



Ordinary Meeting

Council Chambers
Date: 15 November 2017
Time: 9:00am

AGENDA

THE ORDINARY MEETING OF THE MAREEBA SHIRE COUNCIL WILL BE HELD AT COUNCIL CHAMBERS, ON **WEDNESDAY, 15 NOVEMBER 2017** AND THE ATTENDANCE OF EACH COUNCILLOR IS REQUESTED.

PETER FRANKS
CHIEF EXECUTIVE OFFICER

ORDER OF BUSINESS

MEMBERS IN ATTENDANCE

APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS

BEREAVEMENTS/CONDOLENCES

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CORPORATE AND COMMUNITY SERVICES

REGIONAL LAND USE PLANNING

ITEM-1 **MAREEBA SHIRE COUNCIL - PROPOSED AMENDMENT
OF CONDITIONS FOR ADVERTISING SIGN - LOT 2 ON
RP737796 - 4286 KENNEDY HIGHWAY, MAREEBA**

MEETING: Ordinary

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Senior Planner

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

Council at its Ordinary Meeting held on 5 February 2014 approved an application made by Council's Land and Facilities Department, for the erection of an advertising billboard at Lot 2 on RP737796, Parish of Tinaroo, Situated at 4286 Kennedy Highway, Mareeba.

The billboard advertises the Mareeba Industrial Park.

The billboard was in conflict with several provisions of the Policy for the Assessment of Advertising Billboards within the Mareeba Shire. However, it was conditionally approved on the basis that it would provide a public benefit, and would be removed once Council no longer required it to advertise the Mareeba Industrial Park.

The billboard is no longer required by Council and according to the Condition 8 of the approval, should be removed.

A request has been received from A & R Salerno, owners of Lot 2 on RP737796, to allow the billboard to remain in place following Council's cessation of use.

It is recommended that Council delete Condition 8 and allow the billboard to remain in place.

OFFICER'S RECOMMENDATION

"That Council delete Condition 8 of the approval issued at its Ordinary Meeting held on 5 February 2014 for the advertising billboard at Lot 2 on RP737796, Parish of Tinaroo, situated at 4286 Kennedy Highway, Mareeba."

BACKGROUND

Council at its Ordinary Meeting held on 5 February 2014 approved an application made by Council's Land and Facilities Department, for the erection of an advertising billboard at Lot 2 on RP737796, Parish of Tinaroo, Situated at 4286 Kennedy Highway, Mareeba.

The billboard location (**Attachment 1**) is approximately 470 metres north east of the Godfrey Road intersection with the Kennedy Highway, and 900 metres south-west of the Emerald Creek service station. The location falls within the permitted billboard area, as outlined in the Council "*Policy for the Assessment of Advertising Billboards within the Mareeba Shire*".

The billboard was intended to offer advertisement for the developing Mareeba Industrial Park, targeting motorists travelling along the Kennedy Highway. The nearest advertising signage is a "Welcome to Mareeba" sign situated approximately 260 metres south-west on the opposite side of the Highway and a Paradise Advertising billboard located approximately 210 metres north-east along the Highway.

The billboard was not consistent with the following provisions of the policy for the assessment of advertising billboards:

- (h) *only one (1) advertising billboard that is visible from a road may be installed on premises; and*
- (iii) *The advertising billboard must be sited a minimum of 500 metres from all existing advertising billboards.*

Despite the billboard's noncompliance, Council officers recommended approval for the following reasons:

- (a) *The proposed advertising billboard is not for the benefit of a sole business; instead, it is intended to provide a benefit to the wider Mareeba Shire through the promotion and continual development of the Mareeba Industrial Park.*
- (b) *The proposed advertising billboard is effectively a real estate sign which historically, have been permitted by Council while developments are in progress. There is an expectation that the billboard will be removed once the Mareeba Industrial Park is fully developed.*

Council subsequently approved the billboard subject to conditions including the following Condition 8:

- 8. *At such time that Council's delegated officer determines that the advertising billboard is no longer required by Council, the advertising billboard must be removed within 30 business days of this determination being made."*

It has been decided that Council no longer requires the billboard to advertise the Mareeba Industrial Park. In accordance with Condition 8, the billboard is required to be removed from Lot 2 on RP737796.

A request has been received from A & R Salerno, owners of Lot 2 on RP737796, to allow the billboard to remain in place following Council's cessation of use. The billboard would presumably be leased by the landowners for the advertising of other businesses.

CONSULTATION

Internal
Nil

External
Nil

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

This billboard approval was given under Schedule 8 of Subordinate Local Law No. 1 - Installation of Advertising Devices. The Local Law continues to be applicable to the administration of this particular billboard.

Any future applications for new billboards will be assessable under the Mareeba Shire Council Planning Scheme 2016.

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Locality Plan

Date Prepared: 1 November 2017

ATTACHMENT 1



©2016 Mareeba Shire Council (MSC). Based on or contains data provided by MSC and the State of Queensland Department of Natural Resources & Mines (DNRM) (2016). In consideration of these agencies permitting use of this data you acknowledge and agree that these agencies give no warranty in relation to the data (including accuracy, reliability, completeness, currency or suitability) and accept no liability (including without limitation, liability in negligence) for any loss, damage or costs (including consequential damage) relating to any use of the data. Data must not be used for direct marketing or be used in breach of the privacy laws.

Scale
1cm = (?? m or km) at A4
Map Grid of Australia
Zone 55 (GDA94)



ITEM-2 **N & N MORRIS - RECONFIGURING A LOT - SUBDIVISION (1 INTO 2 LOTS) - LOT 3 ON RP733075 - 215 MALONE ROAD, MAREEBA - RAL/17/0006**

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Senior Planner

DEPARTMENT: Corporate and Community Services

APPLICATION DETAILS

APPLICATION		PREMISES	
APPLICANT	N & N Morris	ADDRESS	215 Malone Road, Mareeba
DATE LODGED	24 October 2017	RPD	Lot 3 on RP733075
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 2 Lots)		

FILE NO	RAL/17/0006	AREA	3.893 hectares
LODGED BY	N & N Morris	OWNER	N & N Morris
PLANNING SCHEME	Mareeba Shire Council Planning Scheme - July 2016		
ZONE	Rural Zone		
LEVEL OF ASSESSMENT	Code Assessment		
SUBMISSIONS	n/a		

ATTACHMENTS: 1. Proposal Plan/s

EXECUTIVE SUMMARY

Council is in receipt of a code assessable development application described in the above application details. Being code assessable, the application is not required to be publicly notified.

The application proposes the subdivision of the site into two (2) rural residential sized lots with areas of two (2) hectares and 1.893 hectares.

The application and supporting material has been assessed against the Mareeba Shire Council Planning Scheme - July 2016 and is considered to conflict with Performance Outcomes PO1, PO2, PO3 and PO6 of the Agricultural Land Overlay Code and Performance Outcome PO1 and Acceptable Outcome AO1 of the Reconfiguring a Lot Code.

Both proposed allotments are significantly smaller than the minimum desired lot size of 60 hectares for land within the Rural zone. A key intent of the Planning Scheme is to protect the Shire's agricultural sector by discouraging the creation of small rural lots. The proposed development, which will create yet another out-of-sequence small rural lot is in conflict with this intent.

It is therefore recommended that the application be refused.

Council at its Ordinary Meeting held on 16 August 2017 refused a similar reconfiguring a lot application over the same land. Since that time, the applicant has provided further information to Council, including highlighting the existence of a drainage gully which traverses the subject land.

This new application has been submitted to allow Council to reconsider the reconfiguration based on the additional information provided by the applicant. If Council is prepared to approve the development, a set of potential conditions is provided at the end of this report.

OFFICER'S RECOMMENDATION

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

APPLICATION		PREMISES	
APPLICANT	N & N Morris	ADDRESS	215 Malone Road, Mareeba
DATE LODGED	24 October 2017	RPD	Lot 3 on RP733075
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 2 Lots)		

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

Refused by Council for reasons set out in (B).

(A) **REFUSED DEVELOPMENT:** Development Permit for Reconfiguring a Lot - Subdivision (1 into 2 Lots)

(B) **ASSESSMENT MANAGER'S REASONS FOR REFUSAL:**

- The proposed development is in conflict with Performance Outcomes PO1, PO2, PO3 and PO6 of the Agricultural Land Overlay Code:

PO1

*The fragmentation or loss of productive capacity of land within the 'Class A' area or 'Class B' area identified on the **Agricultural land overlay maps (OM-001a-n)** is avoided unless:*

- an overriding need exists for the development in terms of public benefit;*
- no suitable alternative site exists; and*
- loss or fragmentation is minimised to the extent possible.*

PO2

*Sensitive land uses in the 'Class A' area, 'Class B' area or the 'Broadhectare rural' area identified on the **Agricultural land overlay maps (OM-001a-n)** are designed and located to:*

- (a) avoid land use conflict;*
- (b) manage impacts from agricultural activities, including chemical spray drift, odour, noise, dust, smoke and ash;*
- (c) avoid reducing primary production potential; and*
- (d) not adversely affect public health, safety and amenity.*

PO3

*Development in the 'Class A' area or 'Class B' area identified on the **Agricultural land overlay maps (OM-001a-n)**:*

- (a) ensures that agricultural land is not permanently alienated;*
- (b) ensures that agricultural land is preserved for agricultural purposes; and*
- (c) does not constrain the viability or use of agricultural land.*

PO6

*Any Reconfiguring a lot in the 'Class A' area, 'Class B' area or the 'Broadhectare rural' area identified on the **Agricultural land overlay maps (OM-001a-n)**, including boundary realignments, only occurs where it:*

- (a) improves agricultural efficiency;*
- (b) facilitates agricultural activity; or*
- (d) facilitates conservation outcomes; or*
- (d) resolves boundary issues where a structure is built over the boundary line of two lots.*

2. The proposed development is in conflict with Performance Outcome PO1 and Acceptable Outcome AO1 of the Reconfiguring a Lot Code:

PO1

Lots include an area and frontage that:

- (a) is consistent with the design of lots in the surrounding area;*
- (b) allows the desired amenity of the zone to be achieved;*
- (c) is able to accommodate all buildings, structures and works associated with the intended land use;*
- (d) allow the site to be provided with sufficient access;*
- (e) considers the proximity of the land to:
 - (i) centres;*
 - (ii) public transport services; and*
 - (iii) open space; and**
- (f) allows for the protection of environmental features; and*
- (g) accommodates site constraints.*

AO1.1

*Lots provide a minimum area and frontage in accordance with **Table 9.4.4.3B**.*

3. That there are not sufficient grounds to justify approval, despite the identified conflicts."
-

THE SITE

The subject site is situated at 215 Malone Road, Mareeba, and is described as Lot 3 on RP733075. The site is generally regular in shape with a total area of 3.893 hectares and is zoned Rural under the Mareeba Shire Council Planning Scheme - July 2016. The site contains 124.4 metres of frontage to Malone Road which is constructed to bitumen sealed standard.

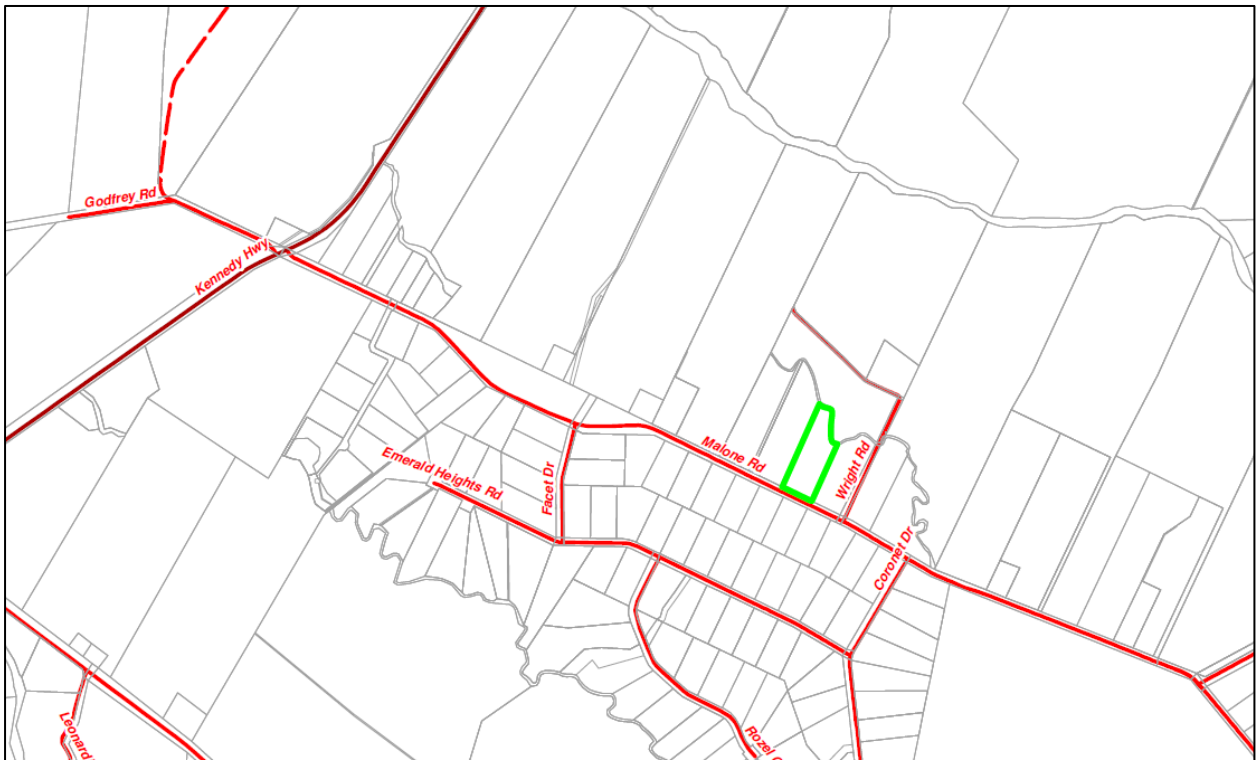
A dwelling and three (3) outbuildings are sited at the rear of the property while a mature fruit tree orchard, including overhead bird and bat netting is established over the bulk of the front of the property. Levison Creek which is supplemented from Tinaroo Dam runs behind the property.

Lots surrounding the property are zoned Rural and are used for rural lifestyle purposes and small scale agriculture.



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

A similar reconfiguring a lot application over Lot 3 on RP733075 was refused by Council at its Ordinary Meeting held on 16 August 2017. The grounds of refusal were those outlines in the Officers Recommendation section of this report.

DESCRIPTION OF PROPOSED DEVELOPMENT

The development application seeks a Development Permit for Reconfiguring a Lot - Subdivision (1 into 2 Lots) in accordance with the plans shown in **Attachment 1**.

The details of the proposed lots are as follows:

- Proposed Lot 8 - total area of two (2) hectares, eight (8) metres of frontage to Malone Road (rear access lot); and
- Proposed Lot 9 - total area of 1.893 hectares, 116.4 metres of frontage to Malone Road.

A three (3) metre wide water supply easement is proposed along the eastern boundary of Lot 8 giving Lot 9 access to Levison Creek. It is proposed to transfer some of the sites existing water allocation to Lot 9.

Lot 8 will contain the sites existing improvements (not including the bird and bat netting which will be removed as part of the development) leaving Lot 9 vacant. Lot 9 is of a size that could accommodate future on-site wastewater disposal and can be connected to the electricity and telecommunications infrastructure.

Access to each proposed lot will be gained via Malone Road with Lot 8 utilising the sites existing access. Both accesses will be upgraded to FNQROC standards.

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' does not identify the site as containing any areas of ecological significance.

PLANNING SCHEME DESIGNATIONS

Strategic Framework:	Land Use Categories <ul style="list-style-type: none">• <i>Rural Agricultural Area</i>• <i>Rural other</i>
Zone:	Natural Environment Elements <i>Biodiversity Areas (Wildlife Habitat)</i> Rural Zone
Overlays:	Agricultural land overlay Airport environs overlay Bushfire hazard overlay Environmental significance overlay Transport infrastructure overlay

RELEVANT PLANNING INSTRUMENTS

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

(a) Far North Queensland Regional Plan 2009-2031

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

(b) State Planning Policy

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

(c) Mareeba Shire Council Planning Scheme - July 2016**Relevant Development Codes**

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

- 6.2.9 Rural zone code
- 8.2.1 Agricultural land overlay code
- 8.2.2 Airport environs overlay code
- 8.2.3 Bushfire hazard overlay code
- 8.2.4 Environmental significance overlay code
- 8.2.11 Transport infrastructure 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 solutions (or probable solutions/performance criteria where no acceptable solution applies) of the relevant codes set out below, provided reasonable and relevant conditions are attached to any approval.

Relevant Codes	Comments
Rural zone code	The application complies with applicable acceptable/probable solutions/performance criteria.
Agricultural land overlay code	The application complies with applicable acceptable/probable solutions/performance criteria apart from the following: <ul style="list-style-type: none"> ▪ PO1 ▪ PO2 ▪ PO3 ▪ PO6 Refer to planning discussion section of this report.
Airport environs overlay code	The application complies with applicable acceptable/probable solutions/performance criteria.
Environmental significance overlay code	The application complies with applicable acceptable/probable solutions/performance criteria.
Transport infrastructure overlay code	The application complies with applicable acceptable/probable solutions/performance criteria.
Landscaping code	The application complies with applicable acceptable/probable solutions/performance criteria.
Parking and access code	The application complies with applicable acceptable/probable solutions/performance criteria.
Reconfiguring a lot code	The application complies with applicable acceptable/probable solutions/performance criteria apart from the following: <ul style="list-style-type: none"> ▪ PO1 and AO1 Refer to planning discussion section of this report.
Works, services and infrastructure code	The application complies with applicable acceptable/probable solutions/performance criteria.

(e) Planning Scheme Policies/Infrastructure Charges Plan

The following planning scheme policies are relevant to the application:

Planning Scheme Policy 4 - FNQROC Regional Development Manual

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

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

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

Section 650 of SPA allows Council to condition additional trunk infrastructure outside the PIA if the development is deemed to create additional demand on trunk infrastructure which therefore results in additional trunk infrastructure costs for Council.

The development, creating an additional allotment, is predicted to place additional demand on Council's trunk transport infrastructure (roads).

The developer must pay a one off payment of \$4,500 (per additional lot) as a contribution toward trunk infrastructure with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.

The trunk infrastructure for which the payment is required is:

- The trunk transport infrastructure servicing the land (\$4,500)

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

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

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

REFERRALS

Concurrence

This application did not trigger referral to a Concurrence Agency.

Advice

This application did not trigger referral to an Advice Agency.

Internal Consultation

Technical Services

PLANNING DISCUSSION

Noncompliance with the Performance Outcomes and Acceptable Outcomes of the Agricultural Land Overlay Code and the Reconfiguring a Lot Code are summarised as follows:

Conflicts with the Agricultural Land Overlay Code

PO1

The fragmentation or loss of productive capacity of land within the 'Class A' area or 'Class B' area identified on the Agricultural land overlay maps (OM-001a-n) is avoided unless:

- (a) an overriding need exists for the development in terms of public benefit;*
- (b) no suitable alternative site exists; and*
- (c) loss or fragmentation is minimised to the extent possible.*

Comment

The majority of the subject land is mapped as Class A area.

Proposed Lot 8 will contain the established dwelling house and sheds.

Proposed Lot 9 will be vacant at the time of its creation, and a future dwelling house would be accepted development. Any future dwelling house on proposed Lot 9 would be within the Class A area and would lead to a loss of agricultural land.

Furthermore, the fact that the subject land is already smaller than the desired minimum resultant lot size of 60 hectares does not justify further fragmentation into even smaller less viable rural allotments.

There is not an overriding need for this proposed reconfiguration, and there are numerous alternative sites to meet Mareeba's future urban growth demand.

PO2

Sensitive land uses in the 'Class A' area, 'Class B' area or the 'Broadhectare rural' area identified on the Agricultural land overlay maps (OM-001a-n) are designed and located to:

- (a) avoid land use conflict;*
- (b) manage impacts from agricultural activities, including chemical spray drift, odour, noise, dust, smoke and ash;*
- (c) avoid reducing primary production potential; and*
- (d) not adversely affect public health, safety and amenity.*

Comment

While the current application is for reconfiguring a lot only, it is expected that a dwelling house would be established on proposed Lot 9 as a consequence of the reconfiguration.

The subject land is adjoined to the north-west by an established orchard with the 8 metre wide access handle of proposed Lot 8 being the only separation between this orchard and proposed Lot 9.

Siting an additional rural living allotment, with resultant additional dwelling house, adjacent to Class A area is likely to increase the potential for land use conflict.

Having an additional sensitive land use (dwelling house) in this area will make it harder to manage impacts from lawful farming activities and can only negatively impact on future farming opportunities.

PO3

Development in the 'Class A' area or 'Class B' area identified on the Agricultural land overlay maps (OM-001a-n):

- (a) *ensures that agricultural land is not permanently alienated;*
- (b) *ensures that agricultural land is preserved for agricultural purposes; and*
- (c) *does not constrain the viability or use of agricultural land.*

Comment

The majority of the subject land is mapped as Class A area.

The excision of proposed Lot 8 will result in an additional rural living allotment. A dwelling house will be built on this allotment and this land will be alienated from agricultural production/rural use.

Furthermore, the fact that the subject land is already smaller than the desired minimum resultant lot size of 60 hectares does not justify further fragmentation into even smaller less viable rural allotments.

The subject land is adjoined to the north-west by an established orchard with the eight (8) metre wide access handle of proposed Lot 8 being the only separation between this orchard and proposed Lot 9.

Siting an additional rural living allotment, with resultant additional dwelling house, adjacent to Class A area is likely to increase the potential for land use conflict.

The proposed development is in conflict with P03.

PO6

*Any Reconfiguring a lot in the 'Class A' area, 'Class B' area or the 'Broadhectare rural' area identified on the **Agricultural land overlay maps (OM-001a-n)**, including boundary realignments, only occurs where it:*

- (a) *improves agricultural efficiency;*
- (b) *facilitates agricultural activity; or*
- (d) *facilitates conservation outcomes; or*
- (d) *resolves boundary issues where a structure is built over the boundary line of two lots.*

AO6

No acceptable outcome is provided.

Comment

The proposed development is in conflict with PO6.

The reconfiguration does not improve agricultural efficiency; does not facilitate agricultural activity; does not facilitate a conservation outcome; and does not resolve a boundary issue.

Conflicts with the Reconfiguring a Lot Code

PO1

Lots include an area and frontage that:

- (a) is consistent with the design of lots in the surrounding area;*
- (b) allows the desired amenity of the zone to be achieved;*
- (c) is able to accommodate all buildings, structures and works associated with the intended land use;*
- (d) allow the site to be provided with sufficient access;*
- (e) considers the proximity of the land to:*
 - (i) centres;*
 - (ii) public transport services; and*
 - (iii) open space; and*
- (f) allows for the protection of environmental features; and*
- (g) accommodates site constraints.*

AO1.1

*Lots provide a minimum area and frontage in accordance with **Table 9.4.4.3B**.*

Comment

Existing Lot 3 on RP733075 has an area of 3.893 hectares which is already well below the 60 hectares minimum area nominated in Table 9.4.4.3B.

Proposed Lots 8 and 9 would have areas of two (2) hectares and 1.893 hectares respectively.

The areas of proposed Lots 8 and 9 are not consistent with the intent of maintaining larger allotment areas within the Rural zone. The fact that the subject land is already smaller than the desired minimum resultant lot size of 60 hectares does not justify further fragmentation into even smaller less viable rural allotments.

It is acknowledged that multiple small rural allotments already exist in the immediate locality, however the majority of the small allotments were created prior to the 2004 planning scheme.

The proposed reconfiguration conflicts with PO1.

The intent of the planning scheme for the rural zone is to discourage the creation of additional small rural lots. The proposed development, which essentially proposes the creation of an additional small rural lifestyle allotment, is in conflict with this intent. Furthermore, there are not sufficient grounds to justify approval despite the identified conflicts. It is recommended the application be refused.

Draft conditions of approval

1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	N & N Morris	ADDRESS	215 Malone Road, Mareeba
DATE LODGED	24 October 2017	RPD	Lot 3 on RP733075
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 2 lots)		

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

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

And

The assessment manager does consider that the assessment manager's decision conflicts with a relevant instrument.

Details of the conflict with the relevant instrument	Reason for the decision, including a statement about the sufficient grounds to justify the decision despite the conflict
<p>1. The proposed development is in conflict with Performance Outcomes PO1, PO2, PO3 and PO6 of the Agricultural Land Overlay Code:</p> <p>PO1 <i>The fragmentation or loss of productive capacity of land within the 'Class A' area or 'Class B' area identified on the Agricultural land overlay maps (OM-001a-n) is avoided unless:</i></p> <p>(a) <i>an overriding need exists for the development in terms of public benefit;</i> (b) <i>no suitable alternative site exists; and</i> (c) <i>loss or fragmentation is minimised to the extent possible.</i></p> <p>PO2 <i>Sensitive land uses in the 'Class A' area, 'Class B' area or the 'Broadhectare rural' area identified on the Agricultural land overlay maps (OM-001a-n) are designed and located to:</i></p> <p>(a) <i>avoid land use conflict;</i> (b) <i>manage impacts from agricultural activities, including chemical spray drift, odour, noise, dust, smoke and ash;</i> (c) <i>avoid reducing primary production potential; and</i> (d) <i>not adversely affect public health, safety and amenity.</i></p> <p>PO3 <i>Development in the 'Class A' area or 'Class B' area identified on the Agricultural land overlay maps (OM-001a-n):</i></p> <p>(a) <i>ensures that agricultural land is not permanently alienated;</i> (b) <i>ensures that agricultural land is preserved for agricultural purposes; and</i> (c) <i>does not constrain the viability or use of agricultural land.</i></p> <p>PO6 <i>Any Reconfiguring a lot in the 'Class A' area, 'Class B' area or the 'Broadhectare rural' area identified on the Agricultural land overlay maps (OM-001a-n), including boundary realignments, only occurs where it:</i></p> <p>(a) <i>improves agricultural efficiency;</i> (b) <i>facilitates agricultural activity; or</i> (c) <i>facilitates conservation outcomes; or</i> (d) <i>resolves boundary issues where a structure is built over the boundary line of two lots.</i></p> <p>2. The proposed development is in conflict with Performance Outcome PO1 and Acceptable Outcome AO1 of the Reconfiguring a Lot Code:</p> <p>PO1 <i>Lots include an area and frontage that:</i></p> <p>(a) <i>is consistent with the design of lots in the surrounding area;</i> (b) <i>allows the desired amenity of the zone to be achieved;</i> (c) <i>is able to accommodate all buildings, structures and works associated with the intended land use;</i> (d) <i>allow the site to be provided with sufficient access;</i> (e) <i>considers the proximity of the land to:</i> (i) <i>centres;</i> (ii) <i>public transport services; and</i> (iii) <i>open space; and</i> (f) <i>allows for the protection of environmental features; and</i> (g) <i>accommodates site constraints.</i></p> <p>AO1.1 <i>Lots provide a minimum area and frontage in accordance with Table 9.4.4.3B.</i></p>	<p>The subject site and immediately surrounding allotments are already developed for rural residential living, notwithstanding the underlying agricultural land classification.</p> <p>Proposed Lot 9, the vacant lot, is considerably buffered from nearby intensive rural uses by distance and established vegetation along the banks of Levison Creek. The proposed subdivision does not result in a lessening of future rural opportunities or any further alienation of quality agricultural land.</p> <p>The proposed development is considered to represent the highest and best use of the subject land.</p>

(A) APPROVED DEVELOPMENT: Development Permit for Reconfiguring a Lot - Subdivision (1 into 2 lots)

(B) APPROVED PLANS:

Plan/Document Number	Plan/Document Title	Prepared by	Dated
421_01	Proposed Reconfiguration Lot 3 on RP733075	Robin Trotter Cadastral Surveyor	12/7/17

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

1. Development must be carried out substantially in accordance with the approved plans and the facts and circumstances of the use as submitted with the application, subject to any alterations:
 - found necessary by Council's delegated officer at the time of examination of the engineering plans or during construction of the development because of particular engineering requirements; and
 - to ensure compliance with the following conditions of approval.
2. Timing of Effect
 - 2.1 The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the endorsement of the plan of survey, except where specified otherwise in these conditions of approval.
3. General
 - 3.1 The development approval would not have been issued if not for the conditions requiring the construction of infrastructure or the payment of infrastructure charges within the conditions of approval.
 - 3.2 The applicant/developer is responsible for the cost of necessary alterations to existing public utility mains, services or installations required by works in relation to the proposed development or any works required by condition(s) of this approval.
 - 3.3 All payments or bonds required to be made to the Council pursuant to any condition of this approval must be made prior to 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 (pools/tennis courts or fences) 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 Charges

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

3.9 Rural Addressing

The applicant must pay a contribution per additional lot for provision of rural addressing at the rate identified in the Fees and Charges Schedule at the time of payment.

4. Infrastructure Services and Standards

4.1 Access

An access crossover for each allotment, must be constructed from the edge of the road pavement, to the property boundary of each respective allotment, in accordance with the FNQROC Development Manual, to the satisfaction of Council's delegated officer.

A bitumen sealed or reinforced concrete driveway shall be provided within any battleaxe lot access handle. The driveway will:

- have a minimum formation width of 3 metres
- be constructed for the full length of the access handle
- be formed with one-way crossfall to cater for stormwater drainage such that any stormwater runoff is contained within the access strip
- service and utility conduits are to be provided for the full length of the concrete or sealed driveway constructed within the access handle of the battle axe allotment(s).

4.2 Stormwater Drainage

The applicant must ensure a non-worsening effect on surrounding land as a consequence of the development and must take all reasonable and practicable measures to ensure discharge occurs in compliance with the

Queensland Urban Drainage Manual (QUDM) and the FNQROC Development Manual.

4.3 Water Supply

Proposed Lot 8 must be provided with a water supply via:

- (a) a bore or bores are provided in accordance with the Design Guidelines set out in the Planning Scheme Policy 4 – FNQROC Regional Development Manual; or
- (b) A minimum 2 megalitre water allocation from SunWater's irrigation supply network; or
- (c) on-site water storage tank/s:
 - (i) with a minimum capacity of 90,000L;
 - (ii) fitted with a 50mm ball valve with a camlock fitting;
 - (iii) which are installed and connected prior to the occupation or use of the development.

At the time of construction of a dwelling on proposed Lot 9, a water supply must be provided via:

- (a) a bore or bores are provided in accordance with the Design Guidelines set out in the Planning Scheme Policy 4 – FNQROC Regional Development Manual; or
- (b) A minimum 2 megalitre water allocation from SunWater's irrigation supply network; or
- (c) on-site water storage tank/s:
 - (i) with a minimum capacity of 90,000L;
 - (ii) fitted with a 50mm ball valve with a camlock fitting;
 - (iii) which are installed and connected prior to the occupation or use of the development.

4.4 On-Site Wastewater Management

At the time of construction of a new dwelling on proposed Lot 9, 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.

4.5 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.

4.6 Telecommunications

The applicant/developer must demonstrate that a connection to the national broadband network is available for each allotment, or alternatively, enter into an agreement with a telecommunication carrier to provide telecommunication services to each lot and arrange provision of necessary conduits and enveloping pipes.

5. Additional Payment Condition/s (section 650 of the Sustainable Planning Act 2009)

- 5.1 The additional payment condition has been imposed as the development will create additional demand on trunk infrastructure which will create additional trunk infrastructure costs for council.
- 5.2 The developer must pay \$4,500.00 per additional lot as a contribution toward trunk infrastructure with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.
- 5.3 The trunk infrastructure for which the payment is required is:
 - The trunk transport network servicing the land (\$4,425.00 per additional allotment)
- 5.4 The developer may elect to provide part of the trunk infrastructure instead of making the payment.
- 5.5 If the developer elects to provide part of the trunk infrastructure the developer must:
 - Discuss with Council's delegated officer the part of the works to be undertaken;
 - Obtain the necessary approvals for the part of the works;
 - Indemnify the Council in relation to any actions, suits or demands relating to or arising from the works;
 - Take out joint insurance in the name of the Council and the developer in the sum of \$20,000,000 in relation to the undertaking of the works;
 - Comply with the reasonable direction of Council officers in relation to the completion of the works;
 - Complete the works to the standards required by the Council; and
 - Complete the works prior to endorsement of the plan of subdivision.

(D) ASSESSMENT MANAGER'S ADVICE

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

(b) 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.

(c) 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.

(d) 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.

(e) 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 on-site wastewater disposal system design (at time of dwelling construction)
- an approved source of water supply via bore/perennial watercourse

(f) 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.

(g) Cultural Heritage

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

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

(E) RELEVANT PERIOD

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

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

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

- Nil

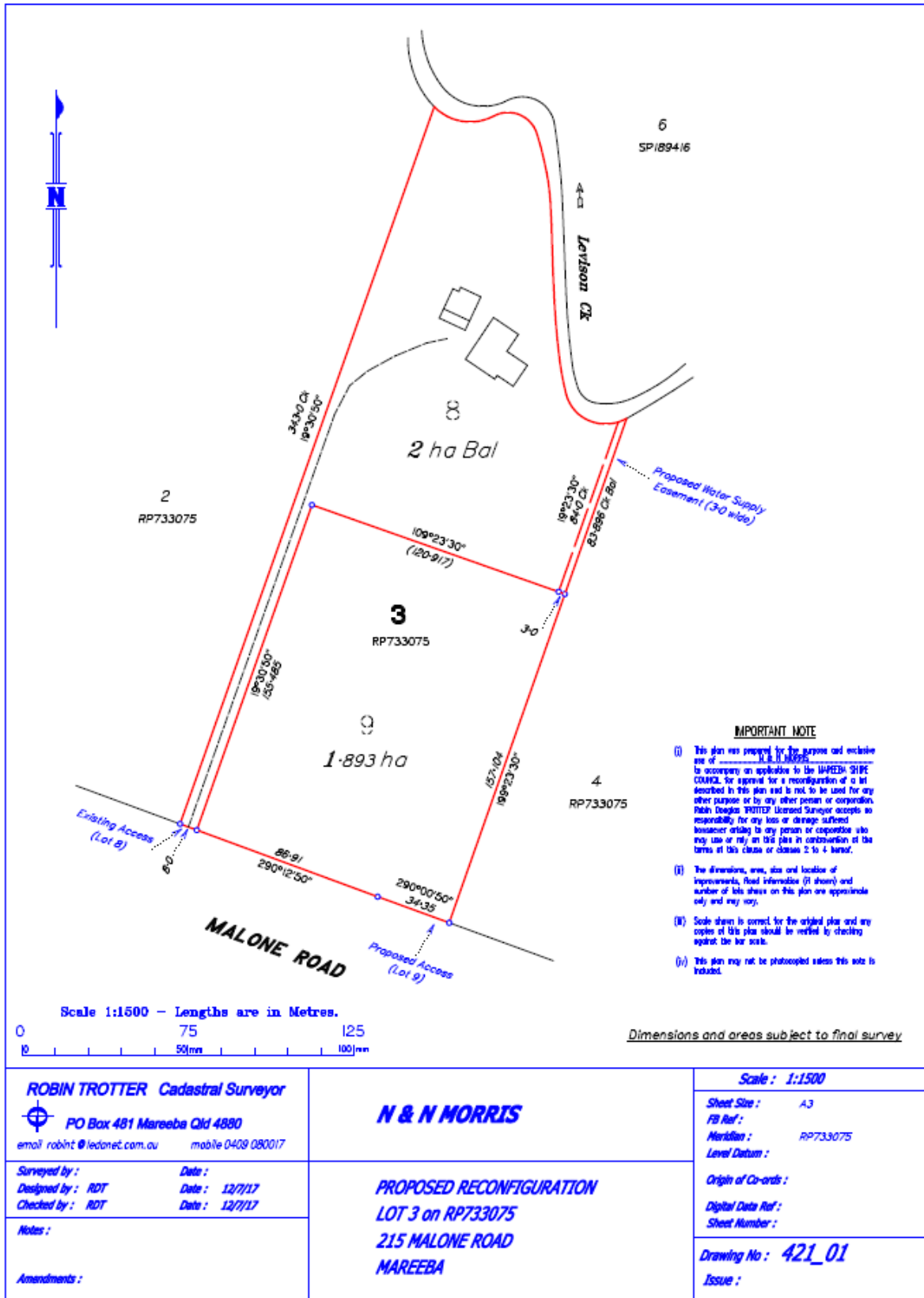
(G) OTHER APPROVALS REQUIRED FROM COUNCIL

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

Date Prepared: 1 November 2017

ATTACHMENT 1

APPROVED PLANS



ITEM-3 **D CLELAND - MATERIAL CHANGE OF USE - MOTOR HOME PARK - LOT 1 ON RP708214 - 59 ROGERS ROAD, BIBOOHRA - MCU/17/0001**

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Senior Planner

DEPARTMENT: Corporate and Community Services

APPLICATION DETAILS

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

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

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

EXECUTIVE SUMMARY

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

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

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

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

OFFICER'S RECOMMENDATION

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

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

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

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

And

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

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

(B) APPROVED PLANS:

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

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

(a) Development assessable against the Planning Scheme

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

commencement of the use except where specified otherwise in these conditions of approval.

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

3. General

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

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

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

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

3.5 Noise Nuisance

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

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

3.6 Waste Management

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

- (i) No refuse is to be stored on site outside the refuse bins at any time.
- (ii) An on-site refuse storage area for all refuse bins must be provided and be screened from view from adjoining properties and road reserve by a one (1) metre wide landscaped screening buffer, 1.8m high solid fence or building.

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

3.7 Bushfire Management

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

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

3.8 Flood Evacuation Plan

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

3.9 Signage

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

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

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

3.9.4 The sign must be removed when no longer required.

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

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

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

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

4. Infrastructure Services and Standards

4.1 Access

An access crossover must be constructed/upgraded (from the edge of Rogers Road to the property boundary of the subject site) to the satisfaction of Council's delegated officer.

4.2 Rogers Road

4.2.1 The 20 metre section of Rogers Road between Chainage 270 and Chainage 290 must be constructed to rural road (bitumen sealed <100vpd) standard, for the purpose of minimising dust impacts on the dwelling house on Lot 1 on RP711202, in accordance with FNQROC Development Manual standards (as amended) for the applicable planning scheme area and to the satisfaction of Council's delegated officer.

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

4.3 Stormwater Drainage/Water Quality

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

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

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

4.4 Car Parking/Internal Driveways

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

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

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

4.5 Lighting

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

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

4.6 Non-Reticulated Water Supply

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

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

4.7 On-Site Wastewater Management

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

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

5. Additional Payment Condition

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

5.2 The developer must pay \$4,320.00 toward trunk infrastructure with the amount of the contribution increased on 1 July each year in accordance with the increase for the PPI index for the period starting on the day the development approval takes effect, adjusted by reference to the 3-yearly PPI index average to the date of payment.

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

- 5.3 The trunk infrastructure for which the payment is required is:
- The trunk transport infrastructure servicing the land
- 5.4 The developer may elect to provide part of the trunk infrastructure instead of making the payment.
- 5.5 If the developer elects to provide part of the trunk infrastructure the developer must:
- Discuss with Council's delegated officer the part of the works to be undertaken;
 - Obtain the necessary approvals for the part of the works;
 - Indemnify the Council in relation to any actions, suits or demands relating to or arising from the works;
 - Take out joint insurance in the name of the Council and the developer in the sum of \$20,000,000 in relation to the undertaking of the works;
 - Comply with the reasonable direction of Council officers in relation to the completion of the works;
 - Complete the works to the standards required by the Council; and
 - Complete the works prior to endorsement of the plan of subdivision.

