire Council. Council is committed to maintaining these arrangements in 2022/23.

INDUSTRY CONSULTATION

The Mareeba Shire Tourism Promotion Strategy will be presented at an industry forum to be held in Mareeba in December 2022 for industry consideration and input. Another industry forum will be held after the 12-month destination marketing plan has been implemented to review the interim LTO model and the marketing plan and to prepare a new plan for the next period, should this have the support of the industry. Further consultation will be carried out as required.

REVIEW

The tourism promotion strategy for the Mareeba Shire will be reviewed after 12 months with industry input.

9 INFRASTRUCTURE SERVICES

9.1 MAREEBA WALKING NETWORK PLAN (WNP)

Date Prepared: 30 August 2022

Author: Manager Projects

Attachments: 1. [Mareeba Walking Network Plan \(WNP\)](#) ↓

EXECUTIVE SUMMARY

The purpose of this report is to present for adoption the Mareeba Walking Network Plan (WNP) that has been developed for Council by the Department of Transport and Main Roads (DTMR) and their consultants, ARUP, in conjunction with Council.

RECOMMENDATION

That Council:

1. Adopt the Mareeba Walking Network Plan (WNP).
2. Use the Mareeba Walking Network Plan (WNP) to develop a Mareeba Priority Works Plan.

BACKGROUND

The Queensland Government has implemented a new initiative called the 'Queensland Walking Strategy' which is supported by new 'Walking Network Planning Guidance'.

The derivation of an area's Walking Network Plan (WNP) is an iterative process with the intent to develop a set of primary and secondary walking routes connecting the key destinations within a local area, such as schools, parks, shopping, health, and recreational facilities.

The WNP is intended to provide a future Master Plan of the areas 'Walking Network'.

From the adopted WNP a comprehensive work plan can be developed.

The Structure of the Process

Stage 1 – Prepare the Draft WNP

1. A desktop study is prepared to identify primary destinations within a 2km radius of the town centre.
2. Development of an initial inception draft plan for community consultation purposes which proposes primary and secondary walking networks.

Stage 2 – Test the draft WNP

3. Community Consultation with local stakeholders and end users to confirm the choice of networks proposed in the inception draft plan.

Stage 3 – Finalise the WNP

4. Development of the draft plan to be presented for adoption based on the outcomes of the community consultation process.
5. Adopt the WNP

Stage 4 – Prepare the draft Priority Works Program

6. A physical Audit of the primary and secondary proposed networks is undertaken to develop a Priority Work Plan.
7. Development of a Priority Work Plan (PWP).
8. Adoption of the PWP.

Stage 5 – Finalise and Implement**Stage 6 – Evaluate and Promote**

DTMR is currently at Stage 3 of the process – Finalise the WNP and Adopt.

- The initial draft WNP was presented to Council at a workshop at the beginning of May 2022.
- The Community Consultation Workshop was held on 17 May 2022 from 9am to 1pm at the Mulungu Training Centre in Walsh Street.
- The WNP has been developed incorporating the outcomes of the Community Consultation and further reviewed by Council Officers.

The development of a comprehensive WNP is considered critical to not only raise the awareness of walking as a healthy lifestyle but also provide a safe environment for pedestrians to link between major activity nodes across the main Mareeba shopping, medical, sporting and school precincts.

As part of the community consultation workshop a number of initiatives were identified together with sections of footpaths that were missing. This feedback will be critical in the development of the Works program that will form part of this comprehensive review.

Due to the broad extent of the WNP, both in terms of the primary and secondary routes, it is important that Council identify the priorities across the study area and stage any works program based on such principles as safety, connectivity and current demand and potential demand.

The other issues that need to be considered in the development of the Works program is the availability of resources and funding. As such it is likely that the final works program will need to be staged based on the criteria previously outlined.

Council officers are currently in the process of reviewing the material that has resulted from the community forum and will develop the potential projects based on the criteria and onsite inspections. It is proposed that the draft works program will be presented to Council for consideration in October 2022. This report to Council will outline a comprehensive staged footpath improvement program for Mareeba area that will illustrate to the community the commitment that Council has in providing a safe and effective walking network.

RISK IMPLICATIONS

None, the Walking Network Plan is a Masterplan for planning purposes to produce a Priority Work Plan (PWP).

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Capital included under POS project.

Is the expenditure noted above included in the current budget?

Yes.

Operating

NA.

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

NA.

raft Walking Network Plan

Legend

Primary destination

Updated WNP

Primary route

Secondary route

Roads and Rail

Major Roads

Rail Network

Local Roads

Watercourses

Land use

Parks and open space

Education Facility

Hospital

Commercial

Industrial

Secondary destinations

Community Facility

Education Facility

Health Facility

Hospital

Recreation Facility

Shopping Centre

Other

0 500 1,000 m



Map Scale (A4) - 1:22,000

ARUP

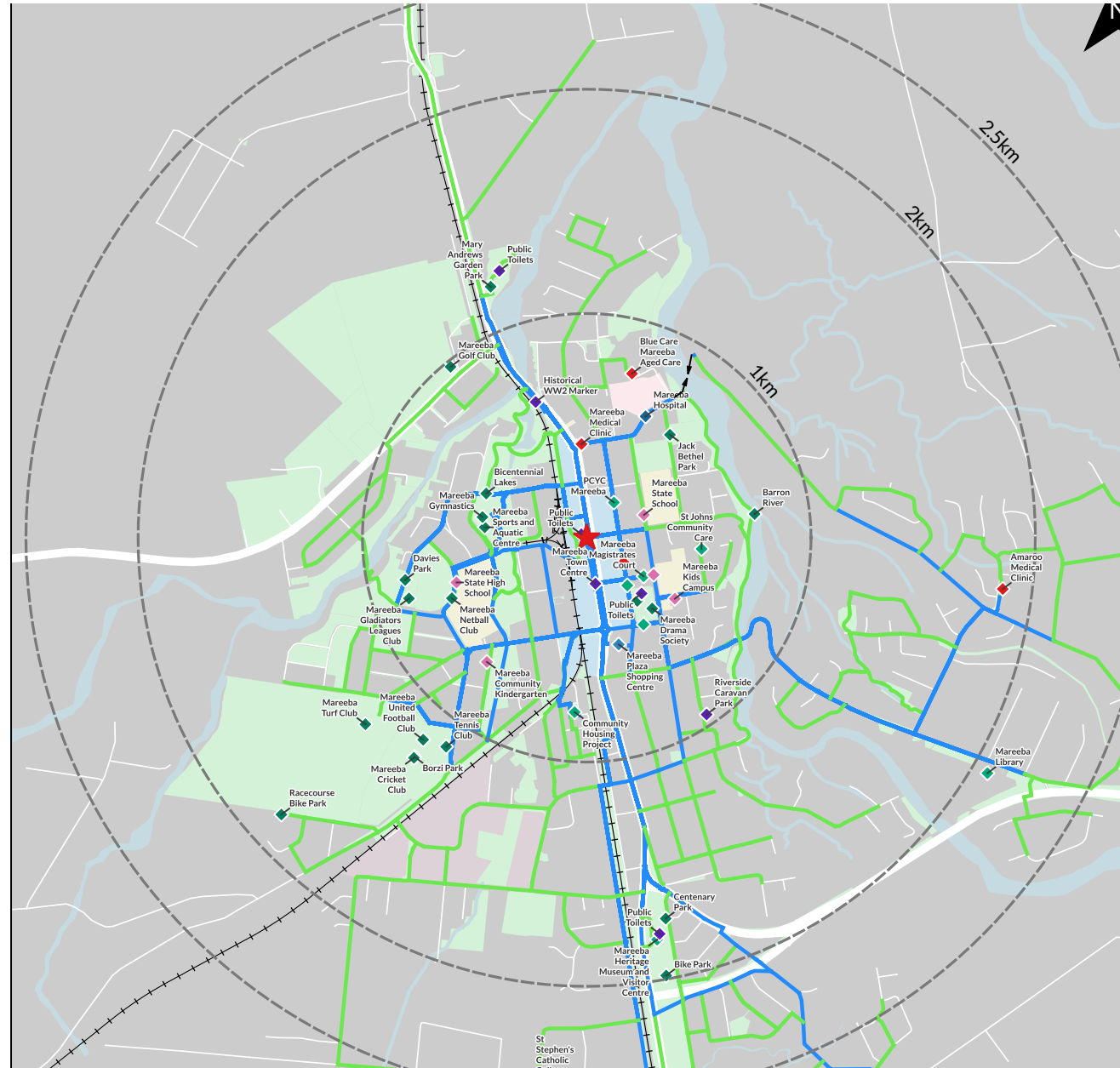


Version 7

Project Name: Walking Network Plans and Priority Programs

Status Draft

Issued 29/07/22



9.2 PARKS AND OPEN SPACES ACTION PLAN QUARTERLY PROGRESS REPORT - JUNE TO AUGUST 2022

Date Prepared: 30 August 2022
Author: Manager Projects
Attachments: 1. POS Action Plan [↓](#)

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on projects being delivered under the Parks and Open Spaces 3 Year Action Plan during the months of June to August 2022.

RECOMMENDATION

That Council receives the Parks and Open Spaces Action Plan Quarterly Progress Report for the months of June to August 2022.

BACKGROUND

Council adopted its Parks and Open Spaces Strategy and 3 Year Action Plan in February 2022.

The Parks and Open Spaces Strategy 2022-2031 has been developed to achieve Council's vision to enhance the Shire's liveability and visual appeal, and to encourage active communities and economic development. The Strategy was developed using a structured community engagement and internal consultation process.

Alongside the Strategy, a 3 Year Action Plan was developed for implementation of initial priority projects, with monthly updates provided to Council on the progress of the action plan, with each project presented to Council in detail prior to construction.

It should be noted that the format of the information on project status has been updated and enhanced.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

The 3 Year Action Plan is fully funded at no additional cost to ratepayers.

Is the expenditure noted above included in the current budget?

Yes

Operating

The 3 Year Action Plan has been developed with an objective of no increase to the operational budget.

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.

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

Updates will be provided to Council on a monthly basis, with targeted engagement to be undertaken on specific projects.

Parks and Open Spaces 3 Year Action Plan - Project Update – June to August 2022

Project	2022	2023	2024	Monthly Update to Council
RAIL TRAIL				
Mareeba Rail Trail Stage 1 (Mareeba to Airport)				Works have started and are anticipated to be complete by end of calendar year.
BETTER PLAYGROUNDS				
Geraghty Park (Julatten)				Not commenced. Design to commence in 2023. Grant funding application lodged for funding under Community Gambling Benefit Fund for partial funding.
Pat Kinnear Memorial Park (Chillagoe Town Hall)				Not commenced. Design to commence later in 2022.
Dimbulah Town Hall Park Revitalisation				Currently reviewing options for park upgrades in Dimbulah.
Kuranda Community Precinct				Not commenced. Design to commence later in 2022.
General Playground and Fitness Equipment Renewals - Various Locations				Sunset Park, Mareeba and Roscommon Park, Speewah are next priorities for replacement of exercise equipment and can be brought forward if Council wishes to commence.
IMPROVE BICENTENNIAL LAKES				
Bicentennial Lakes (Southern) Upgrade				Tenders received for design of both sections and is currently under review – Grant funding has been received for under Local Government Grants and Subsidies Program for the Design.
Bicentennial Lakes (Northern) Upgrade				Refer to comments within the Southern Stage.
IMPROVE PARKS AND OPEN SPACES				
New Mareeba East Park – Hastie Road				Playground Tender awarded. Currently in design phase and coordination between playground design and landscape design.
Mareeba Town Walking Trails Upgrades				The draft Walking Network Plan has been updated reflecting the input from the Community Stakeholders in Workshop held on 17 May 2022. Final Mareeba Walking Network Plan to be presented to the Council meeting on 21 September for consideration.
Gregory Terrace (Kuranda) Park Upgrade				Not commenced. Design to commence in 2023.
Kuranda Town Walking Trails Upgrades				Council has been granted funding under the Walking Local Government Grants program to undertake a Walking Network Planning project in Kuranda and the Consultant has been engaged. Community stakeholder engagement is proposed for October 2022.
Kuranda Tourism Parks and Open Space Upgrades*				Centenary Park Kuranda - Playground Tender awarded. Coondoo Street - Electrical Design Consultant has been engaged.
Bill Newman Park (Irvinebank) Upgrade				Initial discussions have taken place at the Community forum in Irvinebank. Draft proposal being prepared.
Anzac Park (Mareeba) Revitalisation				Contract has been awarded. Construction expected to start late September dependant on supply chain and material availability.
Toilet Facilities Improvements - Various Locations				Centenary Park Mareeba toilet refurbishment has been completed.

Parks and Open Spaces 3 Year Action Plan - Project Update – June to August 2022

Footpaths Improvements - Various Locations				Footpaths renewed along Rankin St and Basalt Gully (Stewart St), Mareeba. Pedestrian bridge improvements for Basalt Gully (Stewart St) and Granite Creek (Eales Park to Ward St) under design. A comprehensive footpath works program is currently being developed and will be presented to Council for consideration in October 2022.
Park Entrance Signage Improvements - Various Locations				10 No. Park entrance signs have been replaced in February 2022. Grant funding for this project has been fully expended.
WATER PARK				
New Mareeba Water Splash Park**				Contractor engaged. Currently in design phase. Ergon has agreed to upgrade the power supply to the Swimming Centre at no cost to the project.

*Tourism projects in Kuranda to be funded by the Kuranda Infrastructure Levy

**Subject to State Government Funding

LEGEND				
				Project Not Started
				Project in Planning Stage
				Project Started
				Project Updated in this Report
				Project Not Updated in this Report

9.3 INFRASTRUCTURE SERVICES, CAPITAL WORKS MONTHLY REPORT - AUGUST 2022

Date Prepared: 30 August 2022

Author: Manager Projects

Attachments:

1. [Capital Works Highlights - August 2022](#) 
2. [Capital Works Summary - August 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 August 2022.