(D) ASSESSMENT MANAGER'S ADVICE

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

- (b) Compliance with applicable codes/policies

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

- (c) Compliance with Acts and Regulations

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

- (d) Environmental Protection and Biodiversity Conservation Act 1999

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

(e) Cultural Heritage

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

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

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

(E) RELEVANT PERIOD

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

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

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

- Development Permit for Operational Works

(G) OTHER APPROVALS REQUIRED FROM COUNCIL

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

THE SITE

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

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

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

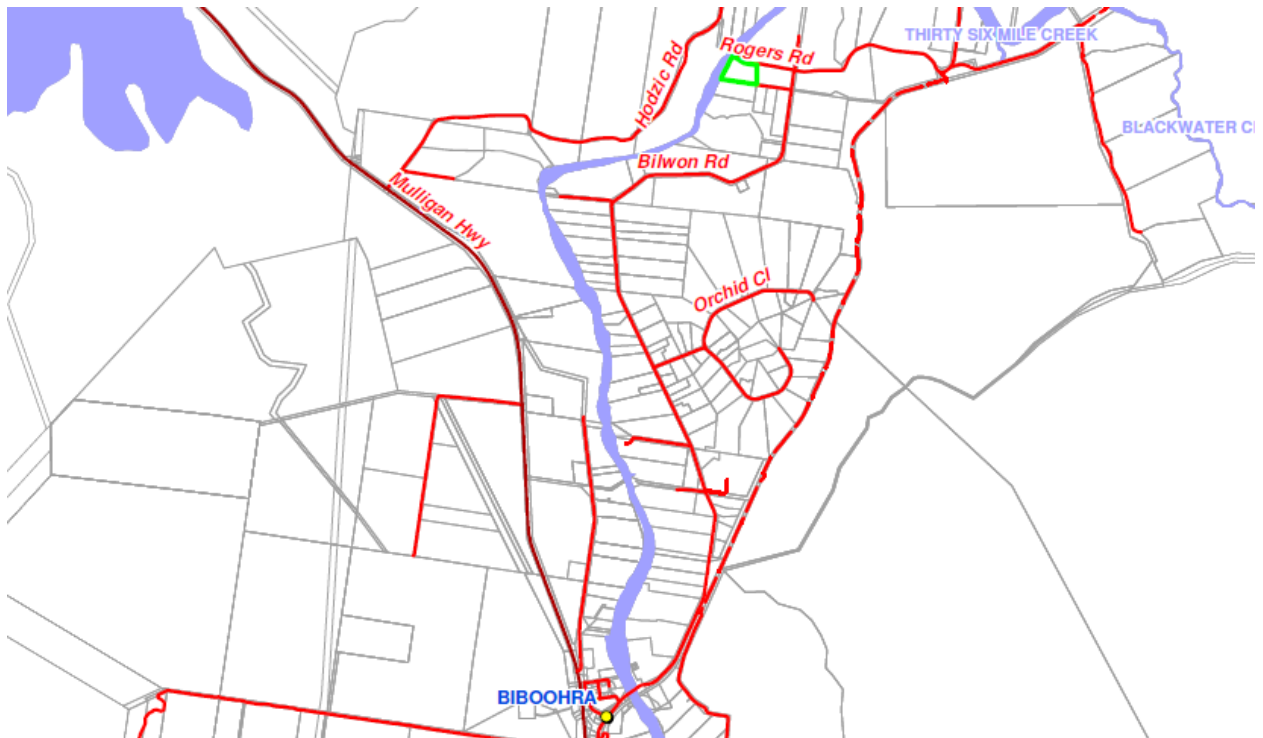
Two (2) dwelling houses and multiple sheds are established in the north-western corner.

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



Map Disclaimer:

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

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BACKGROUND AND CONTEXT

Nil

PREVIOUS APPLICATIONS & APPROVALS

Nil

DESCRIPTION OF PROPOSED DEVELOPMENT

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

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

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

The applicant advises that the facility is proposed in response to the increasing demand from self-sufficient travelers for cheaper overnight parking than that traditionally offered in a caravan park. The cheaper fees are achievable as a result of the motor home park not

requiring costly amenities, due to the self-sufficient nature of the vehicles that will utilise this area.

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

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

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

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

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

REGIONAL PLAN DESIGNATION

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

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

PLANNING SCHEME DESIGNATIONS

Zone:	Rural zone
Overlays:	Natural Disaster Bushfire Overlay

Planning Scheme Definitions

The proposed use is defined as:-

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

RELEVANT PLANNING INSTRUMENTS

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

(a) Far North Queensland Regional Plan 2009-2031

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

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

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

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

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

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

(b) State Planning Policy

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

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

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

<p>Natural hazards</p> <p>A development application for a material change of use, reconfiguring a lot or operational works on land within:</p> <ol style="list-style-type: none"> (1) a flood hazard area, or (2) a bushfire hazard area, or (3) a landslide hazard area, or (4) a coastal hazard area. 	<p>✓</p>	<p>For all natural hazards:</p> <p>Development:</p> <ol style="list-style-type: none"> (1) avoids natural hazard areas or mitigates the risks of the natural hazard, and (2) supports, and does not unduly burden, disaster management response or recovery capacity and capabilities, and (3) directly, indirectly and cumulatively avoids an increase in the severity of the natural hazard and the potential for damage on the site or to other properties, and (4) avoids risks to public safety and the environment from the location of hazardous materials and the release of these materials as a result of a natural hazard, and (5) maintains or enhances natural processes and the protective function of landforms and vegetation that can mitigate risks associated with the natural hazard, and <p>Comment</p> <p>The subject land adjoins the Barron River and is predicted to be impacted by flooding during significant rainfall events.</p> <p>The threat posed by flooding is able to be reasonably addressed because the peak season for motor home visitation is outside the northern wet season and the motor homes are able to be quickly relocated outside of the flood hazard area should the need arise.</p> <p>The proposed development will avoid the steep banks on the Barron River.</p> <p>The bushfire hazard mapping of the State Planning Policy and the Mareeba Shire Council Planning Scheme 2016 excludes the majority of the subject land from a bushfire hazard area.</p> <p>The proposed development would be partly within the Potential Impact Buffer area.</p> <p>A bushfire management plan will be conditioned for the development.</p>
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(c) Superseded Mareeba Shire Planning Scheme 2004 (amendment no. 01/11)
Relevant Desired Environmental Outcomes

DEO	Complies	Comments
(a) Significant natural features such as the dense tropical rainforest adjoining the Wet Tropics area, the savannas, the major river systems, wetlands and wildlife corridors, areas identified in the Areas of Regional significance for the Conservation of Biodiversity under the FNQ Regional Plan are protected	✓	Complies - The proposed development will make use of the existing cleared areas within the subject land. No further clearing is necessary to accommodate the proposed development.
(c) Adverse effects from development on the natural environment are minimised with respect to the loss of natural vegetation, soil degradation, air and water pollution due to erosion, dust and chemical contamination, dispersal of pollutants, effluent disposal and the like.	✓	<p>Complies - The proposed development will make use of the existing cleared areas within the subject land. No further clearing is necessary to accommodate the proposed development.</p> <p>No uncontrolled waste disposal will be allowed on site. All motor homes will need to utilise off-site dumping points for black and greywater.</p> <p>Conditions will be attached regarding erosion control.</p>
(d) Good quality agricultural land is conserved and protected from fragmentation and alienation.	n/a	Not applicable. The subject land is not mapped as GQAL.
(e) Agricultural and forestry resources, mining, extractive activity in the rural sector are encouraged, facilitated and protected.	✓	<p>The proposed motor home park will be separated from an established poultry farm by a minimum distance of 500 metres.</p> <p>Several established dwelling houses are already located between the subject land and the poultry farm. These existing dwelling houses (sensitive receptors) already constrain the operations of the poultry farm and the proposed motor home park with a greater separation distance will not increase the level of constraint.</p>

(j) Threats to public safety and health associated with the natural and built environments, including flooding in the catchments of the Barron River and Mitchell River are minimised.	✓	<p>The subject land adjoins the Barron River and is predicted to be impacted by flooding during significant rainfall events.</p> <p>The threat posed by flooding is able to be reasonably addressed because the peak season for motor home visitation is outside the northern wet season and the motor homes are able to be quickly relocated outside of the flood hazard area should the need arise.</p>
(n) Mareeba's role and identity as the main business, economic centre and regional service centre and gateway to the Cape is consolidated.	✓	<p>The proposed development does not comprise this DEO.</p>
(q) The establishment of new industries such as value adding agricultural industries as well as ecotourism and tradeable services beyond agriculture.	✓	<p>The proposed development will increase the tourism services available to visitors.</p>

Relevant Development Codes

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

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

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

Relevant Codes	Comments
Rural Zone Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Natural Disaster Bushfire Overlay Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Car Parking Code	The application can be conditioned to comply with the relevant acceptable/probable solutions contained within the code apart from the following: <ul style="list-style-type: none"> ▪ Acceptable Solution AS6 ▪ Acceptable Solution AS9.1 Refer to discussion below:
Tourist Facility Code	The application complies with applicable acceptable/probable solutions/performance criteria.
Landscaping Code	The application complies with applicable acceptable/probable solutions/performance criteria.

(e) Planning Scheme Policies

The following planning scheme policies are relevant to the application:

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

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

No. 4 - Development Manual

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

(f) Additional Trunk Infrastructure Condition

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

The applicant has nominated a maximum capacity of forty (40) vehicles per day for the motor home park. Due to the seasonal nature of drive tourism, particularly caravans and motor homes, the applicant anticipates that park would operate six (6) months per year, at the following occupancy levels:

	May	June	July	August	September	October
Days	31	30	31	31	30	31
Sites	40	40	40	40	40	40
Occupancy	30%	60%	80%	60%	50%	30%
Movements 2 per vehicle per 2.15 day stay	0.93	0.93	0.93	0.93	0.93	0.93
Movements per month	346	670	923	692	558	346
Movements per day	11	22	30	22	19	11

Based on these figures, the average daily movements over the six-month operating period would be 19.2 movements per day.

Under Planning Scheme Policy No. 6, the base contribution of \$4,500.00 is equivalent to the traffic from a standard allotment or 10 vehicle movements per day. As such the contribution applicable to this development would be:

- $\$4,500.00 \times 1.92 \times 50\%$ (for half year operation) = \$4,320.00

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

REFERRALS

Concurrence

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

Advice

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

Internal Consultation

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

Bitumen sealing of all or a section (20 metres) of Rogers Road is considered the only practical means of limiting dust, whilst not burdening Council with excessive ongoing maintenance requirements.

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

PUBLIC NOTIFICATION

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

One (1) properly made submission was received.

The grounds for objection are summarised and commented on below:

Grounds for objection	Comment
Submitter's dwelling is 25 metres from the unsealed Rogers Road. Submitter is concerned about increased dust impact.	<p>There is potential for adverse dust impacts on the submitter's residence due to Rogers Road being unsealed, the proposed development operating during the dry season and the proximity of the submitter's residence to Rogers Road.</p> <p>Various options for dust minimisation were considered including bitumen sealing, low dust gravel and chemical treatment.</p> <p>Bitumen sealing of a 20 metre section of Rogers Road adjacent to the submitters residence is considered the only workable long term option.</p> <p>The development has been conditioned accordingly.</p>

Submitters

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

PLANNING DISCUSSION

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

Car Parking Code - Car Parking Design

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

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

Comment

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

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

It is considered the proposed development satisfies Specific Outcome S6.

Car Parking Code - Car Parking Numbers

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

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

Comment

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

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

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

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

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

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

Date Prepared: 16 October 2017

ATTACHMENT 1

APPROVED PLANS



ATTACHMENT 2

MCU/17/0001

P URP-MCL
IT URP

Warren Cardew
PO Box 2050
Mareeba Qld 4880

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

Dear Sir

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

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

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

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

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

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

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

Kind regards


Warren Cardew



ITEM-4 **ADOPTION OF AMENDMENTS TO PLANNING SCHEME POLICY 4 - FNQROC REGIONAL DEVELOPMENT MANUAL - VERSION 03/17 (ISSUE 7)**

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Senior Planner

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The FNQROC Regional Development Manual is Planning Scheme Policy 4 of the Mareeba Shire Council Planning Scheme 2016. The manual provides a comprehensive set of guidelines for carrying out various civil engineering works within the local government areas of: Cairns, Cassowary Coast, Cook, Douglas, Mareeba, and Tablelands.

Far North Queensland Regional Organisation of Councils (FNQROC) has recently undertaken a review of the regional development manual and completed the public consultation phase.

The purpose of these latest amendments (referred to as Issue 7), is to ensure the manual continues to be functional and up to date and to provide a consistent set of standards to which all can refer.

An engineer's working group with member Council representatives was held on 10 October 2017 where all submission items were discussed and agreed upon and the relevant amendments reflected in Issue 7.

Under section 22 of the Planning Act 2016 and Chapter 3 Minister's rules for making and amending a planning scheme policy (PSP), Council must now consider if it will adopt the amendments to the FNQROC Regional Development Manual, having regard to any submissions received.

It is recommended that Council adopt the proposed amendments, as modified, having regard to the submissions received.

OFFICER'S RECOMMENDATION

"That Council:

1. Adopt Planning Scheme Policy 4 - FNQROC Regional Development Manual Version 03/17 (Issue 7), as modified, having regard to the submissions received in accordance with Section 22 of the Planning Act 2016 and Chapter 3 Minister's rules for making and amending a planning scheme policy.
-

2. Place a notice in a local newspaper, and on Council's website advising of Council's decision to adopt the amendments of Version 03/17 (Issue 7) with an effective date of 1 December 2017."

BACKGROUND

Council, at its Ordinary Meeting on 19 July 2017 resolved to amend Planning Scheme Policy 4 - FNQROC Regional Development Manual of the Mareeba Shire Council Planning Scheme 2016. The FNQROC Executive Officer has managed the review process including the consultation.

LINK TO CORPORATE PLAN

Provision of well planned, integrated and timely infrastructure is a core matter to be considered in the preparation of a planning scheme and in achieving financial, environmental and social sustainability.

CONSULTATION

Internal

Representatives from each of the member local governments continually work together to review and make amendments to the manual. This is an ongoing process to ensure the manual is contemporary and reflects the needs of the users.

External

Council officers across the region have been involved in and contributed to the review of the FNQROC Development Manual. Industry representatives have also contributed to the review process and these have been considered within the proposed amended manual.

The process to date has included:

- Submissions by Industry and member Councils to alter the manual were reviewed and incorporated into the amended manual through the following working group meetings:
 - 30 November 2016
 - 24 March 2017
 - 20 April 2017
 - 21 April 2017
 - 16 May 2017
- Public consultation phase was undertaken – 12 August 2017 – 22 September 2017

Public notice was included in the Cairns Post and regional newspapers. Copies of the amendments were located on the Council's and FNQROC Website with a summary of changes available in Customer Service areas for viewing.

- Development Industry Workshops were held:
 - 28 August 2017
 - 29 August 2017
 - 13 September 2017
- Public submissions were reviewed and actioned according to the working group recommendations at a workshop 10 October 2017. The FNQROC Executive Officer has prepared a spreadsheet of submissions received and the proposed regional response. This document is available for inspection upon request.
- Issue 03/17 (Issue 7) was released to the Council's for adoption 12 October 2017

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

The risk of not continually updating the Manual is that Council will eventually have a manual that is not functional in providing a consistent set of relevant standards to which all can refer.

POLICY IMPLICATIONS

The FNQROC Regional Development Manual is Planning Scheme Policy 4 of the Mareeba Shire Council Planning Scheme 2016.

In accordance with Section 22 of the Planning Act 2016 and Chapter 3 Minister's rules for making and amending a planning scheme policy (PSP) Council must consider every properly made submission and decide if it will:

- A. Resolve to adopt the amended FNQROC Development Manual (Version 7) taking into consideration the submissions received on the proposed amended manual;

Or

- B. Resolve not to adopt the amended FNQROC Development Manual (Version 7) and retain the current adopted FNQROC Development Manual (Version 6).

A number of submissions were received on the proposed amendments to the FNQROC Development Manual. These are summarised in the attachment to this report along with how the submissions were actioned by the FNQROC engineers working group.

Council has representatives from the Technical Services Department on the engineers working group and they were involved in the review process.

It is recommended that Council adopt the proposed amended manual (Issue 7).

As soon as practical after Council adopts the amended manual it must place a notice in a newspaper generally circulating in the local government area and on the local government's website. A copy of this notice must also be sent to the FNQROC Executive Officer.

The FNQROC Executive Officer will collate member council notices and send an electronic copy of the amended manual (Issue 7) with the notices to the Chief Executive of the Department of State Development, Infrastructure and Planning.

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Council will be required to place a public notice in a local newspaper advising of the amendment of the FNQROC Development Manual (Planning Scheme Policy).

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

Yes

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

Nil

IMPLEMENTATION/COMMUNICATION

The FNQROC Development Manual was prepared to ensure a consistent set of standards across the region. The manual is a living document that will be continually reviewed to ensure it remains contemporary and reflects the needs of the users.

It is recommended that Council adopt the proposed amended manual (Issue 7), having regard to the submissions received.

ATTACHMENTS

1. The amended FNQROC Development Manual Version 03/17 (Issue 7) will be available for inspection.

Date Prepared: 31 October 2017

GOVERNANCE AND COMPLIANCE

ITEM-5 APPROVED FURNITURE ON BYRNES STREET MAREEBA (MAREEBA BUSINESS PRECINCT)

MEETING: Ordinary

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Manager Development & Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

This report is to propose an amendment to Council's "Guideline for Commercial Use of Local Government Controlled Areas and Roads Approval" so as to allow certain businesses on Byrnes Street Mareeba to make an application to provide limited approved furniture on the footpath outside their business.

OFFICER'S RECOMMENDATION

"That Council:

1. Amend the Guideline for Commercial Use of Local Government Controlled Areas and Roads Approval to allow business owners and operators along Byrnes Street Mareeba to provide Approved Furniture on the footpath outside their business, subject to approval and meeting the conditions outlined in the Guideline.
2. Prescribe that the approved furniture shall be a single table (preferably round) not exceeding 50cm in diameter with only two (2) chairs or a 1.2m bench with a seat width of no greater than 60cm wide.
3. Amend the 2017/2018 schedule of fees and charges to include a new line item to provide for this for which no fee would be charged."

BACKGROUND

Council's Local Law 1 (Administration) provides a provision for businesses to have outdoor dining on the footpath outside their premises to allow for people to sit and eat a meal on the tables and chairs provided by the business.

Currently irrespective of the number of tables and chairs a business wishes to have on their footpath, an application for outdoor dining must be submitted to Council and renewed each financial year. The current application fee is \$270 and the yearly renewal fee is \$160. There are also other conditions and siting requirements that the business must adhere to in order to have outdoor dining on the footpath in front of their premises.

Currently, Council uses a cost recovery model to justify the fees charged to allow for administrative costs in processing the application and also for the authorised officers to carry out yearly inspections on the premises to ensure the approvals are compliant.

The proposal is to allow any business along Byrnes Street Mareeba to provide one (1) table and two (2) chairs or a bench (approved furniture) out the front of their premises without the need to have an approval (food related or not). However, conditions and siting requirements must be adhered to and met at all times as set out in the Guideline.

A standard size table (preferably round) which does not exceed 50cm x 50cm in width or length or diameter with only two (2) chairs permitted for that table or a 1.2m bench with a seat width of no greater than 60cm wide could be proposed.

Other conditions will be placed on the approval including the supply of public liability insurance and placement of the furniture out the front of the premises.

APPLICATION PROCEDURE

- All applications shall be made in writing on the approved form (attached).
- Application for a Commercial Use of Local Government Controlled Areas and Roads Approval may be refused if received without sufficient documentary evidence of public liability insurance.
- Approved Furniture must only be positioned in accordance with the guidelines conditions.
- Council's officers will assess all applications and issue approvals or refusals.

LINK TO CORPORATE PLAN

COM 4:- Encourage vibrant and active community participation in festivals and events, arts, culture and natural heritage activities that celebrate the community and its cultural diversity and enrich lifestyle and encourage tourism.

CONSULTATION

Internal
Supervisor Health & Local Laws

External
Nil

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

The amendment to allow approved furniture will be no different to the current Outdoor Dining or Goods for Sale on Footpaths approvals risks as all approval holders and applicants must have current public liability insurance with Mareeba Shire Council listed as an interested party.

POLICY IMPLICATIONS

Attached amended Guideline for Commercial use of Local Government Controlled Areas and Roads Approval.

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
It is proposed that Council will not charge a fee for this application. Therefore the administrative costs in processing the application and the authorised officer's time for carrying out inspections will not be recovered.

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

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

IMPLEMENTATION/COMMUNICATION

Business within the Mareeba Business Precinct and the Mareeba Chamber of Commerce will be notified by letter.

ATTACHMENTS

1. Amended Guideline for Commercial use of Local Government Controlled Areas and Roads Approval. The new clause 8.5 that deals with this matter can be found on page 9 of the Guideline.
2. Application forms for approval of commercial use of roads.

Date Prepared: 27 October 2017

ATTACHMENT 1

GUIDELINES
COMMERCIAL USE OF LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS APPROVAL

Council Policy <input type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input checked="" type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version: 1.0
File ref: BWC - REG Support	Policy Section: HUM:GEN	
Date Adopted: 16 August 2017	Review Date: 1 September 2019	
Author: Robert Addona	Review Officer: Anthony Archie	

**COMMERCIAL USE OF LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS APPROVAL****Contents**

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COMMERCIAL USE OF LOCAL GOVERNMENT CONTROLLED AREAS AND ROADS APPROVAL

This document sets out Council's guidelines for the use of Local Government Controlled Areas and Roads within the Mareeba Shire Council. This should be read in conjunction with Council's Local Law 1– Administration and Subordinate Local Law 1 – Administration.

1. AIM

The aim of this guideline is to;

- Control and regulate the use of Local Government Controlled Areas and Roads within Mareeba Shire Council through the implementation of Council's Local Law 1– Administration and Subordinate Local Law 1 – Administration.
- Ensure pedestrian movement is not impeded.
- Avoid clutter and visual pollution created by excessive use.
- Provide liability protection to Council.

2. APPLICATION PROCEDURE

- All applications shall be made in writing on the approved form.
- An application for approval must be accompanied by full details of how the activity will be operated, including any relevant work methods, signage, maps, specifications, plans and vehicles to be used.
- Application for a Commercial Use of Local Government Controlled Areas and Roads Approval may be refused if received without sufficient documentary evidence of public liability insurance.
- Goods and other furniture are to be positioned only outside the front of the business concerned and are not to be displayed outside an adjacent business without approval. An application to use the footpath in front of an unrelated business will only be considered where the applicant has sought approval or consent from that business.
- Council's delegated officer is authorised to approve applications and issue an approval or refuse the application. The applicant is to be notified in writing of the outcome of the application and where the application is not approved, the reasons why must be stated.

3. APPROVAL

- The term of the approval shall be the term stated in the approval.
- The approval will expire on 30 June each year. Applications for renewal of the approval shall be made prior to the expiry of the approval.
- As a condition of the approval and in compliance with the Local Law it is the responsibility of the applicant to maintain adequate public liability insurance at all times.
- Approvals may be issued with conditions, including the need to comply with relevant guidelines.

4. ADDITIONAL CRITERIA FOR THE GRANTING OF APPROVALS

For all approvals, the additional criteria include;

- The physical suitability of the area or road for the proposed use.



COMMERCIAL USE OF LOCAL GOVERNMENT CONTROLLED AREAS AND ROADS APPROVAL

- The likelihood of the use causing nuisance, inconvenience or annoyance to the occupiers of the adjoining land, vehicular traffic or pedestrians.
- The likely effect on the amenity of the surrounding area.
- The likely effect on the local environment and any risk of pollution or other environmental damage.
- The appropriateness, quality and condition of equipment to be used in the activity
- The likely impact on the ability of the general public to use the site concurrently with the proposed activity.
- Whether the applicant's proposed waste management strategy makes provision for the satisfactory collection, storage and removal of all waste generated by the proposed activity.
- Whether the application provides documented evidence that the applicant holds a public liability insurance policy that complies with the Local Government's published standard requirements for public liability insurance for approval holders.
- See attachments for further criteria regarding individual activities

5. PUBLIC LIABILITY INSURANCE

The application must be accompanied by documentary evidence that the applicant has obtained public liability insurance for an amount not less than stated in the table below for the relevant activity.

Council is to be a named insured party or listed as an interested party in the insurance policy. The application for the approval of Commercial Use of Local Government Controlled Areas and Roads will not be accepted without a certificate of currency or a copy of the current insurance policy.

The renewal date for the public liability insurance must be kept in force for the whole of the period that the approval covers. The cover must be current to 30 June. This information will be recorded in Councils' register and proof of renewal of the insurance policy is to be provided to Council each year. Failure to provide Council with proof of renewal of the insurance policy may result in cancellation of the approval.

Activity	Required Level of Cover
Goods on Footpath	\$10,000,000
Outdoor Dining/Approved Furniture on Byrnes Street Mareeba	\$10,000,000
Busking	\$1,000,000
Roadside Vending	\$10,000,000
Tradesman utilising footpath - pedestrians on footpath	\$10,000,000
Tradesman utilising footpath - pedestrian on road	\$20,000,000

6. ENFORCEMENT PROCEDURES

The following procedure will be followed in dealing with breaches of the Local Law relating to the Commercial Use of Local Government Controlled Areas and Roads activity.

- A compliance notice will be issued advising of Council's requirements and the action that Council will take upon further non-compliance with the approval conditions or breaches of the Local Law. Where the breach is that no approval has been issued, advice will also be given on how to make an application for approval.
- **If a person fails to comply with a compliance notice, a penalty infringement notice may be issued and any furniture or items relevant to the activity removed by an authorised person.**

7. FEES

See Schedule of Fees and Charges - Environmental Health & Local Laws



COMMERCIAL USE OF LOCAL GOVERNMENT CONTROLLED AREAS AND ROADS APPROVAL

8. Further Information

8.1 BUSKING

Where approval is for busking further guidelines and conditions are applicable;

1. ASSESSMENT GUIDELINES

In assessing an application for busking on the footpath, the following shall be considered:

- The application for a busking approval will not be considered without a certificate of currency indicating that the applicant has adequate public liability insurance. The policy must be for at least \$10,000,000 and Council is to be a named insured party or listed as an interested party in the insurance policy. Where performers do not hold a current public liability insurance, the cover may be purchased from Council for a fee. Public liability cover will be required for each busker, regardless of age.
- The applicant must nominate an area in which they wish to perform. If in Kuranda the applicant must nominate one of the following designated areas:
 - In front of 38 Coondoo Street (property owned by Telstra) (Lot 715 NR7409)
 - In front of the Heritage Market, Rob Veivers Drive, Kuranda (Lot2 RP736332)
 - 7 Coondoo Street - Outside St Saviours Church (Lot 406 NR7409)
 - 9 Coondoo Street - Outside Djurri Dadagal (Lot 405 NR7409)
 - Therwine Street - outside the information Centre (Lot 13 K4019)
- The applicant must nominate the times when they wish to perform.
- Where the proposed site is not a designated area, written consent of the adjacent business operators must be supplied with the application.

2. APPROVALS & CONDITIONS

- Applications for renewal of the approval may be made prior to expiry of the approval.
- As a condition of the approval, and in compliance with the local law, it is the responsibility of the applicant to maintain adequate public liability insurance at all times.
- Approvals may be revoked at any time.
- The use of abusive, profane, offensive or harassing behavior will result in the cancellation of the approvals.
- No amplification is permitted.
- No flammable liquids or lit torches are to be used.
- No knives, whips or sharp objects are to be used.
- The approval may be limited to specific times depending on the intrusiveness of the performance.
- A three month or an annual busking approval can be obtained

3. SITING REQUIREMENTS

- Buskers can only perform in the location detailed on their approval. The areas designated for busking and listed in section one of this guideline are to be determined by Council.
- The applicant must seek approval or consent from the adjacent business operator

4. *See Schedule of Fees and Charges - Environmental Health & Local Laws*

**COMMERCIAL USE OF LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS APPROVAL****8.2 POLITICAL STALLS**

Where the application is for a political stall the following guidelines will apply;

1. APPLICATION / NOTIFICATION

- No formal Application is required, that is no application form needs to be completed
- The applicant must provide a description of the proposed stall and its location
- The applicant must provide a copy of their public liability with Council being a named insured party or listed as an interested party in the insurance policy
- No application fee required and no bond required

2. SITING REQUIREMENTS

- Where the stall is to be located on a Council footpath, a minimum 2m thoroughfare must be maintained between the stall and the gutter.
- The applicant must seek approval or consent from the adjacent business operator
- The stall must not be located so as to prevent or obstruct pedestrian traffic adjacent to dedicated crossings.

3. ADDITIONAL CONDITIONS

- The stall holder must ensure that all waste and litter is disposed of appropriately
- The stall holder must ensure that unwanted advertising material does not become litter.
- The stall must be temporary and in no way fixed to the site and must be removed at the end of the day.
- Where it is proposed for a stall to operate in excess of three consecutive days a formal application for the commercial use of local government controlled area or road must be made to Council.
- Any associated advertising signs or sandwich boards must be attached to the stall.

**COMMERCIAL USE OF LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS APPROVAL****8.3 GOODS FOR SALE ON FOOTPATH**

Where approval is for Goods for Sale on Footpath further guidelines and conditions are applicable;

1. ASSESSMENT GUIDELINES

In assessing an application for Goods for Sale on Footpath on the footpath, the following shall be considered:

- The application for a Goods for Sale on Footpath approval will not be considered without a certificate of currency indicating that the applicant has adequate public liability insurance. The policy must be for at least \$5,000,000 and Council is to be a named insured party or listed as an interested party in the insurance policy.

2. APPROVALS & CONDITIONS

- As a condition of the approval, and in compliance with the local law, it is the responsibility of the applicant to maintain adequate public liability insurance at all times.
- Approvals may be revoked at any time where noncompliance is observed
- There shall be no obstruction of pedestrian movement.
- The hanging of goods from ceilings and awnings and business fronts will not be approved.
- Access from the footpath to kerbside shall not be obstructed.
- Goods are to be displayed only outside the front of the business concerned. Goods are not to be displayed outside the adjacent business.
- All bins, racks or other items used for the display of goods shall be free of protrusions, sharp edges or any parts which may injure any person.

3. SITING REQUIREMENTS

The following siting requirements apply to all goods proposed to be located on footpaths and/or road reserves or public places under the control of Mareeba Shire Council.

- **A minimum 2-metre corridor must be available to pedestrian traffic at all times.**
- The area nominated in the application for approval must be adhered to at all times. Any changes to the area to be used must be approved by Council's authorised person.
- Where approvals already exist at an adjacent business, the siting of goods should complement the existing approvals.
- The goods may only be displayed adjacent to your business premises.
- Generally, goods may only be placed only on the kerbside side of the footpath for Kuranda streets and against the shop wall for businesses in Mareeba. Approval from Council may be obtained where extreme circumstances prevent such placement.

4. *See Schedule of Fees and Charges - Environmental Health & Local Laws*

**COMMERCIAL USE OF LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS APPROVAL****8.4 OUTDOOR DINING**

Where approval is for Outdoor Dining further guidelines and conditions are applicable;

1. ASSESSMENT GUIDELINES

In assessing an application for Outdoor Dining on the footpath, the following shall be considered:

- The application for an Outdoor Dining approval will not be considered without a certificate of currency indicating that the applicant has adequate public liability insurance. The policy must be for at least \$10,000,000 and Council is to be a named insured party or listed as an interested party in the insurance policy.

2. APPROVALS & CONDITIONS

- As a condition of the approval, and in compliance with the local law, it is the responsibility of the applicant to maintain adequate public liability insurance at all times.
- Approvals may be revoked at any time where noncompliance is observed
- There shall be no obstruction of pedestrian movement.
- Access from the footpath to kerbside shall not be obstructed.
- Tables, chairs and their surrounds shall be kept in a clean and tidy condition at all times.
- Tables and chairs are to be placed in the area approved under the approval.

3. SITING REQUIREMENTS

The following siting requirements apply to all chairs and tables proposed to be located on footpaths and/or road reserves or public places under the control of Mareeba Shire Council.

- **A minimum 2-metre corridor must be available to pedestrian traffic, at all times**
- The area nominated in the application for approval must be adhered to at all times. Any changes to the area to be used must be approved by Council's authorised person.
- Where the applicant also has approval to place a temporary advertising device, and or goods for sale on the footpath, all chairs, tables and other furniture associated with outdoor dining must be placed on the same side of the footpath.

4. See Schedule of Fees and Charges - Environmental Health & Local Laws

**COMMERCIAL USE OF LOCAL GOVERNMENT
CONTROLLED AREAS AND ROADS APPROVAL****8.5 APPROVED FURNITURE ON BYRNES STREET MAREEBA**

Where approval is for approved furniture to be placed on Byrnes Street footpath Mareeba, further guidelines and conditions are applicable;

1. ASSESSMENT GUIDELINES

In assessing an application for Approved Furniture on Byrnes Street footpath Mareeba, the following shall be considered:

- The application for approved furniture to be placed on Byrnes Street footpath Mareeba approval will not be considered without a certificate of currency indicating that the applicant has adequate public liability insurance. The policy must be for at least \$10,000,000 and Council is to be a named insured party or listed as an interested party in the insurance policy.
- Approved Furniture shall be limited to the following:
 - 1 x table (preferably round) which does not exceed 50cm x 50cm in width or length or diameter with only 2 chairs permitted for that table OR;
 - 1 x 1.2m bench with a seat width of no greater than 60cm wide.

2. APPROVALS & CONDITIONS

- As a condition of the approval, and in compliance with the local law, it is the responsibility of the applicant to maintain adequate public liability insurance at all times.
- Approvals may be revoked at any time where noncompliance is observed
- There shall be no obstruction of pedestrian movement.
- Access from the footpath to kerbside shall not be obstructed.
- Approved Furniture shall be limited to the following:
 - 1 x table (preferably round) which does not exceed 50cm x 50cm in width or length or diameter with only 2 chairs permitted for that table OR;
 - 1 x 1.2m bench with a seat width of no greater than 60cm wide
- Approved Furniture and their surrounds shall be kept in a clean and tidy condition at all times.
- Approved Furniture is to be placed in the area approved under the approval.
- Approved Furniture is to be placed against the building front only. No furniture to be placed along the kerbside.

3. SITING REQUIREMENTS

The following siting requirements apply to all approved furniture proposed to be located on the Byrnes Street footpath under the control of Mareeba Shire Council.

- A minimum 2-metre corridor must be available to pedestrian traffic, at all times
- The area nominated in the application for approval must be adhered to at all times. Any changes to the area to be used must be approved by Council's authorised person.
- Where the applicant also has approval to place a temporary advertising device, and/or goods for sale on the footpath and/or outdoor dining, all chairs, tables and other furniture associated with the approvals must be placed on the same side of the footpath.

4. *No fee is associated with this approval.*

ATTACHMENT 265 Rankin Street
PO Box 154 MAREEBA QLD 4880P:1300 308 461
F:07 4092 3323
W:www.msc.qld.gov.au
E:info@msc.qld.gov.au**Application for Approval of Commercial Use of Roads
Outdoor Dining & Goods for Sale on Footpath
Application for Approval under Local Government Controlled Areas and Roads***See Schedule of Fees and Charges - Environmental Health & Local Laws - ABN: 39 114 383 87*

Approvals are Renewable 30 June each year

Applicant details:

Business Trading Name :	
Applicant Name:	
Postal address:	
Contact number:	

Commercial Activity:

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Application for Goods for Sale on footpath (sections A, C & D) | See Schedule of Fees and Charges |
| <input type="checkbox"/> Application for Outdoor Dining (sections A, C & D) | See Schedule of Fees and Charges |
| <input type="checkbox"/> Application for Other (sections A, C & D) | See Schedule of Fees and Charges |
| <input type="checkbox"/> Application for amendment of Approval for Commercial Activity (sections B, C & D) | See Schedule of Fees and Charges |

A. Location information (Where activity is to be carried out):

Property Address:	
Description of Location:	
Days and Times of operation:	

B. Amendment Details

Current Application Number:	CUR/
Existing Property Address:	
New Property Address:	
Change of Shop Name:	

C. Public liability insurance:

Name of insurance company:	
Policy number:	Date policy expires: / /
Sum insured:	

D. Supporting information required to be submitted with this application:

- Application/Amendment Fee
- Plan of site layout – including location of existing structures. (for new and amended applications)
- Copy of a current public liability insurance policy with the required amount of cover per activity as per guidelines (for new and amended applications).

Indemnity:

I acknowledge that any approval issued pursuant to this application shall be subject to the following conditions:

- a) The approval holder shall, at all times, hold harmless and keep indemnified the Council, its members, officers, employees and agents from all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or his agents or employees or any of them in connection with any activity carried out or supporting to be carried out under the approval or in observance, fulfillment, non-observance or non-fulfillment of any condition of the approval;
- b) The approval holder shall ensure a Public Liability Insurance Policy is kept in force for the **whole of the period that the approval covers**, and includes the Council as a principal insured party;
- c) The commercial activities request will be in accordance with Council's Guidelines and all other relevant Local Laws.

Signature:

Date:

Privacy Notice: Mareeba Shire Council is collecting applicant details in accordance with Council's Local Law in order to assess your application for approval. This information will only be accessed by Council employees and other persons authorised under the Local Government Act. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

Guidelines for Commercial Use of Local Government Controlled Areas and Roads.

Conditions that will ordinarily be imposed on approvals

Conditions that will ordinarily be imposed on an approval are that the approval holder must comply with any applicable terms and conditions for the approved activity outlined in the following guidelines published by the local government;

- *Guidelines for Outdoor Dining Approval;*
- *Guidelines for Goods for Sale on Footpath Approval;*
- *Guidelines for Commercial Use of Local Government Controlled Areas and Roads.*

Additional criteria for the granting of approval

- (a) the physical suitability of the area or road for the proposed use; and
- (b) the likelihood of the use causing nuisance, inconvenience or annoyance to the occupiers of the adjoining land, vehicular traffic or pedestrians; and
- (c) the likely effect on the amenity of the surrounding area; and
- (d) the likely effect on the local environment and any risk of pollution or other environmental damage; and
- (e) the appropriateness, quality and condition of equipment to be used in the activity; and
- (f) the likely impact on the ability of the general public to use the site concurrently with the proposed activity; and
- (g) whether the applicant's proposed waste management strategy makes provision for the satisfactory collection, storage and removal of all waste generated by the proposed activity; and
- (h) whether the application provides documented evidence that the applicant holds a public liability insurance policy that complies with the local government's published standard requirements for public liability insurance for approval holders.

Office use only

CSO initials: _____ Receipt number: _____ Date: _____

Outdoor Dining Approval number: _____

Goods for Sale Approval number: _____

Other: _____

ITEM-6 DRAFT MSC ANNUAL REPORT 2016-2017

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Manager Development & Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The Local Government Regulation 2012 requires that each local government must prepare an annual report for each financial year and must adopt the annual report within one (1) month after the day the Auditor-General gives the Auditor-General's audit report about the local government's financial statements for the financial year to the local government.

OFFICER'S RECOMMENDATION

"That Council adopt the Draft Annual Report for the 2016/17 Financial Year."

BACKGROUND

Council is required by section 182 of the *Local Government Regulation 2012* to prepare and adopt an annual report. Adoption of the annual report is required within one (1) month of receiving the Auditor-General's final sign off of the audited annual financial statements. This year, the annual statements were signed off by the Auditor-General on 12 October 2017 with a request to review the Draft Annual Report prior to Council adoption.

A request for extension of time to adopt the Annual Report was sent to the Minister for Local Government on 20 October. This extension was necessary due to the meeting schedule of Council and the additional requirement of the Queensland Audit Office to review the Draft Annual Report prior to the meeting date.

The Draft Annual Report (inclusive of the Financial Statements) is provided for Council's consideration and adoption.

LINK TO CORPORATE PLAN

GOV - Sound decision-making based on the understanding and confidence of the community, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.

CONSULTATION

Internal
Mayor
Chief Executive Officer

Director Corporate and Community Services
Manager Finance

External
Queensland Audit Office

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

Preparation of an annual report is a requirement of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

The annual report will be made available to the community through placement on Council's website.

ATTACHMENTS

1. Draft MSC Annual Report for the 2016/17 Financial Year

Date Prepared: 6 November 2017



ANNUAL REPORT

2016-2017



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1. OUR VISION AND GUIDING PRINCIPLES

Our Vision

"A growing and confident Shire, comprised of diverse communities who share common values of a relaxed lifestyle and respect for the beauty of the natural environment of the region."

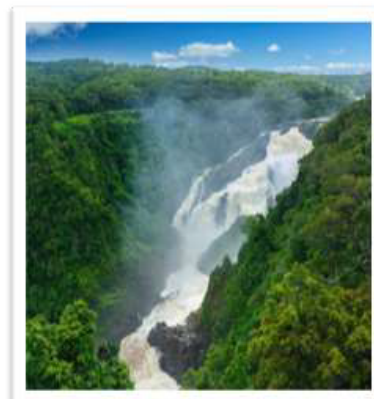
It is the Council's mission to preserve the values expressed in its vision by:

- Creating the foundations for a strong and financially sustainable future for the Shire.
- Responsible and accountable decision-making.
- Cost-effective service provision.
- Community capacity building through collaborative partnerships.

Our Guiding Principles

In delivering services to our community, we will be guided by the following corporate values and principles:

- We will keep the fact that **"the community are our customers"** in the forefront of every decision and action we take.
- We will work together as a **united team** using the skills and experience of all staff while recognising the value of a diverse workforce and actively supporting the principles of equal employment opportunity.
- Our staff will be **empowered to make decisions** in their own areas of authority, knowing that they will be supported when they do so.
- We will always **strive to improve Council's service** and enthusiastically pursue innovative ways of doing so.
- We will always take a **whole of Council approach**, with every decision being made on the basis of what is best for the whole organisation.
- We will **share information** throughout the organisation using vigorous and open communication.
- We will **involve all of our fellow staff members** in the decision making process, with managers providing coaching, support and leadership.



2. SHIRE PROFILE

The Mareeba Shire services a population of approximately 22,157 and covers an area of 53,457 km². It stretches across the base of Cape York Peninsula and westwards from the coastal escarpment behind Cairns. The altitude of the Tablelands region moderates the tropical climate which means that the Shire enjoys cool dry winters and warm, wet summers.

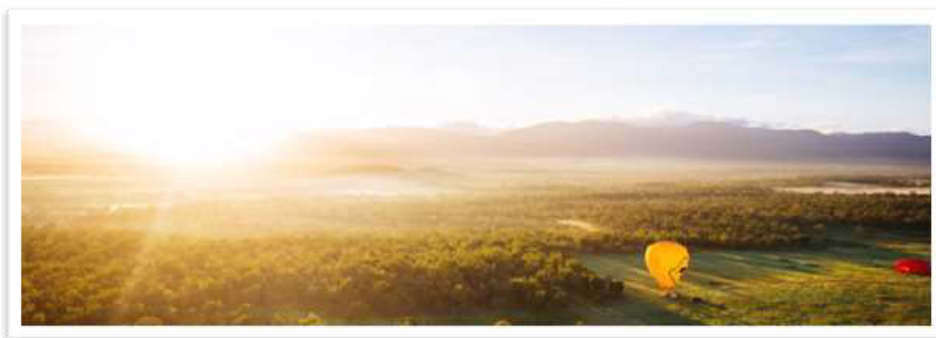
The Shire is located within close proximity to two World Heritage Areas and is less than an hour's drive to Cairns International Airport. Mareeba, the main population centre, lies 64 km south-west of Cairns. Kuranda, with the Kuranda Scenic Railway and Skyrail Cableway, brings millions of visitors to the Shire each year. The Shire is a popular destination for Grey Nomads who hold an annual Christmas in July event at Mareeba.

The Shire is rich in mineral resources including gold, lead, zinc and other base metals, tungsten, copper sulphate, tin, perlite, limestone, marble and slate. The historic mining town of Chillagoe, with its limestone caves and amazing rock formations, is a must-see on any tourist's agenda.

The economy of the Shire relies heavily on agricultural production including a large range of animal industries and production of both tropical and subtropical crops.

Mareeba is positioning itself as an industrial hub in Far North Queensland with the development of the Mareeba Industrial Park which has the land availability for significant expansion in the future. The further development of the Mareeba Airport will also help fuel sustained economic growth into the future.

With its natural beauty, mild tropical climate, economic diversity and proximity to Cairns, the Mareeba Shire continues to be a lifestyle destination of choice for many "tree changers", mobile digital professionals and business operators, fly in/fly out workers and their families, and "Cairns commuters" who work in Cairns but choose to live in the Mareeba Shire.



3. MAYOR'S REPORT

These past 12 months have seen a period of growth for both our Shire Council and for our local community. The level of investment in new dwellings and industrial enterprises has been significant, signalling a high level of confidence in our regional economy and the industries which underpin it.



In support of our burgeoning economy and indeed our growing community, Council has expended \$31.4 million in capital works, road maintenance and importantly, replacing bridges which had come to the end of their useful life. This continuing investment in the critical infrastructure which underwrites our agricultural industry and our community has been a feature of this Council's focus since its inception and has carried forward into this reporting year. Significant projects include the extension of road and drainage infrastructure at the Mareeba Industrial precinct, the construction of the new Mareeba Wastewater Treatment Plant, investments in new water infrastructure in Kuranda and significant investment in new capital works and maintenance of our extensive roads infrastructure.

Council has been successful in obtaining grants from both the State and the Commonwealth Government during the year, which have been expended on the replacement of four of our timber bridges including those over both Nissen and Bushy Creeks at Julatten. These new bridges have been constructed using the latest laminated timber technology. These grants have also been utilised to progress the redevelopment of the Mareeba Airport. Further grants have been expended to great benefit; for instance, the extension of footpaths suitable for the use of mobility aids by the elderly and disabled. Council expresses its deepest appreciation to both the State and the Commonwealth for their continuing grants programs.

Now in its fourth year, Mareeba Shire Council continues to grow, to mature and to continue to provide the highest level of service to the community within the capacity of the community to pay, supported by grant assistance from the State and Commonwealth.

Our focus has now been turned to long-term planning for the future development of our Shire and to the programmed maintenance of our existing assets such as bridges, culverts and underground infrastructure in water and sewerage services.

Council continues its commitment to budgetary rigour, ensuring that the carefully laid foundations of the past four budgets are maintained and built upon to guarantee future economic stability and viability. This approach demands discipline of both Council and staff in the expenditure of ratepayers' money. This business-like attitude has been and remains a defining hallmark of this administration.

I pay tribute to members of the Council for their continued commitment and understanding of the difficult issues and to the staff of the Mareeba Shire Council who provide dedication to the task at hand and fearless advice to Council.

Cr Tom Gilmore

Mayor

4. CHIEF EXECUTIVE OFFICER'S REVIEW

The last financial year has seen Council consolidate its efforts to ensure long-term financial viability. Council has just moved passed halfway mark of its five year Corporate Plan and is well on its way to achieving the desired objectives. The size of the Shire and our relatively small rate base means we will always be vulnerable, however with ongoing prudent management being applied by Council the future is positive.



Council's work in achieving this has been recognised by those involved in Local Government across the State. Mareeba Shire is now being recognised as an example and have presented at a range of conferences on the work we have done and the steps taken to achieve what we have.

This has been achieved by the concentrated efforts of all. The Councillors have provided clear direction and leadership in this regard and the staff have responded by consistently seeking opportunities to find savings and efficiencies while ensuring service levels are maintained or improved.

Council has been successful in being awarded a range of grants from both the State and Commonwealth Governments and these have enabled Council to deliver a range of projects. A new grant "Works for Queensland" was gratefully received from State Government this year and has meant that a number of projects which were previously unachievable because of lack of funds could be delivered. The delivery of these within the time constraints has put considerable pressure on staff but they have responded admirably and their efforts are certainly appreciated.

Construction on the Mareeba Waste Water Treatment Plant has progressed well and the plant will be coming on line early in the 2017/2018 financial year, within the project timelines and budget. This new plant not only meets the environmental standards but provides capacity for growth of the community in the future. The contractor, Downer Utilities, and the Council team are to be congratulated.

I would like to acknowledge and thank the Mayor and Councillors for their leadership and direction over the past year and thank the staff for their ongoing dedication and high level of work they have delivered for the community.

Peter Franks

Chief Executive Officer

5. CORPORATE AND COMMUNITY SERVICES DEPARTMENT REVIEW

Jennifer McCarthy - Director Corporate and Community Services

The Corporate and Community Services department comprises five separate Groups or functional areas of Council as follows:

- **Finance** (which includes Stores, Depots, Payroll, Financial Accounting, Management Accounting and Procurement)
- **Development & Governance** (which includes Governance and Compliance, Local Laws, Environmental Health, Building and Plumbing, Planning)
- **Systems & Customer Service** (which includes Records, Customer Service, Information and Communication Technology, Business Systems)
- **Organisational Development** (which includes HR Management, Workforce Management, Training and Development, Workplace Health and Safety)
- **Community Wellbeing** (which includes Libraries, Community Development and Engagement, Community Support Services, Tourism Promotion, Grants Development, Community Grants, Community Housing for Seniors Service)



Key achievements or highlights of the 2016/17 financial year include:

Finance

- Preparation and adoption of 2017/18 budget
- Preparation and finalisation of financial statements for the year ended 30 June 2017
- Assisted other areas of Council to adhere to 2016/17 budget, resulting in achieving operational and capital targets
- Reviewed all fees and charges
- Continued development of the works and assets system to assist in improving efficiencies and understanding of costs for decision-making
- Continued development of asset registers to assist in improved asset management plans
- Continued system enhancement and key user training in financial systems

Development and Governance

- Significant process and system changes were implemented in response to the commencement of the new Queensland Planning Act 2016 on 3 July 2017
- A Planning Act 2016 alignment amendment was undertaken on the Mareeba Shire Council Planning Scheme 2016
- A total of 75 additional allotments created through Reconfiguring of a Lot applications
- The total value of all building approvals for the 2016/17 financial year was \$41.2M, number of building applications staying at the same level as last year
- Historic building and plumbing records from present day to the 1970s were scanned to improve service level and record security

Systems and Customer Service

- Adopted long term ICT Strategy, focusing on Cloud first principles
- Completed Water and Waste Water SCADA Server replacement/upgrade
- Provided ICT support for the commissioning of the new Mareeba Waste Water Treatment Plant
- Developed and delivered Intranet portal site
- Deployed proactive ICT monitoring and alerting system for Council information systems
- Extended Public access Wi-Fi to include Chillagoe Library and Centenary Park Kuranda
- Public Wi-Fi at libraries and Visitor Information Centre now available for free with Facebook Check-in Requirement to help promote these locations
- Deployed Accounts Payable invoice digitisation and capture solution
- Assisted in the configuration and deployment of system enhancements required to support updated QLD Planning Act
- Migrated 'Gates and Grids' application management process to core Property information system
- Initiated project to digitise historic Building and Plumbing applications
- Initiated organisational wide Information Management survey
- Participated in Office of the Information Commissioner Queensland - Information Privacy week activities

Community Wellbeing

- Conducted Community BBQ's in outlying towns and districts of the Shire to provide the opportunity for residents to engage with Councillors to raise issues and identify community priorities. The information will be used to update the Community Plan
- Reviewed and updated Council's policies regarding the financial assistance and community leasing arrangements offered to not for profit groups and clubs. This led to increased levels of financial assistance and new community leasing arrangements that are fair, consistent, transparent and affordable by rate-payers
- Capitalised on the increasing Chinese tourism market to promote Kuranda
- Cultural awareness training for Kuranda Visitor Information Centre Volunteers was held to assist volunteers to respond appropriately to Chinese visitors. Marketing material, brochures and information sheets have been translated into Chinese language at the Kuranda Visitor Information Centre
- Provided tenancy management services to 124 residents in 104 x one bedroom units and 4 x two bedroom units. Capital improvements to the properties included internal and external painting and installation of roof insulation of identified units
- Transitioned the Mareeba Heritage Museum and Visitor Information Centre to community management by the Mareeba Heritage Centre Management Committee
- Conducted an efficiencies review of the Mareeba Shire Library Service. Library Officers worked with a Consultant to identify operational efficiencies and levels of service that meet local community needs and issues within the existing budget

- Leveraged \$4.5M in government funding for essential infrastructure and community facilities projects by co-contributing \$514,000, which is nearly a nine-fold return on Council's investment

Organisational Development

- Managers and employees kept informed and updated on significant industrial relations changes impacting on employment conditions
- Skills Gap Analysis Program developed with the aim of delivering targeted leadership and management training programs in 2017-2018, for middle and senior managers to ensure continued improvement in workforce management
- A focus on the management of long service leave accruals resulted in a 35% reduction in balances in excess of 13 weeks during the year
- Monitoring and review of the new Performance Appraisal System for Award based employees resulted in changes which reduced the administrative burden on supervisors conducting the reviews and emphasised the recording of issues needing further action
- Random drug and alcohol testing and incident based testing was conducted during the year with no serious breaches detected
- Verification of Competency Program was developed with implementation underway to ensure Council complies with its WHS obligations as they relate to operators of heavy vehicles, plant and machinery
- WHS management systems continued to be reviewed, updated and improved



6. INFRASTRUCTURE SERVICES DEPARTMENT REVIEW

Pat White - Director Infrastructure Services

The Infrastructure Services department encompasses three functional areas of Council as follows:



- Works (which includes Transport Infrastructure, Bridge Construction and Maintenance, Parks and Gardens, Land Protection, Cemeteries)
- Technical Services (which includes NDRRA Management, RMPC Management, Technical Support, Fleet and Workshop, Land and Facilities)
- Water and Waste (which includes Waste Management; Wastewater (Sewerage) Treatment, Operations and Reticulation, Water Treatment, Operations and Reticulation)

Key achievements or highlights of the 2016/17 financial year include:

Works

Transport Infrastructure Section

Civil Works:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Gravel Road Resheet Program • Springmount Road - Rehabilitation and Widening • Euluma Creek Road - Causeway Upgrade • Western Beef Roads - Nine New Causeways • Myola Road Kuranda - Widen and Seal • Ray Road Mareeba - Rehabilitation and Widening • Kowa Street Mareeba - Widen and Seal • Doyle Street Mareeba - Widen and Seal • Thongon Street Kuranda - Kerb and Channeling • Raleigh Street Dimbulah - Widen and Seal • Bowers Street Mareeba - Rehabilitate Pavement • Iluka Street Mareeba - Widen and Seal • Chettle Road Mareeba - Rehabilitate Pavement • Atherton/Walsh Streets Mareeba - Minor Signage Works • Coondoo Street Kuranda - Renew Steps | <ul style="list-style-type: none"> • Lawson Street Mareeba - New Footpath • Gilmore Road Mareeba - Widening and Seal • West Sabin Road - Intersection Upgrade • Walsh Street Dimbulah - Resheet • Downs Street Mareeba - Widen and Seal • Lawson Street Mareeba - Widen and Seal • Bailey Street Mareeba - Corner Widening and Seal • Egan Street Mareeba - Widen and Seal • Burke Developmental Road - Gravel Resheet Ch 574.2 - Ch 578.2 • Gravel Resheet Priority Roads 16/17 • Herberton/Petford Road - Gravel Resheet • Burke Developmental Road - Remove and Replace RCP 750mm Ø Pipes |
|--|--|

Maintenance:

- \$3,179,754 - Road Maintenance

Land Protection Section

- **Top Priority Weeds:** Miconia species, Mikania Vine, Koster's curse, and Limnocharis are being tackled in partnership with Biosecurity Qld. These are rainforest invaders and are a serious threat to our tropical forests and Wet Tropics areas.
- **Gamba Grass:** Maintained the protection of the Walsh and Mitchell River catchments of this invasive high biomass grass. Contained infestations on the eastern watercourses.
- **Targeted Pest Plants:** Include; Rats Tail Grass, Thunbergia spp, Sicklepod, Parthenium Weed, Giant Sensitive Plant, Lions Tail, Hymenachne, Amazon Frogbit, Water Lettuce and other aquatic plant pests. All these plants were targeted under Council's Biosecurity Plan. They were removed or contained from council roads, parks, easements and waste transfer stations. Council partnered with our rate payers and provided up to date information on control options, property pest planning and prevention of weed seed spread. Council provided advice and public education at field days, workshops, at shows and via the media.
- **Belly Ache Bush, Rubber Vine and other Jatropha species:** A staged and strategic removal program was undertaken on the Upper Walsh River catchment. Council worked in conjunction with affected landowners, catchment management groups, Natural Resource Management organisations and Biosecurity.
- **Siam Weed:** This invasive plant pest has been labelled by world scientists as "The World's Worst Weed". It has appeared on a major feeder creek system of the Walsh River. A major removal job was run by Council, Landowners, Biosecurity Staff and Catchment Management to prevent its spread down through the catchment.
- **Tramp Ants:** Electric Ants and Yellow Crazy Ants were targeted for eradication by Council, Landowners and partners - Biosecurity Qld, Wet Tropics Management Authority and Kuranda EnviroCare.
- **Vertebrate Pests:**
 - Rabbits were managed with poison baits, burrow fumigating, trapping and by introducing the Rabbit Haemorrhagic Disease Virus.
 - Feral pig controls included - trapping, shooting, hunting and poisoning. All the above technologies were implemented by Council, community pig trapping organisations and by our ratepayers.
 - Wild dog/dingo controls included a coordinated baiting approach taken by Council and affected landowners. In the many places that baiting is not applicable; hunters were used along with trapping and shooting within departmental guidelines.

Bridge Section

Capital Works:

- Mt Lewis Road - Bushy Creek Bridge Upgrade
- Mt Lewis Road - Nissen Creek Bridge Upgrade
- Chewko Road - Atherton Creek Bridge Repair
- Algoma Road Mutchilba - Culvert Relining
- Wrights Lookout Road Kuranda - Culvert Relining
- Springmount Road - Oaky Creek Bridge Renewal

Maintenance:

- \$433,959 Bridge Maintenance
- 74% Preventative Maintenance

Parks and Garden Section

Capital Works:

- Geraghty Park Julatten - Renew Playground and Exercise Equipment
- Bicentennial Lakes - Replace Paved Footpaths

Maintenance:

- \$1,894,384 Parks and Gardens Maintenance

Aerodromes

Council has commenced an \$18M airport upgrade project, funded with \$5M from the Australian Government (National Stronger Regions Fund) and \$13M from the Queensland Government. The majority of the early works packages have been completed with the remainder to commence next financial year.



Water and Waste

The following capital works projects were undertaken during the 12 month period:

Mareeba

- Mareeba Wastewater Treatment Plant Construction completed July 2017
- Mareeba Wastewater Treatment Plant Inlet Works completed July 2017
- Hastie Road Mareeba - Wastewater Reticulation Network Upgrade completed August 2017
- Mareeba Landfill Erosion and Sediment Control Works
- Mareeba Landfill, Old Mareeba Landfill Capping Project
- Mareeba and Kuranda Water Treatment Plant - Replace turbidity meters
- Mareeba Water Treatment Plant Switchboard Renewal

Kuranda

- Sludge Management Upgrade Project completed
- Rob Veivers Drive Water Main Upgrade
- Kuranda Water Security Project - Construction of new water reservoirs in Kuranda, one at Platypus Close and the other at Hilltop Close

Mutchilba and Julatten

- Concrete lined bunding area completed at Waste Transfer Stations



Technical Services

- Provided survey, design and soil testing services for a number of capital works projects including:
 - Kowa Street Mareeba - Widening of existing bitumen roadway to improve safety for cyclists and pedestrians
 - Rob Veivers Drive Kuranda - Widen and rehabilitation of existing bitumen road to provide safer access for cyclists and pedestrians
 - Raleigh Street Dimbulah - Widen existing road adjacent to church, community centre and school to provide safer access
 - Bowers Street Mareeba - Rehabilitate existing bitumen pavement to accommodate heavy vehicles accessing the Mareeba Industrial Park
 - Springmount Road Arriha - Rehabilitate and widen to two-lane bitumen standard
 - Myola Road Kuranda - Rehabilitate and widen existing bitumen to provide safer access for cyclists and pedestrians.
- Mareeba Sporting Precinct - Engaged landscape designer and planner to develop a master plan for Davies, Eales and Firth Parks
- Mareeba Traffic Study - Engaged consultants to investigate and report on traffic issues within the Mareeba CBD including the development of improvement options
- Provided Project Management services for the delivery of the \$1.5M bitumen reseal program
- Delivered the \$1.8M Road Maintenance Performance Contract (RMPC) for the Department of Transport and Main Roads
- Purchased new street sweeper
- Purchased new front end loader for the landfill

Works undertaken on Council's facilities included:

- PCYC Hall Mareeba - Replacement of deteriorated exterior components to comply with the heritage listing.
- Mareeba Gymnastics Club - Replaced roller doors
- Kuranda SES Shed - Construction of a new SES shed in Kuranda including concrete driveway
- Mareeba Leagues Club - Replaced tiles



7. KEY STATISTICS FOR THE PERIOD 1 JULY 2016 TO 30 JUNE 2017

Planning and Development

- Total development applications received - 65
- Applications for Building Work Assessable against Planning Scheme - 20

Building

- Total building approvals issued - 345 (153 Council, 192 private certified)
- Number of dwellings approved - 373
- Total value of building approvals \$41,998,672

Local Laws

- Total Penalty Infringement Notices issued - 667
- Total complaints/enquiries responded to - 1,732 (Local Laws)
- Total complaints/enquiries responded to - 906 (Regulatory Support)
- Total animals impounded - 709
- Total dogs registered at 30 June 2017 - 3,509

Environmental Health

- Total complaints/enquiries responded to - 333
- Total licensed premises inspected -
 - Food 226
 - Accommodation 10

Organisational Development

- Total number of full-time equivalent (FTE) employees at 30 June 2017 - 209.11
- Male employees as a percentage of total - 65%
- Female employees as a percentage of total - 35%
- Indoor employees (FTE) as a percentage of total - 45%
- Outdoor employees (FTE) as a percentage of total - 55%
- Number of employees (FTE) per 100 residents - 0.95
- Total staff training hours attended - 3,129.5
- Number of WHS injury incident reports - 31
- Total work days lost through injury - 292

Customer and Community

- Total site visits (sessions) - Council's website - 110,075
- Total number of website pages viewed - 239,884
- Customer Requests created – 12,607
- Call Centre calls handled - 17,956

ICT/Records

- Total number of PCs/Laptops maintained – 200
- Total amount of data stored - 30TB
- ICT helpdesk requests resolved – 1,592
- Total documents registered in Records System – 48,971

Libraries

- Total items loaned - 116,721
- Total visitors to libraries - 84,660
- Total volunteer hours - 1,484

Visitor Information Centres

Kuranda Visitor Information Centre

- Total visitor numbers - 97,124
- Total volunteer hours - 5,069

Mareeba Heritage Museum and Visitor Information Centre

- Total visitor numbers (excl. coffee shop patrons) - 39,979
- Total volunteer hours - 11,000

Grants Development

- Total successful infrastructure grant applications: \$4,557,000
- Total successful community grant applications: \$645,621

Insurance

- Total motor vehicle claims lodged - 21
- Industrial special risk (building and electrical) claims lodged - 3
- Number of potential public liability claims reported to insurer - 17 Claims
 - 16 Notification only
 - 1 Formal Claim - denied

Rating and Property

- Total number of rateable properties - 10,317
- Total rateable value of Shire - \$1,539,436,752
- Total rate levy 2016/2017 - \$30,327,880
- Rate arrears as at 30 June 2017 - \$2,933,493

Water

- Total volume of treated water supplied - 3,243.37 ML
- Total length of water mains - 241.960km
- Total number of water connections - 5,307

Sewerage

- Total length of sewer mains - 134.28 kms
- Total number of household connections - 3,709
- The flows into and out of the sewerage treatment plants are summarised below:

Inflow (ML)		Outflow (ML)	
Mareeba	Kuranda	Mareeba	Kuranda
886.1	86.6	235.4	83.7

Waste

- Total volume of waste disposed of at Mareeba landfill - 54,311 tonnes
- Total tonnage of recyclable materials collected - 1,384 tonnes (made up of: 43T tyres; 38T oil; 25T batteries; 1,208T steel; 31T mixed recyclable material - including plastic, steel and aluminium cans and glass bottles; 38T farmers plastic)
- Total volume of green waste processed - 4,318 tonnes

Roads

- Total km of shire roads - 2,299 kms
- Total km of gravel roads - 1,642 kms
- Total maintenance expenditure - \$3,179,741

Parks and Gardens

- Total number of parks/open spaces maintained - 140
- Total area of parks/gardens/open space maintained - 120 ha

Aerodromes

- Total aircraft movements (landings) - Mareeba Aerodrome - 5,538

Facilities

- Total swimming pool admissions - 67,434
- Total public halls usage - 1,310 bookings
- Total Caravan Park site rentals (includes tent sites, dongas, cabins and van sites) - 38,148
- Total Community Housing for Seniors Service managed - 108

8. CORPORATE PLAN

Council's Corporate Plan for the period 2014 - 2019 was developed around the following four key strategic priorities and goals:

COMMUNITY: Communities across the area share a sense of common identity whilst retaining local diversity, and enjoy equitable access to services and facilities based on effective partnerships.

ENVIRONMENT: A natural and living environment that provides safety and enjoyment for the community and visitors.

ECONOMY: A growing and vibrant local economy supported by a planning scheme that seeks to balance development with rural sustainability and lifestyle considerations.

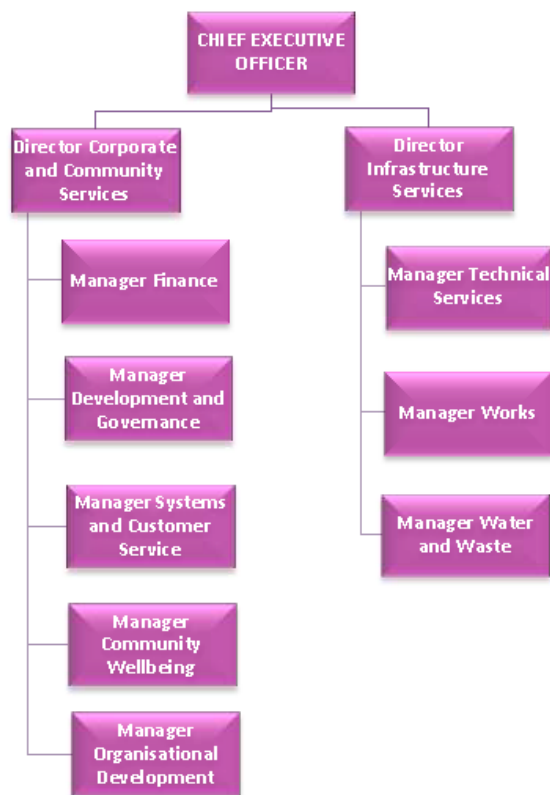
GOVERNANCE: Sound decision making based on the understanding and confidence of the community, reflected in responsible long-term financial sustainability and clear strategic direction built around core local government business and affordable levels of service.



9. ORGANISATIONAL STRUCTURE

During the 2016/17 financial year service levels were continuously reviewed to ensure that they were delivered in the most efficient and cost effective manner. As a result of this process, there were minor restructures within a small number of teams with work redistributed amongst team members and one function transitioned to a new employer in the community sector.

At 30 June 2017, Council employed a total of 249 staff members or 209.11 full-time equivalent positions.



10. REMUNERATION PAYABLE TO SENIOR CONTRACT EMPLOYEES

Total remuneration packages payable to senior contract employees during 2016/17, as defined in s201 of the Local Government Act 2009, were:

- 1 senior contract employee with a total remuneration package in the range of \$275,000 - \$375,000
- 2 senior contract employees with a total remuneration package in the range of \$175,000 - \$275,000

11. PUBLIC SECTOR ETHICS ACT

The Public Sector Ethics Act 1994 requires that the Annual Report of each public sector entity (which includes a Local Government) must include an implementation statement giving details of the action taken during the reporting period to comply with those sections of the Act relating to preparation of codes of conduct and access to, and education and training in, the ethics principles and public sector ethics.

The four ethics principles are:

- Integrity and impartiality;
- Promoting the public good;
- Commitment to the system of government; and
- Accountability and transparency.

Council's Employee Code of Conduct is compliant with current legislation, in particular, the ethics principles outlined above.

Education and training in relation to the ethics principles and the code of conduct are included as part of the induction process for all new employees and refresher training is provided to all employees.

Topics covered by this training include:

- The operation of the Public Sector Ethics Act 1994
- The application of ethics principles and obligations
- The contents of the Code of Conduct
- The rights and obligations of employees in relation to a contravention of the Code of Conduct

This education and training has been provided to new employees, contractors, volunteers and students on work experience.

Copies of the ethics principles and Code of Conduct are provided at each workplace for access by Council staff. Any person, other than Council staff, can obtain access to, or purchase a copy of, the Code of Conduct at any of the Council's administration offices.

The administrative procedures and management practices of the Council have regard to the ethics obligations of public officials and the Council's Code of Conduct and all employees are required to act in ways which give a commitment to a high standard of ethics and which ensure the highest standards of public administration.

12. ADMINISTRATIVE ACTION COMPLAINTS

Administrative action complaints are processed in accordance with the provisions of the Council's adopted Complaints Management Policy.

The objectives of the policy are to ensure that the Council has an organised way of responding to, recording, reporting and using complaints to improve service to the community.

The Complaints Management System governed by the policy aims to:

- Be fair and objective. All complaints are considered on their merits and the principles of natural justice are observed.
- Support continuous improvement. Where applicable, the outcomes from a complaints management process are applied to improve business operations, policies and procedures.
- Be open and accountable. The decisions and outcomes regarding a complaint are made available to the affected person, subject to statutory provisions.
- Be accessible and simple to understand. The process facilitates feedback from the community in a form that encourages participation.

In relation to Council's performance in resolving complaints under the complaints management process, as can be seen in the Table below, the number of complaints outstanding at the end of the financial year was five (5) compared to a carry-over of eight (8) at 30 June 2016. Of the five (5) remaining at the close of the current reporting period, one (1) is a carry-over due to the complexity of the matters raised and the significant and protracted involvement of external review agencies.

In September 2016 an officer of the Queensland Ombudsman conducted an on-site review of Council's Complaints Management System. A subsequent report was provided to Council with recommendations for potential modifications and refinement to aspects of the complaints handling process. Council has commenced a complete review of the Complaints Management Policy to update, clarify and streamline where appropriate. Additionally Council's web site has been modified to streamline the process for lodging a complaint.

Administrative action complaints carried over from the previous financial year	8
Administrative action complaints lodged during 2016/17	20
Administrative action complaints resolved during 2016/17	23
Administrative action complaints unresolved at close of the financial year	5
Number of unresolved administrative action complaints that relate to the previous financial year	1

13. ELECTED REPRESENTATIVES



Councillor Tom Gilmore - Mayor

Committees:

- Cairns District Disaster Management Group
- FNQ Regional Organisation of Councils
- Julatten and Mt Molloy Association of Residents and Ratepayers
- Kuranda Community Precinct Advisory Committee
- Kuranda Infrastructure Advisory Committee
- Local Disaster Management Group
- Mareeba PCYC Management Committee
- Mona Mona Community Board
- Tourism Kuranda
- Western Progress Association Watsonville



Councillor Alan Pedersen - Deputy Mayor

Committees:

- Far North Queensland Pest Advisory Forum
- Far North Queensland Regional Roads Group
- Local Disaster Management Group
- Local Traffic Advisory Committee
- Northern Gulf Resource Management Group
- Northern Region Pest Advisory Committee



**Councillor Edward (Nipper) Brown****Committees:**

- Barron Catchment Care
- Great Wheelbarrow Race Organising Committee
- Julatten and Mt Molloy Association of Residents and Ratepayers (Proxy)
- Kuranda Community Precinct Advisory Committee (Proxy)
- Local Authority Waste Management Advisory Committee
- Local Disaster Management Group - Public Health & Environment Sub-Group
- Mareeba Liquor Industry Action Group
- Mareeba Sporting Precinct Committee
- North Queensland Sports Foundation
- Tablelands Outdoor Recreation Association
- Tropical Tablelands Tourism

**Councillor Kevin Davies****Committees:**

- Audit Committee
- Chillagoe Alliance
- FNQ Regional Roads Group (Proxy)
- Great Wheelbarrow Race Organising Committee (Proxy)
- Irvinebank Progress Association
- Local Disaster Management Group - Built Environment Infrastructure Sub-Group
- Local Traffic Advisory Committee (Proxy)
- Mareeba Heritage Centre Management Committee (Proxy)
- Speewah Residents Group (Proxy)

**Councillor Mary Graham****Committees:**

- Audit Committee
- Building Safer Communities Regional Committee
- Homelessness Community Advisory Group
- Local Disaster Management Group - Economic Sub-Group
- Mareeba Heritage Centre Management Committee
- Mareeba Multicultural Festival Committee
- Relay for Life Committee
- Tablelands Futures Corporation

**Councillor Angela Toppin****Committees:**

- Julatten and Mt Molloy Association of Residents and Ratepayers (Proxy)
- Kuranda Community Precinct Advisory Committee (Proxy)
- Kuranda Infrastructure Advisory Committee
- Kuranda Interagency Networks
- Local Disaster Management Group - Community Support Sub-Group
- Mareeba Heritage Centre Management Committee (Proxy)
- Mareeba PCYC Management Committee
- Reef Guardians
- Regional Arts Development Fund
- Speewah Residents Group (Proxy)
- Wet Tropics Water Resource Plan

**Councillor Lenore Wyatt****Committees:**

- Barron Catchment Care (Proxy)
- Barron River Integrated Catchment Management Association - Central Zone Forum
- Barron River Integrated Catchment Management Association - Lower Zone
- Local Disaster Management Group - Community Support Sub-Group
- Local District Disaster Management Group
- Mareeba Multicultural Festival Committee (Proxy)
- Northern Region Pest Advisory Committee (Proxy)
- Speewah Residents Group
- Terrain - Far North Queensland Natural Resource Management
- Tourism Kuranda

14. COUNCILLOR REMUNERATION AND EXPENSES REIMBURSEMENT

Councillor Remuneration

The amount of remuneration paid to Local Government councillors for the time and effort spent on Council business is determined by the Local Government Remuneration and Discipline Tribunal ('The Tribunal').

The Tribunal has determined that the Mareeba Shire Council is a Category 2 Council and the following annual remuneration amounts applied to Category 2 Councils during the period 1 July 2016 to 30 June 2017:

Mayor	Deputy Mayor	Councillor
\$114,966	\$68,980	\$57,483

The total remuneration paid to each Councillor and the total superannuation contribution paid on behalf of each Councillor during the period 1 July 2016 to 30 June 2017 is as follows:

Name	Remuneration Paid	Superannuation Paid
Cr Tom Gilmore	\$114,966	\$13,796
Cr Alan Pedersen	\$68,980	\$8,278
Cr Edward Brown	\$57,483	\$6,898
Cr Kevin Davies	\$57,483	\$6,898
Cr Mary Graham	\$57,483	\$6,898
Cr Angela Toppin	\$57,483	\$6,898
Cr Lenore Wyatt	\$57,483	\$6,898

Councillor Expenses Reimbursement

In addition to remuneration for time spent on Council business, local government Councillors are also entitled to receive reimbursement of all approved expenses incurred in undertaking their role as a Councillor.

Section 250 of the Local Government Regulation 2012 requires each local government to adopt an expenses reimbursement policy.

The following Councillor Remuneration, Expenses Reimbursement and Resources Policy was adopted by Council at its meeting held on 6 April 2016. An amendment to the policy to remove the provisions relating to payment of meeting fee were required and an amendment in regards to attendance to professional development. No other changes were made to the policy during the 2016/17 financial year.

Councillor Remuneration, Expenses Reimbursement and Resources Policy**1. Policy Intent**

The purpose of the policy is to ensure that elected members can receive reimbursement of reasonable expenses and be provided with the necessary facilities to perform their role. The policy will ensure accountability and transparency in the reimbursement of expenses incurred by the Mayor, Deputy Mayor and Councillors.

The policy also includes details of how the remuneration payable to local government Councillors is determined by the Local Government Remuneration and Discipline Tribunal.

2. Statement Of Principles

This policy is consistent with the local government principles as set out in the Local Government Act 2009:

- Transparent and effective processes, and decision making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of Councillors and local government employees.

3. Scope

This policy applies to the Mayor, Deputy Mayor and Councillors of the Mareeba Shire.

4. Background/Supporting Information

A local government is required to adopt an expenses reimbursement policy in accordance with the relevant provisions of the Local Government Regulation 2012.

The adopted policy can be amended, by resolution, at any time and must be able to be inspected and a copy purchased by the public at the local government's public office and also published on the local government's website.

In order to provide clarity around the provisions of the policy, the following will apply:

Council business will include attendance at any official meeting of the Council, including the meetings of any Committee appointed by the Council under the relevant section of the Local Government Regulation 2012, Councillor forums and workshops and meetings of any external agency, committee, board or organisation on which Council input or representation is desirable and to which a Councillor has been appointed by formal resolution of the Council.

Council business also includes attendance at meetings and functions of community groups and organisations which Councillors have been formally requested or appointed to attend in an official capacity. It should be noted, however, that Council business should result in a benefit being achieved either for the local government and/or the local government area. Council may decide that this extends to performing civic ceremony duties such as opening a school fete; however, participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.

5. Policy Statement

5.1. Remuneration

In accordance with the relevant provisions of the Local Government Act 2009, the Local Government Remuneration and Discipline Tribunal are responsible for:

- Establishing the categories of local governments; and
- Deciding which categories each local government belongs to; and
- Deciding the remuneration that is payable to the Councillors in each of those categories.

In accordance with the relevant sections of the Local Government Regulation 2012, the Tribunal must, on or before 1 December each year and for each category of local government, decide and publish in the Gazette the remuneration schedule that may be paid from 1 July of the following year to a Mayor, Deputy Mayor or a Councillor of a local government in each category.

The remuneration may include, or may separately provide for, remuneration for the duties a Councillor may be required to perform if the Councillor is appointed to a committee, or as chairperson or deputy chairperson of a committee, of a local government.

The remuneration fixed by the Tribunal is all inclusive and no additional remuneration is payable for sick leave, annual leave, or any other benefits otherwise applicable to employees other than superannuation. The remuneration can not include any amount for expenses to be paid or facilities to be provided to a Councillor under the expenses reimbursement section of this policy.

The maximum amount of remuneration payable to a Councillor, as determined by the Tribunal, must be paid to the Councillor unless the local government decides, by resolution, not to pay the maximum amount.