RECOMMENDATION

That Council receives the Infrastructure Services Capital Works Monthly Report for the month of August 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

Infrastructure Services Capital Works Report Project Highlights - August 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 7010 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. Improved construction weather during August allowed for significant progress to be made during the month.

Section A - Ch 7010 to 7180

Section B - Ch 7630 to 8295

- Remove unsuitable subgrade and replace with rock and select fill
- Drainage works

Section C - Ch 8385 to Ch 8760

- Complete

Section D - Ch 9010 to Ch 9350

- Subgrade preparation
- Import and stabilise base layer
- Two coat bitumen seal

Infrastructure Services Capital Works Report Project Highlights - August 2022



Spreading cement powder prior to stabilising (D)



Stabilising base layer (D)



Final trim base layer (D)



Completed 2 coat seal (D)

Infrastructure Services Capital Works Report Project Highlights - August 2022



Project Name: Kanervo Road - Davies Creek Bridge Replacement

Program: Bridges

Background

In August 2019, Council secured a grant under the Australian Government's Bridges Renewal Program towards upgrade of 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 includes replacing the existing timber girders and deck of the bridge over Davies Creek on Kanervo Road with concrete precast deck units and a concrete deck.

Progress Update

During August both pier extensions were completed along with the eastern abutment and relieving slab. Tree stumps were removed from the western side and work commenced on the new western side abutment. Dewatering the western abutment excavation in preparation for the pouring of the new abutment and relieving slab has proved difficult with rain in late August raising the level of Davies Creek by approximately 300mm and washing sandbags and timber exacerbating the problem. A temporary concrete bund wall has been constructed and poured and the crew is now slowly making headway on the new abutment construction.

The project remains on track to be opened to traffic by the end of October.



Removing western side tree stumps



Completed pier extensions

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



Completed east abutment & relieving slab



Western abutment reinforcing



Pouring temporary concrete bund wall



Dewatering west abutment excavation

Infrastructure Services Capital Works Report Project Highlights - August 2022



Project Name: 2022/23 Gravel Re-Sheet Program

Program: Gravel Re-Sheet

Background

Funding has been allocated in the Capital Works Budget for re-sheeting works to be undertaken where required at various locations throughout the shire. The works are carried out generally in conjunction with Council's road maintenance unsealed road grading program to reduce the cost of mobilisation of plant.

Progress Update

During August, sections of Bolton Road, McBean Road, Brooks Road, Hurricane Road, Karma Waters Road, Austin Road, Doyle Street Unsealed Car Park and Hodzic Road were completed.



Austin Road



Doyle Street car park



Hodzic Road



Bolton Road

Infrastructure Services Capital Works Report Project Highlights - August 2022



Project Name: Mareeba Rail Trail Stage 1 - Mclver Road to Vicary Road

Program: Footpaths

Background

As part of Mareeba Shire Council's Parks and Open Spaces Strategy, it was proposed that the old railway line corridor from Mclver Road to Vicary Road be re-sheeted for the use of pedestrians and cyclist. Included in the scope is the provision for safe crossing points where the corridor intersects with local roads and existing private accesses and the refurbishment of the existing timber railway bridge just south of Mclver Road with new decking planks and a safety rail.

Progress Update

Works commenced in mid-August and at the time of reporting the re-sheeting of the existing railway line formation had been completed. Several of the crossing points had been signed and old bridge girder chicanes had been installed.

The works are programmed to be completed by the start of the September school holiday.



Imported Type 4.3 road base



Static rolling of the trail



Completed section



Signage and chicane arrangement

Infrastructure Services Capital Works Report Project Highlights - August 2022



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

Program: Water

Background

An allocation has been provided in the 2021/22 Capital Works Program to replace the failed existing asbestos cement (AC) water mains throughout the Shire as part of Council's strategy to address critical water issues across the Shire over the next 10 years.

This section of water main was identified for replacement following the numerous main breaks occurring in the past few years and will complement works undertaken by Council work crews in 2021. This project is being undertaken with funding assistance through the Queensland Government's Works for Queensland program.

Scope of Works

The scope of work includes replacement of the existing water main with 100mm PVC Supermain, in addition to new service connections, valving and hydrants. The contractor will commence installing new mains along Starcke Street and then move onto Hampe Street. Once these sections are completed, the contractor will then progress to Moody Street where a 300mm PVC Supermain will be installed.

Progress Update

The works listed below were undertaken during August with the contractor in the process of finalising the project early September 2022.

- 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 - August 2022**



Installations of the new flow meter, pipe work to accommodate new bulk flow meter housed in concrete chamber opposite the Mulligan Highway near Granite Creek

Infrastructure Services Capital Works Report Project Highlights - August 2022



Project Name: Granite Creek Sewage Pump Station Upgrade

Program: Wastewater

Background

An allocation has been provided in the 2021/22 Capital Works Program to renew and upgrade the Granite Creek Sewage Pump Station, located on Byrnes Street, adjacent to Granite Creek. The ageing infrastructure is rapidly deteriorating and reaching capacity, it is inadequate to achieve current safety standards for servicing and maintaining the asset, and there have been numerous odour complaints about the pump station in its present form.

The upgraded pump station will meet current design standards and cater for future growth in the catchment area, which includes all sewered areas of the Mareeba township south of Granite Creek.

Scope of Works

The scope of works includes removal of the existing pump station building, pumps, pipework and associated services, and construction of a new dry well, supply and installation of new pumps, pipework, valves and switchboard. Wastewater will need to be bypassed during construction and the scope of works includes provision of a temporary aboveground bypass system and standby pump for the duration of the project.

Progress Update

Works to remediate the internal divider wall commenced mid-August with works progressing well.



Excavation for new pipework and pipework intrusion, divider wall remediation Granite Creek SPS

Infrastructure Services Capital Works Report Project Highlights - August 2022



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

Program: Wastewater

Background

An allocation in the Capital Works Program has been provided in the 2022/23 Capital Works Program to replace the failed existing asbestos cement (AC) water mains throughout the Shire as part of Council's strategy to address critical water issues across the Shire over the next 10 years.

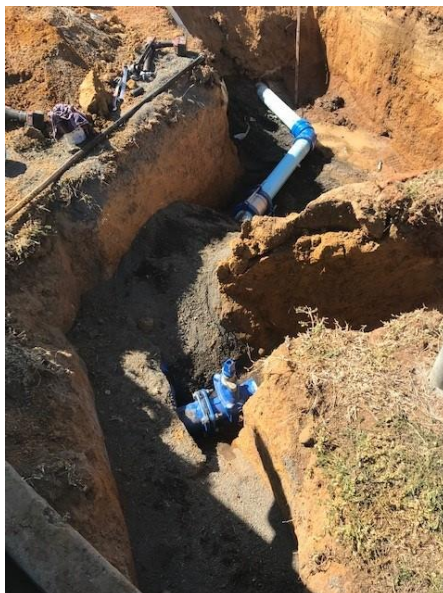
This project is being undertaken with funding assistance through the Queensland Government's Local Roads & Community Infrastructure Program.

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 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.



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

Infrastructure Services Capital Works Summary Report - August 2022

Project Description	Project Stage	Progress Comment
Program: 01 Rural and Urban Roads Reseal Program (Renewal)		
2021/22 Reseal & Asphalt Program	Completed	Project completed August 2022.
2022/23 Reseal & Asphalt Program	Not Commenced	A prestart meeting for the regional reseal program will be held on 14 September where a final works program will be presented.
BETTERMENT Co-Contribution	Planning	Remote road gully/creek crossing betterment program to be developed. Initial review of 2022 sites indicate potential for a program of approx \$3M may be developed and submitted prior to end of September 2022. Consultants, MSC and QRA representatives to meet middle September to review draft submission for consideration of Council endorsement.
Program: 02 Gravel Resheet		
2021/22 Gravel Resheet Program	Completed	Works Group have changed to 2022/23 project number and this project will be closed out when commitments clear. Project complete August 2022.
2022/23 Gravel Resheet Program	Construction	During August sections of Hodzic Road and McBean Road were resheeted along with the Doyle Street car park. Sections of Hurricane Road and Karma Waters Road were commenced and will be completed by early September.
Program: 03 Urban Streets		
R2R Reynolds Street, Mareeba - Replace Kerb and Channel	Completed	Project completed August 2022.
TIDS Rankin Street/Walsh Street Roundabout and Approaches Upgrade	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 was stabilised and sealed in mid-August. Section B subgrade excavation and rock mattress installation is currently underway which will be followed by full width stabilisation.
TIDS Euluma Creek Road, Julatten Ch 9.350-10.130 Rehabilitate & widen 3 sections within chainage	Construction	Design and procurement completed. Project will commence October 2022.
Borzi Road, Mareeba - Widen and Seal Ch 0.03-0.67	Procurement	Project will commence late mid to late October 2022.
R2R Wolfram Road, Dimbulah - Stage 3 Priority Sections Safety Widening	Not Commenced	Programmed January 2023 to March 2023.
TIDS Ootann Road - Sections 1 & 2 Widen and Seal	Design	Design underway.
TIDS Springmount Road - Widen and Seal, Culvert works Ch. 13.25 - 18.10	Design	Design underway, pipes ordered.
Program: 05 Bridges		
BRP Kanervo Road, Replace Timber Bridge over Davies Creek	Construction	The eastern abutment and relieving slab is completed as are the two central piers. The crew is having difficulty dewatering the foundations for the western abutment and progress is slow. Recent rains have raised the level of Davies Creek by approximately 300mm. The project is still on track to be completed by the end of October.
Granite Creek, Mareeba - Replace Footbridge Deck (Eales Park)	Procurement	Designs received; works will be programmed for after the completion of Kanervo Road Bridge Upgrade.
Palm Close, Mareeba - Replace Footbridge Boards	Procurement	Designs received; works will be programmed for after the completion of Kanervo Road Bridge Upgrade.
Bicentennial Lakes Footbridge Safety Upgrade	Procurement	Designs received; works will be programmed for after the completion of Kanervo Road Bridge Upgrade.
Kauri Creek Bridge Speewah Road Replace Girders	Not Commenced	Programmed for November 2022.
Bullaburrah Creek Road Causeway Relieving Slab	Not Commenced	Programmed December 2022, weather permitting.
Bolton Road Inspect/Design/Replace Girders	Not Commenced	
Barron River Causeway Henry Hannam Drive Replace Slabs	Not Commenced	Programmed for December 2022, weather permitting.
Clohesy River Barron St Inspect & Design	Planning	
Barron River Bridge, Oak Forest Road Inspection/Design	Planning	
Program: 06 Drainage		
2021/22 Minor Culvert and Causeways Renewal	Completed	During August culvert repairs were completed at Pin Road, Wright Road and Leafgold Weir Road. Project complete August 2022.
2022/23 Minor Culvert and Causeways Renewal	Not Commenced	The installation of a new RCBC at Hawkins Road is programmed for September.
Amaroo Mareeba - Drainage Upgrade Stage 2 of 3 - Karobean Drive to Yarrabee Close (300m)	Completed	Project completed August 2022.
Program: 08 Parking		
Borzi Park, Mareeba - Carparking Masterplan	Planning	Internal road configuration discussed with Councillors at workshop August 2022. Design to be developed for internal network for consideration of funding in future programs. Overarching masterplan to be developed for Council consideration at future workshop.
Program: 09 Footpaths		

Infrastructure Services Capital Works Summary Report - August 2022

Project Description	Project Stage	Progress Comment
Mareeba Rail Trail Stage 1 - McIver Road to Mareeba Aerodrome	Construction	Works commenced mid-August and resheet of trail is complete. Signage and chicane arrangement is currently underway and works are programmed to be complete 16 September 2022.
2022/23 Shire Wide Footpath Renewal Program	Not Commenced	Walking Network Report received. Initial review in late August identified several sections of new footpath and pedestrian safety improvements within the 500m CBD buffer zone (centred at Anzac Park) would benefit pedestrians. A tender will be developed after further scoping and released for external delivery.
Mareeba Walking Network Plan	Design	Draft Walking Network Plan presented to Council for adoption.
Kuranda Walking Network Plan	Planning	Contractor engaged, inception meeting immanent.
2022/23 Walking Network Upgrade Program	Planning	Kuranda Walking Network Plan: Inception meeting held with the Consultant engaged to undertake the study and provide a report. MSC Community Services section advising on the public consultation requirement.
Program: 10 Parks and Gardens		
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.
LRCIP2 21/22 Park Entrance Sign Renewal	Completed	10 Acre Park sign has been installed. Project complete August 2022.
MBA Byrnes St Traffic Islands (BP)	Not Commenced	Not programmed at this stage.
MBA Connection Rd/Byrnes St Intersection	Not Commenced	Not programmed at this stage.
MBA Costin St Medians	Not Commenced	Irrigation has been turned off & existing street trees are watered when required. Additional infill works not programmed
DIM Avenue of Trees Irrigation	Not Commenced	Programmed for November 2022.
DIM Town Hall Park Refresh	Not Commenced	To be undertaken following outcome of Community feedback.
Kuranda Centenary Park Playground Upgrade	Design	Contract awarded to Moduplay Pty Ltd.
Mareeba Bicentennial Lakes (Southern) D&C	Planning	Tenders currently being evaluated.
Mareeba Anzac Memorial Park Landscaping & Safety	Procurement	RFQ submissions received via VendorPanel. One (1) submission received, Council to award to local contractor Mindil Pty Ltd.
Mareeba Sunset Park Exercise Equipment Renewal	Not Commenced	Assessed the condition of the existing exercise equipment and soft-fall base. Considered additional equipment to complement existing.
Kuranda Anzac Park Landscaping	Not Commenced	Landscape architect engaged to provide design options for the proposed refurbishment and upgrade. A site meeting was held with the landscape architect to discuss the prevailing issues and potential solutions.
Coondoo Street, Kuranda Upper Refurb	Not Commenced	Lighting consultant Aurecon engaged to assess the street lighting on Coondoo Stand lighting around Centenary Park. Preliminary assessment of the work requirement for the footpath repair undertaken.
KDA CBD Planter Boxes & Gardens	Not Commenced	Not yet programmed.
Irvinebank School of Arts Park Seating & Shade	Not Commenced	Programmed for April 2023.
Mareeba Eastern Catchment Park Amaroo St1	Procurement	Contract awarded to Moduplay Pty Ltd. Preparing Concept master plan for the entire area fronting Hastie Road.
Program: 11 Water		
Mareeba and Kuranda Water Treatment Plant - Staged start-up of raw water pumps upgrade	Design	Design process has commenced with on-site inspection planned for early September.
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	Contractor progressing with connection works and once these are completed road reinstatements will be done and expect the project to be completed by early September.
Mareeba WTP Study and potential upgrade of wastewater system to improve supernatant quality	Construction	Works progressing well and hopefully will be completed by end of October or early November.
Mareeba Water Treatment Plant - 5ML Reservoir Roof Replacement	Completed	Once the commitment is finalized the project can be closed out.
BBRF Unconfirmed Mareeba Water Treatment Plant Filtration Upgrade	Design	Project design works continuing and actual project waiting on funding approval from grant application process.
Mareeba Clear Water Booster Pump Station Upgrade	Design	Project design underway and design expected to be completed by end of December or early January.