Any resolution not to pay the maximum amount must be made within 90 days after each remuneration schedule is published in the Gazette. Apart from a resolution not to pay the maximum amount, there are no other resolutions required of Council in relation to remuneration and the schedules published by the Tribunal apply automatically from the 1 July in each year.

The Tribunal has determined that the Mareeba Shire Council will be a Category 2 Council as from 1 July 2016.

5.1.1. Superannuation and Tax

The Council may, by unanimous Council resolution, elect to be an "eligible local governing body". This empowers the withholding of Councillors' income tax and automatic payment of the superannuation guarantee contribution.

5.2. Expenses**5.2.1. Payment of Expenses**

Reimbursement of expenses will be paid to a Councillor through administrative processes approved by the Council's Chief Executive Officer (CEO) subject to:

- the limits outlined in this policy; and
- Council endorsement by resolution.

The administrative process for payment of expenses is:

- Councillors complete the Councillor Expenses Reimbursement Voucher, attaching copies of supporting documentation such as log book extracts and receipts;
- Completed forms submitted to the CEO for approval;
- Office of the CEO forwards approved forms to accounts payable.

5.2.2. Travel as required to represent Council

Council will reimburse local, and in some cases interstate and overseas, travel expenses (e.g. flights, motor vehicle, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and / or
- the activity/event and travel have been endorsed by resolution of Council or approved by the Mayor and/or the CEO.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport.

5.3. Vehicles**5.3.1. Use of council vehicles on council business**

A Council vehicle will be provided for exclusive use by the Mayor and other Councillors may have access to a Council vehicle, as required (and if available at the time), for official Council business. A Councillor wishing to use a Council vehicle for Council business must submit a request to the Chief Executive Officer at least two (2) days prior to use, except in exceptional circumstances as determined between the Councillor, Mayor and CEO.

5.3.2. Private use of Council vehicles

Private use of Council owned vehicles is only permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorising private use, set out the terms for the Councillor to reimburse Council for the private use.

Unless otherwise stated, reimbursement for private usage will be calculated on the basis of the number of private kilometres travelled as per log book substantiation, multiplied by the appropriate rate per business kilometre as determined by the Australian Taxation Office.

"Private use" in this context does not include incidental and occasional private use if the private destination is on a direct path between Council business destinations. In the case of the vehicle provided to the Mayor, home garaging is approved without the need for reimbursement.

Fuel costs: Fuel for a Council owned vehicle used for official Council business, will be provided or paid for by Council. Fuel costs associated with use of a Councillor's private vehicle are covered by the private vehicle expenses reimbursement rates.

5.3.3. Use of a Councillor's private vehicle

A Councillor's private vehicle usage will be reimbursed by Council if the:

- travel within the region is required to conduct official Council business (this includes driving their own private vehicle to and from Council offices and use of their vehicle to carry out any inspections deemed necessary to fulfil their role as a Councillor, including inspections of roads, Council works and facilities, areas of complaint and development application proposals);
- travel outside the region has been endorsed by Council resolution or by the Mayor;
- claim for mileage is substantiated with log book details; and
- total travel claim, where applicable, does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

Reimbursement rates for business kilometres as published by the Australian Tax Office will be applied.

Private vehicle insurance is at the risk of the user for both private and business use.

NOTE: Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.

5.3.4. Policy on vehicle use in cases of where high mileage travel

Reimbursement of private vehicle use is only cost effective under a certain threshold. This threshold is dependent on the type of vehicle; currently for a medium size sedan it is 12,600 km but will be reviewed on an ongoing basis to ensure the most cost efficient method is used.

Where Councillors are expected to, or do, travel over the annual threshold, they can, by request to the Mayor, be provided with a Council vehicle under the same terms and conditions as the Mayor instead of being reimbursed a kilometre allowance. This will also be dependent on the availability of a Council vehicle.

In the event that a Council vehicle is allocated to a Councillor as a result of this clause, this allocation will be reviewed quarterly to ensure that the threshold is still being exceeded. A logbook must be maintained at a standard that the ATO will accept to negate any FBT liability.

5.3.5. Car parking amenities

Council will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

5.4. Travel bookings

All Councillor travel approved by Council will be booked and paid for by Council, unless travelling by private or Council vehicle. Wherever possible, payment for such travel will be made by Council in advance.

Economy class is to be used where possible although Council may approve business class in certain circumstances.

Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses. (e.g. cost of partner or spouse accompanying the Councillor).

Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the Mareeba Shire Council local government area.

5.5. Travel transfer costs

Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed.

Example: Trains, taxis, buses and ferry fares.

Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council.

5.6. Accommodation

All Councillor accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for Councillors' accommodation should be three or four star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event. Should more than one Councillor attend the same event, Council will book and pay for a separate accommodation room for each attending Councillor.

5.7. Meals

Council will reimburse the reasonable cost of meals for a Councillor where a Councillor:

- incurs the cost personally; and
- is not provided with a meal:
 - within the registration costs of the approved activity/event;
 - during an approved flight; and
- produces a valid tax invoice.

Council will reimburse the actual cost of meals, however the current Australian Taxation Office determination in this regard will be considered with regard to the reasonableness of the claim.

If a Councillor, for some legitimate reason, is unable to produce a tax invoice and seeks reimbursement for meals while attending official Council business, he/she may claim up to a maximum of the following meal allowance amounts (noting this can only occur when the meal was not provided within the registration costs of the approved activity/event):

Breakfast \$23.00 *(Applies if the Councillor is required to depart their home prior to 6.00am)*

Lunch \$25.00

Dinner \$43.00 *(Applies if the Councillor returns to their home after 9.00pm)*

No alcohol will be paid for by Council.

Should the Councillor choose not to attend a provided dinner/meal, then the full cost of the alternative meal shall be met by the Councillor.

5.8. Incidental Allowance

Up to \$20 per day may be paid by Council to cover any incidental costs incurred by Councillors required to travel, and who are away from home overnight, for official Council business.

5.9. Additional expenses for Mayor

5.9.1. Hospitality

Council may reimburse the Mayor up to \$1,000 per annum for hospitality expenses deemed necessary in the conduct of Council business (excluding civic receptions organised by Council).

5.10. Provision of facilities

Council will provide facilities for the use of Councillors in the conduct of their respective roles within Council.

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

5.11. Private use of Council owned facilities

The facilities provided to Councillors are to be used only for Council business unless prior approval has been granted by resolution of Council.

The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillor will reimburse Council for the percentage of private use.

5.12. Administrative tools

Administrative tools will be provided to Councillors as required to assist Councillors in their role.

Administrative tools include:

- office space (where available) and meeting rooms
- stationery including business cards
- access to computers, photocopiers, printers, fax and/or scanner, shredder
- name badge
- necessary safety equipment for use on official business (eg safety helmet, boots, safety glasses)
- use of Council landline telephones and internet access in Council offices
- any other administrative necessities which Council resolves are necessary to meet the business needs of Council

Secretarial support may also be provided for the Mayor and Councillors, within the existing staff structure, by Council resolution.

In recognition of the fact that office space within Council facilities is limited and that use of technology such as internet and electronic distribution of agendas and minutes is generally more efficient and practical than requiring Councillors to travel to the Council administration centre to undertake the day to day tasks associated with their role, Council will ensure that appropriate home office facilities are provided for Councillors.

Accordingly, Council will supply and pay for an internet and land based phone line at the Councillor's residence. An individual combination printer/scanner/fax may also be provided for home office use if required.

Council will pay the installation costs (if required) and the monthly costs for the line rental and current internet package. The amount paid will be based on the Telstra Home Broadband 'S' package (currently valued at \$73 per month).

iPad: To further enhance the ability of Councillors to communicate electronically with Council, particularly email communication and distribution of agendas, minutes and other information, Council will pay for the purchase of an iPad and associated internet usage via a monthly package arrangement. The package will be to the value of Telstra Mobile Package 'M' (currently \$56 per month or as amended from time to time by the CEO as required).

The Councillor is to arrange the purchase of the iPad and appropriate monthly data plan in their personal capacity. Council will pay the package amount, as above, to the Councillor on a monthly basis. Any costs over and above the monthly payment by Council will be at the Councillor's expense. Alternatively, Councillors may elect to have an iPad supplied to them by Council and connected to a Council arranged monthly data plan.

Mobile Phone: As per the above arrangements for supply of an iPad for Councillors' use, Council will also pay the costs of a mobile phone package for Councillors. The package will be to the value of Telstra Mobile Package 'XL' (currently \$134 per month or as amended from time to time by the CEO as required). The Councillor is to arrange the purchase of the phone and appropriate monthly phone plan in their personal capacity. Council will pay the package amount, as above, to the Councillor on a monthly basis. Any costs over and above the monthly payment by Council will be at the Councillor's expense. Alternatively, Councillors may elect to have an iPhone supplied to them by Council and connected to a Council arranged monthly phone plan. Where this option is chosen, an amount of \$240 per annum will be deducted from the remuneration payable to the Councillor/s concerned to cover the cost of any private usage of the Council phone unless a Statutory Declaration is signed undertaking not to use the phone for private calls.

General: All Council supplied electronic devices are provided under Council's policies relating to computer use, security and internet and email usage. Supplied devices will be supported and maintained through Council's IT Request Tracker system within standard business hours. Where required, training in the use of the equipment/software that has been provided by Council will be available. Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council owned equipment that is supplied to Councillors for official business use.

5.13. Insurance cover

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors liability and personal accident.

Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business and on any claim made under insurance cover.

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic functions. Where it is found that a Councillor breached the provisions of the Local Government Act or that the conduct the subject of investigation, hearings or legal proceedings was intentional, deliberate, dishonest, fraudulent, criminal or malicious, the Councillor will reimburse Council for all associated costs incurred by Council.

5.14. Professional development

Where Council resolves that all Councillors are to attend training courses, workshops, seminars and conferences that are related to the role of a Councillor (mandatory professional development), Council will reimburse the total costs of their attendance at the nominated events.

In addition, where a Councillor identifies a need to attend a conference, workshop or training to improve skills relevant to their role as a Councillor (discretionary professional development), expenses will be reimbursed as per Council resolution on a case by case basis. The Mayor may attend any LGAQ conference/seminar or other relevant conference as Council's representative as required.

Councillors desirous of undertaking either mandatory or discretionary professional development should advise the CEO of their interest in attending a specific training course, workshop, seminar or conference and the CEO will provide a report to Council seeking Council endorsement of attendance at the event.

The total amount of expenses reimbursed to or paid on behalf of each Councillor during the period 1 July 2016 to 30 June 2017 is as follows:

Name	Conferences (\$)	Communications (\$)	Travel costs - vehicle (\$)
Cr Tom Gilmore	\$11,006	\$3,156	\$7,541
Cr Alan Pedersen	\$1,670	\$3,156	\$7,754
Cr Edward Brown	\$1,236	\$3,156	-
Cr Kevin Davies	\$1,651	\$3,156	-
Cr Mary Graham	\$1,459	\$3,156	-
Cr Angela Toppin	\$2,122	\$3,156	-
Cr Lenore Wyatt	\$1,316	\$3,156	-

In accordance with the policy provisions outlined above, Councillors were also provided with the facilities necessary to effectively undertake the requirements of their position. These facilities included:

- Administrative and secretarial support;
- Office space and Council meeting rooms;
- Access to computers;
- Use of Council landline telephone and internet access;
- Access to fax, photocopier, scanner, printer and stationery;
- Name badge;
- Council owned vehicles available for business use by all Councillors;
- Insurance cover under relevant Council policies (Public Liability, Councillor's Liability, Personal Accident, Workers Compensation);
- Provision of meals (lunches/morning teas) when attending Council meetings and workshops.



15. COUNCILLOR CONDUCT - 1 JULY 2016 TO 30 JUNE 2017

Councillor Conduct	
Orders and recommendations made under section 180(2) or (4) of the Act	Nil
Orders made under section 181 of the Act	Nil
Complaints about the conduct or performance of councillors for which no further action was taken under section 176C(2) of the Act	Nil
Complaints referred to the department's chief executive under section 176C(3)(a)(i) of the Act	Nil
Complaints referred to the mayor under section 176C(3)(a)(ii) or (b)(i) of the Act	Nil
Complaints referred to the department's chief executive under section 176C(4)(a) of the Act	Nil
Complaints assessed by the chief executive officer as being about corrupt conduct under the Crime and Corruption Act	Nil
Complaints heard by a regional conduct review panel	Nil
Complaints heard by the tribunal	Nil

16. COUNCILLOR ATTENDANCE

Councillor attendance at council meetings held 1 July 2016 to 30 June 2017.

Total meetings held	
Ordinary Meetings	11
Special (Budget) Meetings	1
Special Meetings	1

Councillor	Number attended
Cr Tom Gilmore	11
Cr Alan Pedersen	13
Cr Edward Brown	12
Cr Kevin Davies	13
Cr Mary Graham	13
Cr Angela Toppin	12
Cr Lenore Wyatt	13

Leave was granted for all meetings unattended by Councillors.

17. OVERSEAS TRAVEL

Overseas travel to China was undertaken by Marc Sleeman, Tourism Kuranda Executive Officer. He attended the *Queensland on Tour Greater China 2017* trade mission in Hangzhou organised by Tourism and Events Queensland. Due to the increasing number of Chinese visitors to Kuranda, the Tourism Kuranda Advisory Committee recommended Council's representation at this event. The event was an opportunity to showcase Kuranda as a destination to buyers in China who develop Australian tour itineraries and book tours to Australian destinations. High profile Australian tourism products and destinations that showcased the best Australia has to offer, were chosen to participate in the mission. Travel and associated expenses amounting to \$2,142 was funded by the Tourism Kuranda.

18. GRANTS TO COMMUNITY ORGANISATIONS

The following grants/donations were provided to community groups and sporting clubs during the period 1 July 2016 to 30 June 2017 in accordance with Council's Community Partnerships Program (CPP) Policy and the Rate Rebate and Remission Policy 2016/17:

Grants to Community Organisations	
Cash	\$18,305
Remittance of Rates and Charges	\$20,793
In-Kind Assistance	\$39,971
Total	\$79,069

Grants provided through the Regional Arts Development Fund for arts and cultural projects are separate to the amounts listed above and totalled \$38,560 for the 2016/17 financial year.

Councillors of the Mareeba Shire Council are not provided with discretionary funds to allocate as they see fit. Funding was not therefore provided to community organisations from this source.

19. LIST OF COUNCIL REGISTERS

- Register of Members Interests
- Register of Delegations by Council
- Register of Roads
- Register of Assets
- Register of Cost Recovery Fees
- Register of Delegations by the Chief Executive Officer
- Register of Local Laws and Subordinate Local Laws
- Register of Lands
- Register of Policies
- Cemetery Register
- Impounding Register
- Gifts and Benefits Register
- Register of On-site Sewerage Facilities

20. CHANGES TO TENDERS

There were no occasions during the year where persons who submitted a tender were invited to change their tender to take account of a change in the tender specification prior to Council making a decision (Section 228(7) of the Local Government Regulation 2012).



21. RESERVES AND CONTROLLED ROADS

The Mareeba Shire Council has control of:

- i. 9,944 ha of land (including approximately 1,080 ha leased to other parties) which is set apart as 224 separate reserves under the Land Act 1994. The land is reserved for a number of different purposes including the following:
 - Camping, Water and Pasturage
 - Cemetery
 - Drainage
 - Educational Institution
 - Esplanade
 - Environmental
 - Gravel
 - Heritage and Historical
 - Hospital
 - Landing Ground for Aircraft
 - Library
 - Local Government
 - Memorial Park
 - Park/Park and Recreation
 - Public Hall and Recreation
 - Racecourse
 - Rubbish Depot
 - Sanitary
 - Scenic
 - School of Arts
 - Showground and Sportsground
 - Sport and Recreation
 - Stock Holding/Trucking
 - Strategic Land Management
 - Township
 - Water Supply
- ii. 624 km of State Controlled Roads that are not owned by the Council but for which Council has direct maintenance responsibility (refer section 60 of the Local Government Act 2009).

This land (both reserves and roads) does not have a value for the Council's financial statements.



22. CONDUCT OF BUSINESS ACTIVITIES

Application of code of competitive conduct

The following business activities were conducted by Council during the 2016/17 financial year:

- Water Supply
- Sewerage
- Waste Management
- Soil Laboratory
- Building Certification

The Local Government Act 2009 (section 45 (b)) requires that a Council's Annual Report must identify the business activities that are a significant business activity. A significant business activity does not include a roads activity or an activity related to the provision of library services. All significant business activities have had the Competitive Neutrality Principles applied. The Local Government Regulation 2012 (section 19) identifies the following expenditure thresholds for significant business activities:

- \$13.96M for combined water and sewerage services
- \$9.35M for another business activity

The Regulation also provides that a Local Government must use the financial information for the previous financial year that was presented to the Local Government's budget meeting to identify each new significant business activity for the financial year. None of the Council's business activities exceeded the threshold for a significant business activity for the 2016/17 financial year.

The business activities listed above were also conducted by Council in the previous financial year (2015/16), and there were no new business activities commenced in 2017/18.

23. COMPETITIVE NEUTRALITY COMPLAINTS

During the 2016/17 financial year Council was not in receipt of any Queensland Productivity Commission notices of investigation under section 49. During the same period Council was not in receipt of any Queensland Productivity Commission recommendations on any competitive neutrality complaints under section 52(3).

Council is in receipt of one (1) notice given under section 29 of the Local Government Regulation 2012 for competitive neutrality complaints. The complaint relates to council's building certifying activity and is still currently under investigation by the Queensland Productivity Commission.

24. INTERNAL AUDIT / AUDIT COMMITTEE

Internal Audit

The function of an internal audit provides stakeholders with a level of assurance that business processes are operating appropriately and effectively in accordance with organisational and legislative requirements. Pacifica Chartered Accountants provide internal audit services for Mareeba Shire Council.

A three year Internal Audit Plan covering the period 1 July 2015 to 30 June 2018 was developed by Pacifica in consultation with Council's Executive Management Team during July 2015. This Plan was received by the Audit Committee on 28 September 2015 and is based on a prioritisation of the Corporate Risk Register.

Internal Audit activities undertaken during the 2016/17 year include:

- Tender Evaluation and Contract Management Review
- Stores and Inventory Management Including Portable & Attractive Items.

Audit Committee

Although Council is not required under legislation to have an Audit Committee, Council has elected to appoint an Audit Committee. The Committee comprises two Councillors (Cr Davies and Cr Graham) and an independent member as chairperson (Katrina Faulkner). The independent chairperson is also responsible for probity audits.

Three meetings of the Audit Committee were held during the financial year; 15 August 2016, 4 October 2016, and 23 March 2017.

The main issues considered by the Committee throughout the 2016/17 year were:

- Consideration of the financial statements for the year ended 30 June 2016
- Audit strategy for the 2016/17 financial year
- Internal audit status
- Enterprise Risk Management
- External audit status
- Probity audit status

25. COMMUNITY FINANCIAL REPORT

The Community Financial Report is produced to enable members of the community to gain a better understanding of our financial performance and position over the last financial year.

The report uses plain language and pictorial aids such as graphs and tables to give all interested readers and stakeholders an easy to follow summary of the financial statements.

The Community Financial Report is prepared in accordance with Section 179 of the Local Government Regulations 2012 and focuses on:

- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Changes in Equity
- Statement of Cash Flows
- Measures of Financial Sustainability

Performance Highlights:

During the 2016/17 financial year, Council has:

- Continued to achieve a sound financial position resulting in an operating surplus of \$10.8M, which continues to lay the foundation of Council's promising financial long term sustainability.
- Sustained relatively low debt of \$6.5M at year end in comparison to other similar sized Councils. Council's net financial liability ratio of -57% remains well below the target of not greater than 60%.

Statement of Comprehensive Income

The Statement of Comprehensive Income (often referred to as the Profit and Loss Statement) shows the details of Council's operating and capital income and expenses for a specified reporting period. Income less expenses results in either a profit or loss amount known as a net result.

Summarised Statement of Comprehensive Income for the year ended 30 June 2017 is shown in the table below:

Summary of Statement of Comprehensive Income	\$ (000)
Operating Revenue	\$51,573
Less: Operating Expenses	(\$40,758)
Operating Position	\$10,815
Plus: Capital Income	\$15,009
Less: Capital Expenses	(\$1,657)
Net Result	\$24,167

This surplus is allocated to fund capital projects or transferred to reserves for future expenditure.

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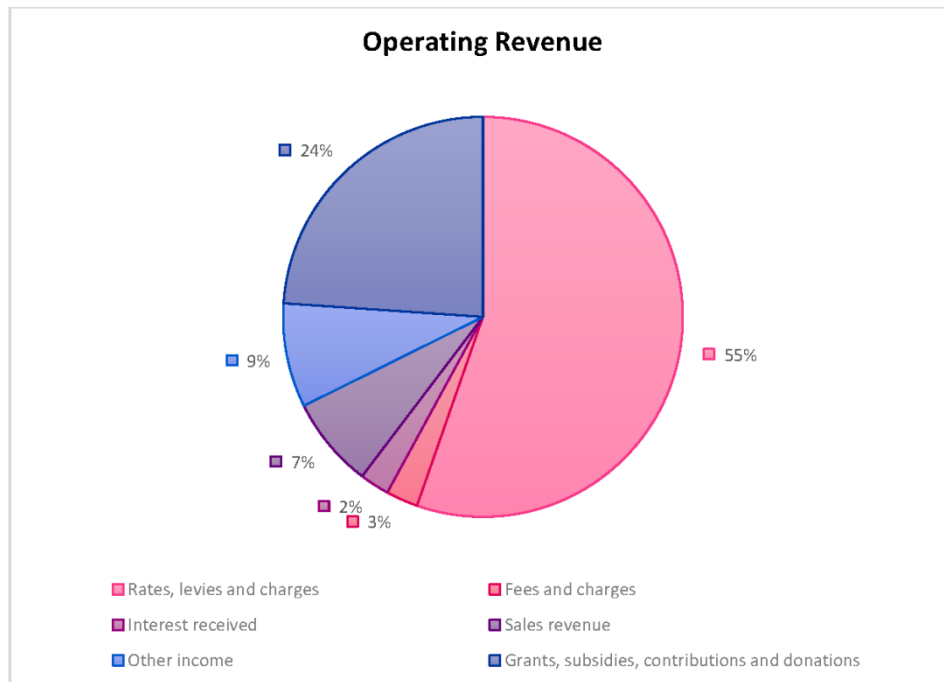
Revenue - What were the major sources of income to Council? (Where our money comes from)

Operating Revenue Sources	\$ ('000)
Rates & Utility Charges (Net of discount and remissions)	\$28,549
Fees & Charges	\$1,334
Operating Grants, Subsidies & Contributions	\$12,335
Sales Revenue	\$3,785
Interest - Investment & Rates	\$1,230
Other Revenue	\$4,340
Total Operating Revenue	\$51,573

Operating revenue includes rates and utility charges, fees and charges, operating grants and subsidies, sales revenue, interest and other income.

Council received \$51.5 million in operating revenue during the financial year. This was primarily from rates and utility charges which totalled \$28.5 million or 55% of total revenue for the year. Other sources are shown in the table above and the graph below.

Capital revenue is income from grants, subsidies and contributions that are used to pay for fixed assets. Total capital revenue during the financial year was \$15 million.

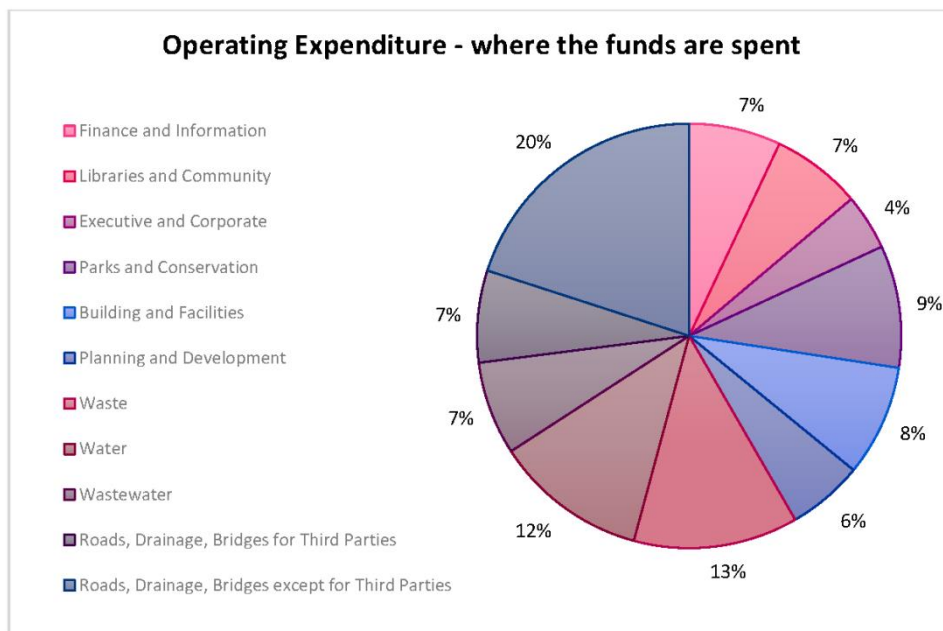


Operating Expenditure - What expenses did Council have to meet?

During the 2016/17 financial year, Council focused on continuing its commitment to promising long term financial sustainability.

Total operational expenses of \$40.7 million were incurred in the year 1 July 2016 to 30 June 2017. The majority of funds were spent on roads, drainage and bridges, totalling \$11 million or 27% of the total expenditure. Other areas of expenditure are shown in the table and graph below.

Operating Expenditure	\$ ('000)
Executive & Corporate	\$1,732
Finance & Information	\$2,851
Libraries & Community	\$2,793
Planning & Development	\$2,355
Parks & Conservation	\$3,796
Roads, Drainage & Bridges (except Third Party Works)	\$8,158
Roads, Drainage & Bridges for Third Party Works	\$2,856
Buildings & Facilities	\$3,456
Wastewater	\$2,903
Water	\$4,750
Waste	\$5,108
TOTAL EXPENDITURE	\$40,758



Statement of Financial Position

The Statement of Financial Position (more commonly known as the Balance Sheet) displays the financial position of Council at reporting date. The statement measures what Council owns (assets) and what Council owes (liabilities). The difference between these two components is the net wealth (equity) of Council and our community.

Each heading in the Balance Sheet is separated into detailed sub headings cross referenced to notes in the Financial Statements which provide more detail.

What do we own?

Council's major asset is property, plant and equipment. This is broken down into asset classes of land, buildings, plant and fleet, roads, drainage, bridges, water, sewerage and other infrastructure assets. Road, drainage, bridge, water and sewerage infrastructure represents 78% of the total fixed assets and provides a direct service /benefit to the community. A total of \$29.4 million was spent to renew, upgrade and build new assets for the community during this financial year.

Other assets include outstanding rates, fees and charges owing to Council at 30 June 2017. These are known as trade and other receivables.

What do we owe?

Council has \$6.5 million remaining in loans mostly for the new Mareeba Sewerage Treatment Plant upgrade. The other major liability for Council is the landfill rehabilitation provision. The capping of the old Mareeba Landfill has commenced and will be finalised in 2018. Council has been setting aside a provision for a number of years to cover the total expenditure which is included in the provision account under liabilities in the Statement of Financial Position.

Operating Expenditure	\$ (000)
Assets - What Council Owns	
Cash Assets	\$41,752
Receivables	\$6,548
Inventories	\$2,966
Property, Plant and Equipment and Intangible Assets	\$408,770
TOTAL ASSETS	\$460,036
Less: Liabilities - What Council Owes	
Trade Payables	\$8,845
Borrowings	\$6,717
Provisions	\$6,313
TOTAL LIABILITIES	\$21,875
NET COMMUNITY ASSETS - What Council is worth	\$438,161

Statement of Changes in Equity

The difference between assets and liabilities is the total community equity or the net wealth of the Council. The Statement of Changes in Equity shows the overall change in Council's "net wealth" over the year. As at 30 June 2017, Council's net wealth was \$438 million.

Council's retained surplus represents amounts available to be invested into assets (now or in the future) to provide services to the community. These surpluses can be used should unforeseen financial shocks or adverse changes to our business occur in the future.

Statement of Cashflow

The Statement of Cashflow measures the inflow and outflow of cash during the reporting period. The statement is categorised into three groups;

- **Operating activities** - are normal day to day functions of Council. This would include receipts such as rates, fees & charges, interest received on investments and payments of employee wages, materials and services.
- **Investing activities** - include payments for the purchase and construction of property, plant & equipment and proceeds from the sale of assets.
- **Financing activities** - are repayments of loans, as well as the inflows from new loans drawn down in the year.

Statement of Cashflow	\$ (000)
Opening Balance - 1 July 2016	\$25,754
Plus: Cash inflow (outflow) from Operating activities	\$18,715
Cash inflow (outflow) from investing activities	(\$30,853)
Cash inflow (outflow) from financing activities	(\$365)
CASH AVAILABLE AT END OF YEAR	\$13,251

Cash at the end of the year was \$13.2 million which represents cash and cash equivalents as reported in the Balance Sheet. Included in investing activities is \$16.5 million in term deposits which have terms in excess of three months and therefore are shown separately in the Balance Sheet. Total term deposits as at reporting date total \$28.5 million making the total cash assets at reporting date \$41.7 million.

Measures of Financial Sustainability (Key Financial Performance Ratios)

The Local Government Regulation 2012 requires councils to report against the Department of Infrastructure, Local Government and Planning (DILGP) sustainability financial ratios. This information is provided below. 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.

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DILGP Sustainability Ratios				
Description	Formula	Actual Result	Bench-mark	Target Met?
<p>Operating surplus ratio</p> <p>This is an indicator of the extent to which revenue raised covers operational expenses only or are available for capital funding purposes.</p> <p>A positive ratio indicates the percentage of total rates available to fund capital expenditure.</p> <p>The higher the ratio the better.</p>	$\frac{\text{Net Operating Surplus}}{\text{Total Operating Revenue}}$	21%	0 - 10%	<input checked="" type="checkbox"/>
<p>Net financial liabilities ratio</p> <p>This is an indicator of the extent to which the net financial liabilities of a Council can be serviced by its operating revenues.</p> <p>A ratio less than zero (negative) indicates that the current assets exceed total liabilities and therefore Council appears to have the capacity to increase its loan borrowings.</p> <p>The lower the percentage the better.</p>	$\frac{\text{Total Liabilities - Current Assets}}{\text{Total operating Revenue}}$	-57%	<=60%	<input checked="" type="checkbox"/>
<p>Asset sustainability ratio</p> <p>This is an approximation of the extent to which the infrastructure assets managed by Council are being replaced as these reach the end of their useful lives.</p> <p>Depreciation expense on renewals (replacing assets that Council already has) is an indicator of the extent to which the infrastructure assets are being replaced.</p> <p>This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out.</p>	$\frac{\text{Capital expenditure on the replacement of assets (renewals)}}{\text{Depreciation expense (renewals)}}$	291%	>90%	<input checked="" type="checkbox"/>

26. REVENUE POLICY

This policy was adopted by Council at its Budget Meeting held on 15 June 2016.

1. Policy Intent

To identify the principles used by Council for making and levying rates and utility charges, exercising powers to grant rebates and concessions, for recovering unpaid amounts of rates and charges and the setting of miscellaneous fees and charges.

2. Scope

This policy applies to Mareeba Shire Council and all related business activities.

3. Background/Supporting Information

This Revenue Policy complies with Section 193 of the Local Government Regulation 2012.

4. Policy Statement

4.1. The Making of Rates and Utility Charges

- a. In general, it is Council's policy that a user pays principle applies to all specific services provided to ratepayers and other users in Mareeba Shire Council.
- b. Exceptions to the user pays principle include general services to the community as a whole when it is in the community interest to do so.
- c. Council will have regard to the principles of:
 - Transparency in the making of rates and charges;
 - Having in place a rating regime that is as simple and inexpensive as possible;
 - Equity by ensuring the fair and consistent application of lawful rating and charging principles, without bias, taking account of all relevant considerations, and disregarding irrelevancies such as the perceived personal wealth of individual ratepayers or ratepayer classes; and
 - Flexibility to take account of changes in the local economy.
- d. In pursuing the abovementioned principles Council may avail itself of the following:
 - A system of differential general rating
 - Minimum general rates
 - Utility charges
 - Rates and charges
 - Separate charges
 - Limitation of rate increases (rate capping)

4.2. Levying of Rates and Charges

In levying rates Council will apply the principles of:

- making clear what is the Council's and each ratepayer's responsibility to the rating system (Council may allow a discount for prompt payment);
- making the levying system as simple as possible to administer;
- timing the levy of rates where possible to take into account the financial cycle of local economic activity, in order to assist smooth running of the local economy; and
- equity through flexible payment arrangements for ratepayers with a lower capacity to pay.

4.3. Concessions for Rate and Charges

In considering the application of concessions, Council will be guided by the principles of:

- equity,
- the same treatment for ratepayers with similar circumstances;
- transparency by making clear the requirements necessary to receive concessions, and
- flexibility to allow Council to respond to local economic issues

4.4. The Recovery of Rates and Charges

a. Council will exercise its rate recovery powers in order to reduce the overall rate burden on ratepayers.

b. It will be guided by the principles of:

- transparency by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their financial obligations;
- making the processes used to recover outstanding rates and charges clear, and as simple to administer and as cost effective as possible (refer to Council's Debt Recovery Policy);
- capacity to pay in determining appropriate arrangements for different sectors of the community;
- equity by having regard to providing the same treatment for ratepayers with similar circumstances; and
- flexibility by responding, where necessary, to changes in the local economy.

4.5. The Setting of Cost Recovery Fees and Commercial Service Charges

Council will be guided by the following principles in the setting of cost-recovery fees on the one hand, and commercial services on the other:

- Fees associated with regulatory services will be set at the full cost of providing the service or taking the action for which the fee is charged. Council may choose to subsidise the fee from other sources if it is in the community interest to do so.
- Commercial services charges will be set to recover the full cost of providing the service and, if provided by a Business of Council, may include a component for return on Council's investment.

4.6. The Extent to Whom Physical and Social Infrastructure Costs for a New Development are to be Funded by Charges for the Development

Developers are required to contribute towards the Council's infrastructure in accordance with the provisions of the Sustainable Planning Act. Infrastructure charges are required for roadworks, parks, drainage and water and sewerage head works where applicable.

5. In addition, social infrastructure costs are to be met by grants received from the government and general revenue sources review

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

This policy is to remain in force until otherwise determined by Council.

27. DEBT (BORROWING) POLICY

This policy was adopted by Council at its Budget Meeting held on 15 June 2016.

- 1. Policy Intent**
The intent of this policy is to detail the principles upon which Council bases its decisions when considering the type of expenditure to be funded by borrowing for the financial years 2016/17 to 2025/26, the total current and projected borrowings and the ranges of periods over which they will be repaid.

- 2. Scope**
This policy applies to all borrowing of the Council.

- 3. Background/Supporting Information**
Pursuant to Section 192 of the Local Government Regulation 2012, Council's adopted Policy on Borrowings for the period 2016/17 to 2025/26 is set out below.

- 4. Policy Statement**
The Council will not use long-term debt to finance current operations. Long term debt is only to be used for income producing assets or those assets that can be matched to a revenue stream. Consequently, repayments for the borrowings will be funded from the revenue streams generated by the asset acquisition in question. Consideration must also be given to the long-term financial forecast before planning new borrowings.

Council will utilise long-term borrowing only for capital improvement projects that cannot be financed from existing sources. Capital projects are to only be undertaken after a thorough process of evaluation (including whole of life costing and risk assessment), prioritisation and review.

When Council finances capital projects through borrowings it will generally pay back the loans in a term not exceeding 20 years. However, in certain circumstances, particularly assets with long useful lives, borrowings may be for a longer period whereby repayments would match the income stream of the asset in question. Existing loans will be paid back within the fixed term provided for in the loan agreement.

Council will continue to ensure repayment schedules are well within Council's operating capability so as to ensure the Community is not burdened with unnecessary risk.

Projected Future Borrowing Predictions:

There are no borrowings forecast for the 2016/17 to 2025/26 years. Level of Existing Debt - As at 30 June 2017, Mareeba Shire Council's outstanding loan balance is estimated to be \$6.5 million.

5. Review

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

This policy is to remain in force until otherwise determined by Council.

28. RATE REBATE AND REMISSION POLICY

Council resolved at its budget meeting held on 15 June 2016 to grant a remission of 30% of all differential general rates, except interest and other charges, to pensioners who own and reside on their property within the Mareeba Shire Council local government area, provided that they satisfy the conditions as set out in the Rate Rebates and Remissions Policy and on the Pensioner Remission Application Form, with the maximum Council remission allowable being \$240 per property.

Council also resolved to grant a remission of fifty (50%) percent up to a maximum of one thousand (\$1,000) dollars on all general rates and a charge remission of twenty (20%) percent up to a maximum of two hundred (\$200) dollars on Utility Charges (Sewerage, Waste Collection and Water Access Charges) and the Waste Management Levy only, to Council approved not-for-profit organisations who own or lease a property within the Mareeba Shire, excluding vacant land, provided that they satisfy the conditions as set out in the Rate Rebates and Remissions Policy. The total amount donated or remitted during the year was \$20,528.

In addition to the remissions granted by Council, the State Government Scheme for Subsidisation of Rates and Charges payable to Local Authorities by Approved Pensioners is administered by the Council and under this Scheme, a further 20% remission is allowed to approved pensioners up to a maximum of \$200 per annum on rates and charges.

The total pensioner remission granted by Council during the year was \$392,000.

The total State Government subsidy granted to approved pensioners in 2016/17 was \$326,078.

The total State Government fire levy pensioner rebate provided in 2016/17 was \$44,042.

29. SERVICE, FACILITY OR ACTIVITY SUPPLIED BY ANOTHER LOCAL GOVERNMENT AND FOR WHICH SPECIAL RATES/CHARGES ARE LEVIED

Council did not during the year, take any action in relation to, or expend funds on, a service, facility or activity:

- supplied by another local government under an agreement for conducting a joint government activity; and
- for which the local government levied special rates or charges for the financial year.

30. THRESHOLD FOR TREATING NON-CURRENT ASSETS AS AN EXPENSE

There were no resolutions made during the year under section 206(2) of the Local Government Regulation 2012 (setting an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense).

It has previously been determined that the threshold for capitalisation of asset classes other than land is \$5,000. These details form part of Note 1 to the Financial Statements.



31. ASSESSMENT OF PERFORMANCE IN IMPLEMENTING OPERATIONAL PLAN FOR 2016/17 FINANCIAL YEAR

No	Task/Activity	Assessment of performance in implementing Operational Plan for 2016-17 financial year
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FINANCE

1	Enhance access to financial information.	<ul style="list-style-type: none"> More users able to operate financial systems and locate relevant documentation
2	Timely preparation of Financial Statements and resolution of recommendations.	<ul style="list-style-type: none"> Finalise Financial Statements within legislative timeframes and achieve unqualified audit
3	Review full cost pricing models to ensure equitable allocation of costs across departments.	<ul style="list-style-type: none"> Review completed model and aim for more accurate cost allocation
4	Continue to review and document internal processes to establish an improved level of control and transparency.	<ul style="list-style-type: none"> More transparent procedures and more efficient processes
5	Ensure long-term asset management planning and financial planning is updated to support financial sustainability.	<ul style="list-style-type: none"> Compliance with LGA 2009 and provision of models to inform decisions regarding project priorities

DEVELOPMENT & GOVERNANCE

6	Local Government Infrastructure Plan. (DILGP)	<ul style="list-style-type: none"> LGIP preparation is progressing in accordance with approved LGIP Project Plan
7	Planning Scheme Review - Environmental Significance Overlay.	<ul style="list-style-type: none"> Planning Scheme amendment process completed by 1 July 2017
8	Progress phases 2 and 3 of the sale of land within the Chillagoe Industrial Estate.	<ul style="list-style-type: none"> Undeveloped lots put up for public tender and approximately 50% sold Ministerial approval obtained for sale of developed lots direct to current lessees with sale of at least 10 lots
9	Make new Local Laws and Subordinate Local Laws to replace the current suite of local laws.	<ul style="list-style-type: none"> New set of MSC Local Laws and Subordinate Local Laws adopted by Council

No	Task/Activity	Assessment of performance in implementing Operational Plan for 2016-17 financial year
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INFORMATION SYSTEMS AND CUSTOMER SERVICE

10	Build lawn beam at Mareeba New Cemetery.	<ul style="list-style-type: none"> New facilities are constructed and functional
11	Develop 3 - 5 year ICT Strategy.	<ul style="list-style-type: none"> Strategy delivered that provides clear direction as to the long term delivery of ICT services within Council

COMMUNITY WELLBEING

12	Update long term community plan.	<ul style="list-style-type: none"> Draft community plan is completed and adopted by Council Community priorities inform budgeting and Council decision making
13	Investigate options for new Mareeba Library premises.	<ul style="list-style-type: none"> Affordable options and models for a new expanded Mareeba Library space are being considered including multipurpose facilities and grant funding eg. combined Mareeba youth precinct/library
14	Coordinate the development of policies for the community management of Council's community facilities, especially facilities with multiple user groups and community halls.	<ul style="list-style-type: none"> Council policies are in place to guide fair and consistent decisions regarding the community management of Council's community facilities Management Agreements are in place that clarify the roles and responsibilities of Council and user groups Community feedback indicates satisfaction with the community partnerships approach to the management of Council's community facilities Council has increased capacity to focus on asset management

ORGANISATIONAL DEVELOPMENT

15	Provide high level advice and support to the Senior Management Team in relation to evolving industrial relations legislation, including the negotiation of a new Certified Agreement and implementation of the new Local Government Industry Award when finalised by the QIRC.	<ul style="list-style-type: none"> Management action taken complies with new legislative and Award requirements Proposals for new Certified Agreement established and ready for negotiation
16	Development and delivery of the 2016/17 training program.	<ul style="list-style-type: none"> Improved levels of competence in work related skills across the organisation Training delivered within budget allocation
17	Monitor, review and improve WHS policies, procedures and systems to protect the health and safety of Council's employees.	<ul style="list-style-type: none"> Reduced rate of work related injuries Low rate of LG Workcare contributions maintained or reduced

No	Task/Activity	Assessment of performance in implementing Operational Plan for 2016-17 financial year
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WORKS

18	Undertake capital roadworks and drainage projects (excluding reseals) in accordance with approved capital works schedule.	<ul style="list-style-type: none"> Individual projects completed as per budget
19	Undertake bitumen roads reseal and asphalt overlay program in accordance with budget allocation.	<ul style="list-style-type: none"> Program completed as per budget
20	Undertake Parks & Gardens capital works projects in accordance with approved capital works schedule.	<ul style="list-style-type: none"> Individual projects completed as per budget

TECHNICAL SERVICES

21	Therwine Street Redevelopment, Kuranda.	<ul style="list-style-type: none"> Project completed within budget
22	Mareeba Airport Development.	<ul style="list-style-type: none"> Project completed within budget Number of new leases issued at Airport
23	Koah Hall Improvements.	<ul style="list-style-type: none"> Project completed within budget

WATER AND WASTE

24	Capping old Mareeba Landfill.	<ul style="list-style-type: none"> Successful completion of project to DEHP's requirements
25	Develop Priority Infrastructure Plan (PIP) for Water and Wastewater.	<ul style="list-style-type: none"> By project completion date, strategic asset management plans are in place for the future planning and provision of water and wastewater infrastructure
26	Mareeba Wastewater Treatment Plant refurbishment.	<ul style="list-style-type: none"> Refurbishment of the existing treatment plant completed on time and within budget

32. FINANCIAL STATEMENTS

Attached



Financial Statements

For the year ended 30 June 2017

Mareeba Shire Council

Financial statements

For the year ended 30 June 2017

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Mareeba Shire Council
Statement of Comprehensive Income
 For the year ended 30 June 2017

	Note	2017 \$	2016 \$
Income			
Revenue			
Recurrent revenue			
Rates, levies and charges	3(a)	28,549,240	26,417,715
Fees and charges	3(b)	1,333,502	1,118,324
Interest received	3(c)	1,230,738	1,668,009
Sales revenue	3(d)	3,784,589	2,742,685
Other revenue	3(e)	4,339,691	5,140,526
Grants, subsidies, contributions and donations	4(a)	12,335,168	13,994,104
		<u>51,572,928</u>	<u>51,081,363</u>
Capital revenue			
Grants, subsidies, contributions and donations	4(b)	15,009,242	8,508,534
Total income		<u>66,582,170</u>	<u>59,589,897</u>
Expenses			
Recurrent expenses			
Employee benefits	5	(16,990,206)	(17,006,422)
Materials and services	6	(14,227,984)	(19,528,559)
Finance costs	7	(421,076)	(339,350)
Depreciation and amortisation	14,16	(9,118,897)	(9,419,274)
		<u>(40,758,163)</u>	<u>(46,293,606)</u>
Capital expenses			
	8	(1,657,369)	(327,782)
Total expenses		<u>(42,415,532)</u>	<u>(46,621,387)</u>
Net result		<u>24,166,638</u>	<u>12,968,510</u>
Other comprehensive income			
Items that will not be reclassified to net result			
Increase / (decrease) in asset revaluation surplus		35,530,640	4,168,873
Total other comprehensive income		<u>35,530,640</u>	<u>4,168,873</u>
Total comprehensive income for the year		<u>59,697,279</u>	<u>17,137,383</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Mareeba Shire Council
Statement of Financial Position
 As at 30 June 2017

	Note	2017 \$	2016 \$
Current assets			
Cash and cash equivalents	9	13,251,521	25,754,390
Short term investments	10	28,500,000	12,000,000
Trade and other receivables	11	6,501,635	9,161,046
Inventories	12	2,965,622	3,047,464
Total current assets		51,218,778	49,962,900
Non-current assets			
Trade and other receivables	11	47,335	28,344
Property, plant and equipment	14	407,597,967	353,393,924
Intangible assets	16	1,172,362	1,259,600
Total non-current assets		408,817,664	354,681,868
Total assets		460,036,443	404,644,768
Current liabilities			
Trade and other payables	17	7,138,773	8,593,009
Borrowings	18	383,659	360,679
Provisions	20	2,764,085	5,829,285
Total current liabilities		10,286,527	14,782,973
Non-current liabilities			
Trade and other payables	17	1,706,148	1,068,442
Borrowings	18	6,333,249	6,705,993
Provisions	20	3,548,820	3,622,940
Total non-current liabilities		11,588,217	11,397,375
Total liabilities		21,874,743	26,180,348
Net community assets		438,161,700	378,464,420
Community equity			
Retained surplus		398,462,188	374,295,550
Asset revaluation surplus		39,699,512	4,168,873
Total community equity		438,161,700	378,464,423

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Mareeba Shire Council
Statement of Changes in Equity
 For the year ended 30 June 2017

	Asset revaluation surplus	Retained surplus	Total
Note	\$	\$	\$
Balance as at 1 July 2016	4,168,873	374,295,550	378,464,422
Net result	-	24,166,638	24,166,638
Increase in asset revaluation surplus	35,530,640	-	35,530,640
Total comprehensive income for the year	39,699,512	24,166,638	59,697,278
Balance as at 30 June 2017	<u>39,699,512</u>	<u>398,462,188</u>	<u>438,161,700</u>
Balance as at 1 July 2015	-	361,327,040	361,327,040
Net result	-	12,968,510	12,968,510
Increase in asset revaluation surplus	4,168,873	-	4,168,873
Total comprehensive income for the year	4,168,873	12,968,510	17,137,383
Balance as at 30 June 2016	<u>4,168,873</u>	<u>374,295,550</u>	<u>378,464,423</u>

The above statement should be read in conjunction with the accompanying notes and Significant Accounting Policies.

Mareeba Shire Council
Statement of Cash Flows
 For the year ended 30 June 2017

Note	2017 \$	2016 \$
Cash flows from operating activities		
Receipts from customers	41,084,114	38,072,489
Cash transferred from continuing Council	-	5,605,030
Payments to suppliers and employees	<u>(35,144,711)</u>	<u>(37,433,864)</u>
	5,939,403	6,243,655
Interest received	794,065	953,934
Recurrent grants and contributions	12,335,168	13,994,104
Borrowing costs	<u>(353,795)</u>	<u>(209,791)</u>
Net cash inflow (outflow) from operating activities	26 18,714,840	20,981,901
Cash flows from investing activities		
Payments for property, plant and equipment	(29,087,010)	(17,055,381)
Payments for intangible assets	(220,971)	(23,465)
Proceeds from sale of property, plant and equipment	120,331	52,787
Grants, subsidies, contributions and donations	14,834,483	6,343,383
Movements in short-term investments	<u>(16,500,000)</u>	<u>(12,000,000)</u>
Net cash inflow (outflow) from investing activities	(30,853,167)	(22,682,676)
Cash flows from financing activities		
Proceeds from borrowings	-	5,000,413
Repayment of borrowings	(332,044)	(139,307)
Repayments made on finance leases	<u>(32,500)</u>	<u>(32,500)</u>
Net cash inflow (outflow) from financing activities	(364,544)	4,828,606
Net increase (decrease) in cash and cash equivalent held	(12,502,870)	3,127,832
Cash and cash equivalents at the beginning of the financial year	25,754,391	22,626,559
Cash and cash equivalents at the end of the financial year	9 13,251,521	25,754,391

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Mareeba Shire Council
Notes to the financial statements
For the year ended 30 June 2017

1 Significant accounting policies

1.A Basis of preparation

These general purpose financial statements are for the period 1 July 2016 to 30 June 2017. They are prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. They comply with Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB). Council is a not-for-profit entity and the Australian Accounting Standards include requirements for not-for-profit entities which are inconsistent with the International Financial Reporting Standards (IFRS). Therefore in some instances these financial statements do not comply with IFRS. The main impacts are the offsetting of revaluation gains and losses within a class of assets and the timing of recognition of non-reciprocal grant revenue.

These financial statements have been prepared under the historical cost convention except certain classes of property, plant and equipment which are measured at fair value.

Recurrent/capital classification

Revenue and expenditure are presented as "recurrent" or "capital" in the Statement of Comprehensive Income on the following basis:

Capital Revenue includes grants and subsidies received which are tied to specific projects for the replacement or upgrade of existing non-current assets and /or investment in new assets. It also includes non-cash contributions which are usually infrastructure assets received from developers.

The following transactions are classified as either "Capital Income" or "Capital Expenses" depending on whether they result in accounting gains or losses:

- disposal of non-current assets
- discount rate adjustments to restoration provisions
- revaluations of property, plant and equipment. (Note 14(a))

All other revenue and expenses have been classified as "recurrent".

1.B Constitution

Mareeba Shire Council ("Council") is constituted under the Queensland *Local Government Act 2009* and is domiciled in Australia.

1.C New and revised Accounting Standards

In the current year, Council adopted all of the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are relevant to its operations and effective for the current reporting period. The adoption of the new and revised Standards and Interpretations has not resulted in any material changes to Council's accounting policies.

This year Council has applied AASB 124 *Related Party Disclosures* for the first time. As a result, Council has disclosed more information about related parties and transactions with those related parties. This information is presented in Note 29.

Some Australian Accounting Standards and Interpretations have been issued but are not yet effective. Those standards have not been applied in these financial statements. Council will implement them when they are effective. The standards that are expected to have a material impact upon Council's future financial statements are:

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

Standard and Impact	Date Council will apply standard
<p><u>AASB 9 Financial Instruments</u> AASB 9, which replaces AASB 139 <i>Financial Instruments: Recognition and Measurement</i>, is effective for reporting periods beginning on or after 1 January 2018 and must be applied retrospectively. The main impact of AASB 9 is to change the requirements for the classification, measurement and disclosures associated with financial assets. Under the new requirements the four current categories of financial assets stipulated in AASB 139 will be replaced with two measurement categories: fair value and amortised cost and financial assets will only be able to be measured at amortised cost where very specific conditions are met.</p>	1-Jul-18
<p><u>AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities and AASB 2016-8 Amendments to Australian Accounting Standards - Australian Implementation Guidance for Not-for-Profit Entities</u> AASB 15 will replace AASB 118 <i>Revenue</i>, AASB 111 <i>Construction Contracts</i> and a number of Interpretations. AASB 2016-8 provides Australian requirements and guidance for not-for-profit entities in applying AASB 9 and AASB 15, and AASB 1004 <i>Contributions</i>. Together they contain a comprehensive and robust framework for the recognition, measurement and disclosure of income including revenue from contracts with customers. Council is still reviewing the way that income is measured and recognised to identify whether will be any material impact arising from these standards.</p>	1-Jul-19
<p><u>AASB 16 Leases</u> AASB 16 <i>Leases</i> becomes mandatory for annual periods beginning on or after 1 January 2019 (with early adoption permitted) and in essence requires a lessee to: recognise all lease assets and liabilities (including those currently classed as operating leases) on the statement of financial position, initially measured at the present value of unavoidable lease payments; recognise amortisation of lease assets and interest on lease liabilities as expenses over the lease term; and separate the total amount of cash paid into a principal portion (presented within financing activities) and interest (which entities can choose to present within operating or financing activities consistent with presentation of any other interest paid) in the statement of cash flows.</p>	1-Jul-19
<p>1.D Estimates and Judgements</p>	
<p>In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant. Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes: Valuation and depreciation of property, plant and equipment -Note 14 and Note 15 Provisions - Note 17 and Note 20 Contingent liabilities - Note 22</p>	
<p>1.E Rounding and comparatives</p>	
<p>The financial statements are in Australian dollars that have been rounded to the nearest \$1. Council uses the Australian dollar as its functional currency and its presentation currency. Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period.</p>	
<p>1.F Taxation</p>	
<p>Income of local authorities and public authorities is exempt from Commonwealth taxation. Council is subject to Fringe Benefits Tax and Goods and Services Tax ('GST') and payroll tax on certain activities. The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.</p>	

Mareeba Shire Council
Notes to the financial statements
For the year ended 30 June 2017

2. Analysis of Results by Function

2(a) Components of Council functions

The activities relating to the Council's components reported on in Note 2(b) are as follows :

Governance and Corporate Services

The objective of governance and corporate services is for Council to be open, accountable, transparent, and to deliver value for money on community outcomes, provide accurate, timely and appropriate information to support sound decision making and meet statutory requirements.

The Mayor, Councillors and Chief Executive Officer are included in governance.

The Corporate Services function includes: Finance, Information Services, Record Management and Human Resources. Roles within this function include budget support, financial accounting, customer service and information technology services.

Community services

The goal of community services is to ensure Council is a healthy, vibrant, contemporary and connected community. Community services provide well managed and maintained community facilities, and ensure the effective delivery of cultural, health, welfare, environmental, recreational services and the promotion of tourism.

This function includes:

Libraries

Environmental licences and approvals.

Planning and development

This function facilitates the Shire's growth and prosperity through well planned and quality development. The objective of planning and development is to ensure the Mareeba Shire Council is well designed, efficient and facilitates growth yet also preserves the character and natural environment of the Shire. This function includes activities and services related to neighbourhood and regional planning, and management of development approval processes.

Works infrastructure

The objective of the works infrastructure program is to ensure the community is serviced by a quality and effective road network. The function provides and maintains transport infrastructure, including the maintenance and provision of the drainage network and provides maintenance for all parks and gardens.

Waste management

The goal of this function is to protect and support our community and natural environment by sustainably managing refuse. The function provides refuse collection and disposal services.

Water Infrastructure

The goal of this program is to support a healthy, safe community through sustainable water services. This function includes all activities relating to water.

Sewerage infrastructure

This function protects and supports the health of our community by sustainably managing sewerage infrastructure.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

2 Analysis of results by function

(b) Income and expenses defined between recurring and capital are attributed to the following functions:

Year ended 30 June 2017

Functions	Gross program income				Elimination of inter-function transactions	Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurrent operations	Net Result	Assets	
	Recurrent		Capital				2017	2017						2017
	Grants	Other	Grants	Other										
	2017	2017	2017	2017										
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Governance & corporate services	10,072,984	18,529,517	-	-	(2,465,291)	26,137,210	(5,183,990)	(7,143)	890,410	(4,300,723)	21,843,630	21,836,487	139,167,124	
Community services	1,407,858	2,162,445	-	651	(52,827)	3,517,927	(8,589,725)	(24,710)	894,770	(7,719,665)	(4,177,679)	(4,201,738)	-	
Planning & development	-	848,650	40,000	-	(118,533)	770,117	(1,771,914)	-	454,100	(1,317,814)	(587,797)	(547,797)	-	
Works infrastructure	827,028	6,938,492	7,348,351	598,632	(2,299,142)	13,314,359	(19,443,949)	(130,305)	1,534,214	(14,940,040)	(9,442,359)	(1,925,881)	228,909,532	
Waste management	-	6,240,076	-	63,817	(400,630)	5,903,263	(6,069,229)	-	1,071,840	(4,997,389)	842,057	905,874	1,191,849	
Water infrastructure	25,000	5,884,528	130,000	151,350	(655,497)	5,535,381	(5,726,102)	(6,849)	975,819	(4,757,232)	503,748	778,149	50,162,377	
Sewerage infrastructure	2,500	5,237,570	6,535,300	141,141	(512,497)	11,404,014	(3,475,770)	(1,488,262)	581,363	(4,382,668)	1,833,166	7,021,345	40,605,560	
Total Council	12,335,168	45,740,277	14,053,651	955,591	(6,502,516)	66,582,170	(47,260,679)	(1,857,368)	6,502,516	(42,415,532)	10,814,765	24,166,638	460,036,442	

Year ended 30 June 2016

Functions	Gross program income				Elimination of inter-function transactions	Total income	Gross program expenses		Elimination of inter-function transactions	Total expenses	Net result from recurrent operations	Net Result	Assets	
	Recurrent		Capital				2016	2016						2016
	Grants	Other	Grants	Other										
	2016	2016	2016	2016										
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
Governance & corporate services	6,499,316	18,019,734	-	-	(2,499,414)	22,019,635	(6,012,214)	(5,151)	862,594	(5,154,771)	16,870,016	16,864,865	120,057,058	
Community services	2,243,548	2,468,881	-	1,952	(485,397)	4,228,984	(9,066,019)	(73,601)	644,125	(8,495,495)	(4,194,862)	(4,266,511)	-	
Planning & development	-	1,219,179	-	-	(126,379)	1,092,800	(2,090,847)	-	795,978	(1,294,869)	(202,069)	(202,069)	-	
Works infrastructure	5,250,740	4,717,768	3,237,167	2,059,241	(1,381,433)	13,883,484	(20,385,590)	(228,023)	1,106,770	(19,506,843)	(10,691,745)	(5,623,360)	209,442,700	
Waste management	-	6,312,025	-	80,887	(466,487)	5,927,425	(6,255,308)	-	1,186,373	(5,068,935)	757,603	838,490	1,348,039	
Water infrastructure	-	5,574,453	772,500	585,309	(638,187)	6,293,075	(5,396,699)	-	900,973	(4,465,717)	469,550	1,827,359	42,206,233	
Sewerage infrastructure	500	4,868,702	1,266,694	474,564	(469,187)	6,144,493	(3,210,421)	(21,007)	616,671	(2,614,757)	1,779,285	3,529,736	31,590,731	
Total Council	13,994,104	43,180,742	5,306,661	3,201,973	(6,093,494)	59,589,896	(52,387,086)	(327,782)	6,093,484	(46,621,367)	4,787,758	12,968,510	404,644,772	

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

3 Revenue

Revenue is recognised at the fair value of the consideration received or receivable at the time indicated below:

(a) Rates, levies and charges

Rates are recognised at the commencement of the rating period.

	2017	2016
Note	\$	\$
General rates	17,204,624	15,456,318
Separate rates	408,600	477,981
Water	2,818,447	2,712,871
Water consumption, rental and sundries	2,080,588	2,049,046
Sewerage	4,379,428	4,165,233
Waste management	3,436,195	3,276,514
Total rates and utility charge revenue	<u>30,327,880</u>	<u>28,137,961</u>
Less: Discounts	(1,386,640)	(1,332,193)
Less: Pensioner remissions	(392,000)	(388,053)
	<u>28,549,240</u>	<u>26,417,715</u>

(b) Fees and charges

Fees and charges are recognised when Council is unconditionally entitled to those funds. Generally this is upon lodgement of the relevant application or documents, issuing infringement notice or when the service is provided.

Applications	231,467	186,406
Cemetery Services	319,683	204,944
Building/Plumbing Domestic Applications	280,719	271,984
Building/Plumbing Commercial Applications	34,581	42,367
Fines, Penalties & Infringements	99,146	80,803
Permits, Licences & Registrations	216,474	198,746
Other fees and charges	151,432	133,075
	<u>1,333,502</u>	<u>1,118,324</u>

(c) Interest received

Interest received from QTC	317,896	326,474
Interest received from other sources (including term deposits)	733,776	1,173,485
Interest from overdue rates and utility charges	179,066	168,050
	<u>1,230,738</u>	<u>1,668,009</u>

(d) Sales revenue

Council generates revenues from contract and recoverable works, which generally comprises a recoupment of material costs together with an hourly charge for use of equipment and employees. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.

Contract and recoverable works	3,784,589	2,742,685
Total sales revenue	<u>3,784,589</u>	<u>2,742,685</u>

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

(e) Other revenue

Council's main sources of 'other revenue' are waste management revenue and lease income. Lease income is recognised on a periodic basis over the lease term. Waste management revenue is recognised based on the services provided at the reporting date pursuant to the relevant agreement.

	2017	2016
Note	\$	\$
Waste management (from other sources)	2,061,537	2,221,261
Flood inspections and associated costs	153,505	35,038
Animal impounding	31,063	44,489
Leases and rental income	1,380,145	1,271,824
Sale of scrap / surplus plant	105,706	87,881
Legal recoveries	56,146	467,697
Sale of goods/materials	56,272	57,685
Fuel rebates	74,114	74,237
Brochure contributions	34,936	28,878
Profit from sale of developed land	86,695	623,127
Other sundry revenue	299,572	228,409
	4,339,691	5,140,526

4 Grants, subsidies, contributions and donations

Grants, subsidies, contributions and donations that are non-reciprocal in nature are recognised as revenue in the year in which Council obtains control over them. Council accounts for these restrictions using an internal management accounting system. Internal restrictions that have been placed on Council's cash and cash equivalents are disclosed in Note 9.

Cash contributions

Developers also pay infrastructure charges for trunk infrastructure to construct assets such as roads and footpaths and to connect new property developments to water and sewerage networks in the local government area. Where agreements between Council and the developers relating to these contributions are determined to fall within the scope of AASB Interpretation 18 *Transfers of Assets from Customers* these contributions are recognised as revenue when the related service obligations are fulfilled.

Developers may also make cash contributions towards the cost of constructing existing and proposed water supply and sewerage headworks in accordance with Council's planning scheme policies. (Headworks include pumping stations, treatment works, mains and sewers). Cash contributions in relation to water supply and sewerage headworks are not within the scope of AASB Interpretation 18 because there is no performance obligation associated with these contributions. Consequently, these cash contributions are recognised as income when received.

Non-Cash contributions

Non-cash contributions with a value in excess of the recognition thresholds, are recognised as revenue and as non-current assets. Non-cash contributions below the thresholds are recorded as revenue and expenses.

Physical assets contributed to Council by developers in the form of road works, stormwater, water and wastewater infrastructure and park equipment are recognised as revenue when the development becomes "on maintenance" (i.e. Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions are recognised at the fair value of the contribution received on the date of acquisition.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

	2017	2016
Note	\$	\$
(a) Recurrent		
State government subsidies, grants and contributions	988,219	980,591
Commonwealth government subsidies and grants	11,346,949	13,013,513
	<u>12,335,168</u>	<u>13,994,104</u>
(b) Capital		
State government subsidies and grants	7,697,651	2,318,778
Commonwealth government subsidies and grants	6,356,000	2,987,784
Contributions	780,832	1,036,822
Donated assets	174,759	2,165,151
	<u>15,009,242</u>	<u>8,508,534</u>

Conditions over contributions

Contributions recognised as income during the reporting period and which were obtained on the condition that they be expended in a manner specified by the contributor but had not been expended at the reporting date:

Non-reciprocal grants for expenditure on capital	852,458	193,850
Non-reciprocal grants for expenditure on non-capital	659,104	220,257
	<u>1,511,562</u>	<u>414,107</u>

5 Employee benefits

Total staff wages and salaries	12,883,070	12,609,720
Councillors' remuneration	493,452	417,914
Annual, sick and long service leave entitlements	3,025,942	3,104,590
Superannuation	23 1,728,158	1,722,533
	<u>18,130,622</u>	<u>17,854,757</u>
Other employee related expenses	178,015	153,860
	<u>18,308,637</u>	<u>18,008,617</u>
Less: Capitalised employee expenses	(1,318,431)	(1,002,195)
	<u>16,990,206</u>	<u>17,006,422</u>

Councillor remuneration represents salary, and other allowances paid in respect of carrying out their duties.

	2017	2016
Total Council employees at the reporting date:		
Elected members	7	7
Administration staff	93	97
Depot and outdoors staff	116	114
Total full time equivalent employees	<u>216</u>	<u>218</u>

6 Materials and services

All contractors excl hire of plant	4,764,274	8,797,576
Audit of annual financial statements by the Auditor-General of Queensland	105,515	120,440
Bulk water purchase	592,246	583,197
Electricity	1,203,079	1,028,875
Fuels and oils	603,334	626,586
Goods, materials and services	1,002,381	1,128,376
Hire of plant	2,818,467	2,741,700
Insurance	567,091	675,389
Legal	218,545	603,185
Licences, fees, subscriptions and memberships	586,415	729,399
Professional/consultancy services	470,229	1,621,255
Rent, rates and leasing expenses	360,637	340,770
Road materials used for maintenance	747,183	220,727
Other materials and services	188,588	311,084
	<u>14,227,984</u>	<u>19,528,559</u>

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

	2017	2016
Note	\$	\$
7 Finance costs		
Finance costs charged by the Queensland Treasury Corporation	291,549	152,033
Unwinding of discount on provision for restoration	31,080	88,478
Bank charges	62,246	57,759
Impairment of debts	36,201	41,081
	421,076	339,350
8 Capital expenses		
Loss on write off of non-current assets		
Write off of buildings	24,877	78,752
Proceeds from the sale of property, plant and equipment	(120,331)	(52,787)
Less: book value of property, plant and equipment disposed of	119,822	80,939
Write off of roads and bridges	130,593	191,517
Write off of sewerage	1,488,262	21,007
Write off of water	7,171	-
Write off of other infrastructure	6,974	8,355
Total capital expenses	1,657,369	327,782
9 Cash and cash equivalents		
Cash and cash equivalents include cash on hand, all cash and cheques receipted but not banked at the year end, deposits held at call with financial institutions, other short term, highly liquid investments with original maturities of three months or less that are readily convertible to cash and which are subject to an insignificant risk of changes in value.		
Cash at bank	987,222	900,499
Cash at bank - Mayors Community Gift Fund Appeal	16,279	3,649
Cash float	1,770	1,770
Petty cash	1,200	1,200
Deposits at call	12,245,050	24,847,272
Balance per Statement of Cash Flows	13,251,521	25,754,390
Council's cash and cash equivalents and short-term investments are subject to a number of internal and external restrictions that limit amounts available for discretionary or future use. These include:		
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:		
Unspent government grants and subsidies	1,511,562	414,107
Internally imposed expenditure restrictions at the reporting date:		
Constrained works	7,937,620	9,373,131
Future capital works	7,571,087	7,916,505
Future non-capital works	4,196,968	286,753
Total unspent restricted cash	21,217,237	17,990,496
Cash and deposits at call are held in various financial institutions in normal term deposits and business cheque accounts. These financial institutions have a short term credit rating of between A1+ to A3.		
10 Short term investments		
Term deposits in excess of three months are reported as short term investments, with deposits of less than three months being reported as cash equivalents.		
Current short term deposits	28,500,000	12,000,000
Total short term deposits	28,500,000	12,000,000

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

11 Trade and other receivables

Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price / contract price. Settlement of these amounts is required within 30 days from invoice date.

The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is reduced for impairment. The loss is recognised in finance costs.

Because Council is empowered under the provisions of the *Local Government Act 2009* to sell an owner's property to recover outstanding rate debts, Council does not impair any rates receivables.

Loans and advances are recognised in the same way as other receivables. With the exception of the sewerage connection scheme which has a repayment term of 15 years, terms are usually a maximum of five years with interest charged at commercial rates. Security is not normally obtained.

Loans to community organisations are recognised at their face values. Terms are for a maximum of 10 years with no interest charged. Security is not normally obtained.

	2017	2016
Current	\$	\$
Rateable revenue and utility charges	2,934,527	1,607,756
Other debtors	2,695,732	7,274,979
Less: impairment	-	(1,887)
GST recoverable/(payable)	530,034	(27,085)
Loans and advances to community organisations	15,692	4,625
Prepayments	325,650	302,657
	6,501,635	9,161,046
Non-current		
Loans and advances to community organisations	47,335	28,344
	47,335	28,344

Interest is charged on outstanding rates at a rate of 11% per annum. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.

12 Inventories

Stores and raw materials

Stores and raw materials are valued at the lower of cost and net realisable value and include, where applicable, direct material, direct labour and an appropriate portion of variable and fixed overheads. Costs are assigned on the basis of weighted average cost.

Inventories held for distribution are:

- goods to be supplied at no or nominal, charge, and
- goods to be used for the provision of services at no or nominal, charge.

These goods are valued at cost, adjusted, when applicable, for any loss of service potential.

Land held for resale

Land acquired by Council with the intention of reselling it (with or without further development) is classified as inventory. This land is valued at the lower of cost or net realisable value. As an inventory item, this land held for resale is treated as a current asset. Proceeds from the sale of this land will be recognised as sales revenue on the signing of a valid unconditional contract of sale.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

Note	2017 \$	2016 \$
Inventories held for sale		
Miscellaneous saleable items	2,352	2,417
	2,352	2,417
Inventories held for distribution		
Plant and equipment stores	957,027	932,068
	957,027	932,068
Land purchased for development and sale	2,006,243	2,112,979
Total inventories	2,965,622	3,047,464

13 Financial assets and financial liabilities

Council recognises a financial asset or a financial liability in its Statement of Financial Position when, and only when, Council becomes a party to the contractual provisions of the instrument.

Mareeba Shire Council has categorised and measured the financial assets and financial liabilities held at balance date as follows:

Financial assets

Cash and cash equivalents Note 9, Investments Note 10 and Receivables Note 11 are measured at amortised cost.

Financial liabilities

Finance lease liabilities Note 19 - measured at amortised cost

Payables Note 17 - measured at amortised cost

Borrowings Note 18 - measured at amortised cost

Financial assets and financial liabilities are presented separately from each other and offsetting has not been applied.

All other disclosures relating to the measurement and financial risk management of financial instruments are included in Note 27.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

14 Property, plant and equipment

30 June 2017

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2016

Additions and adjustments

Disposals

Revaluation adjustment to asset revaluation surplus

Transfer to intangible assets

Transfers between classes

Closing gross value as at 30 June 2017
Accumulated depreciation and impairment

Opening balance as at 1 July 2016

Depreciation provided in period

Depreciation on disposals

Depreciation adjustments

Revaluation adjustment to asset revaluation surplus

Accumulated depreciation as at 30 June 2017
Total written down value as at 30 June 2017

Range of estimated useful life in years

Additions comprise:

Renewals

Intangible additions

Other additions

Total additions

Note	Land	Buildings	Plant and fleet	Road, drainage and bridge network	Water	Sewerage	Other infrastructure assets	Work in progress	Total
	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
	2	3		3	3	3	3		\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	10,935,974	45,061,811	4,548,042	218,468,227	45,048,775	33,789,064	9,245,647	8,494,676	375,592,216
	-	-	-	145,037	29,723	-	-	29,307,979	29,482,739
8	-	(33,544)	(282,068)	(157,369)	(9,775)	(1,790,956)	(19,683)	-	(2,293,396)
	-	-	-	17,566,000	10,864,921	11,965,063	-	-	40,395,984
	-	-	-	-	-	-	-	(220,971)	(220,971)
	163,964	864,244	777,867	6,752,068	559,576	765,528	502,685	(10,385,933)	(0,01)
	11,099,938	45,892,510	5,043,841	242,773,963	56,493,220	44,728,699	9,728,649	27,195,752	442,956,572
	-	4,411,397	1,594,226	9,025,528	2,842,542	2,198,334	2,126,265	-	22,198,292
	-	1,658,356	671,283	3,614,671	1,219,257	870,361	876,569	-	8,810,688
8	-	(8,667)	(162,246)	(26,776)	(2,604)	(302,694)	(12,709)	-	(515,696)
	-	-	30,276	(3,801)	18,051	-	(44,549)	-	(22)
	-	-	-	1,254,610	2,253,595	1,357,139	-	-	4,865,344
	-	6,061,086	2,033,539	13,864,431	6,330,842	4,123,138	2,945,586	-	35,358,605
	11,099,938	39,831,424	3,010,302	228,909,532	50,162,377	40,605,560	6,783,083	27,195,752	407,597,967
	Land: Not depreciated	15 - 100	1 - 16	5 - 100	5 - 150	7 - 150	20 - 40	WIP: Not depreciated	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	25,610,390	25,610,390
	-	-	-	-	-	-	-	227,842	227,842
	-	-	-	145,037	29,723	-	-	3,478,534	3,653,294
	-	-	-	145,037	29,723	-	-	29,316,766	29,491,526

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Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2016

14 Property, plant and equipment

30 June 2016

Basis of measurement

Fair value category

Asset values

Opening gross value as at 1 July 2015

Additions

Disposals

Revaluation adjustment to asset revaluation surplus

Transfer to intangible assets

Transfers between classes

Closing gross value as at 30 June 2016
Accumulated depreciation and impairment

Opening balance as at 1 July 2015

Depreciation provided in period

Depreciation on disposals

Revaluation adjustment to asset revaluation surplus

Accumulated depreciation as at 30 June 2016
Total written down value as at 30 June 2016

Range of estimated useful life in years

Additions comprise:

Renewals

Intangible additions

Other additions

Total additions

Note	Land	Buildings	Plant and fleet	Road, drainage and bridge network	Water	Sewerage	Other infrastructure assets	Work in progress	Total
	Fair Value	Fair Value	Cost	Fair Value	Fair Value	Fair Value	Fair Value	Cost	
	2	3		3	3	3	3		\$
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	9,602,671	40,496,480	4,634,659	208,881,232	42,223,304	32,303,341	7,809,319	6,264,585	352,215,571
	-	-	-	1,578,734	338,853	247,569	-	17,048,699	19,213,855
8	-	(102,655)	(118,114)	(203,893)	-	(27,444)	(8,963)	-	(461,069)
	387,018	3,645,777	-	-	-	-	614,529	-	4,647,324
	-	-	-	-	-	-	-	(23,485)	(23,485)
	946,285	1,022,209	31,497	8,212,154	2,486,618	1,265,598	830,782	(14,795,123)	-
	10,935,974	45,061,811	4,548,042	218,468,227	45,048,775	33,789,084	9,245,647	8,494,676	375,592,216
	-	2,413,129	982,827	5,336,636	1,593,157	1,309,443	1,068,659	-	12,683,851
	-	1,684,486	668,574	3,701,268	1,249,385	895,328	942,598	-	9,121,640
8	-	(29,054)	(37,175)	(12,376)	-	(6,437)	(608)	-	(85,850)
	-	362,836	-	-	-	-	115,615	-	478,451
	-	4,411,397	1,594,226	9,025,528	2,842,542	2,198,334	2,126,266	-	22,198,292
	10,935,974	40,850,414	2,953,816	209,442,699	42,206,233	31,590,730	7,119,382	8,494,676	353,393,924
	Land: Not depreciated	15 - 100	1 - 16	5 - 100	10 - 60	20 - 60	20 - 40	WIP: Not depreciated	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	-	-	-	11,318,515	11,318,515
	-	-	-	-	-	-	-	79,434	79,434
	-	-	-	1,578,734	338,853	247,569	-	5,661,908	7,827,064
	-	-	-	1,578,734	338,853	247,569	-	17,059,857	19,225,013

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Mareeba Shire Council
Notes to the financial statements
For the year ended 30 June 2017

14 (a) Property, plant and equipment

Recognition

Each class of property, plant and equipment is stated at amortised cost or fair value. Items of plant and equipment with a total value of less than \$5,000, and infrastructure assets and buildings with a total value of less than \$5,000 are treated as an expense in the year of acquisition. All other items of property, plant and equipment are capitalised.

Measurement

Property plant and equipment assets are initially recorded at cost. Subsequently, each class of property, plant and equipment is stated at cost or fair value (as shown in the table above) less, where applicable, any accumulated depreciation and accumulated impairment loss.

Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are also included in their cost.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value by Council valuation where that value exceeds the recognition thresholds for the respective asset class.

Capital and operating expenditure

Direct labour and materials and an appropriate proportion of overheads incurred in the acquisition or construction of assets are treated as capital expenditure. Assets under construction are not depreciated until they are completed and commissioned, at which time they are reclassified from work in progress to the appropriate property, plant and equipment class.

Routine operating maintenance, repair costs and minor renewals to maintain the operational capacity and useful life of the non-current asset is expensed as incurred, while expenditure that relates to replacement of a major component of an asset to maintain its service potential is capitalised.

Expenditure incurred in accordance with Natural Disaster Relief and Recovery Arrangements on road assets is analysed to determine whether the expenditure is capital in nature. The analysis of the expenditure requires Council engineers to review the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

Valuation

Land, buildings, road, drainage, bridge, water, sewerage and other infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 *Property, Plant and Equipment*. Plant and fleet, and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified valuers to determine the fair value for each class of property, plant and equipment assets at least once every 4 years. This process involves the valuer physically sighting a representative sample of Council assets across all asset classes and making their own assessments of the condition of the assets at the date of inspection. Interim valuations are also conducted using a suitable index being otherwise performed on an annual basis where there has been a material variation in the index.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated proportionately with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Both water and sewerage asset classes are classified for valuation purposes into above ground and below ground asset groups. Above ground assets have a different methodology for valuations to below ground assets. A comprehensive revaluation will be completed for both these groups at least once every 4 years but not necessarily in the same reporting period.

Details of valuers and methods of valuations are disclosed in Note 15.

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Notes to the financial statements
For the year ended 30 June 2017

Capital Work In Progress

The cost of property, plant and equipment being constructed by Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour overheads.

Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, less its estimated residual value, progressively over its estimated useful life to Council. Management believe that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset to Council.

Major spares purchased specifically for particular assets that are above the asset recognition threshold are capitalised and depreciated on the same basis as the asset to which they relate.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods, estimated useful lives and residual values of property, plant and equipment assets are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at depreciated current replacement cost are used to estimate the useful lives of these assets at each reporting date. Details of the range of estimated useful lives for each class of asset are shown in Note 14.