Infrastructure Services Capital Works Summary Report - August 2022

Project Description	Project Stage	Progress Comment
2022/23 Water Pipe Renewal Program	Construction	Project tender awarded with actual works to commence 5 September 2022. Communication plan has been developed and advertised with the closure of John Doyle Bridge scheduled for the first week of the September school holidays 19 to 25 September. Council reticulation staff also doing small section of AC pipe renewal located Chewko Road and Hales Street.
2022/23 Water Telemetry/SCADA Upgrades	Planning	Works currently in the planning stage.
DIM WTP New Turbidity Meters	Procurement	Procurement underway with quotes sourced and orders being issued.
KDA WTP Auto Backwash on 3 Filter Cells	Planning	Treatment operations staff to liaise with City Water Technology and/or suitably qualified person for the implementation works.
2022/23 Smart Water Meter Replacement	Planning	Currently compiling a list of meters by year and usage to determine quantity of meters required and scheduling a program for installation. Taggle have also advised of supply chain delivery issues so we are working with Taggle to have small deliveries made over the course of the 2022/23 FY.
2022/23 Hydrant Renewal Program	Planning	Council officers reviewed recent maintenance works to determine number and locations for hydrant renewals, with installation works commenced during August.
MBA WTP Raw Water Pumps & Electrics	Design	Design underway with project pre-start scheduled for 6 September.
2022/23 Valve Replacement Program (Reticulation)	Construction	Council reticulation staff currently installation valves and locations identified on the western side of Mareeba.
BOR6 22/23 Water Forward Design Program	Design	Design Works currently underway on raw water pump station and clarifier process improvements.
MBA Additional Pressure Reduction Valves	Planning	Locations of RPV's have been modelled and calculated during booster pump station design works and will be procured and installed as identified in the water modelling in conjunction with the booster pump station project.
MBA Decommission Basalt St Elevated Tank	Planning	Works to be undertaken in conjunction with the booster station project, can only be done as the new booster station is being commissioned.
MBA Decommission Granite Ck Pump Station	Planning	Works to be undertaken in conjunction with the booster station project, can only be done as the new booster station is being commissioned.
MBA WTP Chemical Bund	Construction	Works well underway with major section of work now completed with vehicle access and set down area done.
DIM Caustic Soda Dosing Pumps & Shed	Construction	Project commenced and awaiting on steel to arrive for shed, once the steel is here it will be erected and the new dosing equipment will then be installed.
WTP Minor Infrastructure Replacements	Construction	Quotes on equipment ordered and issued and installation works will commence once equipment arrives and time will depend on supply chain delivery times.
MBA WTP Clarifier Infrastructure Process Improvement	Design	Design underway, once their assessment has been completed they'll submit to Council officers for further review and options assessments.
MBA/KDA/DIM WTP Installation of Chloring Analysers	Procurement	Quotes sourced and goods being ordered as soon as practical.
MBA Trial Chloring Dosing	Planning	This work to be undertaken in conjunction with new filter project if successful with grant application for the new filters.
Program: 12 Wastewater		
Mareeba Wastewater Treatment Plant - Aeration diffusers replacement (every 5 years)	Construction	Works are scheduled for first and second weeks of September.
21/22 Wastewater Telemetry/SCADA Upgrades	Construction	Most works are completed with the residual work to be completed during July and through to September.
New Sewer Pump Station Standby Generators x 2	Procurement	New generators have arrived and installation works are underway.
2021/22 Mareeba Sewer CCTV & Relining Program	Construction	Last four (4) lines now relined and council officers are preparing to close out the 2021/22 FY program.
2021/22 Mareeba Wastewater Treatment Plant Component Renewals	Completed	Works essentially completed and once commitments are cleared project can be closed out.
Granite Creek, Mareeba Sewerage Pump Station Refurbishment	Construction	Issues identified with divider wall and remediation works commenced during August with overall works now expected to be completed by end of December.
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	Project now completed and once final commitments are finalised the project can be closed out.
MBA Bi-Lakes Sewer Main Capacity	Design	Design works underway, once completed which is expected November or December the project will be issued for tender.

Infrastructure Services Capital Works Summary Report - August 2022

Project Description	Project Stage	Progress Comment
2022/23 Wastewater Telemetry/SCADA Upgrades	Planning	Program will see the Mareeba WWTP SCADA upgraded to latest version with work planned for first half of 2022-23 FY.
2022/23 New Standby Generator Program	Procurement	An RFQ was issued for the supply and delivery of two generators, this has now been actioned and generators are on order and expected to arrive late September. New concrete plinths will be constructed October to allow for installation works to commence.
2022/23 Mareeba Sewer CCTV & Relining Program	Planning	Pre-start meeting held 18 August with actual works to commence in October / November.
2022/23 Manhole Rehabilitation & Replacement Program	Construction	Works underway with about 50 % of the 2022-23 scheduled program completed.
Kuranda TP Chlorine Dosing Pumps	Procurement	Goods are on order and potentially long lead time of delivery.
Kuranda TP RAS System Submersible Pumps	Planning	Assessment on selection of new pump will be done during routine maintenance works scheduled for November.
Kuranda TP Bioreactor Aeration Blower	Planning	Quotes on replacement blowers received but the costs exceed the budget allocation, assessing if the allocated funds will cover the costs for overhauling the existing blowers. There is a notable increase in the costs of aeration blowers.
Minor WW Pump Station Refurbishments	Not Commenced	Project on hold as funds from this project diverted to Granite Creek SPS project.
22/23 WW Forward Works Design Program	Planning	Review of Atherton St SPS underway to determine if a new pump station is required or the existing pump station can be refurbished.
Program: 13 Waste		
Kuranda Waste Transfer Station Weighbridge & Gatehouse	Completed	In negotiations with weighbridge about final invoicing, at this stage not in agreeance with supplier and trying to resolve as soon as possible. Supplier taking time to respond.
Mareeba Waste Facility - Buy Back Shop Construction	Completed	If ident Survey is completed then project can be closed out.
Mareeba Waste Facility - Construct New Landfill Cells	Design	Project design progressing however there is a lot of work required on the electrical side of the design works, council officers met with Golder/WSP to determine a way forward. Council officers have now provided Golder/WSP with further technical information which will hopefully allow the design to progress in the coming months then to completion.
Mareeba Transfer Station New Baler	Planning	Grant funding source wanted the project plan updated which has been completed prior to signing the grant deed and progressing the project.
Mareeba and Kuranda Transfer Station Security Improvements	Procurement	Quotes sourced and orders issued for the works. Suppliers and installers have advised that due to supply chain delivery issues actual project works might not commence until October pending delivery of materials.
Program: 15 Fleet		
GPS Vehicle Management System	Planning	Extent of roll out of vehicle management system being reviewed to minimise costs to Council.
Replace Unit 5432 Sewerage Jet Rodder trailer with a hydro vac truck	Procurement	Procurement stage pending condition reports.
Fleet Replacement #509 Backhoe	Completed	New machine delivered 2 August 2022.
Fleet Replacement #4053 - Husqvarna Zero Turn	Completed	Project completed, August 2022.
Fleet Refurbishment Truck Mounted Water Tank	Planning	Business Case being developed.
Fleet Replacement #621 Single Cab Tipper	Procurement	Purchase order raised July 2022, anticipated delivery 8-10 months.
Fleet Replacement #675 Crew Cab Tipper	Procurement	Purchase order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #623 Crew Cab Tipper	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #5006 Tractor	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #6253 Road Broom	Planning	Tender process.
Fleet Replacement #1304 Landcruiser	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #1305 Landcruiser	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #1323 Triton	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #1337 Triton	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #1229 Hilux	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #2052 Triton	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.

Infrastructure Services Capital Works Summary Report - August 2022

Project Description	Project Stage	Progress Comment
Fleet Replacement #1315 Landcruiser	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Fleet Replacement #1328 Triton Tray Back	Procurement	Purchase Order raised July 2022; anticipated delivery 8-10 months.
Program: 16 Depots and Council Offices		
Rankin Street, MSC Admin Office Refurbishment	Construction	Further variations to be delivered September; external entry tiling and removal of posts in Finance area.
Kowa Street, MSC Depot - Emergency Generator	Planning	IT required to provide advice in regards the UPS system. Project Manager awaiting further instruction.
Program: 17 Community Buildings		
Koah Tennis Court - Remove/replace the unstable timber light poles (with metal poles and caged footings within concrete)	Planning	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	Design	Contract awarded to Kirratech Lifestyle Pools Pty Ltd. Currently in design phase.
Mareeba PCYC Shire Hall Part Roof Replacement (Partial roof replacement)	Construction	Variations raised for water damaged timber fascia and hood vents. Works commenced to manufacture new hood vents.
Riverside Caravan Park Amenities Building Replacement	Construction	Awaiting final engineered drawings from contractor. Supply delay for temporary ablution block, contractor to advise.
Mareeba Community Hub Signage & Seating	Not Commenced	Concept design provided to Project Management Team for inclusion in delivery program. Pre-start (projects) not yet held.
Mareeba Aquatic Centre Entrance Upgrade & Paint	Not Commenced	Will form part of the overall upgrade of the facility.
2022/23 Mareeba Roof Replacement Program	Planning	Scoping commenced, procurement to be finalized by 23 August 2022.
2022/23 Mareeba Bitumen Driveway Renewals	Planning	Scoping commenced, procurement to be finalized by 23 August 2022.
Mareeba Timber Fascia Replacement	Planning	Scoping commenced, procurement to be finalized by 23 August 2022.
2022/23 Dimbulah Bathroom Renewal Program	Planning	Scoping commenced, procurement to be finalized by 23 August 2022.
Dimbulah / Mareeba / Kuranda Pools Chlorine Dosing Improvements	Planning	Project to be scoped and provided to Projects Team for delivery. Scope to be prepared and handed over by End of September 2022.
Mareeba Women's Restroom Refurbishment	Design	Consultant met onsite to provide overview, preparation of RFT/EOI to commence with intent to progress to open market engagement end of October 2022.
2022/23 Shire Toilet Facility Replacement Program	Not Commenced	Toilet list and scope of works to be provided to Projects Team for delivery. Anticipated handover meeting end of September 2022.
Dimbulah Caravan Park Shower Septic Modifications	Design	Awaiting Soil Test Results, unable to progress quotations until received from external lab.
Mareeba New CBD Toilet Facilities	Design	Amended design configuration and location identified, plans to be updated and provided to Projects Team for implementation. End of September targeted for handover.
2022/23 Facilities Refurbishment Program	Not Commenced	Restricted Use - Only to progress under direction of EMT to address Management Agreement constraints.
Kuranda Community Prec. Toilet Refurb	Not Commenced	Scope of works to be provided to Project Team for delivery. Some consideration to future POS project will be needed.
Kuranda Aquatic Centre 25m Pool Auto Fillers	Planning	On hold pending further investigation.
Chillagoe Hub Sign Replacement	Not Commenced	On hold pending further investigation.
Kuranda Aquatic Centre 25m Pool Cleaner	Not Commenced	On hold pending further investigation.
Kuranda Aquatic Centre 25m Pool Aquaris Upgrade	Not Commenced	On hold pending further investigation.
Program: 18 Non-Infrastructure Items		
Kuranda New Cemetery	Design	Consultant engaged for the Detail Design of Stage 1 of new cemetery, to be completed prior to end of Calendar year 2022. If works to be completed by External Contractor, Tender for works will be undertaken February/March 2023 for delivery in Dry Season of 2023.
DRFA Flood Warning Infrastructure Network MbaSC.0018.1819E.FWI - Rain Gauge (7 locations)	Completed	Physically completed June 2022, documentation closeout to be finalised by end of September 2022.
New Total Station Tilting Auto Pole	Not Commenced	Purchase order raised, awaiting delivery.
Program: 20 KIAC		
KIAC - New Wayfinding Signage	Construction	Signage dispatched from Lismore 29 July 2022, arrived in Mareeba 1 August 2022. Installation to commence late October 2022.

9.4 T-MSC2022-08 KURANDA VILLAGE CLEANING CONTRACT

Date Prepared: 9 September 2022
Author: Manager Technical Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the tenders received for T-MSC2022-08 Kuranda Village Cleaning Contract.

RECOMMENDATION

That the Council awards Tender T-MSC2022-08 Kuranda Village Cleaning Contract to Biniris (Aust) Pty Ltd for the amount of \$308,976.96 excluding GST.

BACKGROUND

Council currently delivers cleaning services, collection & disposal of litter and the opening / closing of identified Council facilities, in Kuranda, under a contract arrangement. The current contract, currently being delivered by Biniris (Aust) Pty Ltd (T/A Biniris), expires on 1 November 2022.

The Contract generally includes the cleaning, collection / disposal of litter and the opening and closing of identified council facilities. Tenders were called for a two (2) year, fixed price contract, with a one (1) year extension option.

The tendered scope of works includes elements as provided in the *Table 1* below.