Mareeba Shire Council
Notes to the financial statements
For the year ended 30 June 2017

15 Fair value measurements

(i) Recognised fair value measurements

In accordance with AASB 13, fair value measurements are categorised on the following basis:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (level 2)
- Fair value based on unobservable inputs for the asset and liability (level 3)

Note 16(a) categorises fair value measurements as either level 2 or level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

There were no transfers between levels during the year.

Council's recognises transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

(ii) Valuation techniques used to derive fair values for level 2 and level 3 valuations

The valuations of Council's assets measured and recognised at fair value were undertaken effective 1 January 2014, the date Council was re-established and the date of transfer of assets from the de-amalgamating council. Council engaged external consultants to value the Bridge, Water and Sewerage asset classes and the relevant adjustments have been made to the carrying values of those assets, effective 30 June 2017. For all other asset classes, Council has conducted an analysis of the movement in applicable indices, where it has been determined that the movement is material, the carrying values of those assets at 30 June 2017 and additions since 1 January 2014 have been adjusted to reflect this movement.

(ii) (a) Land (level 2)

Land fair values were determined by independent valuer, AssetVal Pty Ltd, effective 1 January 2014. Land fair values have been measured by the "Market Approach by Direct Comparison" methodology, an accepted valuation methodology under AASB13. Level 2 valuation inputs were utilised, being sales transactions of other properties within the region, and adjusted for differences between key attributes of the properties. The main input is the price per square metre or price per hectare of land area. The "Market Approach by Direct Comparison" is considered a level 2 measurement.

(ii) (b) Buildings (level 3)

The fair values of buildings were also determined by an independent valuer, AssetVal Pty Ltd, effective 1 January 2014. Due to the predominantly specialised nature of local government assets, the building valuations have been undertaken on a Cost Approach (Current Replacement Cost), an accepted valuation methodology under AASB13.

Under this approach, the following process has been adopted:

*Where there is no market, the net current value of an asset is the gross current value less accumulated depreciation to reflect the consumed or expired service potential of the asset. Published/available market data for recent projects, and/or published cost guides are utilised to determine the estimated replacement cost (gross value) of the asset, including allowances for preliminaries and professional fees. This is considered a level 2 input.

*A condition assessment is applied, which is based on factors such as the age of the asset, overall condition as noted by the valuer during inspection, economic and/or functional obsolescence. The condition assessment directly translates to the level of depreciation applied.

*In determining the level of accumulated depreciation for major assets, they have been disaggregated into significant components which exhibit different patterns of consumption (useful lives). The condition assessment is applied on a component basis.

*While the replacement cost of the assets could be supported by market supplied evidence (level 2), the other unobservable inputs (such as estimates of useful life, and asset condition) were also required (level 3).

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(II) (c) Infrastructure assets (level 3)

The fair value of Council's Infrastructure assets was determined by independent valuer, AssetVal Pty Ltd, effective 1 January 2014, (excluding the "Other Infrastructure" asset class). Bridge, Water and Sewerage infrastructure were recently valued by independent valuer Australis Asset Advisory Group, effective 30 June 2017.

Due to the predominantly specialised nature of local government assets, the infrastructure valuations have been undertaken on a Cost Approach (Current Replacement Cost), an accepted valuation methodology under AASB 13. The Cost Approach is considered a level 3 measurement. The Cost Approach is also the approach used to fair value Council's buildings. The process adopted under the Cost Approach is as set out above for Buildings.

In addition, for infrastructure assets, the remoteness of the assets and distances required to travel have been taken into account when considering unit rates. Due to the time needed to travel to a particular work site, a premium of 10-15% has been applied to account for any reduction of site hours within a standard work day, or to account for overtime required to travel to and from the site. This rate has been considered in conjunction with Rawlinson's Australian Construction Handbook (2013) and consultation with suppliers of construction materials.

(III) Infrastructure - calculation of current replacement cost

Roads

Current replacement cost

Roads are categorised by the following: Class (urban/rural), Type (formed/unformed), Road Hierarchy (access, collector, arterial) and Seal Type (bitumen, asphalt, gravel and others). These criteria are used to apply unit rates to three road components: formation, pavement and seal. It is assumed soil, climatic and topographic factors are consistent across the network. All roads are managed in segments. All road segments are then componentised into formation, pavement and seal (where applicable). Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

The replacement cost is calculated by component then summed to give a total per segment. Currently the formation and seal are calculated per square metre and the pavement is calculated using a cubic metre rate. The pavement depth is implied from the road hierarchy, with some additional field collected data on unsealed road pavement depth being utilised. Rates are verified against recent projects, consultation with Council staff and additional Council data from the region.

Accumulated depreciation

In determining the level of accumulated depreciation, roads were disaggregated into significant components which exhibited different patterns of consumption (useful lives). The condition assessment is applied on a component basis and was used to determine remaining useful life.

Estimated useful lives are disclosed in Note 14.

Bridges

A comprehensive revaluation of Bridge assets was conducted by Australis Asset Advisory Group effective 30 June 2017. Causeways were included as bridge assets this year as opposed to road assets in prior years.

Current replacement cost

Each bridge was componentised and valued individually according to component material type, dimensions, construction standard, location and site conditions.

Major culverts and Causeways were valued using quantity adjusted unit rates, dependant on dimensions, number of cells and material type. Environmental factors, like soil type, topography and accessibility were assumed to be consistent across the category.

Accumulated depreciation

In determining the level of accumulated depreciation, bridges were disaggregated into significant components which exhibited different patterns of consumption (useful lives). The condition assessment is applied on a component basis and was used to determine remaining useful life.

Estimated useful lives are disclosed in Note 14.

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Drainage Infrastructure

Current replacement cost

Consistent with bridges, Council assumes that environmental factors such as soil type, climate and topography are consistent across the network and that the network is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where drainage assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value. Construction estimates were determined on a similar basis to roads.

Accumulated depreciation

In determining the level of accumulated depreciation, drainage assets were disaggregated into types of drainage assets which exhibited different useful lives.

Estimates of expired service potential and remaining useful lives were determined on a straight line basis based on industry standard practices and past experience, supported by maintenance programs.

Estimated useful lives are disclosed in Note 14.

Water and sewerage

A comprehensive revaluation of Water and Sewerage assets was conducted by Australis Asset Advisory Group effective 30 June 2017.

Current replacement cost

The water and sewerage assets were segregated into active and passive assets.

Water passive assets were not further componentised and consisted of mains, hydrants, manholes and water meters.

Sewerage passive assets were further componentised into short and long life components to allow for accurate modelling of pipe relining.

Active assets consisted of treatment, pumping, bore, weir and storage assets. These assets were componentised and valued independently, with allowances for complexity, size, capacity, function and site factors. These are generally valued as a lump sum item and compared against recent similar projects and in-house databases.

Unit rates applied were based on:

- Unit rate databases and cost guides.
- Similar recent project costs
- Indices
- Suppliers' quotations

As an example, in relation to a length of pipe, the cost per metre is the sum of the raw cost of the pipe, the cost to deliver the pipe to site, the cost to lay the pipe, the cost of excavation and backfilling and various overheads such as design, survey, administration, management and contingency.

Accumulated depreciation

In determining accumulated depreciation, assets were either subject to a site inspection or an assessment to determine remaining useful life. Where site inspections were conducted (i.e. for active assets), the remaining life was dependent on the recorded condition assessment (see above).

Where site inspections were not conducted (i.e. for passive assets), the remaining useful life was calculated on an age basis after taking into consideration current and planned maintenance records.

Other infrastructure

Other infrastructure fair values were determined by Council's engineers effective 30 June 2017 and considered to approximate the carrying values at that date. An assessment was made at that time to determine each component or asset's remaining useful life in order to determine accumulated depreciation.

(iv) Changes in fair value measurements using significant unobservable inputs (level 3)

The changes in level 3 assets with recurring fair value measurements are detailed in Note 14 Property, Plant and Equipment.

(v) Valuation processes

Valuations are reviewed annually taking into consideration an analysis of movements on fair value and other relevant information. Council's current procedures for the valuation of property, plant and equipment is set out in Note 14(a)

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

16 Intangible assets

Intangible assets with a cost or other value exceeding \$10,000 are recognised as intangible assets in the financial statements, items with a lesser value being expensed.

Amortisation methods, estimated useful lives and residual values are reviewed at the end of each month reporting period and adjusted where appropriate.

	2017	2016
Note	\$	\$
Software and Other Intangibles		
Gross carrying value at beginning of period	1,975,127	1,951,862
Transfers from capital WIP	220,971	23,465
Closing gross carrying value	2,196,098	1,975,127
Accumulated amortisation		
Opening balance	715,527	417,893
Amortisation in the period	308,209	297,634
Closing balance	1,023,736	715,527
Net carrying value at end of financial year	1,172,362	1,259,600

The software has a finite life estimated at 10 years.

Straight line amortisation has been used with no residual value.

17 Payables

Creditors are recognised upon receipt of the goods or services ordered and are measured at the agreed purchase/contract price net of applicable discounts other than contingent discounts. Amounts owing are unsecured and are generally settled on 30 day terms.

Liabilities are recognised for employee benefits such as wages and salaries, annual and long service leave in respect of services provided by the employee up to reporting date. The liability is calculated using the present value of remuneration rates that will be paid when the liability is expected to be settled and included related on-costs.

Salaries and wages

A liability for salaries and wages is recognised and measured as the amount unpaid at the reporting date at current pay rates in respect of employees' services up to that date. This liability represents an accrued expense.

Annual Leave

A liability for annual leave is recognised. Amounts expected to be settled within 12 months are calculated on current wage and salary levels and include related employee on-costs. Amounts not expected to be settled within 12 months are calculated on projected future wage and salary levels and related employee on-costs, and are discounted to present values. This liability represents an accrued expense.

As Council does not have an unconditional right to defer settlement of the annual leave beyond twelve months after the reporting date, annual leave is classified as a current liability.

Superannuation

The superannuation expense for the reporting period is the amount of the contribution Council makes to the superannuation plan which provides benefits to its employees. Details of those arrangements are set out in Note 23.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

	2017	2016
Current	Note	\$
Creditors and accruals		6,443,308
Annual leave		1,915,012
Other trade and payables		234,690
		<u>7,138,773</u>
Non-current		
Security deposit (capping of landfill) - SITA		1,068,442
		<u>1,068,442</u>

18 Borrowings

Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Thereafter, they are measured at amortised cost. Principal and interest repayments are made quarterly/semi annually in arrears.

In accordance with the *Local Government Regulation 2012* Council adopts an annual Debt Policy that sets out Council's planned borrowings for ten years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times.

All borrowing costs are expensed in the period in which they are incurred.

	2017	2016
Current	Note	\$
Loans - Queensland Treasury Corporation		342,959
Finance leases	21	17,720
		<u>364,599</u>
Non-current		
Loans - Queensland Treasury Corporation		6,516,487
Finance leases	21	189,506
		<u>6,333,249</u>
Loans - Queensland Treasury		
Balance on 1 July 2016		1,998,341
Loans raised		5,000,413
Principal repayments		(139,307)
Book value at end of financial period		<u>6,527,403</u>

The QTC loan market value at the reporting date was \$6,527,727. This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.

No assets have been pledged as security by Council for any liabilities, however all loans are guaranteed by the Queensland Government.

All borrowings are in \$A denominated amounts and carried at amortised cost, interest being expensed as it accrues. No interest has been capitalised during the current period. Expected final repayment dates vary from 15 March 2024 to 15 June 2036. There have been no defaults or breaches of the loan agreement during the period.

Principal and interest repayments are made quarterly in arrears.

Mareeba Shire Council
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19 Finance leases

Leases of plant and equipment under which Council as lessee/lessor assumes/transfers substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are classified as finance leases. Other leases, where substantially all the risks and benefits remain with the lessor, are classified as operating leases.

Finance leases as lessee

Where Council enters into a finance lease as lessee, Council recognises an asset equal to the lower of fair value of the leased property and the present value of the minimum lease payments. The lease liability is recognised at the same amount. Lease liabilities are reduced by repayments of principal. The interest components of the lease payments are charged as finance costs. The asset is accounted for on the same basis as other assets of the same class. Contingent rentals are written off as an expense in the accounting period in which they are incurred.

Note	2017 \$	2016 \$
The minimum lease payments are payable as follows:		
Not later than one year	32,500	32,500
Later than 1 year but not later than 5 years	130,000	130,000
Later than 5 years	86,667	119,166
Total minimum lease payments	249,167	281,666
Less: Future finance charges	(59,660)	(74,440)
Lease liability recognised in the financial statements	189,507	207,226
Classified as:		
Current	19,060	17,720
Non-current	170,446	189,506
	189,506	207,226
The present value of above minimum lease payments are payable as follows:		
Not later than one year	19,060	17,720
Later than 1 year but not later than 5 years	92,056	85,486
Later than 5 years	78,390	104,020
	189,506	207,226
The carrying value of the leased asset is as follows:		
Building	828,190	809,272

20 Provisions

Refuse Restoration

A provision is made for the cost of restoration in respect of refuse dumps where it is probable Council will be liable, or required, to incur such a cost on the cessation of use of these facilities. The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the restoration.

The provision represents the present value of the anticipated future costs associated with the closure of the refuse sites, decontamination and monitoring of historical residues and leaching on these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised for refuse sites is reviewed at least annually and updated based on the facts and circumstances available at the time. Management estimates that sites at Almaden Trench and Chillagoe Trench will close in 2035 and that the restoration will occur progressively over subsequent years.

No provision has been made by Council in relation to the cost of restoration of Mareeba's current refuse dump as another party is contractually obliged to undertake the restorative works at the end of this dump's useful life.

Mareeba Shire Council
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Long Service Leave

A liability for long service leave is measured as the present value of the estimated future cash outflows to be made in respect of services provided by employees up to the reporting date. The value of the liability is calculated using current pay rates and projected future increases in those rates and includes related employee on-costs. The estimates are adjusted for the probability of the employee remaining in Council's employment or other associated employment which would result in Council being required to meet the liability. Adjustments are then made to allow for the proportion of the benefit earned to date, and the result is discounted to present value. The interest rates attaching to Commonwealth Government guaranteed securities at the reporting date are used to discount the estimated future cash outflows to their present value.

Where employees have met the prerequisite length of service and Council does not have an unconditional right to defer this liability beyond 12 months, long service leave is classified as a current liability. Otherwise it is classified as a non-current liability.

	2017	2016
Note	\$	\$
Current		
Refuse restoration	2,410,000	5,500,000
Long service leave	354,095	329,285
	<u>2,764,095</u>	<u>5,829,285</u>
Non-current		
Refuse restoration	1,527,727	1,496,647
Long service leave	2,021,093	2,126,293
	<u>3,548,820</u>	<u>3,622,940</u>

Details of movements in provisions:

Refuse restoration		
Balance on 1 July 2016	6,996,647	6,908,169
Increase in provision due to unwinding of discount	31,080	88,478
Capping works at Mareeba Landfill	(3,090,000)	-
Balance at end of financial period	<u>3,937,727</u>	<u>6,996,647</u>

Restoration of the Old Mareeba Landfill site commenced in the 2016/17 financial year. It will be completed in the 2017/18 financial year. This is the present value of the estimated cost of restoring the refuse disposal site to a useable state at the end of its useful life.

Long service leave		
Balance at beginning of financial year	2,455,578	2,354,067
Long service leave entitlement arising	402,009	401,161
Long service entitlement paid	(482,399)	(299,650)
Balance at end of financial period	<u>2,375,188</u>	<u>2,455,578</u>

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

21 Commitments for expenditure

Operating leases

Payments made under operating leases are expensed in equal instalments over the accounting periods covered by the lease term, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property.

Note	2017 \$	2016 \$
Operating leases		
Minimum lease payments in relation to non-cancellable operating leases are as follows:		
Within one year	-	1,137
	<u>-</u>	<u>1,137</u>

Contractual commitments

Contractual commitments at end of financial period but not recognised in the financial statements are as follows:

Waste contracts	7,394,044	2,181,065
Cleaning contractors	269,625	434,392
	<u>7,663,669</u>	<u>2,615,457</u>

22 Contingent liabilities

Details and estimates of maximum amounts of contingent liabilities are as follows:

Local Government Mutual

Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or it is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution is to the total pool contributions in respect to any year that a deficit arises.

As at 30 June 2017 the financial statements reported an accumulated surplus and it is not anticipated any liability will arise.

Local Government Workcare

The Council is a member of the Queensland local government worker's compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided an Indemnity towards a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government workers compensation authority may call on any part of the guarantee should the above circumstances arise. The indemnity amount provided by Mareeba Shire Council as at 30 June 2017 in relation to the Local Government Workcare Bank Guarantee is \$223,025.

Mareeba Shire Council
Notes to the financial statements
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23 Superannuation

Council contributes to the Local Government Superannuation Scheme (Qld) (the scheme). The scheme is a Multi-employer Plan as defined in the Australian Accounting Standard AASB119 *Employee Benefits*.

The Queensland Local Government Superannuation Board, the trustee of the scheme, advised that the local government superannuation scheme was a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation.

The scheme has three elements referred to as:

The City Defined Benefits Fund (CDBF) which covers former members of the City Super Defined Benefits Fund

The Regional Defined Benefits Fund (Regional DBF) which covers defined benefit fund members working for regional local governments, and

The Accumulation Benefits Fund (ABF).

The ABF is a defined contribution scheme as defined in AASB 119. Council has no liability to or interest in the ABF other than the payment of the statutory contributions as required by the *Local Government Act 2009*.

The Regional DBF is a defined benefit plan as defined in AASB119. Council is not able to account for the Regional DBF as a defined benefit plan in accordance with AASB119 because the scheme is unable to account to Council for its proportionate share of the defined benefit obligation, plan assets and costs. The funding policy adopted in respect of the Regional DBF is directed at ensuring that the benefits accruing to members and beneficiaries are fully funded as they fall due.

To ensure the ongoing solvency of the Regional DBF, the scheme's trustee can vary the rate of contributions from relevant local government employers subject to advice from the scheme's actuary. As at the reporting date, no changes had been made to prescribed employer contributions which remain at 12% of employee assets and there are no known requirements to change the rate of contributions.

Any amount by which either fund is over or under funded would only affect future benefits and contributions to the Regional DBF, and is not an asset or liability of Council. Accordingly there is no recognition in the financial statements of any over or under funding of the scheme.

As at the reporting date, the assets of the scheme are sufficient to meet the vested benefits.

The most recent actuarial assessment of the scheme was undertaken as at 1 July 2015. The actuary indicated that "At the valuation date of 1 July 2015, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date.

In the 2015 actuarial report the actuary has recommended no change to the employer contribution levels at the time.

Under the *Local Government Act 2009* the trustee of the scheme has the power to levy additional contributions on councils which have employees in the Regional DBF when the actuary advises such additional contributions are payable - normally when the assets of the DBF are insufficient to meet members benefits.

There are currently 65 entities contributing to the Regional DBF plan and any changes in contribution rates would apply equally to all 65 entities. Mareeba Shire Council made less than 4% of the total contributions to the plan in the 2016-17 financial year.

The next actuarial investigation will be conducted as at 1 July 2018.

Note	2017 \$	2016 \$
The amount of superannuation contributions paid or payable by Council to the scheme in this period for the benefit of employees was:	5	1,722,533
	1,728,158	1,722,533

Mareeba Shire Council
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	2017	2016
Note	\$	\$
24 Operating lease Income		
Council has leased facilities to independent operators. The minimum lease receipts are as follows:		
Not later than one year	354,405	376,366
One to five years	1,626,183	1,294,357
Later than five years	3,423,995	3,862,353
	5,404,583	5,533,076

25 Trust funds
Trust funds held for outside parties

Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities

496,719	571,485
496,719	571,485

Council performs only a custodial role in respect of these monies. As these funds cannot be used by Council, they are not brought to account in these financial statements.

26 Reconciliation of net result for the period to net cash inflow (outflow) from operating activities

	2017	2016
Note	\$	\$
Net result	24,166,638	12,968,510
Non-cash items:		
Depreciation and amortisation	9,118,897	9,419,274
Finance costs	82,061	129,559
Finance income	(436,672)	(714,075)
	8,764,286	8,834,758
Investing and development activities:		
Net (profit)/loss on disposal of non-current assets	1,657,369	327,782
Capital grants and contributions	(14,834,483)	(6,343,383)
Donated assets	(174,759)	(2,165,151)
	(13,351,873)	(8,180,752)
Changes in operating assets and liabilities:		
(Increase)/ decrease in receivables	3,077,069	4,716,344
(Increase)/decrease in inventory	81,842	920,247
Increase/(decrease) in payables	(852,731)	1,621,284
Increase/(decrease) in provisions	(3,170,390)	101,511
	(864,210)	7,359,386
Net cash inflow from operating activities	18,714,841	20,981,901

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27 Financial instruments

Mareeba Shire Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk

This note provides information (both qualitative and quantitative) to assist statement users evaluate the significance of financial instruments to Council's financial position and financial performance, including the nature and extent of risks and how Council manages these exposures.

Financial risk management

Mareeba Shire Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council approves policies for overall risk management, as well as specifically for managing credit, liquidity and market risk.

Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. Council aims to manage volatility to minimise potential adverse effects on the financial performance of Council.

Mareeba Shire Council does not enter into derivatives.

Credit risk

Credit risk is the risk of financial loss if a counterparty to a financial instrument fails to meet its contractual obligations. These obligations arise principally from Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations. The carrying amount of financial assets represents the maximum credit exposure.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar state/ commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by Mareeba Shire Council.

Refer to Notes 9,10 and 11 for Council's financial assets, which represent Council's maximum exposure to credit risk.

Ageing of trade and other sundry receivables, excluding rates debtors and prepayments, and the amount of any impairment is disclosed in the following table:

	2017	2016
	\$	\$
Not past due	3,057,347	7,214,737
Past due 31-60 days	32,928	19,044
Past due 61-90 days	12,228	10,690
More than 90 days	186,290	36,393
Impaired	-	(1,887)
Total	3,288,793	7,278,976

Liquidity risk

Liquidity risk is the risk that Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

Mareeba Shire Council is exposed to liquidity risk through its normal course of business and through its borrowings with the Queensland Treasury Corporation.

Council manages its exposure to liquidity risk by maintaining a cash deposit to cater for unexpected volatility in cash flows.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

The following table sets out the liquidity risk in relation to financial liabilities held by Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
2017					
Trade and other payables	5,151,504	-	-	5,151,504	5,151,504
Loans - QTC	615,000	2,460,000	5,572,535	8,647,534	6,527,403
Finance leases	32,500	130,000	86,667	249,167	189,507
	<u>5,799,004</u>	<u>2,590,000</u>	<u>5,659,202</u>	<u>14,048,205</u>	<u>11,868,413</u>
	0 to 1 year	1 to 5 years	Over 5 years	Total contractual cash flows	Carrying amount
	\$	\$	\$	\$	\$
2016					
Trade and other payables	5,706,427	-	-	5,706,427	5,706,427
Loans - QTC	608,812	2,460,000	6,187,535	9,256,347	6,859,446
Finance leases	32,500	130,000	119,166	281,666	207,226
	<u>6,347,739</u>	<u>2,590,000</u>	<u>6,306,701</u>	<u>15,244,440</u>	<u>12,773,099</u>

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect Council's income or the value of its holdings of financial instruments.

Interest rate risk

Mareeba Shire Council is exposed to interest rate risk through investments and borrowings with QTC and other financial institutions.

Council has access to a mix of variable and fixed rate funding options through QTC so that interest rate risk exposure can be minimised. The impact of a reasonably priced change in interest rates (assumed to be 1%) would not be expected to have a material impact on Council's future profits or equity.

Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

The fair value of borrowings with QTC is based on the market value of debt outstanding. The market value of a debt obligation is the discounted value of future cash flows based on prevailing market rates and represents the amount required to be repaid if this was to occur at balance date. The market value of debt is provided by QTC and is disclosed in Note 18.

QTC applies a book rate approach in the management of debt and interest rate risk, to limit the impact of market value movements to clients' cost of funding. The book value represents the carrying value based on amortised cost using the effective interest method.

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

28 National Competition Policy

Business activities to which the code of competitive conduct is applied

The Mareeba Shire Council applies the competitive code of conduct to the following activities:

Water services
 Sewerage services
 Waste management
 Laboratory services
 Building services

This requires the application of full cost pricing, identifying the cost of community service obligations (CSO) and eliminating the advantages and disadvantages of public ownership within that activity.

The CSO value is determined by Council, and represents an activities cost(s) which would not be incurred if the primary objective of the activities was to make a profit. Council provides funding from general revenue to the business activity to cover the cost of providing non-commercial community services or costs deemed to be CSO by Council.

The following summary of activity statements are for activities subject to the competitive code of conduct. A detailed statement can be requested from Council.

	Water services 2017 (\$'000)	Sewerage services 2017 (\$'000)	Waste management 2017 (\$'000)	Laboratory services 2017 (\$'000)	Building services 2017 (\$'000)
Revenue for services provided to the Council	300	38	-	90	-
Revenue for services provided to external clients	5,254	4,712	6,240	189	102
Community service obligations	-	119	-	-	15
	5,554	4,869	6,240	279	117
Less : Expenditure	5,051	2,941	5,398	342	116
Surplus/(deficit)	503	1,928	842	(63)	1

Description of CSO provided to business activities:

Only Council's sewerage and building certification activities include any community service obligations.

Activities	CSO description	Net cost (\$'000)
Sewerage	For providing free services to public areas and supporting small schemes	119
Building Services	For providing the same fee across the shire regardless of distance travelled from main office	15

Mareeba Shire Council
Notes to the financial statements
 For the year ended 30 June 2017

29 Transactions with related parties

(a) Transactions with key management personnel (KMP)

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities or indirectly, including any director (whether executive or otherwise) at Council. KMP include the Mayor, councillors, council's Chief Executive Officer and some executive management.

Remuneration category	2017 \$
Short-term employee benefits	1,133,165
Post-employment benefits	27,158
Long-term benefits	34,989
Termination benefits	-
Total KMP remuneration	1,195,322

Detailed remuneration disclosures are provided in the annual report.

(b) Transactions with other related parties

Other related parties include the close family members of KMP and any entities controlled or jointly controlled by KMP or their close family members. Close family members include a spouse, child and dependent of a KMP or their spouse.

Details of transactions between Council and other related parties include:

Transaction type	2017 \$	Additional information
Purchase of materials and services from entities controlled by KMP	373,169	31(b)(i)
Employee expenses for close family members of KMP	78,869	31(b)(ii)
Total	452,038	

(i) Council purchased the following material and services from entities that are controlled by members of KMP. All materials and services purchased from entities controlled by KMP were at arms length and were in the normal course of Council's operations.

Waste contract services	352,077
Plant hire	17,133
Minor purchases (magazines and newspapers)	3,980
	<u>373,169</u>

(ii) All close family members of KMP were employed through an arms length process. They are paid in accordance with the Award for the job they perform.

(c) Outstanding balances

Mareeba Shire Council did not have any outstanding balances with other related parties for the 2016/17 Financial year

(d) Loans and guarantees to/from related parties

Council does not make loans to or receive loans from related parties. No guarantees have been provided.

(e) Commitments to/from other related parties

Council entered into a contract for waste services with EVY Entertainment, a entity owned by Cr Edward Brown. The contract took effect on 1 July 2015. The contract's initial value was \$318,527, with the value then increasing by CPI each year, for a total term of three years. The contract was the result of a tender process in accordance with Council's normal procedures and policies and an independent probity audit was conducted, Cr Edward Brown was not involved in the decision to award this contract.

(f) Transactions with related parties that have not been disclosed

Most of the entities and people that are related parties of Council live and operate within the Mareeba Shire Council. Therefore on a regular basis, ordinary citizen transactions occur between Council and its related parties. Some examples:

- Payment of rates
- Dog registration
- Use of the public pool
- Borrowing books from a Council library

Council has not included these types of transactions in its disclosure, where they are made on the same terms and conditions available to the general public.

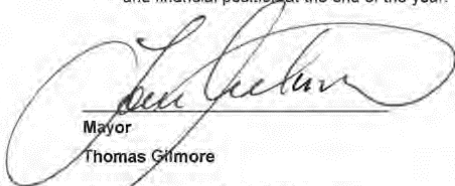
Mareeba Shire Council
Financial statements
For the year ended 30 June 2017

Management Certificate
For the year ended 30 June 2017

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects;
- (ii) the general purpose financial statements, as set out on pages 1 to 34, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial period and financial position at the end of the year.



Mayor
Thomas Gilmore

Date: 6, 10, 17



Chief Executive Officer
Peter Franks

Date: 6, 10, 17

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Mareeba Shire Council

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Mareeba Shire Council.

In my opinion, the financial report:

- a) gives a true and fair view of the Council's financial position as at 30 June 2017, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including significant accounting policies and other explanatory information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial report* section of my report.

I am independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises the information included in Mareeba Shire Council's annual report for the year ended 30 June 2017, but does not include the financial report and my auditor's report thereon. At the date of this auditor's report, the other information prepared and approved by the Councillors was the current year financial sustainability statement and long-term financial sustainability statement.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have expressed a separate opinion on the current year financial sustainability statement.

In connection with my audit of the financial report, my responsibility is to read the other information approved by the Councillors and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the Council for the financial report

The Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the Council determines is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The Council is also responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the Council or to otherwise cease operations.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- Conclude on the appropriateness of the Council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Council to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s.40 of the *Auditor-General Act 2009*, for the year ended 30 June 2017:

- a) I received all the information and explanations I required.
- b) In my opinion, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.




C G STRICKLAND CA
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Mareeba Shire Council
Current Year Financial
 For the year ended 30 June 2017

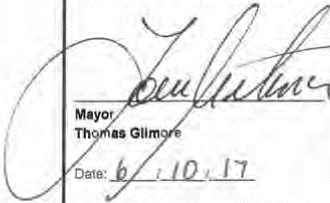
Measures of Financial

Council's performance at 30 June 2017 against key financial ratios and targets:

	How the measure is calculated	Actual - Council	Target
Operating surplus ratio	Net result (excluding capital items) divided by total operating revenue (excluding capital items)	21%	Between 0% and 10%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.	291%	Greater than 90%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue (excluding capital items)	-57%	Not greater than 60%

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from Council's audited general purpose financial statements for the year ended 30 June 2017.

Certificate of Accuracy	
For the year ended 30 June 2017	
This current-year financial sustainability statement has been prepared pursuant to Section 178 of the <i>Local Government Regulation 2012</i> (the regulation).	
In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.	
 Mayor Thomas Gilmore Date: <u>6, 10, 17</u>	 Chief Executive Officer Peter Franks Date: <u>6, 10, 17</u>

**Mareeba Shire Council
 Long-Term Financial Sustainability
 Prepared as at 30 June 2017**
Measures of Financial Sustainability

Measure	Target	Actual at 30 June 2017	Projected for the years ended										
			30 June 2018	30 June 2019	30 June 2020	30 June 2021	30 June 2022	30 June 2023	30 June 2024	30 June 2025	30 June 2026		
Operating surplus ratio	Net result divided by total operating revenue Between 0% and 10%	21%	9%	8%	8%	7%	6%	6%	6%	6%	6%	6%	6%
Asset sustainability ratio	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense Greater than 90%	291%	56%	99%	98%	102%	109%	109%	93%	94%	94%	94%	109%
Net financial liabilities ratio	Total liabilities less current assets divided by total operating revenue Not greater than 50%	-57%	-75%	-76%	-82%	-88%	-89%	-89%	-85%	-101%	-107%	-106%	-106%

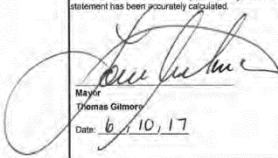
Mareeba Shire Council's Financial Management Strategy

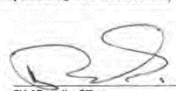
Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

For the long-term financial sustainability statement prepared as at 30 June 2017

This long-term financial sustainability statement has been prepared pursuant to Section 178 of the Local Government Regulation 2012 (the regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.


 Mayor
 Thomas Gilmore
 Date: 6, 10, 17


 Chief Executive Officer
 Peter Franks
 Date: 6, 10, 17

INDEPENDENT AUDITOR'S REPORT

To the Councillors of Mareeba Shire Council

Opinion

I have audited the accompanying current year financial sustainability statement of Mareeba Shire Council for the year ended 30 June 2017, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with section 212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Mareeba Shire Council for the year ended 30 June 2017 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General of Queensland Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the Council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises the information included in Mareeba Shire Council's annual report for the year ended 30 June 2017, but does not include the current year financial sustainability statement and my auditor's report thereon. At the date of this auditor's report, the other information prepared and approved by the Councillors was the general purpose financial statements and long-term financial sustainability statement.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government regulation 2012, I have expressed a separate opinion on the general purpose financial report.

In connection with my audit of the financial report, my responsibility is to read the other information approved by the Councillors and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the Council for the current year financial sustainability statement

The Council is responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The Council's responsibility also includes such internal control as the Council determines is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement


My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the Council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



C G STRICKLAND CA
as delegate of the Auditor-General



Queensland Audit Office
Brisbane

ITEM-7 PUBLIC LIABILITY INSURANCE

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Manager Development and Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

As part of the policy review process the Standard Requirements for Public Liability Insurance for Approval Holders has been reviewed and the updated policy is attached and is recommended for adoption by Council.

OFFICER'S RECOMMENDATION

"That the Standard Requirements for Public Liability Insurance for Approval Holders be adopted by Council."

BACKGROUND

Council enters into numerous agreements and arrangements with other parties including the lease and rental of Council properties, the provision of goods and services and the granting of permits and approvals under Council's local laws or government legislation.

The purpose of this Standard is to provide advice with respect to the Council's requirement that approval holders must have in force during the period of currency of the approval, a Public Liability insurance policy for a specified amount which indemnifies Council against loss, damage or injury caused by the activities conducted by the approval holder.

Applications made under council local laws must be accompanied by documentary evidence of current and sufficient public liability insurance for the following activities:

- Commercial Use of Local Government Controlled Areas and Roads, including:
 - Goods on Footpaths
 - Sandwich Boards
 - Outdoor Dining
 - Busking
 - Roadside Vending
 - Conduct of Commercial Activities on Reserves
 - Other Commercial Use of Local Government Controlled Areas, facilities or roads.

- Erection or installation of structures on Local Government Controlled Areas or Roads or the carrying out of works within a road reserve or the interference with roads:

- Applications to install a gate, grid or pipeline in, on, under or across a Council road
 - Installation of driveways/crossovers within Council road reserves
 - Tradesmen/others carrying out work on a footpath eg a builder renovating a shop front and utilising part of the footpath to undertake the works
 - Contractors engaged by Council carrying out work on roads or footpaths
 - Transport of large, oversize objects along a Council road e.g. house removal
- Conduct of events on Council roads or in parks, reserves, buildings or other facilities owned or controlled by Council e.g. festivals, shows, sporting events or activities
 - Erection of signage or installation or display of advertising devices on or within Council roads or property that are visible from a road or other public place
 - Lessees of Council facilities e.g. swimming pools, sporting fields, caravan parks, vacant land or reserves

LINK TO CORPORATE PLAN

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

CONSULTATION

Internal
Nil

External
Insurance provider

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

The purpose of this document is to provide advice with respect to the Council's requirement that approval holders must have in force during the period of currency of the approval, a Public Liability insurance policy for a specified amount which indemnifies Council against loss, damage or injury caused by the activities conducted by the approval holder.

POLICY IMPLICATIONS

All policies, guidelines, process, fact sheets, or applications with reference to Public Liability identified in the Standard Requirements for Public Liability Insurance for Approval Holders will be updated to reflect the adjustments made.

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

All future applications will be required to meet the new public liability requirements.

ATTACHMENTS

1. Standard Requirement for Public Liability Insurance for Approval Holders

Date Prepared: 3 November 2017



Standard Requirements for Public Liability Insurance for Approval Holders

Council Policy <input checked="" type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input checked="" type="checkbox"/>
Draft <input checked="" type="checkbox"/>	Final <input type="checkbox"/>	Version: 1.1
File ref:		Policy Section:
Date Adopted:		Review Date: 14/01/2019
Author: Compliance Coordinator		Review Officer: Manager Development & Governance

**Standard Requirements for Public Liability Insurance for Approval Holders****CONTENTS**

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**Standard Requirements for Public Liability Insurance for Approval Holders****1. INTRODUCTION**

As a normal part of its activities, the Council enters into numerous agreements and arrangements with other parties including the lease and rental of Council properties, the provision of goods and services and the granting of permits and approvals under Council's local laws or government legislation (such other parties hereinafter collectively referred to as 'approval holders').

The purpose of this document is to provide advice with respect to the Council's requirement that approval holders must have in force during the period of currency of the approval, a Public Liability insurance policy for a specified amount which indemnifies Council against loss, damage or injury caused by the activities conducted by the approval holder.

2. SCOPE**Types of approvals for which Public Liability insurance is required**

Applications made under Council local laws must be accompanied by documentary evidence of current and sufficient public liability insurance for the following activities:

- Commercial Use of Local Government Controlled Areas and Roads, including
 - Goods on Footpaths
 - Sandwich Boards
 - Outdoor Dining
 - Busking
 - Roadside Vending
 - Conduct of Commercial Activities on Reserves
 - Other Commercial Use of Local Government Controlled Areas, facilities or roads.
- Erection or installation of structures on Local Government Controlled Areas or Roads or the carrying out of works within a road reserve or the interference with roads:
 - Applications to install a gate, grid or pipeline in, on, under or across a Council road
 - Installation of driveways/crossovers within Council road reserves
 - Tradesmen/others carrying out work on a footpath eg a builder renovating a shop front and utilising part of the footpath to undertake the works
 - Contractors engaged by Council carrying out work on roads or footpaths
 - Transport of large, oversize objects along a Council road eg house removal
- Conduct of events on Council roads or in parks, reserves, buildings or other facilities owned or controlled by Council eg festivals, shows, sporting events or activities
- Erection of signage or installation or display of advertising devices on or within Council roads or property that are visible from a road or other public place
- Lessees of Council facilities eg swimming pools, sporting fields, caravan parks, vacant land or reserves

3. BACKGROUND INFORMATION**Why the requirement to hold Public Liability Insurance indemnifying Council?**

In general, the requirement to hold Public Liability insurance will apply to any applicant seeking a lease, licence, permit or other approval involving Council owned or controlled land or property.

**Standard Requirements for Public Liability Insurance for Approval Holders**

In response to the question 'why is it necessary for the abovementioned applicants to hold adequate public liability cover', the short answer is "protection". That is, protection for the applicants in a situation where failure to have any, or any adequate, cover could result in an applicant being rendered bankrupt when he/she cannot meet an award of damages.

The second protection aspect is protection for the injured party/parties. Where these parties are injured because of the negligence of the applicant, they should be entitled to compensation, but if the applicant is impecunious, then the injured party will be forced to bear the full cost of having their injuries treated, including costs associated with treating long term effects of the injury eg permanent disablement.

Thirdly, there is some level of protection for Council in that where adequate cover is held by the applicant/approval holder, there can be less tendency to search for another 'target' which will often be the Council. Because the activity for which the lease, licence, permit or other approval is sought involves the use of land or facilities owned or controlled by the Council, the Council is potentially liable in the event that loss, damage or injury occurs as a result of the activity being conducted. While the actual conduct of the activity may be totally out of the Council's hands with no Council involvement whatsoever in the circumstances surrounding the incident leading to the loss, damage or injury suffered, the fact that it occurs on Council property with Council approval leaves the Council open to litigation.

A standard indemnity clause is as follows:

The (hirer/approval holder) agrees to indemnify, and keep indemnified, and to hold harmless the Council, its servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against them, or any of them, arising out of, or in relation to the (hiring arrangement/conduct of the activity for which the approval has been granted).