Table 1: Specific requirements of Contract

Facility	Service	Frequency
Kuranda Centenary Park Toilets	Cleaning of the toilets including opening and closing the facility daily	Three times daily
Kuranda Village - Park and Street litter	Collection and disposal of litter daily	Three times daily
Kuranda Library and Customer Service Office	Cleaning and rubbish removal	Monday; Wednesday and Friday
Kuranda Tourism Office and meeting rooms (Upstairs Precinct)	Cleaning and rubbish removal	Fortnightly Friday's
Kuranda Visitor Information Centre	Cleaning and rubbish removal	Monday to Friday

Tender Process:

Quotations were invited from public respondents for T-MSC2022-08 Kuranda Village Cleaning Contract, closing on 22 July 2022. Two (2) submission were received, with post tender negotiations being undertaken to ensure clarity of the responses was achieved.

Tender Evaluation

Tenders Received

Two (2) submissions were received. A summary of the tender prices at opening is provided in *Table 2* below;

Table 2: Tendered Price at opening

Tenderer	Tendered Price (excluding GST)
Biniris (Aust) Pty Ltd T/A Biniris	\$308,976.96
Services FM Pty Ltd	\$391,688.64

Tender Assessment

Tenders were assessed in accordance with the evaluation criteria stated in the tender documentation and as provided in *Table 3* below;

Table 3: Evaluation Criteria

Criteria	Weighting
Tendered Price	40%
Relevant Experience	30%
Key Personnel Skills and Experience	10%
Tenderer's Resources	10%
Demonstrated Understanding	10%
Total	100%

Each tender was evaluated and scored against the criteria, with the criteria scores then weighted to provide a total weighted score for each submission. Additionally, each tender has been assessed for conformance, compliance and discrepancies, against the requested response schedules.

A summary of the Tender assessment, incorporating the evaluation against conformance, price and non-priced base criteria, resulted in the ranking of submissions displayed in *Table 4* below.

Table 4: Tender Evaluation Summary

Tenderer	Rank
Biniris (Aust) Pty Ltd T/A Biniris	1
Services FM Pty Ltd	2

A review of both Contractors submissions indicate that they are both capable of delivering the works.

RISK IMPLICATIONS**Financial**

The Tender seeks to minimise risk for all parties through the establishment of a two (2) year contract with option for extension by one (1) year.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

This contract has been released under market conditions to ensure value for money is achieved through engagement of contractors under competitive tender conditions.

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

Nil

Is the expenditure noted above included in the current budget?

This program is operational in nature.

Operating

The proposed contract does represent an increase over previous years engagements.

Is the expenditure noted above included in the current budget?

Yes, however officers will need to account for increased contract value when managing whole of year costs.

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.

Community: An engaged community which supports and encourages effective partnerships to enhance the liveability of the shire and the wellbeing of residents in communities which are resilient and prepared for unforeseen events.

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

Awarding of the contract will result in the continuation of Council and Biniris successful partnership in delivering this work for the benefit of Kuranda Village.

9.5 INFRASTRUCTURE SERVICES, TECHNICAL SERVICES OPERATIONS REPORT - AUGUST 2022

Date Prepared: 19 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 August 2022.

RECOMMENDATION

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

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

Investigation activities undertaken in August included:

Activity	Current Requests	Closed Requests
Road Infrastructure Review	39	21
Drainage Investigations	6	2
NHVR Permit Applications	0	8
Aerodrome Investigations	6	1
Traffic Count Surveys	0	15
Parks Investigations	5	3
Miscellaneous <i>e.g.</i> Planning; Local Laws	7	35
Before You Dig Assists Requests	0	166

Soil Laboratory:

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

Supplier	No. of Tests
Internal	63
External	125

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	Prestige Gardens Stage 1-6	Under construction
Mareeba	Emerald End Road & Country Road	Under construction
Mareeba	Amaroo Stage 12	On-maintenance
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:

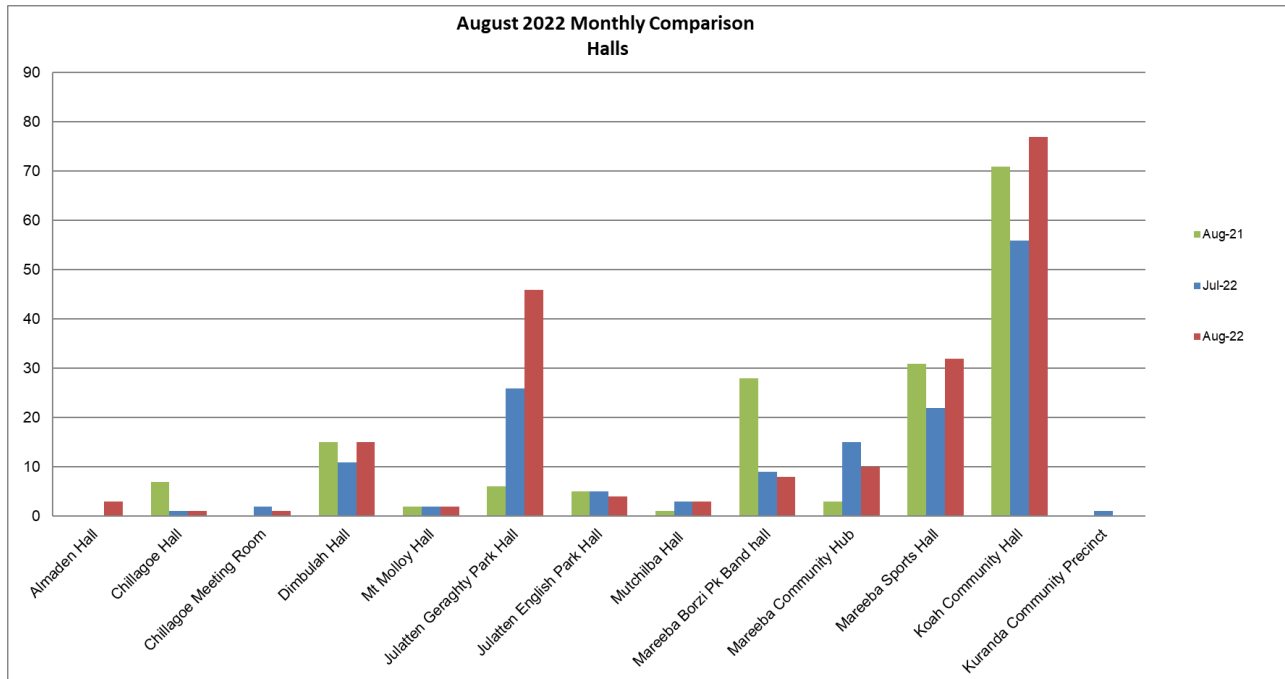
Program	Status
2022 DRFA	Mareeba Shire activated DRFA assistance measures linked Far North Queensland Low Pressure Trough, that occurred 1 – 7 February 2022. Council have commenced assessment of damage, emergency repairs and immediate restoration of impacted roads throughout the Shire. A consultant has 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.
2022 Betterment	Officers are currently working on development of the proposed Betterment Program for submission to QRA for consideration prior to end of calendar year.

Facilities

Community Halls:

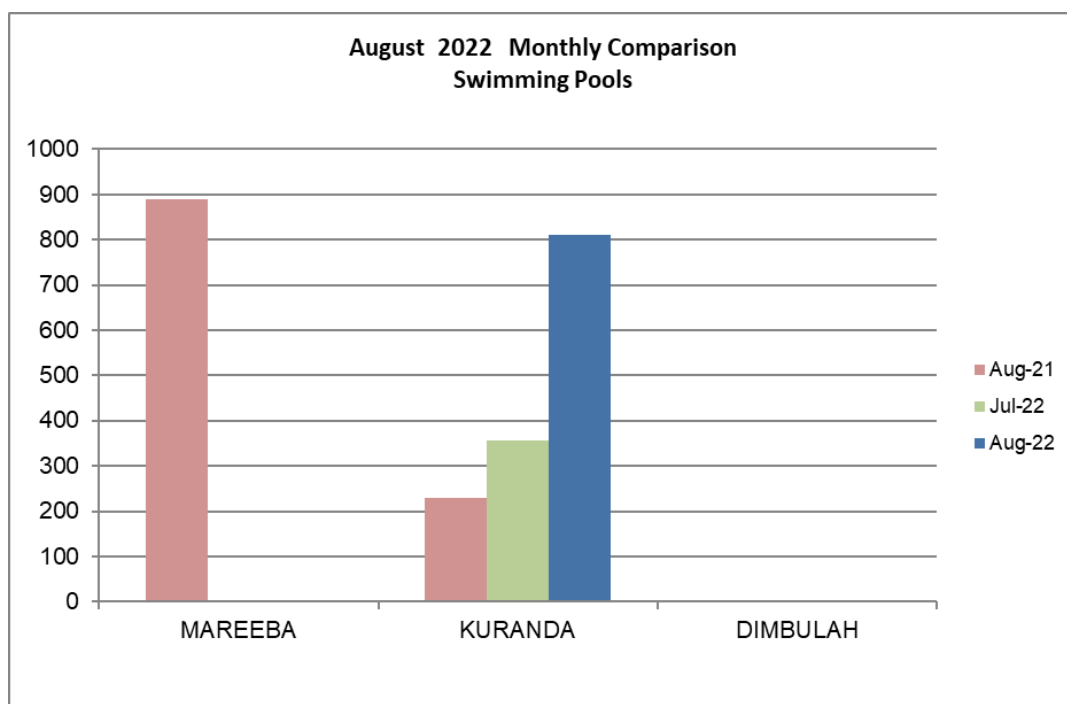
Maintaining safe and efficient access to Council Community Halls is recognised as an important aspect for the community's ongoing wellbeing.

August 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.



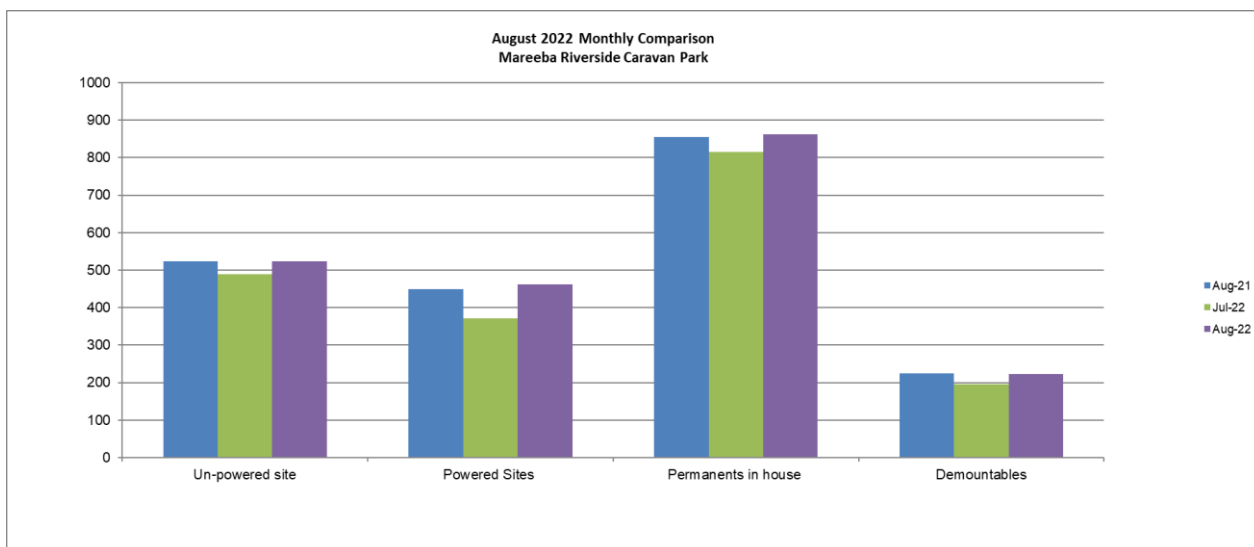
Aquatic Centres

Mareeba and Dimbulah Aquatic Centres are closed during August 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.

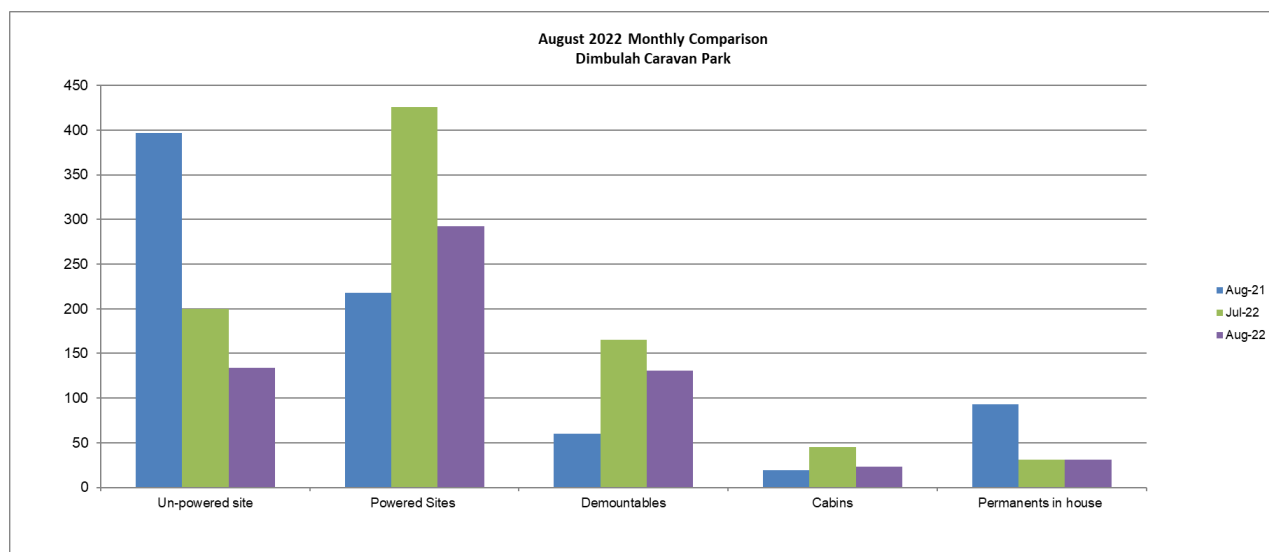


Caravan Parks:

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 August. A new caretaker has been engaged which has brought some new ideas and activities to the park which have been encouraging.



Vandalism & Graffiti:

During August, 11 reports of vandalism/graffiti were recorded for Council facilities, with annual costs provided below;

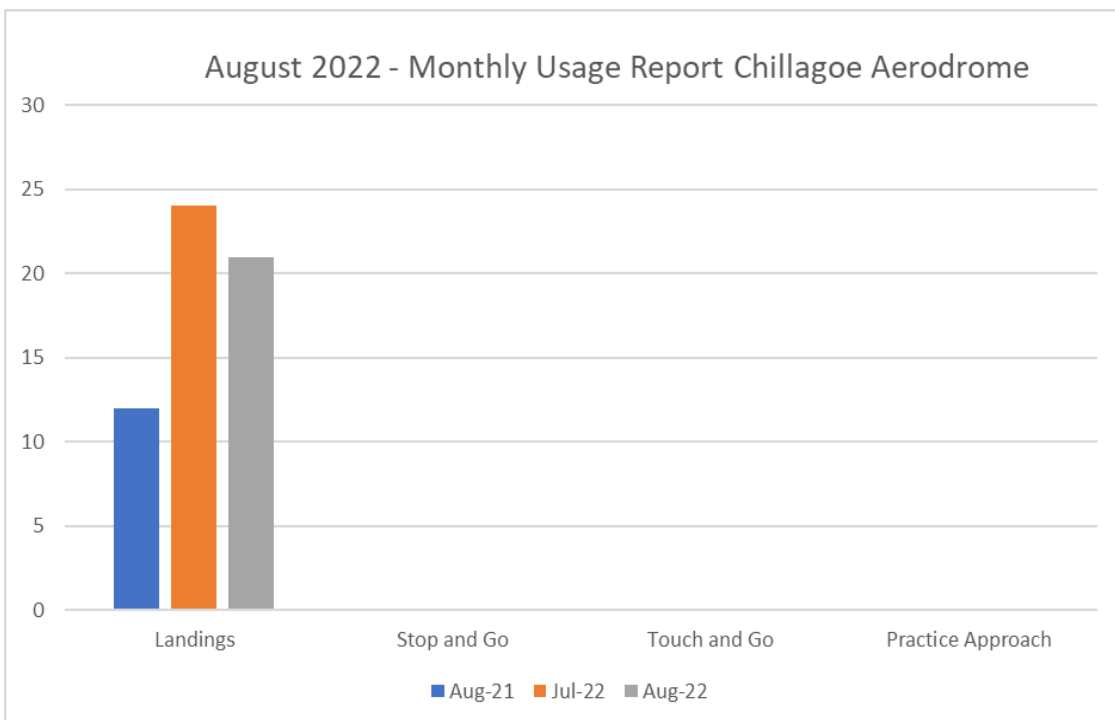
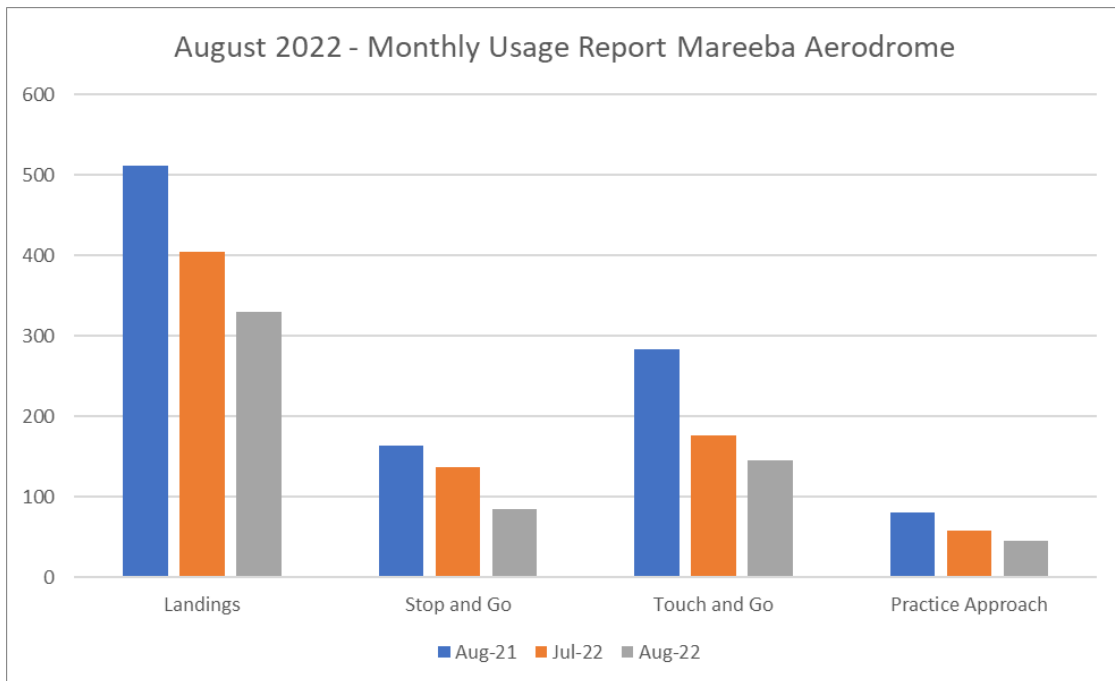
Financial Year	Actuals	Comments – August 2022
2015/16	\$ 2,134.00	<ul style="list-style-type: none"> • Mareeba Anzac Park - graffiti x 1 • Mareeba Arnold Park Toilets and Rotunda - Vandalism x 2 • Mareeba CWA Toilets - Graffiti and Vandalism x 2 • Mareeba Davies Park - Vandalism x 1 • Mareeba Rankin Street - Vandalism x 1 • Mareeba Theatre Hall - Vandalism x 2
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	

Financial Year	Actuals	Comments – August 2022
2022/23	\$ 7,162.68	<ul style="list-style-type: none"> • Kuranda Community Precinct - graffiti x 1 • Mareeba Rotary Park Toilets - vandalism x 1

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

Aerodromes

The data recorded below is current for the month of August, however there is usually a lag of data for each current month from the service provider, which continues to be updated into the next month.



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.

9.6 PEST MANAGEMENT ADVISORY COMMITTEE - TERMS OF REFERENCE

Date Prepared: 5 September 2022

Author: Director Infrastructure Services

Attachments: 1. [Pest Management Advisory Committee - Terms of Reference](#) ↓

EXECUTIVE SUMMARY

The Pest Management Advisory Committee (PMAC) is established to provide expert advice to Council on community biosecurity matters and advise on emerging pest management issues and projects.

The Terms of Reference for the PMAC have been developed and is presented to Council for adoption.

RECOMMENDATION

That Council adopt the attached Pest Management Advisory Committee Terms of Reference.

BACKGROUND

The Pest Management Advisory Committee (PMAC) has been established under the Local Government Regulations 2012 to provide Council with strategic guidance and/or recommendations in relation to its regional pest management role on an ongoing basis.

More particularly the PMAC will:

1. Advise on the preparation and annual review of the Mareeba Shire Community Biosecurity Plan.
2. Provide advice on prioritising invasive plant and animal species, including emerging species, to plan for management strategies and resource requirements.
3. Provide a forum to share knowledge and collaborate on invasive species management, control and sustainable environmental solutions including site rehabilitation, restoration and revegetation.
4. Identify and advise on funding and partnership opportunities for resourcing and cost sharing.
5. Provide expert advice on other matters as referred to the PMAC Committee by the Council regarding Biosecurity.

Councillors represent Council on a number of Boards, Associations, Committees and Community organisations across the municipality. At Council's May 2020 Meeting, Councillor appointments to the relevant functional committees were made. Councillor Bensted and Councillor Bird were appointed to the PMAC.

In order to formalise the purpose, scope, function and composition of the PMAC, a Terms of Reference document has been developed for Council's consideration.

It is also proposed that the next meeting of the PMAC be convened in November 2022.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

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.

IMPLEMENTATION/COMMUNICATION

Council will formally advise representatives of the PMAC of the adopted Terms of Reference.



Terms of Reference - Pest Management Advisory Committee (PMAC)

Policy Type	Administrative Reference	Version:	1.0
Responsible Officer	Director Infrastructure Services	Date Approved:	
Review Officer:	Director Infrastructure Services	Review Due:	
Author:	Director Infrastructure Services	Commencement:	

1. PURPOSE

The Pest Management Advisory Committee (PMAC) is established under the *Local Government Regulation 2012*¹ to provide expert advice to Council on community biosecurity matters to assist Council in achieving its Corporate Plan objectives and advise on emerging pest management issues and projects.

2. SCOPE

The Terms of Reference apply to Councillors, Committee members and staff of Mareeba Shire Council.

3. FUNCTIONS

The purpose of the Advisory Committee is to:

1. Advise on the preparation and annual review of the Mareeba Shire Community Biosecurity Plan.
2. Provide advice on prioritising invasive plant and animal species, including emerging species, to plan for management strategies and resource requirements.
3. Provide a forum to share knowledge and collaborate on invasive species management, control and sustainable environmental solutions including; site rehabilitation, restoration and revegetation.
4. Identify and advise on funding and partnership opportunities for resourcing and cost sharing
5. Provide expert advice on other matters as referred to the PMAC Committee by the Council regarding Biosecurity.

4. COMPOSITION

Advisory Committee members must be committed to the strategic objectives outlined in these Terms of Reference. The following will apply:

- The Chairperson of the Advisory Committee will be a Councillor.
- Two (2) Councillors will be appointed by Mareeba Shire Council to the Advisory Committee—one (1) serving as Chair and the other as Deputy Chair.
- One (1) representative will be appointed to the Committee from each of the following:
 - DAF
 - DOR
 - Terrain

¹ See *Local Government Regulation 2012 (Qld) pt. 5 div 2 -see especially ss264-265*

Human Rights Compatibility Statement
 The *Human Rights Act 2019* (HR Act) (Qld) came into effect on 1 January 2020 and will mean fairer laws, policies and practices by public entities when dealing with the community on a day-to-day basis. This procedure has been drafted in alignment with obligations under s 58 of the HR Act.

Terms of Reference - Pest Management Advisory Committee (PMAC)
--

- Northern Gulf Natural Resource
- Cape York Natural Resource
- Remaining Advisory Committee members will be appointed by Council and will hold extensive knowledge and experience in Biosecurity or pest management.
- The Advisory Committee may from time to time seek the advice of persons with specialist knowledge and invite them to attend a meeting.

5. TERMS OF APPOINTMENT

The Advisory Committee is appointed for the term up to the next Council election or for the lifespan of the Committee, whichever is the earlier event and is subject to review by Council at any stage.² The following will apply:

- The Advisory Committee has no decision-making powers and will make recommendations only for consideration by Council.
- Advisory Committee members are appointed on a voluntary basis and meeting fees are not available.
- Advisory Committee members are expected to be available for regular communication by email and telephone.
- Where a member is appointed, they must receive notification of the appointment in writing
- Council may remove an Advisory Committee member from office for:
 - conduct in breach of Council's *Employee Code of Conduct*;
 - failure to attend three consecutive meeting without leave of absence.
- The Advisory Committee may be renewed with the same membership following the next Council election or when public nominations are called for positions.

6. CONDITIONS OF MEMBERSHIP

Advisory Committee members are to comply with Council's *Handbook for Advisory Committees* and *Employee Code of Conduct*. The following will apply:

- Advisory Committee members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence.
- Advisory Committee members are to exercise common courtesy on all occasions.
- Advisory Committee members are to work collaboratively towards the purpose of the Committee.
- Advisory Committee members are not authorised to speak directly to the media or public on behalf of the Council or with regard to any matter that has or is to be discussed by the Committee unless otherwise determined and agreed by Council. All media inquiries and requests for comment by members must be directed to the Advisory Committee Chairperson.

² See *Handbook for Advisory Committees* (MSC) s 3.1.

Terms of Reference - Pest Management Advisory Committee (PMAC)

- Where a Committee member ceases employment with the organisation their membership to the Advisory Committee ceases, and the membership organisation are to appoint a replacement in writing.
- The office of an appointed Advisory Committee member becomes vacant if the member submits resignation in writing to the Secretariat of the Advisory Committee or is unable to continue their duties as an Advisory Committee member under these Terms of Reference.

7. MEETINGS

Advisory Committee Meetings will be conducted in accordance with Council's *Handbook for Advisory Committees*.³ The following will apply:

- Meetings are to be held as and when items of business arise but must be at least twice annually.⁴
- Meeting of the Advisory Committee will be held at a venue in Mareeba unless otherwise determined.
- A quorum will be determined to be 50% of the total number of committee members, of which at least one must be a Mareeba Shire Council Councillor.⁵
- If after ten to fifteen (10-15) minutes have elapsed from the advertised time of the meeting without a quorum being present, the meeting will be abandoned. The chairperson is to reconvene the Committee as convenient, but no later than the next scheduled meeting date.⁶
- An appointed member who has a direct or indirect pecuniary interest in a matter under consideration by the Committee must disclose the nature of the interest to the Committee. Such a disclosure must be recorded in the minutes of the Committee.⁷
- Voting procedure will be conducted in the manner consistent with requirements under the *Local Government Regulation 2012* and Council's *Handbook for Advisory Committees*.⁸
- Advisory Committee members will not nominate alternate members (proxies) or representatives to attend meetings in their absence.
- Observers are permitted in attendance by approval of the Chairperson.

8. ADMINISTRATION

The Committee will undertake an assessment of performance against these Terms of Reference at an agreed time. Council Officers will provide information, secretarial and other assistance to the Committee as required.

9. REPORTING

The Advisory Committee will provide updates to Council by submitting reports when required. The following will apply:

³ Ibid s 3.4.

⁴ Ibid s 3.4.2.

⁵ Ibid s 3.4.3.

⁶ Ibid.

⁷ Ibid s 3.4.7.

⁸ See *Local Government Regulation 2012* (Qld) s 270. See also *Handbook for Advisory Committees* (MSC) s 3.4.1.