It is imperative that the person conducting the activity (the approval holder) holds appropriate Public Liability insurance.

4. PUBLIC LIABILITY INSURANCE REQUIREMENTS**4.1 AMOUNT OF PUBLIC LIABILITY INSURANCE REQUIRED**

The amount of Public Liability insurance required to be held will vary between \$5M and \$20M depending on the nature of the approval being sought and/or the activity/ies to be conducted. The minimum of \$5M and maximum of \$20M may be varied by Council from time to time depending on advice from its Public Liability insurers, the quantum of damages awards being made by the Courts in Public Liability cases, and what is generally accepted as the norm as far as Public Liability insurance cover is concerned.

In terms of what approvals or activities require cover of \$5M and what approvals or activities require cover of \$20M, has been determined by a risk assessment carried out by Council. The risk assessment will explore the potential risks to Council of granting a lease, licence, permit or other approval.

The likelihood of something happening and the consequences of it happening determine the level of risk.

If for instance, it is very likely or almost certain that the conduct of a particular activity has the potential to create a situation where death or serious injury could occur, then the level of risk would be considered to be Extreme and would require the maximum Public Liability cover of up to \$20M.

On the other hand, if the conduct of an activity was highly unlikely to give rise to an accident or incident, the consequences of which would be insignificant or minor in any case, the level of risk would be considered Low and would require the minimum cover of \$5M.


Standard Requirements for Public Liability Insurance for Approval Holders

The following tables will be used to assess the level of risk and the appropriate sum insured. As a guide, activities which are assessed as having a Low or Moderate risk will require the minimum cover of \$5M and activities which are assessed as having a High or Extreme risk will require cover of up to \$20M.

Table 1 - Qualitative measures of consequence or impact

Level	Descriptor	Example detail description
1	Insignificant	No significant injuries, low financial loss, negligible damage to, or loss of, assets/property
2	Minor	Small number of injuries, first-aid or out-patients treatment required, medium financial loss, minor property loss/damage - some repairs may be required
3	Moderate	A number of injuries - medical treatment and hospitalisation required - may also require long-term treatment, high financial loss, moderate to high property damage requiring repair or replacement
4	Major	Extensive injuries requiring hospitalisation and long-term treatment - small number of fatalities, major financial loss, significant/permanent damage to assets and/or infrastructure
5	Catastrophic	Potentially large numbers of serious injuries and fatalities, huge financial loss, widespread substantial/permanent damage to assets and/or infrastructure

Table 2 Qualitative measures of likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances, say a number of times a month - >90% chance of occurring
B	Likely	Will probably occur in most circumstances, say about once a year - 50-90% chance of occurring
C	Possible	Might occur at some time, say once every 2-5 years - 20-50% chance of occurring
D	Unlikely	Could occur at some time, say once in 10 years - 1-20% chance of occurring
E	Rare	May occur only in exceptional circumstances - <1% chance of occurring

Table 3 Qualitative risk analysis matrix - level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Legend:

- E: extreme risk, immediate action required
- H: high risk, senior management action needed
- M: moderate risk, management responsibility must be specified
- L: low risk, manage by routine procedures

**Standard Requirements for Public Liability Insurance for Approval Holders**

See **attached Risk Assessment** showing various activities for which Public Liability insurance is required and required level of cover.

4.2 WORDING ON THE PUBLIC LIABILITY INSURANCE POLICY DOCUMENT

To ensure that Council is indemnified against liability arising from acts of negligence by persons conducting events or activities on Council owned or controlled property, it is a requirement that Council is included as an insured party on any policy taken out by an applicant for a lease, licence, permit or other approval.

Insurance companies will generally utilise one of three main options for how a Council appears named on an insurance contract, these being:

- a) As a Named Insured - this enables Council to actually make a claim in its own right under the policy;
- b) As an Interested Party - Council is not deemed a party to the insurance contract but can still make a claim under the policy; and
- c) With Interests Noted on Policy - Council has an insurable interest only but no "right to claim" under the policy.

Council's preference is to be included as a Named Insured on any policy (a) above) and applicants for Public Liability insurance are required to advise their insurance company of this when negotiating the policy.

Council may, at its discretion, accept naming as an Interested Party (b) above) depending on the type of activity being conducted and the level of risk involved.

Council will not accept having Interests Noted on Policy (c) above).

In the event that an applicant for a policy is advised by their proposed insurer that the company will not allow Council to be added to the policy (possibly more relevant to global insurance companies), the applicant should shop around and only deal with companies who have cover with local insurers who will add Council as a Named Insured or Interested Party.

4.3 EXEMPTION FROM HAVING TO HOLD PUBLIC LIABILITY INSURANCE

In certain circumstances, Council may waive the requirement to hold Public Liability insurance. These circumstances include:

- **Where Council is prepared to accept full responsibility for Public Liability insurance issues such as:**
 - o Lease arrangements for Council owned facilities such as swimming pools and caravan parks where Council's responsibility for Public Liability insurance cover is negotiated as part of the lease agreement
 - o Public events where Council partners with an external organisation in the running of the event and has some control of the activities taking place and the arrangement is approved by Council's Public Liability insurer
 - o Contractual arrangements where the Council agrees to indemnify a contractor engaged by Council for the contractor's negligence and the contract is negotiated on this basis
 - o Use of privately owned land or facilities by Council for public purposes where Council has some degree of operational control eg use of land owned by another party for a public carpark

**Standard Requirements for Public Liability Insurance for Approval Holders**

- **Where a permit is required to be obtained under a local law but the activity takes place on private property.**

An example might be where a permit is required to erect advertising signage but the sign is actually located on private property. The main objective of Council in requiring a permit to erect the sign might simply be to retain some sort of control of the aesthetic/visual pollution aspects of signage and trying to avoid a proliferation of unsightly advertising devices cluttering up the landscape. However, if the permit is granted and the sign is erected on private property in accordance with approved construction standards, then ongoing responsibility for Public Liability issues associated with the sign should rest with the property owner.

The situation is different where a sign is erected on a building or awning that encroaches over a Council footpath or other public space and the sign is therefore suspended above Council owned or controlled land. In this instance, persons using the public space could potentially be injured if the sign fell on them and the requirement to indemnify Council would apply.

- **Where a person is a Casual Hirer of a Council facility eg a Hall or Meeting Room.**

Council holds appropriate Casual Hirers cover, which provides liability cover to the users of Council facilities, as part of its own Public Liability insurance policy. The cover is available to natural persons who are non-commercial, not incorporated, not for profit, and irregular users of Council facilities. Casual Hirers are defined as Third Parties who hire Council facilities no more than a total of 10 days over a 12 month period.

No cover is provided for not for profit groups or activities, incorporated bodies, sporting clubs or associations of any kind. If a fee or charge is imposed then there is no cover, even if no profit is made or all profits are donated to a charity.

The rationale behind these restrictions is that these particular bodies are, in most cases, engaged in other activities that prudent bodies would obtain Public Liability insurance to cover. Also, some of these bodies are required by law to have Public Liability insurance.

5. REVIEW

It is the responsibility of the Manager Development & Governance to monitor the adequacy of these standard requirements and recommend appropriate changes. This document will be formally reviewed every two years or as required by Council.

6. RELATED DOCUMENTS

Council's Local Laws and Subordinate Local Laws
Civil Liability Act 2003

7. ATTACHMENTS

1. Risk Assessment and Public Liability Amounts by Activity


Standard Requirements for Public Liability Insurance for Approval Holders
RISK ASSESSMENT - ACTIVITIES FOR WHICH PUBLIC LIABILITY INSURANCE REQUIRED

Activity	Potential Risks	Likelihood	Consequence	Risk Level	Recommended level of cover
Goods on Footpaths (this could include tables set up on footpaths to sell raffle tickets etc)	<ul style="list-style-type: none"> ° Someone could walk into the goods or trip on them ° Could partially block footpath and force some pedestrians out onto roadway to get around them - potential to be hit by a car ° A strong wind might pick up some items and cause them to strike pedestrians or vehicles or other property 	D E E	3 4 2	Moderate High Low	\$5.0M
Sandwich Boards/Temporary & Portable Advertising Devices	<ul style="list-style-type: none"> ° Someone could trip on them or walk into them ° A strong wind might pick them up and cause them to strike a pedestrian or vehicle or shop front ° They may cause a distraction to drivers and cause an accident 	D E D	3 2 4	Moderate Low High	\$5.0M
Outdoor Dining	<ul style="list-style-type: none"> ° Someone could walk into, or trip on, the tables and chairs ° Could potentially block footpath and force some pedestrians out onto the roadway to get around them - potential to be hit by a car ° A strong wind might pick up the tables and chairs and cause them to strike pedestrians, vehicles or other property ° A vehicle might mount the footpath and strike diners seated at the tables 	D E E D	3 4 2 4	Moderate High Low High	\$10.0M
Busking	<ul style="list-style-type: none"> ° Someone may trip over the busker's equipment ° Depending on the act being performed by the busker eg juggling, fire-eating, someone may be injured if a mistake is made by the busker 	D D	3 2	Moderate Low	Covered by Busker's policy taken out by Council (except for acts involving knives and fire). \$1.0M for dangerous acts such as fire eating and knife throwing although these types of acts will generally not be approved
Roadside Vending	<ul style="list-style-type: none"> ° Potential for vehicle accident if vendor's vehicle or stall is parked/placed too close to carriage way ° Vending activity may cause a distraction to drivers, causing an accident ° Risk of food poisoning from foodstuffs sold by vendor 	D D D	4 4 4	High High High	\$10.0M
Gates/Grids	<ul style="list-style-type: none"> ° Missing signage warning of gate or grid - vehicle accident ° Grid may be damaged causing vehicle accident ° Approaches to grid not maintained causing vehicle accident ° Approaches may not have correct gradient causing vehicles to become airborne at speed 	D D D D	4 4 4 4	High High High High	Licensed Gate \$10.0M Grid \$10.0M
Pipelines	<ul style="list-style-type: none"> ° Trenching in which pipe is laid may subside causing vehicle damage or accident ° Piping laid across unsealed road may become exposed over time causing damage to vehicles ° Pipe may burst under the road causing damage to the road, precipitating an accident 	D E D	3 1 4	Moderate Low High	\$10.0M
Installation of Driveways and Crossovers	<ul style="list-style-type: none"> ° Trip hazard for pedestrians using footpath ° Incorrectly installed pipe crossover may cause drainage/flooding issues ° May cause vehicle damage or accident if not installed or signed properly (eg pipe crossovers in rural location) 	D D D	3 2 3	Moderate Low Moderate	Only required for non-compliant driveways and crossovers: Urban \$5.0M Rural Pipe/Culvert \$10.0M

Standard Requirements for Public Liability Insurance for Approval Holders

Tradesmen utilising Footpath	People tripping or walking into equipment or materials being used on job	D	3	Moderate	Minor Works \$10.0M Major Works \$20.0M
	Injury caused by tools and equipment being used	D	2	Low	
	People being hit by falling objects eg wall/awning collapse	D	2	Low	
	People being forced to use roadway to bypass works being carried out on footpath - potential to be hit by car	E	4	High	
Contractors engaged by Council carrying out works on roads or footpaths	Injury to member of public by machinery, tools, materials, equipment etc being used on the job	C	4	High	Minimum cover of \$20.0M or such other higher amount as determined by the Director Infrastructure Services depending on the works being undertaken
	Damage to vehicles or property as a result of works being carried out	C	2	Moderate	
	Vehicle accident caused by conduct of works	C	4	High	
	Services (eg water mains) being damaged and causing problems (eg flooding) for properties in vicinity	D	1	Low	
	Impact on businesses where works prevent ready access to business premises - economic loss	D	3	Moderate	
Transport of large objects eg House Removals	Damage to Council infrastructure eg bridges roads, signage	C	3	High	\$20.0M
	Load shifting/falling causing damage to other vehicles/injury to people	D	5	Extreme	
	Vehicle accident caused by motorists trying to pass wide load at inappropriate opportunity	D	5	Extreme	
Conduct of Events on Council controlled land or property	Slip or trip hazards	C	3	High	Minor Events \$10.0M Major Events \$20.0M
	Injury to member of public by event activities being conducted eg fireworks, horse riding, machinery and vehicle movements	C	4	High	
	Injuries caused by amusement rides, jumping castles and similar equipment	D	4	High	
	Injury caused by animals taking part in event - biting, chewing, trampling, poisoning etc	D	2	Low	
	Food poisoning	D	4	High	
	Electrical hazards, leads running across ground etc	D	4	High	
	Inadequate traffic control where road closures involved resulting in injury	D	4	High	
	Injury from environmental hazards: standing water, unshielded drops or falls, tree hazards, hazardous substances, fire, building or structure collapse etc	D	4	High	
Erection of signage/advertising devices on Council roads or property	Signage could fall, be blown over or picked up by a strong wind, causing injury or damage to persons or property	D	2	Low	\$5.0M
	Signage could distract motorists or obscure vision, causing an accident	E	4	High	
Lessees of Council facilities	Risk of drowning (pools) and failure to provide adequate supervision	D	4	High	Commercial Leases: Pools or any facility with a Pool
	Injury from slip and trip hazards eg slippery or wet floors, uneven surfaces etc	C	3	High	
	Inadequate signage re No Diving, Shallow Water etc at pools and injury/death caused by diving into shallow water	D	4	High	
	Inadequate water treatment or plant/equipment failure causing illness from water not being properly treated				
	Injury caused by activities of lessee - eg mowing of grounds				
	Food poisoning from foodstuffs sold by lessee at a kiosk operated by the lessee				
	Faulty equipment causing injury to patrons/users of facility				

ITEM-8 DESEXING PROGRAM - FRIENDS OF THE ANIMALS (FOTA)

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Manager Development & Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

Council is committed to reducing the number of unwanted dogs and puppies in an attempt to reduce the number of dogs abandoned or found wandering each year.

It is proposed that Council provide \$4,000 to Friends of the Animals (FOTA) for the purpose of providing assistance with desexing for residents within Mareeba Shire as part of a desexing program.

OFFICER'S RECOMMENDATION

"That Council approve a donation to Friends of the Animals for an amount of \$4,000 to carry out a desexing program to approved recipients in the Mareeba Shire only."

BACKGROUND

Council is aware of situations where desexing could alleviate issues concerning dog ownership. This would include such things as the number of unwanted dogs and puppies, dogs being abandoned etc. In some situations the owners cannot afford to desex their dogs and while Council works with FOTA and local vets to discount the costs this is sporadic.

Procedure and Conditions for conducting desexing program:

The \$4,000 donation will be provided to FOTA to allow them to run the program. The program's objective is to prevent future impoundments and unwanted pregnancies.

General conditions and eligibility criteria (listed below) will be given to FOTA to follow when assessing who would receive the vouchers:

- Applicants are Mareeba Shire residents;
 - The dog must be registered and reside in the Mareeba Shire;
 - A maximum of one (1) voucher per eligible person; and
 - There must be a genuine financial need as established by FOTA.
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LINK TO CORPORATE PLAN

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

CONSULTATION*Internal*

Supervisor Health & Local Laws

External

Friends of the Animals

Local Vets

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Included in 2017/2018 budget

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Nil

Date Prepared: 1 November 2017

ITEM-9 DELEGATIONS UPDATE NOVEMBER 2017

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Manager Development and Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

"That:

1. Council delegates the exercise of the powers contained in the attached Tables of Delegable Powers to the Chief Executive Officer, with such powers to be exercised subject to any limitations.
2. Any prior delegations of power relating to the same matters contained in the attached Tables of Delegable Powers are revoked."

BACKGROUND

Council have delegated to the Chief Executive Officer the necessary statutory powers under various pieces of legislation to enable him to effectively perform the requirements of his role and efficiently manage the operations of the Council.

Council subscribes to a monthly delegations update service provided by MacDonnells Law, under which MacDonnells review the myriad pieces of legislation that provide statutory powers to local government and they then advise the subscribing Councils of any changes to legislation that require amendment of existing delegations or new delegations to be made by Council.

The attached Tables of Delegable Powers display the legislation recently reviewed by MacDonnells and the amendments or additions to be made as a result thereof. If you require the Table of Delegable Powers in its entirety please contact Manager Development and Governance.

The updates provided are for minor administrative changes and changes to the terminology used. It is envisaged that the changes will not result in any change to Councils operations.

Waste Reduction and Recycling Act 2011 ('WRRRA')

The WRRRA has been amended by the *Waste Reduction and Recycling Amendment Act 2017*. The amendment has resulted in new powers around the beverage container refund scheme and changes to powers that relate to end of waste codes and approvals.

Water Supply (Safety and Reliability) Act 2008 ('WSSR')

The WSSR has been amended by the *Water Legislation (Dam Safety) Amendment Act 2017* and the *Planning (Consequential) and Other Legislation Amendment Act 2016*. Minor updates to the Table of Delegable Powers to include some additional powers which were omitted from the prior version of the Table.

Planning Act 2016 ('PLAA')

Minor updates to the Table of Delegable Powers which were omitted from the prior version of the Table.

Local Government Act 2009 ('LOGA')

The LOGA has been amended and the amendment has resulted in clarification of the powers available to local government in accordance with section 69(2) of the Act as it relates to road closures as well as correction of minor formatting and typographical inaccuracies.

Limitations to the Exercise of Power

All delegations are made subject to the following limitations:

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, the delegate in exercising delegated power in relation to that matter, will only commit the Council to reasonably foreseeable expenditure up to the amount allocated.
 2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, the Council's relations with the public at large.
 3. The delegate will not exercise any delegated power in relation to a matter which has already been the subject of a resolution or other decision of the Council (including a policy decision relating to the matter).
 4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
 5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
 6. The delegate will not exercise any power which cannot lawfully be the subject of delegation by Council.
 7. Where the delegate refuses a particular matter, or an appeal is made in respect of the delegate's decision, the delegate will refer the matter to Council.
 8. Where enforcement action is taken such as the issue of a notice or an order requiring compliance, the details of such action will be reported to Council for information.
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9. The delegate will not exercise any delegated power where an application under a planning scheme would result in conflicting land uses, including an existing use or existing use right.

LINK TO CORPORATE PLAN

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

CONSULTATION

Internal

Director Corporate and Community Services

External

MacDonnells Law

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

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Amendments to Tables of Delegable Powers

Date Prepared: 31 October 2017

**Delegable Powers under the
Waste Reduction and Recycling Act 2011 ("WRRRA")**

CHAPTER 4 – MANAGEMENT OF PRIORITY PRODUCTS AND PRIORITY WASTE

Part 3B - Beverage container refund scheme

Division 3 – Refund amounts for empty containers and container refund points

Subdivision 3 – Container refund points

Entity power given to	Section of WRRRA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Person	99ZA(3)(a)	Power to ask the Organisation, in writing, to enter into a container collection agreement for the purpose of the person operating a container refund point.				

Division 4 – Recovery amounts for empty containers recycled by material recovery facilities

Entity power given to	Section of WRRRA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Operator	99ZF(4)(a)	Power to ask the Organisation, in writing, to enter into a material recovery agreement for the purpose of claiming recovery amounts for containers.				

Division 6 - Miscellaneous

Entity power given to	Section of WRRRA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Operator	99ZY(2)	Power to apply to the chief executive for an exemption (an extraordinary circumstances exemption).				

CHAPTER 8 – PROVISIONS FOR END OF WASTE
Part 2 - End of Waste Codes
Division 3- Amendment, cancellation or suspension of end of waste codes

Entity power given to	Section of WRRRA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Person	168 (4)	Power to apply to the Chief Executive to amend an end of waste code.				
Applicant	170(2)	Power to agree to extend the stated period.				

Division 4- Registration of end of waste resource
producers

Person	173B(3)	Power to give the Chief Executive notice, in the approved form, that it is no longer a registered resource producer for an end of waste code.				
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Part 3 - End of Waste Approvals
Division 1 – Grant of end of waste approvals

Applicant	173J(2)	Power to agree to extend the stated period.				
Person	173Q(4)	Power to apply to the Chief Executive to extend an end of waste approval.				
Holder	173L(1)	Power to apply to the Chief Executive, on 1 occasion, to extend the approval.				
Holder	173M(1)	Power to apply to the Chief Executive to amend the approval.				
Holder	173O(1)	Power to apply to the Chief Executive to transfer the approval to another person.				
Proposed Transferee	173O(2)	Power to consent to a proposed transfer.				

Division 2 – Transfer or amendment of end of waste approvals on application

Entity power given to	Section of WARA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Holder of an end of waste approval	173S(1)	Power to apply to the Chief Executive to: (a) amend the approval; transfer the approval to another person;				
Applicant	173I(2)	Power to agree to extend the stated period.				

Division 3 – Amendment, cancellation or suspension of end-of-waste approval						
Entity power given to	Section of WRRRA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Holder of an end-of-waste approval	173(2)(f)	Power to make a written submission to the Chief Executive about why the proposed action should not be taken.				
CHAPTER 8A – GENERAL PROVISIONS FOR APPROVALS						
Part 3 - Amendment, suspension or cancellations						
Entity power given to	Section of WRRRA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Holder	173B(3)(f)	Power to, within a stated period (the show cause period), make a written submission to the Chief Executive about why the proposed action should not be taken.				

Part 4 - Miscellaneous

<u>Entity power given to</u>	<u>Section of WRRRA</u>	<u>Description</u>	<u>Delegation to the CEO / Date of Resolution</u>	<u>Sub-Delegation to Officers</u>	<u>Date of Sub-Delegation</u>	<u>Limitations and Conditions</u>
<u>Holder</u>	<u>173ZE</u>	Power to surrender the approval by giving the Chief Executive a notice about the surrender.				
<u>Holder</u>	<u>173ZE(1)</u>	Power to provide Chief Executive with information about an approval.				

CHAPTER 16 – OTHER TRANSITIONAL PROVISIONS

Part 2 - Transitional provisions for Waste Reduction and Recycling Amendment Act 2017

<u>Entity power given to</u>	<u>Section of WRRRA</u>	<u>Description</u>	<u>Delegation to the CEO / Date of Resolution</u>	<u>Sub-Delegation to Officers</u>	<u>Date of Sub-Delegation</u>	<u>Limitations and Conditions</u>
<u>Person</u>	<u>308(2)</u>	Power to, before the collection transition day, deal with or do the specified things in relation to a container that does not display the refund marking.				

**Delegable Powers under the
Water Supply (Safety and Reliability) Act 2008 ("WSSR")**

CHAPTER 2 - INFRASTRUCTURE AND SERVICE

Part 3 - Service Providers

Division 6 - Water efficiency management plans

Water service provider	52(3)(a)	<p>In the specified circumstances, power to give a customer, or type of customer, a written notice, approved by the chief executive</p> <p>(a) to prepare a plan (also a water efficiency management plan), and</p> <p>(b) to give it to the water service provider within the reasonable time stated by the water service provider.</p>				
<u>Water service provider</u>	<u>52(3)(b)</u>	<p><u>Power to decide the reasonable period within which the customer, or type of customer, must provide the plan (also a water efficiency management plan).</u></p>				
Water service provider	54(1)	<p>For deciding whether or not to approve a water efficiency management plan, power to require the customer to give additional information about the plan within a reasonable period.</p>				

Delegable Powers under the Planning Act 2016 ("PLAA")

CHAPTER 3 – DEVELOPMENT ASSESSMENT

Part 5 -

Development Approvals

Division 2 – Changing development approvals

Subdivision 2 – Changes after appeal period

Responsible Entity	79(2)(a)	Power to be satisfied that an application complies with subsections (1) and (1A).				
Responsible Entity	79(2)(b)	Power to be satisfied the application complies with subsection (1A).				

Division 4 – Lapsing of and extending development approvals

Assessment Manager	86(3)(a)	Power to be satisfied that an application complies with subsections (2) and (2A).				
Assessment Manager	86(3)(b)	Power to be satisfied that an application complies with subsection (2) before an application can be accepted.				
Assessment Manager	86(3)(d)	Power to accept an application that does not comply with subsection (2) to the extent the required fee has been waived under section 109(b).				

**Delegable Powers under the
Local Government Act 2009 ("LOGA")**

CHAPTER 3 - THE BUSINESS OF LOCAL GOVERNMENT
Part 3 - Roads and other infrastructure
Division 1 - Roads

Local government	69(1)	<u>In certain circumstances, power to close a road.</u>			
<u>Local government</u>	<u>69(2)(a).</u>	<u>Power to close a road during a temporary obstruction to traffic.</u>			
<u>Local government</u>	<u>69(2)(b).</u>	<u>Power to close a road if it is in the interests of public safety.</u>			

CHAPTER 5 - MONITORING AND ENFORCING THE LOCAL GOVERNMENT
ACTS
Part 2 - The public
Division 1 - Powers of authorised persons

<u>Local government</u>	138(3)(b)	Power to give reasonable entry notice.			
<u>Local government</u>	138(4)	Power to authorise a local government worker.			

Division 2 - Powers of other persons

<u>Local government</u>	<u>138(4)</u>	<u>Power to authorise a local government worker.</u>				
<u>Local government</u>	<u>138AA(3)(b)</u>	<u>Power to give reasonable entry notice.</u>				

ITEM-10 HANDBOOK FOR ADVISORY COMMITTEES

MEETING:	Ordinary
MEETING DATE:	15 November 2017
REPORT OFFICER'S TITLE:	Director Corporate and Community Services
DEPARTMENT:	Corporate and Community Services

EXECUTIVE SUMMARY

As part of a policy review the Handbook for Advisory Committees has been reviewed and is recommended for adoption by Council.

OFFICER'S RECOMMENDATION

"That Council adopt the Handbook for Advisory Committees."

BACKGROUND

The Local Government Regulation 2012 provides that a local government may:

- (a) appoint, from its councillors, standing committees or special committees; and
- (b) appoint advisory committees

While membership of standing committees or special committees can only include councillors, an advisory committee may include in its members, persons who are not councillors.

An advisory committee, as its name implies, can only provide advice and recommendations to Council - it does not have any delegated decision making authority itself. The committee must act in accordance with any legislative requirements of the Local Government Act and Regulation and also abide by any Code of Conduct, terms of reference, meeting rules (Standing Orders) or guidelines established by Council. It must also keep Council advised of what it is doing. Many of the guidelines in this handbook are to ensure that Council is kept aware of a committee's activities.

Council's Handbook for Advisory Committees has been reviewed and amended (as necessary) through consultation between the reporting officer, the Executive Management Team and Councillors and is recommended for adoption by Council.

LINK TO CORPORATE PLAN

COM 1:- Develop a community engagement strategy to encourage inclusiveness and partnerships within communities and a sense of common identity.

CONSULTATION*Internal*

Councillors

Executive Management Team

External

Nil

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

Nil

POLICY IMPLICATIONS

The updated Policy will be published on Council's website

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

The updated Handbook for Advisory Committees will be distributed to all Advisory Committee representatives.

ATTACHMENTS

1. Handbook for Advisory Committees

Date Prepared: 3 November 2017



Handbook for Advisory Committees

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
File ref:		Policy Section:	Council & Councillors
Date Adopted:	15 November 2017	Review Date:	15 November 2020
Author:	Director Corporate and Community Services	Review Officer:	Director Corporate and Community Services

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1. INTRODUCTION

The appointment of Council committees is a mechanism by which the substantive work involved in investigating, reporting on and formulating decisions with respect to particular issues or areas of Council's jurisdiction can be delegated to a select group of people.

A committee can be constituted to deal with a particular matter or area of jurisdiction on an on-going basis or can be constituted for a defined period only to examine and deal with a specific subject or issue, on completion of which, the committee will then normally be disbanded.

The Local Government Regulation 2012 provides that a local government may:

- (a) appoint, from its councillors, standing committees or special committees; and
- (b) appoint advisory committees

While membership of standing committees or special committees can only include councillors, an advisory committee may include in its members, persons who are not councillors.

Although advisory committees are generally appointed to investigate and report on specific issues or areas of operation, they can also have an on-going operation depending on the particular matters referred to them.

The appointment of persons who are not councillors to an advisory committee enables Council to:

- Access knowledge, experience, information and expertise that exists within the wider community and that may not otherwise be available to Council;
- Secure community input to projects and activities to ensure that community needs and wishes are recognised and considered by Council

2. SCOPE

An advisory committee, as its name implies, can only provide advice and recommendations to Council - it does not have any delegated decision making authority itself. The committee must act in accordance with any legislative requirements of the Local Government Act and Regulation and also abide by any Code of Conduct, terms of reference, meeting rules (Standing Orders) or guidelines established by Council. It must also keep Council advised of what it is doing. Many of the guidelines in this handbook are to ensure that Council is kept aware of a committee's activities.

From a legal perspective, it is important to be aware, as noted above, that the committee cannot make decisions on Council's behalf and can only provide advice or recommendations to Council. The committee must, at all times, act within the bounds of its terms of reference and relevant legislation. If it does not then its members may be liable for their actions and they may not be covered by Council's insurance.

Council values the contribution of external appointees as members of its advisory committees. If any committee member has any questions, either about matters covered in this handbook or the way in which the committee is operating, or should operate, they are requested to contact Council's Chief Executive Officer.

3. PROCEDURE FOR THE INITIAL APPOINTMENT OF AN ADVISORY COMMITTEE

Mareeba Shire Council must resolve at a Council meeting that an advisory committee will be appointed.

Council will either:

- (a) call for expressions of interest from people who are interested in being members of that committee and then select people for the committee from those expressions of interest, or
- (b) hold a public meeting, which is advertised via local media, a minimum of fourteen days prior to the chosen meeting date, and at that meeting call for nominations for the committee.

At a subsequent Council meeting, Council formally appoints the members who were nominated or selected for the committee.

Council may appoint a Councillor delegate to the committee and/or a Council staff member as an ex-officio member.

3.1 COMMITTEE MEMBERSHIP

Membership is either:

- (a) open to all interested citizens from the local community, or
- (b) in the case of some specialist committees, by invitation.

Reduced insurance benefits apply where persons are aged over 75 years in accordance with Council's personal accident insurance policy and this should be borne in mind when nominating people for membership of an advisory committee.

Members are selected/appointed either until the next Council election or for the lifespan of the committee, whichever is the earlier event, or unless they:

- (a) fail to attend three consecutive meetings without leave of absence;
- (b) advise, in writing addressed to the Secretariat of the committee, of their resignation; or
- (c) receive written notification from Council that their membership of the committee has been terminated.

3.2 THE RESPONSIBILITIES OF THE CHAIRPERSON

3.2.1 Before a meeting

- Prepare the agenda (in consultation with the Secretariat or other members), setting out the items of business to be considered.

- Ensure the meeting is properly convened in accordance with these guidelines – e.g. a quorum is present.

3.2.2 During the meeting

- Chair the meeting, open the meeting, welcome and introduce members and guests.
- Keep individuals at the meeting focused on the topics being discussed and encourage all members to participate. Give all members an opportunity to speak on each topic.
- Ensure correct meeting procedures are followed and that control of the meeting is maintained, keeping track of time.
- Ensure the meeting content is in accordance with the purpose of the advisory committee.
- Make sure that recommendations are relevant and understood by members. Ensure that the minute taker has recorded all recommendations that the committee wishes to forward on to Council.
- Close the meeting.

3.3 THE RESPONSIBILITIES OF THE SECRETARIAT

3.3.1 Before a meeting

- Prepare the agenda (in consultation with the Chairperson).
- Make copies of the agenda if required and distribute via email or post to all members.

3.3.2 During the meeting

- Take the minutes.
- Record all recommendations that are to be forwarded on to Council.

3.3.3 After the meeting

- Draw up the minutes and distribute them to Committee members and Council.
- Ensure that accurate minutes are kept.
- Complete any actions as decided at the meeting (this role can be shared with other Committee members).

3.3.4 Outside the meeting

- Forward all correspondence to Council once it has been tabled at a meeting.
- Inform members of any urgent correspondence that is received.

- Maintain a contact list for members of the committee including but not limited to name, representative group, phone/mobile contact, postal and email address.

3.4 COMMITTEE MEETINGS

3.4.1 Meeting Procedures

Each committee may adopt its own meeting procedures. Meeting procedures can be very complex, technical and legalistic. Council considers that its advisory committees should not be burdened with a complex meeting procedure but that meetings should proceed on the basis of some fundamental rules and the use of common sense. These rules relate to the keeping of minutes, the tabling of correspondence, the consideration of recommendations to Council and the recording of those recommendations. Responsibilities of the Chairperson and Secretariat can be found at 3.6 and 3.7 of this handbook.

Meetings should follow the agenda. Matters not listed on the agenda can be raised in general business (which should be included as an agenda item), however, as a general rule, only minor, non-substantive issues should be considered in general business with all other items of significance or importance listed on the formal agenda. The Chair should ensure that the meeting is conducted in an orderly manner. In general business, discussion should be limited to matters relevant to the committee.

Should any committee member be in any doubt over the correct procedure on any point, they can discuss the issue with Chief Executive Officer.

All proposed recommendations to Council that have been agreed by the committee should be referred on to Council.

3.4.2 Frequency of meetings

Generally, the purpose for which the committee has been appointed will dictate the frequency of meetings but, as a minimum, committees should hold at least two meetings per year.

3.4.3 Quorum

No meeting can be held unless a quorum of members is present. A quorum is defined as being 50% of the total number of members on the committee, unless specified otherwise by Council.

If there is no quorum present at the start time of a scheduled meeting, those present should wait for 10 to 15 minutes. If a quorum is still not present 15 minutes after the scheduled start time for the meeting, then the meeting will have to be abandoned. The meeting can then be either rescheduled to another date, or cancelled and the committee not meet again until the date for the next meeting. In any event, minutes should be kept of the cancelled meeting and these should be forwarded to Council, as with any other minutes. These minutes would only list those present and the fact that no quorum was present at the time it was decided to abandon the meeting.

3.4.4 Office bearers

At the first meeting following the appointment of members, if Council has not already nominated the Chairperson of the committee, the committee shall appoint a Chairperson (and, if required, a Secretariat).

Once elected, the Chairperson presides at all meetings of the committee. However, if he/she is not in attendance at any particular meeting, the members present at that meeting shall elect a Chair for that meeting. Responsibilities of the Chairperson and Secretariat can be found at 3.6 and 3.7 of this handbook.

3.4.5 Meeting agenda

An agenda shall be prepared for each meeting and circulated to all members one (1) week prior to the meeting. This is generally done by the Secretariat of the committee. Example of agenda can be found in Attachment 1 to this handbook.

3.4.6 Meeting minutes

Unless the minutes are taken by a Council officer, the Secretariat shall take the minutes of each meeting. Example of minutes can be found in Attachment 2 to this handbook.

A copy of the minutes shall be forwarded to Council within 14 days after each meeting. The Secretariat should also circulate a copy of the minutes to all members. Committee members should be aware that the minutes are public documents and are available to all members of the public. The Secretariat shall therefore ensure that no scandalous or defamatory comments are recorded in the minutes.

The minutes of each meeting must include the following:

- (a) the date, time and place of meeting;
- (b) the names of councillors or committee members present at the meeting;
- (c) a list of apologies received from members unable to attend;
- (d) the adoption of the minutes of the previous meeting;
- (e) any business arising from those minutes;
- (f) a list of correspondence tabled at the meeting;
- (g) a record of all recommendations of the Committee to be forwarded to Council;
- (h) the date, time and place of the next meeting.

Any conflict of interest that is declared by a member during the course of the meeting shall be recorded in the minutes against the item of business to which it relates.

Once the minutes of a meeting have been adopted at the next meeting of the committee, they shall be signed by the Chairperson and kept by the Secretariat. The minutes that the Secretariat forwards to Council will be unsigned minutes because they are required to be

forwarded to Council as soon as they are prepared. They should be received by Council within 14 days of each meeting.

3.4.7 Conflicts of Interest

A conflict of interest can arise when a member has other involvements or interests that make it difficult for them to always remain impartial when involved in committee discussions and decision-making.

These can include:

- business or professional activities
- employment or accountability to other people or organisations
- membership of other community organisations or clubs
- ownership of property or other assets

The conflict may lead to:

- Financial benefit – eg sale of goods or privileged information
- Political benefit – eg gaining or losing political support
- Personal benefit – eg career advancement or increased standing in the community

If a member has a conflict of interest in a matter to be discussed at a meeting, they should declare that interest as soon as possible – preferably at the beginning of the meeting by stating:

- (a) what their interest is (it may be an interest in a business that the committee is considering using to do repair or maintenance work, or it may be that they are a member of an organisation or club that the committee is considering doing some work for); and
- (b) what action they will be taking when that matter comes up for discussion at the meeting.

Committee members have a number of options for dealing with a conflict of interest. Depending on the nature of the interest, they may:

- (i) take no action where the potential for conflict is minimal;
- (ii) limit their involvement if practical (for example, participate in discussion but not in decision making);
- (iii) remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict); or
- (iv) have no involvement by absenting themselves from the meeting and not taking part in any debate or voting on the issue (particularly if there is a significant conflict of interest).

In some circumstances, the conflict between the committee obligations and a member's personal obligations or duty to another organisation or club may be such that the conflict cannot be reconciled and the member may need to consider resigning from the Committee.

3.4.8 Attendance by members of the public

Every advisory committee meeting is a public meeting and members of the public may attend. As such, it should be held in a public place. Members of the public who attend a meeting cannot participate unless invited to do so by the Chairperson.

3.4.9 Correspondence

All correspondence either received by or sent by the committee (generally this will be sent or received by the Secretariat on behalf of the committee) shall be tabled at the next meeting of the committee and recorded in the minutes. Members should have the opportunity at each committee meeting to discuss the correspondence and, if appropriate, determine how the committee is going to respond to correspondence.

Following the meeting, any correspondence tabled shall be forwarded to Council for retention.

3.4.10 Recommendations made by the Committee to Council

The role of the committee is to make recommendations to Council on those issues that the committee is tasked to consider.

These recommendations shall, in the first instance, be forwarded to the relevant Director/Manager. If they are included in the minutes of a committee meeting, the Secretariat will need to ensure that a copy of the minutes is forwarded to Council. If there are no Council officers in attendance at the meeting, the committee should ensure that any recommendations are highlighted and brought to the relevant Director/Manager's attention.

The Director/Manager will report any recommendations to a meeting of Council. This may take the form of a written report nominating items for determination and attaching (or tabling) any report received from the committee supporting its recommendations. The report will include a detailed assessment of the committee's recommendation(s) using the appropriate assessment tools and, based on that assessment, will contain the Director/Manager's recommendation to the Council. While the committee's recommendations will generally be submitted to Council "as is", the Director/Manager may hold a different view based on his/her knowledge, technical expertise and experience and the recommendation made by him/her to Council may not necessarily reflect the position of the committee.

Alternatively, it may be more appropriate for the Director/Manager to include the Committee's report and recommendations in the "For Information" section of the Council meeting agenda. The receipt and notation of a Committee report by Council does not mean that the position, views, assertions and opinions expressed by the Committee or any of its members, is supported, reinforced or adopted by the Council. A recommendation from the Committee is not adopted by the Council unless it is articulated in a resolution adopted by the Council.

In both instances, the Council will consider the report and may formulate and adopt a resolution/s on the matter/s in question.

3.4.11 Insurance

As an appointee to one of Council's committees, members are covered by:

- (a) Council's Public Liability insurance, and
- (b) Council's Personal Accident insurance

while acting in their capacity as a member of that committee and their actions are within the scope of the committee as an Advisory Committee of Council.

Council's Public Liability insurance covers committee members for any claim that may be made against them (as a member acting within the scope of the committee as an Advisory Committee of Council) by a third party, where it is claimed that their negligence has caused injury to someone or damaged property.