Terms of Reference - Pest Management Advisory Committee (PMAC)

- The Advisory Committee's advice and recommendations will be recorded in the Meeting Minutes and presented for Council consideration and assessment in a report.
- Meeting Minutes will be of formal resolutions and may note discussion topics and will comply with Council's *Handbook for Advisory Committees*.⁹
- Approved Meeting Minutes are available to the public and will be published on Council's website.
- All written material associated with the Committee is subject to the Right to Information Act 2009 and may be made available to the public.

10. DEFINITIONS

Alternate member – means a person who attends meetings of the committee and acts as a member of the committee only if another member of the committee is absent from the meeting of the committee.¹⁰

11. RELATED DOCUMENTS AND REFERENCES

Employee Code of Conduct (MSC)
Handbook for Advisory Committees (MSC)
Local Government Regulation 2012 (Qld)

12. Review

It is the responsibility of the director infrastructure services to review these terms of reference and effect the necessary changes following each council election.

LIST OF OBSERVERS

- FNQROC
- Mitchell River Watershed Management Group
- Barron River Catchment Care Group
- Agriculture Industries
- Sunwater
- Department of Transport and Main Roads
- Wetherby Station
- Karma Waters
- Mareeba District Fruit & Vegetable Growers Association
- Tableland Canegrowers Association
- Wet Tropics Management Authority

List of Relevant Acts list in the Biosecurity Act

- Economic Development Act 2012
- Fisheries Act 1994
- Forestry Act 1959
- Marine Parks Act 2004
- Nature Conservation Act 1992
- Planning Act 2016
- Vegetation Management Act 1999

⁹ See *Handbook for Advisory Committees* (MSC) s 3.4.6.

¹⁰ See *Local Government Regulation 2012* (Qld) s 266.

9.7 INFRASTRUCTURE SERVICES, WATER AND WASTE OPERATIONS REPORT - AUGUST 2022

Date Prepared: 19 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 August 2022.

RECOMMENDATION

That Council receives the Infrastructure Services, Water and Waste Operations Report for August 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)	7,948	937	335	322	72
Number of Connections	4,385	982	157	272	137
Average daily water consumption per connection (L)	1,813	954	2,134	1,184	637

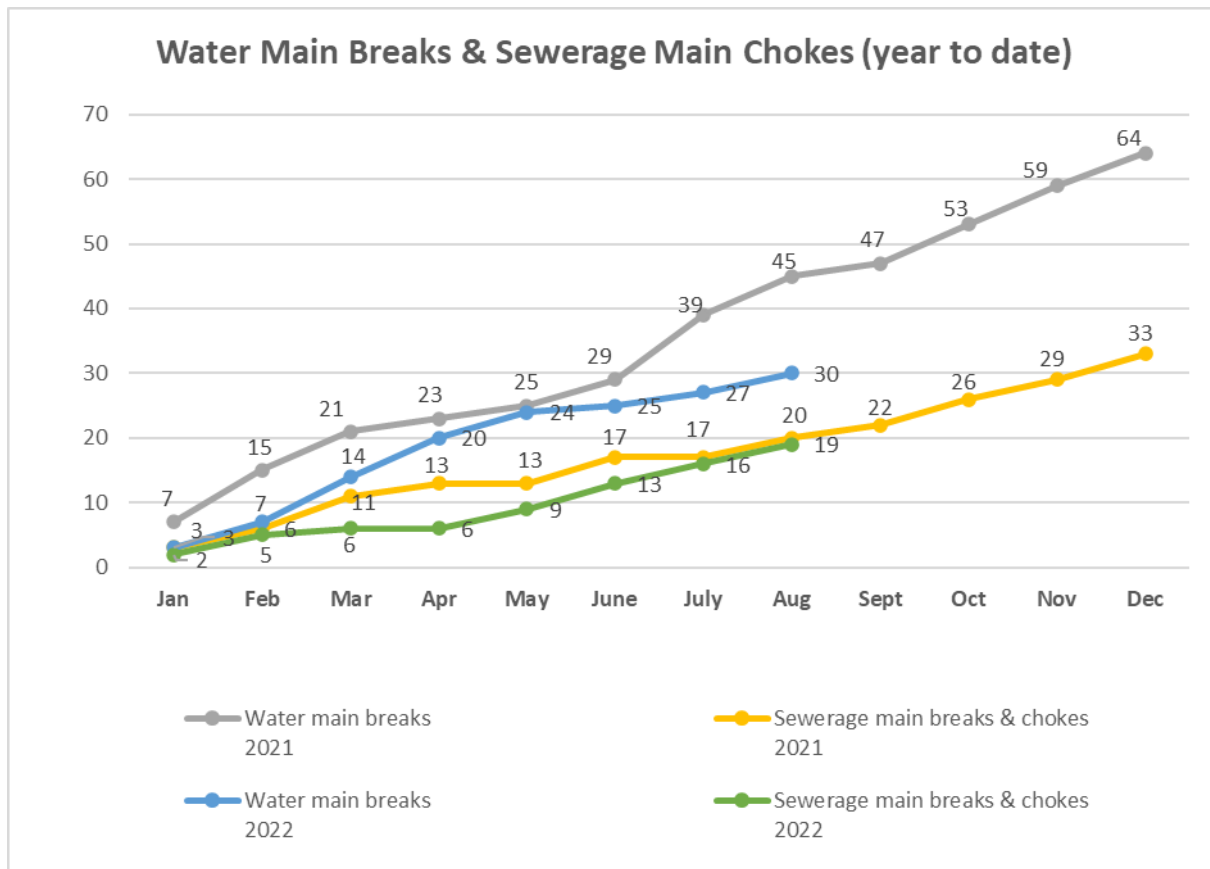
* Mt Molloy is an untreated, non-potable water supply

Wastewater Treatment	Mareeba	Kuranda
Wastewater Plant average daily treatment (kL)	2,152	189
Number of Connections	3,424	346
Average daily inflow per connection (L)	629	546

Water and Wastewater Reticulation:

Council's water reticulation crew attended to three (3) 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:

The IWeigh software is now being utilised by all Transfer Stations with a minor problem still at sites being Julatten, Mt Carbine, and Mt Molloy. This glitch is still being sorted by us and IWeigh.

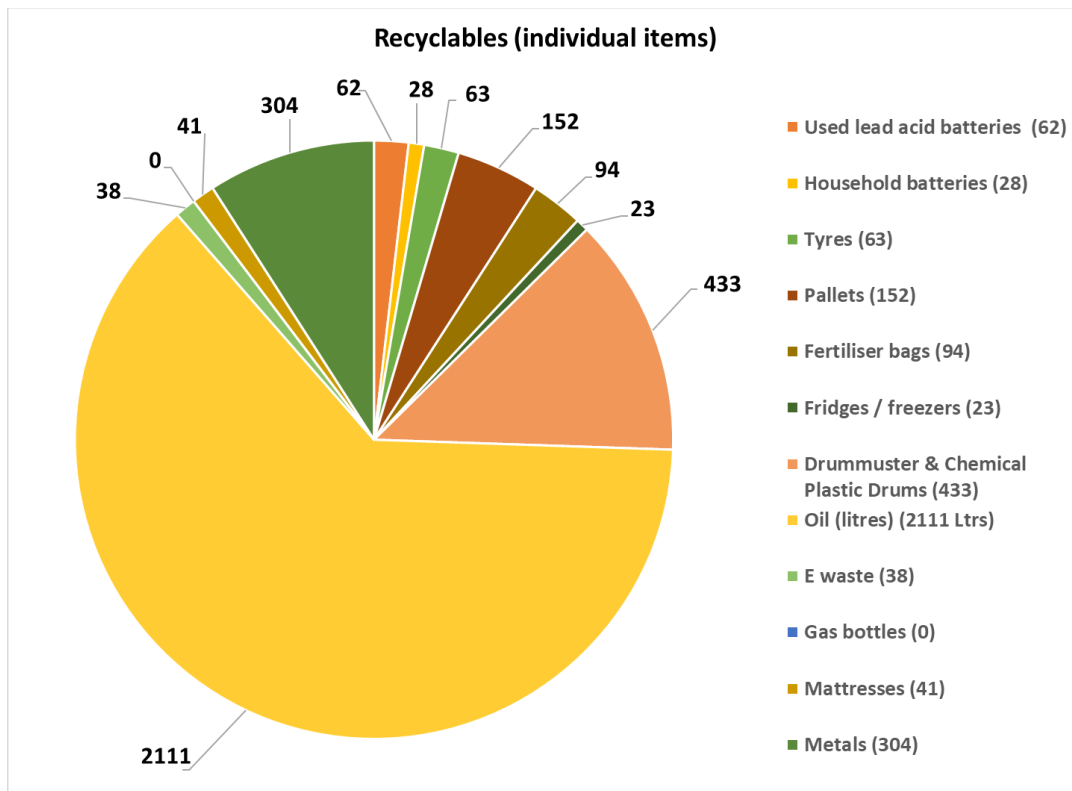
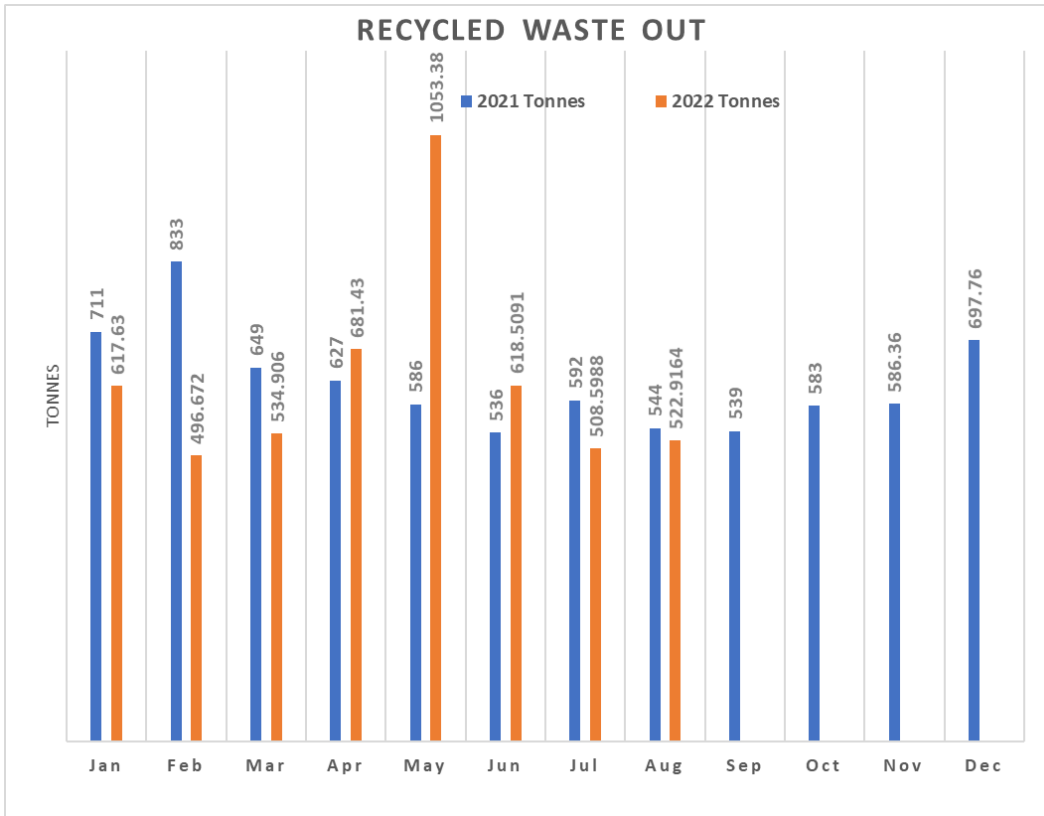
The Buy Back Shop continues to be successful with the opening on the 20 August 2022.

ARUP have commenced work on the Regional Resource Recovery Plan and presented an issues and options paper for consideration for FNQROC. Feedback will be provided to the consultants on the project information provided to date.

EnvironCom Australia commences the waste characterisation audit in September which keeps us informed of areas to target for education and diversion. This monitors how we are progressing with our adopted Waste Strategy. This audit will examine the mix of items within the domestic waste collected based on samples taken.

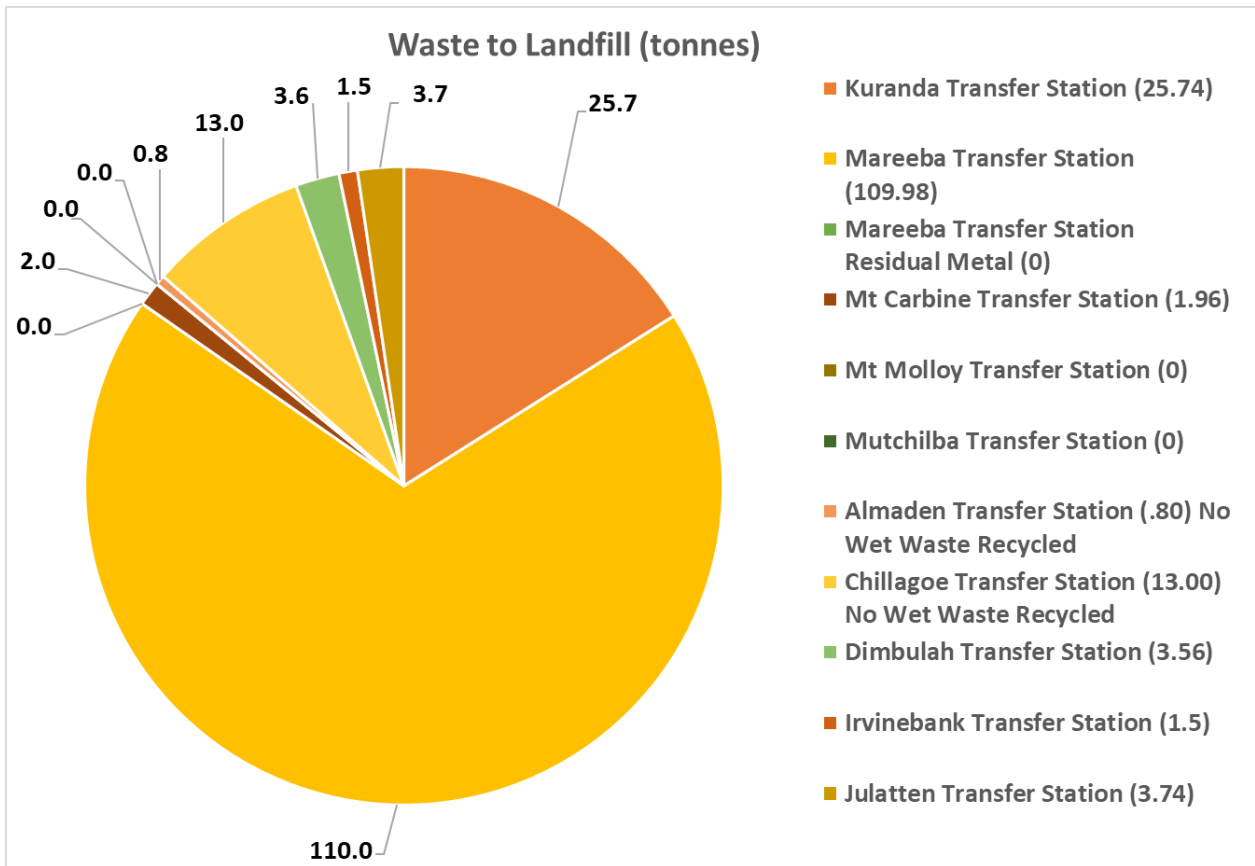
Recycling

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.



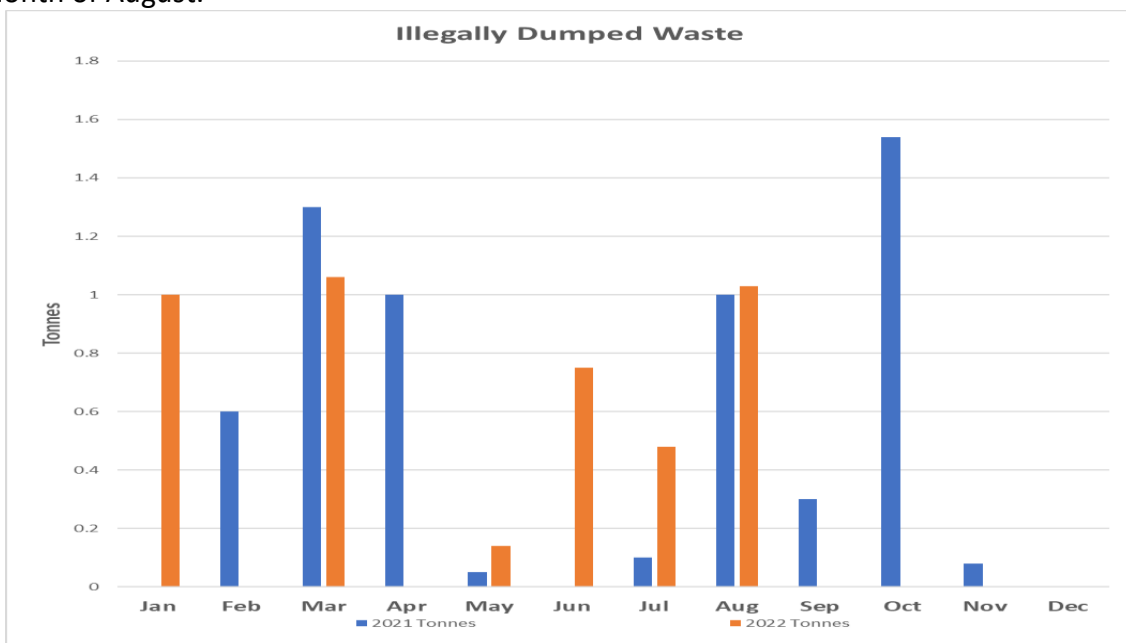
Waste to Transfer Stations

Transfer Station dry waste is transported off site to the Springmount Waste Facility and for the month of August 160 tonnes was landfilled.



Illegally Dumped Waste

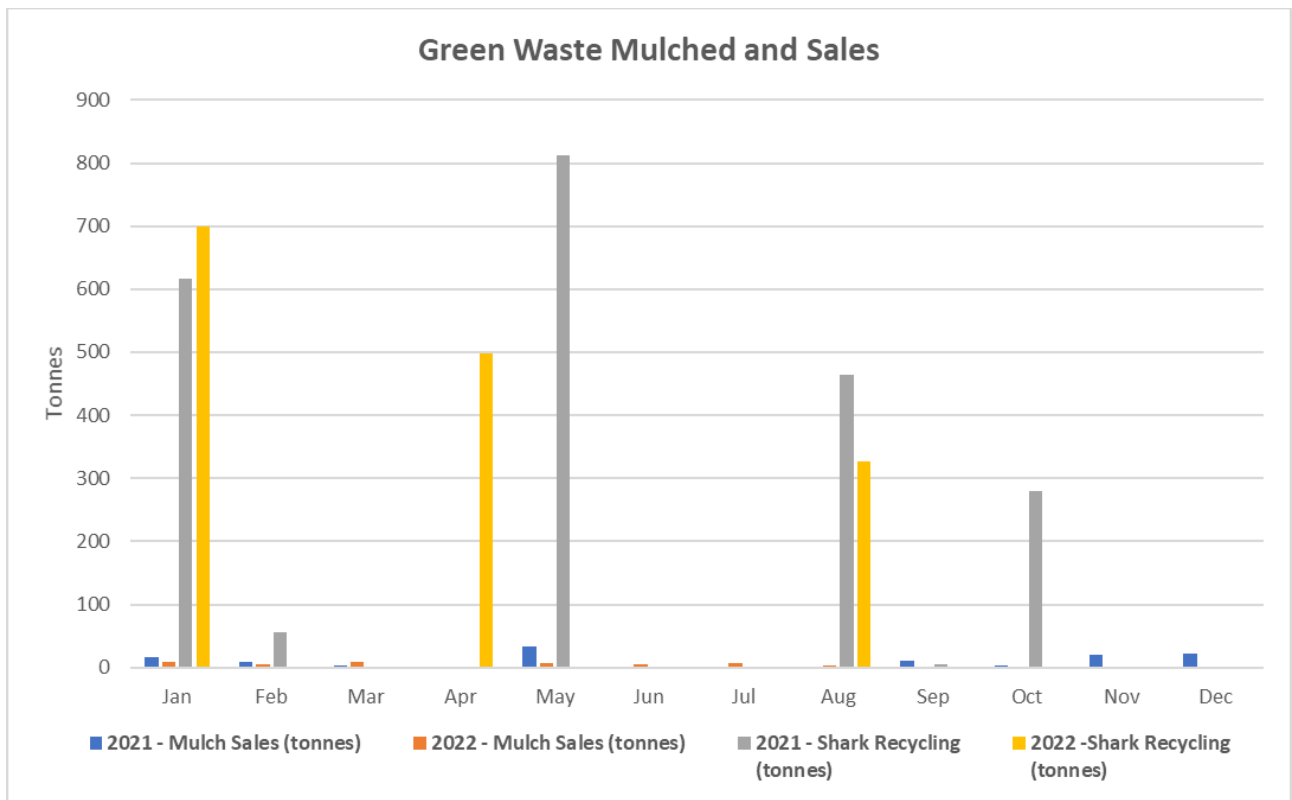
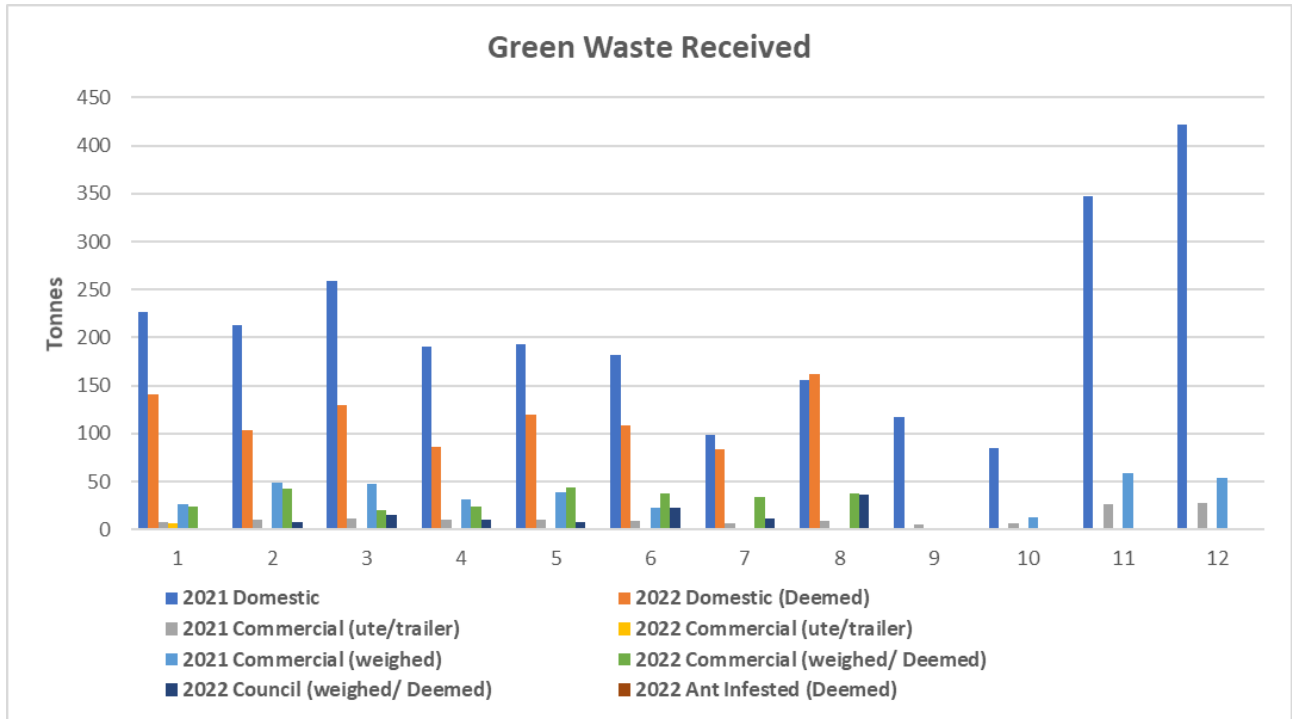
There were 1.03 tonnes of illegally dumped waste recorded through Waste Transfer Stations during the month of August.



Green Waste

Council received a total of 237.22 tonnes of green waste in the month of August. 326 tonnes of green waste was mulched in August. The new data recording software includes all transfer stations as a total figure. Kuranda recorded 1.7 tonnes of Electric Ant contaminated green waste in August.

The free domestic green waste disposal days saw 354 vehicles entering the transfer stations.



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.

IMPLEMENTATION/COMMUNICATION

Nil

9.8 INFRASTRUCTURE SERVICES, WORKS SECTION ACTIVITY REPORT - AUGUST 2022**Date Prepared:** 5 September 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 August 2022.

RECOMMENDATION

That Council receives the Infrastructure Services, Works Progress Report for the month of August 2022.

BACKGROUND**Transport Infrastructure**Road Maintenance Activities

Unsealed roads graded in August were as follows;

Road Name	Location
McBean Road	Arriga
Andy Sheppard Drive	Arriga
Ivicevic Road	Paddy's Green
Tyrconnell Road	Paddy's Green
Stannary Hills Road	Watsonville
Stannary Hills Dam Road	Watsonville
Moffat Street	Irvinebank
Annie Street	Irvinebank
Jessie Street	Irvinebank
Ibis Dam Road	Irvinebank
Rubina Terrace	Irvinebank
Cemetery Road	Irvinebank
Inveradi Road	Dimbulah
Short Road	Dimbulah
Mount Mulligan Road	Dimbulah

Other maintenance activities during the month of August include:

- Kuranda/Speedwah/Koah
 - Unsealed road patching
 - Illegal Dumping pickup and removal
 - Vegetation management
 - Culvert repairs and drainage works

- Spot slashing
- Footpath repairs CBD
- Signage repairs and replacement

- Mt Molloy/Julatten
 - Herbicide spraying
 - Tree removal
 - Unsealed road patching
 - Mowing and brush cutting
 - New seat installation Main Street

- Mareeba Area
 - Signage repairs and replacement
 - Illegal dumping pickup and removal
 - Culvert cleaning
 - Vegetation management
 - Shoulder grading

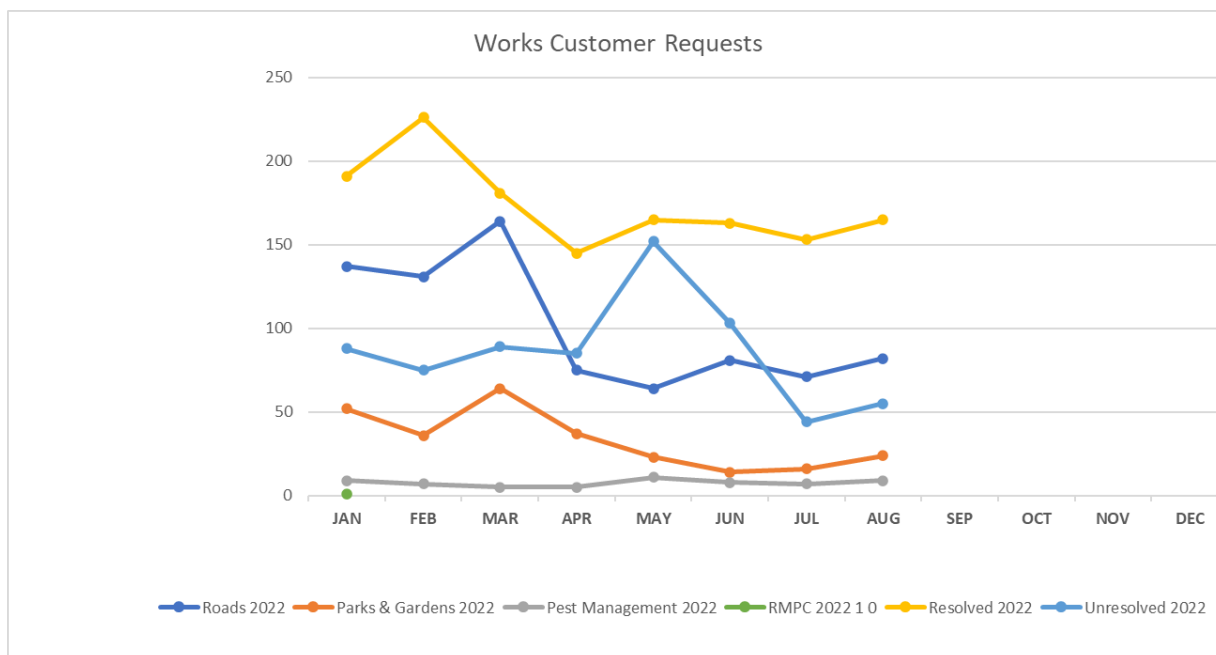
Customer Requests

During the month of August, the Works Group received 115 Customer Requests (CRs) with 165 resolved (resolved requests include those received prior to August 2022). The table below shows the number of requests lodged per Works Section for the month.

It should be noted that the customer requests for the RMPC is now to be reported separately.

Month	Roads	Parks and Gardens	Pest Management	RMPC
August	82	24	9	0

At the time of reporting, the Works Group had 55 open requests.



Bridges and Major Culverts

In August, the bridge crew continued the construction of the Davies Creek bridge on Kanervo Road to upgrade the existing timber superstructure to a concrete superstructure. For the next two (2) months minimal inspection and routine maintenance works will be carried out on Council bridges and major culverts (emergency excepted) whilst the upgrade takes place.

TMR Routine Maintenance Performance Contract (RMPC)

- **Burke Developmental Road**
 - Medium formation grading was completed between Wrotham Park and Trimble's Crossing on the Burke Developmental Road and the crew has commenced grading between Trimble's Crossing and the shire boundary.
 - Repairs to a culvert headwall completed west of Louisa Creek.
 - Missing signs were replaced for Mt Mulgrave, Palmerville and Gamboola.
 - Pothole patching.
- **Mossman - Mt Molloy Road**
 - Over-hanging branches trimmed.
 - Abandoned vehicles were removed on the Rex Range.
- **Mareeba-Dimbulah Road**
 - Slashing was completed between Dillon Street and Dimbulah on the Mareeba - Dimbulah Road
- **Mulligan Highway**
 - Illegal signage removal.
 - Pothole patching.

Parks and Open Spaces

During August several annual events occurred within the shire requiring preparation works to be undertaken by Parks and Gardens staff. The events were the Multicultural Festival at Arnold Park and Vietnam Veterans Day at Anzac Park in Mareeba and the John Moffatt Festival in Irvinebank.

Other points of note for the Parks and Gardens Section during August were:

- Seven (7) burials - Mareeba Cemetery
- One (1) burial - Chillagoe Cemetery
- Mulch and plant the Buy Back Shop garden at the Mareeba Transfer Station
- Slashing of the Barron Esplanade
- Removal of tree stumps at Firth Park and Mareeba High School surrounds
- Irrigation repairs at numerous locations

Land Protection

Parthenium Weed: Inspections carried out on known sites with all landholders complying with their biosecurity obligation.

Frogbit: Frogbit has started to appear in the Mareeba Bicentennial Lakes with two (2) large patches treated. Follow up treatments will be required on a monthly basis. FNQROC has been made aware of the outbreak and is in the process of arranging a field day to trial Clipper™ Herbicide that controls selected floating, emergent and submergent aquatic weeds and algae.



Frogbit outbreak - Mareeba Bicentennial Lakes

Emu Creek Multi Weeds: Work has continued on Emu Creek in the Walsh River catchment targeting Bellyache Bush, Physic Nut and Rubber Vine.

White Ball Acacia: Council Land Protection Officers assisted Queensland Biosecurity and Sunwater with the surveying of the old South Edge Research Station at Paddy's Green to map existing outbreaks of White Ball Acacia.

National 4 Tropical Weeds Eradication Program: Council Land Protection Officers have recently come to an agreement with Queensland Biosecurity to assist the program one day a month working in the Kuranda area to remove the two (2) Miconia species occurring there.

Wild dogs: Coordinated baiting has been carried out on seven (7) properties on the Walsh and Mitchell River catchments totalling an area of 684,722 hectares.

Feral Pigs: Council traps have been on loan to local residents in the Speewah area with three (3) pigs caught and destroyed.

FINANCIAL AND RESOURCE IMPLICATIONS

Operating

All operational works are funded by the section specific 2022/23 maintenance budgets.

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.

IMPLEMENTATION/COMMUNICATION

Nil

10 OFFICE OF THE CEO

10.1 CHANGE IN COUNCIL MEETING DATES AND CHRISTMAS SHUTDOWN

Date Prepared: 12 September 2022

Author: Chief Executive Officer

Attachments: Nil

EXECUTIVE SUMMARY

This report is presented to Council to recommend changing the dates of Council Meetings scheduled in December 2022 and January 2023.

Further, it is also recommended that Council service centres close for the annual Christmas/New Year shutdown period for 2022/23.

RECOMMENDATION

That Council approves:

1. The change in date for the December Council Meeting to Wednesday 14 December 2022; and
2. The change in date for the January Council Meeting to Wednesday 25 January 2023; and
3. The 2022/23 Christmas/New Year closure from midday on Friday 23 December 2022 and reopen Tuesday 3 January 2023.

BACKGROUND

The December Council meeting is currently scheduled for 21 December 2022. Should approval for the Christmas Shutdown be given then it would be difficult to action the items from the meeting prior to the shutdown. It is therefore recommended that the meeting date be changed from 21 December to 14 December 2022.

The reason for the proposed change in date for the January 2023 Council meeting is to accommodate the fact that Council will be closed from midday 23 December 2022 to 3 January 2023 and as such, business activity with Council would be minimal in the first week of January. This would then result in limited Agenda items being presented to Council if the meeting schedule remains unchanged. It is more appropriate to vary the schedule in this instance ensuring meaningful reports can be presented to Council.

Council service centres are open to the public throughout the whole of the year, excluding public holidays. The two (2) service centres are Mareeba (65 Rankin Street) and Kuranda (18-22 Arara Street).

For the 2022/23 Christmas/New Year period, gazetted public holidays fall on Sunday 25 December 2022, Monday 26 December 2022, Tuesday 27 December 2022 and Monday 3 January 2023.

It is recommended that closure of the administration centres be effective from midday on Friday 23 December 2022 and reopen Tuesday 3 January 2023. In accordance with the Enterprise Bargaining Agreement, staff are to utilise leave entitlements for any absences during this period. As

in previous years, appropriate arrangements will be put in place to have skeleton staff available to work through the closure period or be on stand-by in the event of any emergencies.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

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

Communications will be provided both internally and externally advising of the closure period for Christmas/New Year.

11 CONFIDENTIAL REPORTS

Nil

12 BUSINESS WITHOUT NOTICE

13 NEXT MEETING OF COUNCIL

14 FOR INFORMATION

14.1 AUDIT COMMITTEE MEETING MINUTES AUGUST 2022

Date Prepared: 17 August 2022

Author: Director Corporate and Community Services

Attachments: 1. Meeting Minutes 10 August 2022 [↓](#)

Please see the following Minutes of the Audit Committee Meeting held on 10 August 2022.



MINUTES

Wednesday, 10 August 2022

Audit Committee Meeting

Audit Committee Meeting Minutes

10 August 2022

**MINUTES OF MAREEBA SHIRE COUNCIL
AUDIT COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS
ON WEDNESDAY, 10 AUGUST 2022 AT 2.30PM**

1 MEMBERS IN ATTENDANCE

Ms Ruth Faulkner, Cr Mary Graham

2 OFFICERS IN ATTENDANCE

Cr Angela Toppin (Mayor), Peter Franks (Chief Executive Officer), Jennifer McCarthy (Director Corporate and Community Services), Elisa Tatti (Manager Finance), Linda Tarsitano (Financial Accountant), Kayla Hales (Management Accountant), Andrew Cornes (Grant Thornton, External Auditors)

3 APOLOGIES

Cr Kevin Davies, Glenys Pilat (Manager Development and Governance), QAO representative

4 DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY AUDIT COMMITTEE AND OBSERVERS

Nil

5 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION 2022/14

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the minutes of Audit Committee Meeting held on 8 March 2022 be confirmed.

CARRIED

6 FINANCIAL MANAGEMENT, REPORTING AND INTERNAL CONTROL

6.1 ANNUAL ASSET VALUATION REPORT

COMMITTEE RESOLUTION 2022/15

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Audit Committee note the report.

CARRIED

6.2 DRAFT FINANCIAL STATEMENTS 30 JUNE 2022**COMMITTEE RESOLUTION 2022/16**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the Audit Committee note the report.

CARRIED

7 GOVERNANCE AND RISK MANAGEMENT**7.1 COMPLIANCE CHECKLIST****COMMITTEE RESOLUTION 2022/17**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Committee notes the attached CEO endorsed compliance checklist.

CARRIED

7.2 ENTERPRISE RISK MANAGEMENT**COMMITTEE RESOLUTION 2022/18**

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the Audit Committee receive and note the report, including the amendments to the Risk and Issues Management Matrix (Enterprise Risk Register) and Risk Treatment Plans as attached.

CARRIED

7.3 NOTIFICATION OF SIGNIFICANT LEGAL MATTERS**COMMITTEE RESOLUTION 2022/19**

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That Audit Committee note the report.

CARRIED

Audit Committee Meeting Minutes

10 August 2022

8 EXTERNAL AUDIT

8.1 INTERIM REPORT AND BRIEFING PAPER

COMMITTEE RESOLUTION 2022/20

Moved: Ms Ruth Faulkner

Seconded: Cr Mary Graham

That the Audit Committee note the reports.

CARRIED

9 LEGISLATIVE AND REGULATORY COMPLIANCE

9.1 PURCHASING REPORT JULY 2022

COMMITTEE RESOLUTION 2022/21

Moved: Cr Mary Graham

Seconded: Ms Ruth Faulkner

That the Audit Committee receive and note the report.

CARRIED

10 NOTIFICATION OF SIGNIFICANT LEGAL MATTERS - CEO

Nil

11 MATTERS TO BE REPORTED TO COUNCIL

Nil

The Meeting closed at 3.57pm.

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CHAIRPERSON

14.2 SUMMARY OF NEW PLANNING APPLICATIONS & DELEGATED DECISIONS FOR THE MONTH OF AUGUST 2022

Date Prepared: 31 August 2022

Author: Senior Planner

Attachments: Nil

Please see below information.

Summary of new Planning Development Applications and Delegated Decisions for August 2022

New Development Applications					
Application #	Lodgement Date	Applicant/ Address	Property Description	Application Type	Status
RAL/22/0014	17/08/2022	Henry & Jutta Bottocher C/- Gilvear Planning Pty Ltd 91 Pine Close, Bibbohra	Lot 34 on RP733269	ROL (1 into 2 Lots)	In public notification stage
RAL/22/0015	26/08/2022	Jennine Cunnington 7-9 Santowski Crescent, Mount Molloy	Lot 268 on DA403	ROL (1 into 2 Lots)	In Confirmation stage

Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
RAL/22/0009	17/08/2022	Express Build Contract Construction C/- Urban Sync Pty Ltd	20 Warril Drive, Kuranda	Lot 2 on SP126546	ROL (1 into 5 Lots)
OPW/22/0004	10/08/2022	Sibi Girgenti Holdings Pty Ltd Jim Papas Civil Engineering Designer Pty Ltd	Molver Road, Mareeba	Lot 100 on SP276719	Operational Works (Bulk Earthworks only) for Development Permit RAL/21/0024
OPW/22/0004	11/08/2022	Sibi Girgenti Holdings Pty Ltd Jim Papas Civil Engineering Designer Pty Ltd	Molver Road, Mareeba	Lot 100 on SP276719	Operational Works (Roadworks, Bulk Earthworks, Water and Sewer Supply Works Only - Excluding Stormwater Drainage Works) for Development Permit RAL/21/0024

August 2022 (Regional Land Use Planning)

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/22/0013	03/08/2022	J Acworth C/- Northern Building Approvals	1-7 Caterina Close, Mareeba	Lot 5 on SP198069	Referral agency response (response before application) for building work assessable against the Mareeba Shire Council Planning Scheme 2016 (Class 10a Shed GFA Dispensation)
CAR/22/0018	18/08/2022	Pianeda Homes Pty Ltd C/- Rapid Building Approvals	2262 Kennedy Highway, Koah	Lot 3 on RP726709	Referral agency response for material change of use - dwelling house (secondary dwelling) and assessable against the Residential dwelling house and outbuilding overlay code and referral agency response for building work assessable against the Mareeba Shire Council Planning Scheme 2016 (Class 10a Shed GFA Dispensation)

August 2022 (Regional Land Use Planning)

CAR/22/0019	17/08/2022	Risingholme Rural Pty Ltd C/- Emergent Building Approvals	Tait Street, Mutchilba	Lot 7 on M9162	Referral agency response for building work assessable against a planning scheme - Flood Hazard Overlay Code
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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/20/0008	29/08/2022	BTM & S Stankovich Pty Ltd	Karobean Drive & Emerald End Road, Mareeba	PLAN OF LOTS 252, 253, 332-353 & 500 ON SP336235 AND EMT'S V & W IN LOTS 252 & 500 RESPECTIVELY (CANCELLING LOT 500 ON SP325380)	24 New Lots
RAL/20/0009	31/08/2022	S & K Gargan	26 & 78 Collins Weir Road, Mutchilba	PLAN OF LOTS 50 & 487 ON SP328227 (CANCELLING LOT 50 ON SP220744 AND LOT 487 ON HG630)	Boundary Realignment

August 2022 (Regional Land Use Planning)