Council's personal accident insurance provides members with certain benefits should they be accidentally injured while on Committee business. The policy provides certain capped benefits in the case of such injury occurring.

Reduced insurance benefits apply where persons are aged over 75 years in accordance with Council's personal accident insurance policy.

4. REVIEW

It is the responsibility of the Director Corporate and Community Services to monitor the adequacy of this handbook and recommend appropriate changes. This handbook will be formally reviewed every three years or as required by Council.

This handbook is to remain in force until otherwise determined by Council.

5. ATTACHMENTS

5.1 EXAMPLE OF AGENDA

5.2 EXAMPLE OF MINUTES

ATTACHMENT 1

****NAME** ADVISORY COMMITTEE**
Insert date, time and place of meeting

AGENDA

1. Apologies
2. Minutes of the previous meeting
3. Business arising from those minutes
4. Correspondence
5. Here list specific items of business that it is intended to discuss at the meeting
6. General business
7. Date of next meeting

ATTACHMENT 2**Minutes of the ** Advisory Committee**

Day/date

Commenced at (time)

Present:**Visitors:****1. WELCOME****2. APOLOGIES****3. CONFIRMATION OF PREVIOUS MINUTES - (date)**

Moved:

Seconded:

That the minutes of the previous meeting be confirmed.

Carried**4. BUSINESS ARISING FROM THE PREVIOUS MINUTES****5. ITEMS****5.1 Chairman's Report**

Moved:

Seconded:

That the report presented by the Chairman be received and noted.

Carried**8. GENERAL BUSINESS****8.1****9. NEXT MEETING**

The next meeting will be held on (date).

10. CLOSURE

There being no further business the meeting closed at (time).

ITEM-11 AUDIT COMMITTEE POLICIES

MEETING: Ordinary

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Manager Development and Governance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

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

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

OFFICER'S RECOMMENDATION

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

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

BACKGROUND

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

CONSULTATION

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

External
Audit Committee

ATTACHMENTS

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

Date Prepared: ***2 November 2017***

ATTACHMENT 1**AUDIT COMMITTEE POLICY**

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	15 November 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. POLICY INTENT

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

2. SCOPE

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

3. BACKGROUND/SUPPORTING INFORMATION

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

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

4. POLICY STATEMENT

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

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

5. REVIEW

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

6. ASSOCIATED DOCUMENTS

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

ATTACHMENT 2**AUDIT COMMITTEE CHARTER**

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	15 November 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

CONTENTS

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1. POLICY INTENT

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

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

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

2. SCOPE

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

More specifically the Committee will:

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

3. BACKGROUND/SUPPORTING INFORMATION

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

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

4. POLICY STATEMENT

4.1 COMPOSITION

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

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

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

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

4.2 INDEPENDENCE AND ACCESS

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

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

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

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

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

4.3 RESPONSIBILITIES

The responsibilities of the Audit Committee will include:

Control and Policies

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

Financial Reporting

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

Internal and External Audit

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

Other

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

4.4 MEETINGS AND REPORTING

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

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

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

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

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

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

5. REVIEW

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

ATTACHMENT 3**AUDIT COMMITTEE TERMS OF REFERENCE**

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	15 November 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. ESTABLISHMENT

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

2. OBJECTIVES

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

More specifically the Committee will:

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

3. INDEPENDENCE AND ACCESS

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

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

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

4. STRUCTURE AND MEMBERSHIP

4.1 COMPOSITION

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

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

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

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

The Mayor has a standing invitation to attend the meetings.

4.2 TERMS OF MEMBERSHIP

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

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

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

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

4.3 MEETINGS AND REPORTINGS

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

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

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

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

4.4 QUORUM

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

5. RESPONSIBILITIES

5.1 CONTROL AND POLICIES

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

5.2 FINANCIAL REPORTING

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

5.3 INTERNAL AUDIT

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

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

5.4 EXTERNAL AUDIT

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

5.5 RISK MANAGEMENT

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

5.6 OTHER

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

6. REVIEW

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

ATTACHMENT 4**INTERNAL AUDIT POLICY**

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	15 November 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. POLICY INTENT

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

2. SCOPE

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

3. BACKGROUND/SUPPORTING INFORMATION

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

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

207 Internal audit

- (1) For each financial year, a local government must—
 - (a) prepare an internal audit plan; and
 - (b) carry out an internal audit; and
 - (c) prepare a progress report for the internal audit; and
 - (d) assess compliance with the internal audit plan.
- (2) A local government's **internal audit plan** is a document that includes statements about—
 - (a) the way in which the operational risks have been evaluated; and
 - (b) the most significant operational risks identified from the evaluation; and
 - (c) the control measures that the local government has adopted, or is to adopt, to manage the most significant operational risks.
- (3) A local government must give its audit committee—
 - (a) the progress report mentioned in subsection (1)(c); and
 - (b) at least twice during the year after the internal audit is carried out, each of the following documents—
 - (i) a summary of the recommendations stated in the report;
 - (ii) a summary of the actions that have been taken by the local government in response to the recommendations;
 - (iii) a summary of any actions that have not been taken by the local government in response to the recommendations.

4. POLICY STATEMENT

- 4.1 Council will establish and maintain an internal audit function.
- 4.2 Council is to appoint an Internal Auditor (who may or may not be a local government employee).
- 4.3 The Internal Auditor must perform the following duties:
 - (a) Identify and assess the risks to which the local government's operations are exposed;
 - (b) Prepare audit plans to lessen the identified risks;
 - (c) Develop a work program for all internal audit activities of the local government;
 - (d) Supply a summary of each internal audit report to the Mayor, Chief Executive Officer and the Audit Committee;
 - (e) Supply a summary of audit findings, actions taken and actions outstanding to the Mayor, Chief Executive Officer and Audit Committee;
 - (f) Attend Audit Committee meetings;
 - (g) Perform probity reviews on various matters across Council as required.

5. REVIEW

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

ATTACHMENT 5**INTERNAL AUDIT CHARTER**

Draft <input type="checkbox"/>	Final <input checked="" type="checkbox"/>	Version:	2
Identifier:		Policy Section:	Internal Audit/Audit Committee
Date Adopted:	15 November 2017	Review Date:	30 June 2019
Author:	CEO	Review Officer:	CEO

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1. INTRODUCTION

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

2. ROLE AND PURPOSE OF INTERNAL AUDIT

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

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

- 2.1 Risk based appraisals of Council functions and activities to determine their appropriateness in the context, of Council objectives (including, but not restricted to accounting and financial management information, performance monitoring and control systems).
- 2.2 Reviews of the reliability of accounting and financial management, an assessment of the systems of internal control, an evaluation of compliance with relevant legislation, local laws, subordinate local laws, Council policies, operating guidelines and delegations and the protection of the assets and resources under the control of management.
- 2.3 Independent and confidential advice on action to be taken to improve operational effectiveness, efficiency and economy.
- 2.4 Follow up appraisals, where appropriate, regarding action taken by operational management as a result of audit recommendations.

3. INDEPENDENCE AND POSITION OF INTERNAL AUDIT FUNCTION WITHIN COUNCIL

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

- 3.1 Shall be responsible for operational purposes to the CEO but shall have further access to the Audit Committee.
- 3.2 Subject to 3.1, shall be independent of any section or officer or employee of Council.

- 3.3 Shall have no executive or managerial powers, functions, authorities or duties except those relating to the management of the audit function.
- 3.4 Shall not be involved in the day-to-day operation of Council, nor in the internal operational checking systems of Council except those relating to the administration and management of the audit activities.
- 3.5 Shall not be responsible for the designing, installing or maintaining of systems, procedures or controls, but will advise on these matters and provide assurance to management that completed systems will contribute to the achievement of the intended corporate objectives. If, however, the internal audit function is involved in the detailed development or implementation of a system, then any post implementation review should, as far as possible, be conducted by staff entirely independent of the Internal Auditor.

4. AUTHORITY

- 4.1 Internal audit function has neither direct responsibility, nor authority over any of the activities which it audits. Therefore the audits and evaluations do not in any way relieve other persons in Council of the responsibilities assigned to them.
- 4.2 Internal audit function shall generally undertake projects in accordance with internal audit plans approved by the Audit Committee but shall also conduct such further unscheduled projects as the CEO considers desirable. Due consideration should also be given to the views of the Directors in regard to suitable projects. The nature and scope of each project will be left to the professional judgment of the Internal Auditor.
- 4.3 Internal audit function is authorised to review all areas of Council and to have full, free, and unrestricted access to all of Council's activities, records (both manual and electronic), property and personnel. Council activities include entities over which Council has direct management, sponsorship or financial control.
- 4.4 All employees shall co-operate fully in making available any material or information reasonably requested by the Internal Auditor. Further, all employees are expected to bring to the attention of the Internal Auditor any suspected situation involving improper activity or non-compliance with applicable policies, plans, procedures, laws or regulations of which they have knowledge.
- 4.5 It is the policy of Council that all audit activities remain free of influence by any organisational elements. This will include such matters as scope of audit programs, the frequency and timing of examinations and the content of audit reports.
- 4.6 For approved areas of audit, evaluation and review, where the Internal Audit Unit does not possess all the necessary experience/skills, additional internal or external resources may be utilised, subject to approval by the CEO, or as provided for in the audit plan.

5. RELATIONSHIP TO EXTERNAL AUDIT

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

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

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

6. SCOPE OF INTERNAL AUDIT ACTIVITIES

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

- 6.1 The scope of internal auditing is to determine whether the organisation's network of governance, risk management and control processes, as designed and represented by management, is adequate and functioning in an effective manner. It includes, but is not necessarily limited to, the following
 - 6.1.1 Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify and report such information.
 - 6.1.2 Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws and regulations which could have a significant impact on operations and reports and whether the organisation is in compliance. The internal audit function should also be pro-active in offering advice to management with regard to the implications of future legislation, policy and industry changes.
 - 6.1.3 Reviewing the means of safeguarding assets and, where appropriate, verifying the existence of such assets.
 - 6.1.4 Reviewing and appraising the economy and efficiency with which resources are employed, identify opportunities to improve operating performance, and recommend solutions where appropriate.
 - 6.1.5 Contributing to the corporate management process by assessing and reporting the relevance, reliability and adequacy of management data and performance indicators and reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
 - 6.1.6 Co-ordinating audit work around external auditor requirements to assure completeness of coverage, preventing a duplication of effort and ensuring the effective use of audit resources.

- 6.1.7 Participating (in an advisory role) in the planning, design, development, implementation and operation of major computer-based systems to determine whether:
- i. Adequate controls are incorporated in the systems;
 - ii. Thorough system testing is performed at appropriate stages;
 - iii. System documentation is complete and accurate;
 - iv. The needs of the user are met.
- 6.1.8 Promote high standards of personal and Council performance through the promotion of Council's Code of Conduct.
- 6.1.9 The core role of internal audit function with regard to Enterprise Risk Management (ERM) is to provide objective assurance to Council on the effectiveness of the organisation's ERM activities to help ensure key business risks are being managed appropriately and that the system of internal control is operating effectively.
- 6.1.10 Developing a Three Year Internal Audit Plan and an Annual Internal Audit Plan, based on risk analysis. The plans shall be reviewed and approved by the Audit Committee. In the formulation of these plans, the views of the CEO should be taken into consideration. Work programs/proposals will be prepared for each audit activity or project undertaken by Internal Audit.
- 6.1.11 Conduct audit projects of Council activities as directed by the CEO.
- 6.1.12 Follow up the implementation of audit recommendations.
- 6.2 Undertake a probity role as directed by the chief executive officer such as, but not limited to, probity checks on significant tender processes.
- 6.3 The scope of internal audit function extends to include all departments, groups, sections and teams, funded schemes and entities over which council has direct management, sponsorship or financial control.
- 6.4 Any dispute as to whether an activity falls within the scope of council's internal audit function shall be determined by the CEO.

7. RESPONSIBILITY FOR DETECTING AND REPORTING IRREGULARITIES

- 7.1 Internal Audit is not legally or professionally responsible for preventing irregularities (which include fraud, other illegal acts and errors). In order to facilitate the fraud/corruption prevention function, the Internal Auditor should be informed of any special investigation, fraud, theft or other suspected cases of misappropriation.
- 7.2 The responsibility for prevention of irregularities rests with Council and management through the implementation and continued operation of an adequate internal control system. The Internal Auditor is responsible for examining and evaluating the adequacy and the effectiveness of actions taken by management to fulfil this obligation.
- 7.3 However, in exercising due professional care, Internal Audit should be alert to the possibility of irregularities and those conditions and activities where irregularities are

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

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

8. INTERNAL AUDIT APPROACH

- 8.1 Internal Audit will adopt an integrated risk based approach to allocating resources and planning.
- 8.2 Risk profile and Internal Audit Plans:
- 8.2.1 The plan of engagement for Council's internal audit activities should be based on a risk assessment, undertaken annually, so that greater audit attention can be directed to areas of higher risk.
- 8.2.2 Based on the risk assessment, the general direction of Council's internal audit activities over the medium term is to be documented in the Strategic Internal Audit Plan covering a three year period. This plan shall be reviewed and approved by the CEO. The plan will also be reviewed annually to take account of any change in circumstances.
- 8.2.3 The annual Audit Plan projects may include financial, compliance, performance, due diligence, information systems, program evaluation, operational audits and other approaches as deemed appropriate, given the resources and also the priorities established through the risk assessment process and other more recent considerations.
- 8.3 Responsibilities and Auditing Standards:
- 8.3.1 The audit function will be carried out in accordance with appropriate Standards including:
- i. The Institute of Internal Auditors' Standards for Professional Practice;
 - ii. The Information Systems Audit and Control Association (ISACA) Statements on Information Systems Auditing Standards; and
 - iii. Auditing and Assurance Standards Board (AUASB).
- 8.3.2 Audit will discharge its responsibilities in accordance with this document and the Standards with the proviso that this document shall not be overridden by the Standards, should a conflicting interpretation arise.
- 8.3.3 Specific Standards which are to be followed include:

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

9. REPORTING ACCOUNTABILITY

9.1 Internal Audit Report:

- 9.1.1 A draft report shall be prepared and issued by the Internal Auditor to the director/manager as soon as possible after the completion of an audit project. The draft report will include comments and action plans by the operational manager where appropriate.
- 9.1.2 The director/manager receiving the draft audit report should respond within five (5) working days or such longer period as may be determined between the director/manager and the Internal Auditor. This response is to indicate what actions are to be taken or planned; nominate a responsible officer and a timetable for the anticipated completion of these actions in regard to the specific findings and recommendations in the draft audit report.
- 9.1.3 A final audit report will be prepared and issued by the Internal Auditor to the CEO and will include the comments and action plans as per the response of the director/manager. If a response is not received by the due date, Internal Audit is required to issue the draft as the final audit report with a comment in relation to the non-response.
- 9.1.4 As well as the final report to the CEO, copies will be provided to the relevant director/manager and other officers as appropriate. An indication will be given as to whether the person receiving the report should be taking action or securing action in relation to the report, or merely receiving the report for information.
- 9.1.5 A copy of this report will also be forwarded to the Mayor and the Audit Committee.
- 9.2 The Internal Audit may also advise the Queensland Audit Office or the Auditor-General's delegate/contractor about any audit findings as appropriate or if requested.
- 9.3 A summary of audit recommendations, action taken and action outstanding will be included in Internal Audit Reports to be sent on a quarterly basis to the Mayor, CEO and the Audit Committee.

10. RESPONSIBILITY OF MANAGEMENT FOR CORRECTIVE ACTION

- 10.1 The director/manager is responsible for seeing that action is either planned or taken within thirty (30) working days from receipt of the final audit report on recommendations made or deficient conditions reported by auditors (internal and external). Recommendations are considered outstanding until they are implemented and/or hold a status of 'no further action required'. Any recommendations that have not been actioned within the agreed timeframe will be reported to and followed through by the CEO.
- 10.2 If the director/manager foresees difficulties implementing the recommendations within the time frame, the manager should advise Internal Audit regarding the cause of delay and the revised implementation schedule.
- 10.3 Upon implementation of the recommendations, a notification should be provided by the responsible officer to the relevant director/manager and a copy be sent to Internal Audit.

11. QUALITY ASSURANCE

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

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

12. REVIEW

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

FINANCE

ITEM-12 **SALE OF LAND DUE TO RATES IN ARREARS**

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with Section 275(1) (h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (h) Other business for which a public discussion would be likely to prejudice the interests of Council or someone else, or enable a person to gain a financial advantage.

ITEM-13 FINANCIAL STATEMENTS FOR PERIOD ENDING 31 OCTOBER 2017

MEETING: Ordinary

MEETING DATE: 15 November 2017

REPORT OFFICER'S TITLE: Manager Finance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2017 to 31 October 2017.

OFFICER'S RECOMMENDATION

"That Council note the financial report for the period ending 31 October 2017."

BACKGROUND
Financial Summary

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

For the period ending 31 October 2017, Council shows an operational surplus of \$4,110,823 compared to a budgeted surplus of \$2,897,852. This variance is primarily due to additional grant funding and is detailed below.

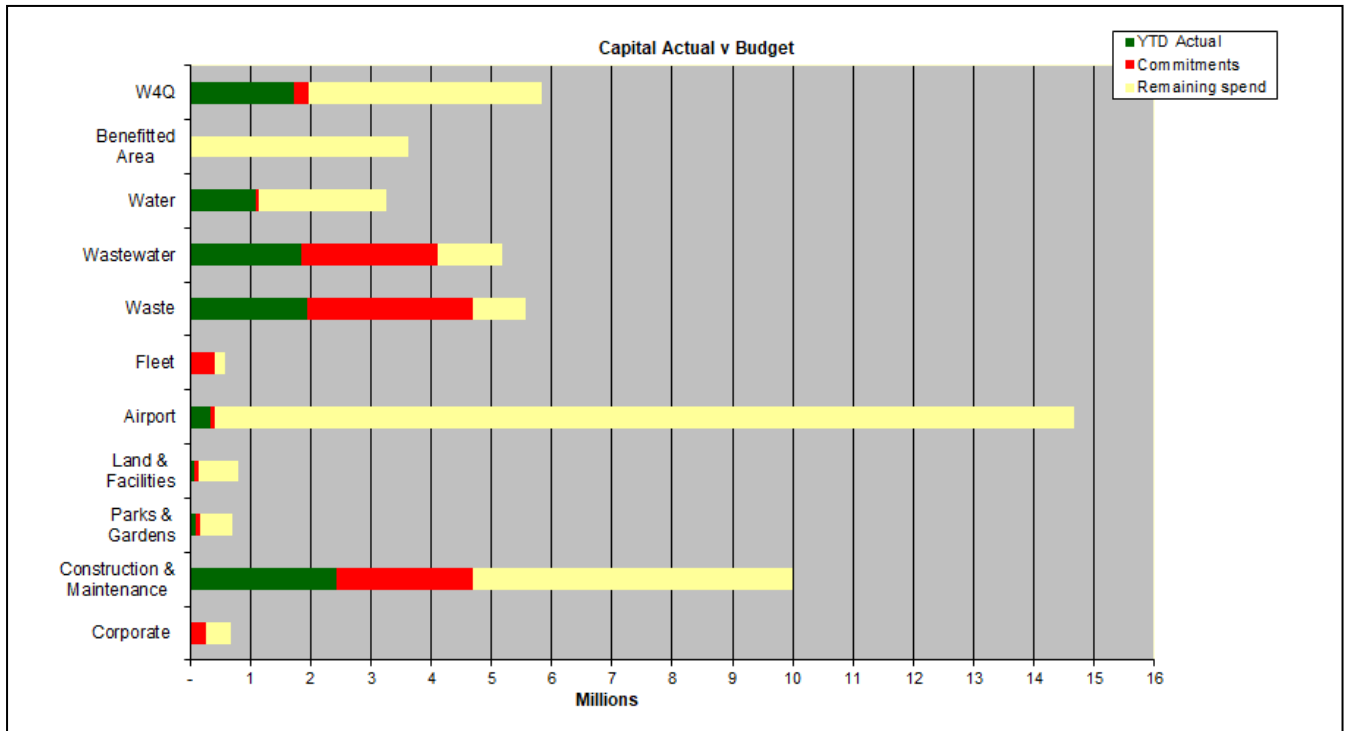
The budget reflects the 2017/18 Budget as adopted by Council at the 21 June 2017 meeting. As only four (4) months have passed, there are no additional issues to discuss or areas of concern at this stage. As each month goes past, there will more financial data to analyse and any areas of concerns will be highlighted.

October 2017 - Snapshot

Total Operating Income	\$	18,826,422
Total Operating Expenditure	\$	14,715,599
Operating Surplus/(Deficit)	\$	4,110,823
Total Capital Income (grants, developer contributions)	\$	4,163,654
Net Result - Surplus/(Deficit)	\$	8,274,477

Capital Expenditure

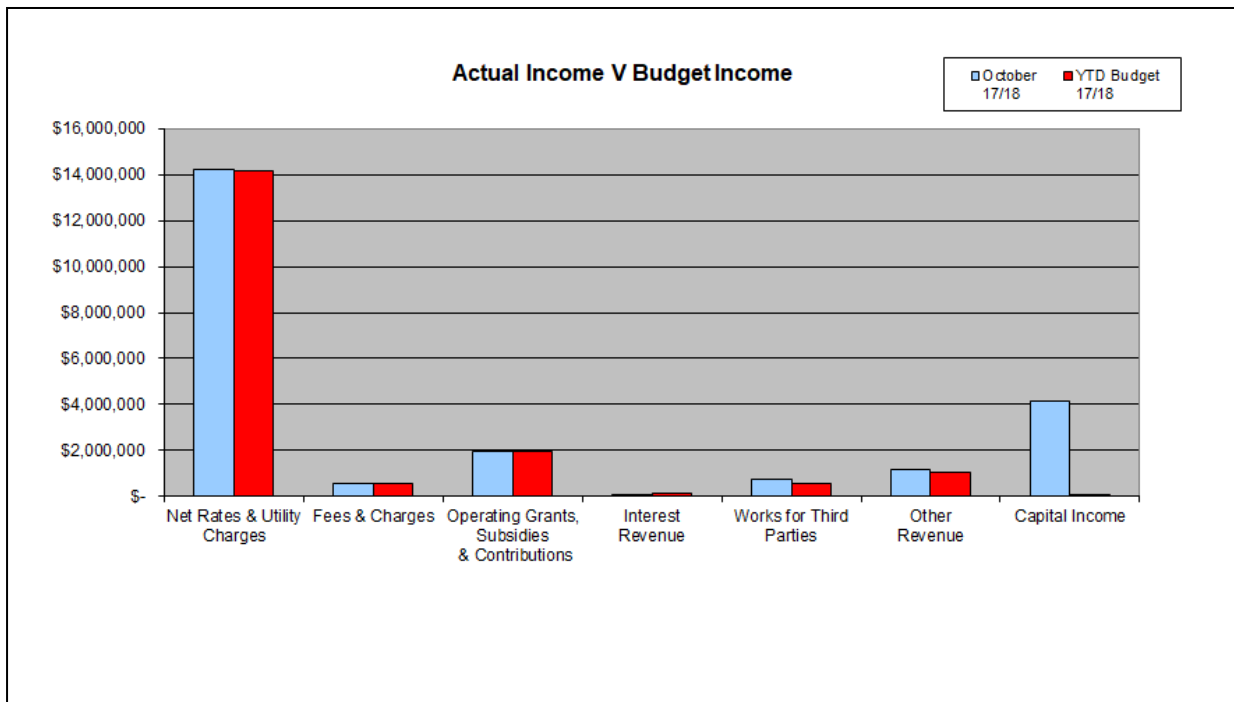
Total capital expenditure of \$18,082,512 (including commitments) has been spent for the period ending 30 June 2018 against the 2017/18 adjusted annual capital budget of \$46,093,155. The annual adjusted capital budget includes the 2016/17 carry overs of \$28,192,138 and additional projects for 2017/18 of \$1,936,770.



Income Analysis

Total income (including capital income of \$4,163,654) for the period ending 31 October 2017 is \$22,990,076 compared to the YTD budget of \$18,556,270.

The graph below shows actual income against budget for the period ending 31 October 2017.



Description	Actual YTD	Budget YTD	Note
Net Rates & Utility Charges	14,209,503	14,175,338	
Fees & Charges	580,228	561,229	1
Operating Grants, Subsidies & Contributions	1,985,995	1,979,674	
Interest Received	92,984	135,101	2
Works for Third Parties	780,771	596,078	3
Other Revenue	1,176,941	1,067,183	
Capital Income	4,163,654	41,667	4

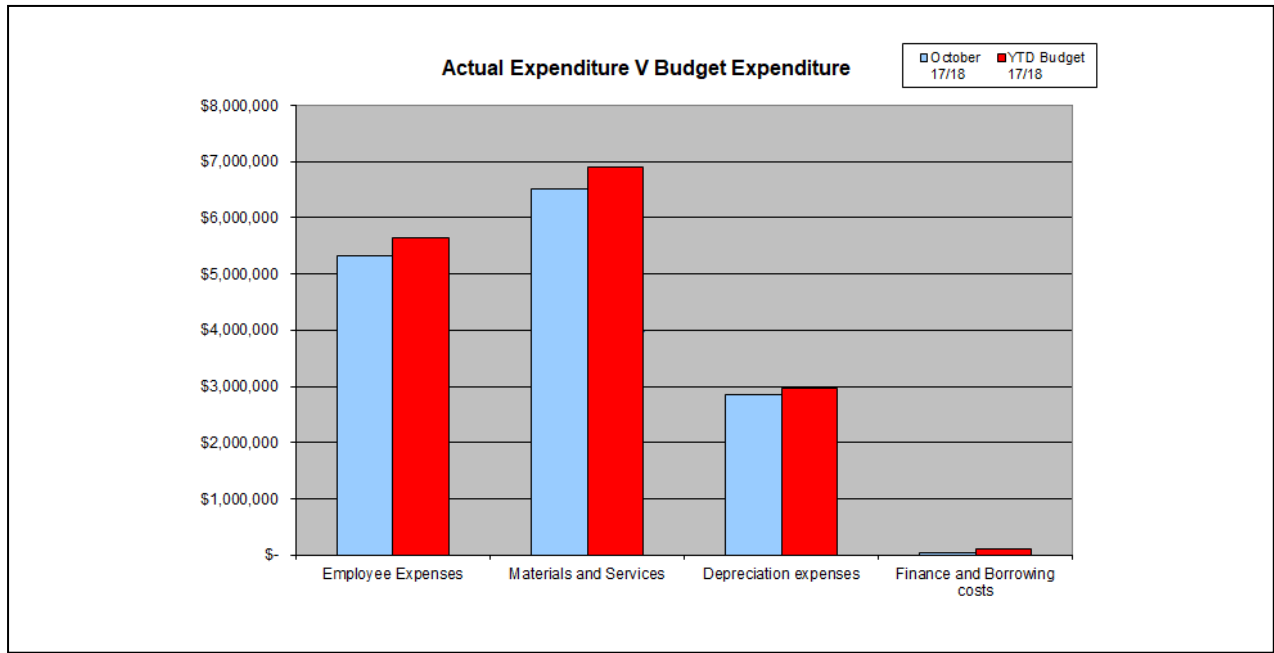
Notes:

- Higher than anticipated revenue from town planning applications (\$37k) and animal revenue (\$38k). Cemetery income is lower than budget (\$54k).
- Council currently has one (1) term deposit, which is due to expire in April 2018. The total expected interest from this term deposit is \$65k. No significant variance in the projected interest revenue budgeted for 2017/18 is anticipated.
- Favourable variance is due to additional 3rd party works which was not originally budgeted for. The associated costs form part of the operational expenses which were also not budgeted. The net impact of these additional works is likely to be a small surplus and will be reported at the completion of the works.
- Council has currently received \$4M in capital grants (TIDS, R2R, W4Q progress payment) and \$210K for developer contributions which were not reflected in the budget.

Expenditure Analysis

Total expenses for the period ending 31 October 2017 is \$14,715,599 compared to the YTD budget of \$15,616,551.

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



Description	Actual YTD	Budget YTD	Note
Employee expenses	5,317,847	5,647,767	1
Materials & Services	6,511,672	6,894,513	
Depreciation expenses	2,854,731	2,963,832	2
Finance & Borrowing costs	31,349	110,439	

Notes:

1. There are no significant issues to report. The reason for the large variance at this point in time is a result of the spread of budget across the year - with employee expenses allocated equally over 12 periods not equating precisely to the pay periods. Staff absences and staff working on capital projects also contribute to this favourable variance. The anticipated total spend on employee expenses is expected to align with budgets for the 2017/18 year.
2. There will be an increase of depreciation of almost \$200k. This is due to the findings from the comprehensive asset valuation that was undertaken on bridges as at 30 June 2017.

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Financial Statements

Date Prepared: 3 November 2017

MAREEBA SHIRE COUNCIL
**Budgeted Income Statement by Fund
For the period ending 31 October 2017**

	Consolidated		General Fund		Waste Services	
	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD
Revenue						
Rates and utility charges	15,105,535	15,075,886	8,405,244	8,279,006	1,777,899	1,759,518
Less: Discounts and Pensioner Remissions	(896,032)	(900,548)	(896,032)	(900,548)	-	-
Net Rates and Utility Charges	14,209,503	14,175,338	7,509,212	7,378,458	1,777,899	1,759,518
Fees and Charges	580,228	561,229	579,905	551,229	-	-
Operating Grants and Subsidies	1,792,734	1,758,446	1,792,734	1,758,446	-	-
Operating Contributions	193,261	221,228	-	-	-	-
Interest Revenue	92,984	135,101	92,984	87,500	-	16,667
Works for Third Parties	780,771	586,078	759,693	577,667	-	-
Other Revenue	1,176,941	1,067,183	687,303	547,983	426,152	497,700
Total Operating Revenue	18,826,422	18,514,603	11,421,831	10,901,283	2,204,051	2,273,885
Expenditure						
Employee Expenses	5,317,847	5,647,967	4,785,918	5,136,480	128,744	98,373
Materials and Services	6,511,672	6,894,513	3,940,822	3,975,611	1,094,183	1,304,476
Depreciation expense	2,854,731	2,963,832	2,089,917	1,977,306	37,882	31,833
Finance and Borrowing costs	31,349	110,439	31,349	62,427	-	-
Total Operating Expenses	14,715,599	15,616,751	10,848,006	11,151,834	1,260,809	1,434,682
Operating Surplus/(Deficit)	4,110,823	2,897,852	573,825	(250,551)	943,242	839,203
Capital Income						
Capital Contributions	209,741	-	173,032	-	-	-
Capital Grants and Subsidies	3,953,913	-	3,373,913	-	-	-
Profit/(Loss) on Sale of Asset	-	41,667	-	41,667	-	-
	4,163,654	41,667	3,546,945	41,667	-	-
Net Result	8,274,477	2,939,519	4,120,770	(208,884)	943,242	839,203
						759,433

MAREEBA SHIRE COUNCIL
**Budgeted Income Statement by Fund
 For the period ending 31 October 2017**

	Sewerage Services		Water Services		Benefited Areas	
	Actual YTD	Budget YTD	Budget 2017/18	Actual YTD	Budget YTD	Budget 2017/18
Revenue						
Rates and utility charges	2,307,216	2,277,016	4,554,032	2,457,247	157,929	322,374
Less Discounts and Pensioner Remissions	-	-	-	-	-	-
Net Rates and Utility Charges	2,307,216	2,277,016	4,554,032	2,457,247	157,929	322,374
Fees and Charges	323	10,000	30,000	-	-	-
Operating Grants and Subsidies	-	-	-	-	-	-
Operating Contributions	-	-	-	-	193,261	884,912
Interest Revenue	-	-	-	16,667	-	14,267
Works for Third Parties	-	3,333	10,000	21,078	-	-
Other Revenue	15,429	-	-	47,296	761	36,500
Total Operating Revenue	2,322,968	2,290,349	4,594,032	2,525,621	351,951	1,286,586
Expenditure						
Employee Expenses	157,423	132,255	401,562	216,350	29,412	87,980
Materials and Services	489,564	551,345	1,585,531	912,013	75,090	270,713
Depreciation expense	271,184	402,482	1,207,446	423,107	32,641	231,124
Finance and Borrowing costs	-	48,012	144,037	-	-	-
Total Operating Expenses	918,171	1,134,094	3,338,576	1,551,470	137,143	589,817
Operating Surplus/(Deficit)	1,404,797	1,156,255	1,255,456	974,151	214,808	696,769
Capital Income						
Capital Contributions	15,718	-	-	20,991	-	-
Capital Grants and Subsidies	450,000	-	-	130,000	-	-
Profit/(Loss) on Sale of Asset	-	-	-	-	-	-
Net Result	1,870,515	1,156,255	1,255,456	1,125,142	214,808	696,769

COMMUNITY WELLBEING

ITEM-14 REGIONAL ARTS DEVELOPMENT FUND COMMITTEE TERMS OF REFERENCE

MEETING:	Ordinary
MEETING DATE:	15 November 2017
REPORT OFFICER'S TITLE:	Manager Community Wellbeing
DEPARTMENT:	Corporate and Community Services

EXECUTIVE SUMMARY

This report presents the Terms of Reference for the Regional Arts Development Fund (RADF) Advisory Committee for Council approval.

OFFICER'S RECOMMENDATION

"That Council approves the Terms of Reference for the Regional Arts Development Fund (RADF) Advisory Committee."

BACKGROUND

The Regional Arts Development Fund (RADF) Program is a partnership between Arts Queensland and Council that promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

Current members of the MSC RADF Advisory Committee were appointed to the Committee under the terms and conditions determined by Arts Queensland in 2014. Arts Queensland no longer requires Councils to maintain a RADF Advisory Committee and these terms and conditions are no longer applicable. Council has committed to maintaining a RADF Advisory Committee therefore Terms of Reference have been developed to guide the purpose, functions and administration of the Committee.

The term of appointment of current members is due to expire by September 2018. However it is preferable if a new committee is in place before the 2018 RADF Community Grant Round is promoted in January-February 2018, to allow increased continuity.

The Terms of Reference for the RADF Advisory Committee have been developed with reference to the *MSC Handbook for Advisory Committees*, in consultation with the current Advisory Committee and Councillors.

Under the new Terms of Reference the Committee will actively assist in the implementation of Council's RADF Program and also provide information, advice and recommendations for

Council consideration on the development of arts, culture and heritage throughout the shire. This includes arts and cultural activities and festivals.

LINK TO CORPORATE PLAN

COM 4:- Encourage vibrant and active community participation in festivals and events, arts, culture and natural heritage activities that celebrate the community and its cultural diversity and enrich lifestyle and encourage tourism.

CONSULTATION

Internal

MSC RADF 2016-17 Advisory Committee

External

Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

\$500 RADF Advisory Committee

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

Yes

IMPLEMENTATION/COMMUNICATION

Advertise and appoint new RADF Advisory Committee - Dec 2017.

ATTACHMENTS

1. Regional Arts Development Fund (RADF) Advisory Committee Terms of Reference

Date Prepared: 1 November 2017

ATTACHMENT 1

Regional Arts Development Fund Advisory Committee**Terms of Reference**

The RADF Program is a partnership between Arts Queensland and Council that promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions.

1. Purpose

1.1 This committee is an expert advisory committee to Council under the *Local Government Regulation 2012*.

1.2 The purpose of the Advisory Committee is to:

- Provide information, advice and recommendations for Council consideration on the development of creative arts, culture and heritage throughout the Mareeba Shire; and
- Actively assist in the implementation of Council's local Regional Arts Development Fund (RADF) Program.

2. Functions

The RADF Advisory Committee will:

2.1 Actively promote RADF within the community

2.2 Provide advice on Council's RADF Program and annual funding application to Arts Queensland

2.3 Provide assistance on the implementation of Council's RADF Program

2.4 Assess and provide recommendations regarding funding of applications for RADF Community Grants and approval of resulting Outcome Reports

2.5 Provide advice on Council's Arts and Culture Strategic Policy and Plans

2.6 Assist Council to conduct arts and cultural events and activities, for example, the Mareeba Arts Festival.

3. Composition

3.1 The Chairperson of the Advisory Committee will be a Mareeba Shire Council Councillor.

3.2 The Advisory Committee will consist of one Councillor appointed by Mareeba Shire Council and six community members having extensive knowledge and / or experience in the development or practice of arts, culture and / or heritage activities.

3.3 Council will call for expressions of interest from suitably qualified and experienced members of the public who are interested in being members of the Committee.

3.4 The Mareeba Shire Council will (as far as reasonably practicable) give consideration to choosing persons so as to provide a broad range of representation across the shire.

4. Terms of Appointment of the Advisory Committee

4.1 The RADF Advisory Committee has no decision making powers and will make recommendations only for consideration by Mareeba Shire Council.

4.2 Members are appointed for a period of three (3) years. Committee members who have served a three year term are eligible for re-selection to the Advisory Committee by submitting an expression of interest to Council. Council reserves the right to amend or reconstruct the Committee at any time.

4.3 Members are appointed on a voluntary basis and meeting fees are not available.

4.4 Meetings of the Committee will be held in Mareeba unless otherwise determined. Meetings will be held at least twice a year or as required for the preparation and implementation of the RADF Program.

4.5 Members are expected to be available for regular communication by email and telephone.

5. Conditions of Membership

5.1 Members have a duty to act honestly and in good faith, exercise reasonable skill, care and diligence in carrying out their duties and not make improper use of information.

5.2 Members are to exercise common courtesy on all occasions.

5.3 Members are to work collaboratively towards the purpose of the Committee.

5.4 Members must declare if a conflict of interest arises and be exempt from the relevant discussion and / or assessment of applications.

5.5 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.

5.6 Members are to comply with the *Mareeba Shire Council Handbook for Advisory Committees and the Mareeba Shire Council Employee Code of Conduct*.

6. Administration

6.1 Council Officers will provide information, secretarial and other assistance to the Committee as required.

INFRASTRUCTURE SERVICES

TECHNICAL SERVICES

ITEM-15 MAREEBA AERODROME - LEASE AREA E - ROTORWORKS PTY LTD

MEETING: Ordinary

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Acting Director Infrastructure Services

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

This report deals with a request received from Rotorworks P/L for an extension of their existing lease over lease area 'E' at Mareeba Airport.

Based on legal advice received by Council, the report recommends that Council grant Rotorworks a new 40 year standard lease to take effect from the expiry of the initial 20 year term of the current lease on 17 October 2017.

OFFICER'S RECOMMENDATION

"That, in relation to the request by Rotorworks P/L for an extension of their current lease over lease area 'E' at the Mareeba Airport:

1. Council agree to grant Rotorworks P/L a new 40 year standard lease (initial 20 year term plus 2 x 10 year options) over lease area 'E' to take effect from the expiry date of the initial 20 year term of their current lease on 17 October 2017, with the rental for the first year of the new lease being the Council's current assessed market rental of \$6.00 per square metre.
2. All costs associated with the preparation of the new lease are to be met by Rotorworks."

BACKGROUND

Rotorworks P/L is the current lessee of lease area 'E' at the Mareeba Airport. The area of the lease is 900m² and the lease is for an initial 20 year period commencing 18 October 1997 and expiring 17 October 2017 with the option of a further 20 year term from 18 October 2017. With the exception of the first year's rental for the 20 year option (which is to be calculated at market value), the rental for every other year of the lease is the previous year's rental increased by CPI.

In accordance with the lease provisions, Rotorworks were to advise, at least 6 months prior to the expiry of the initial 20 year term, whether they wished to exercise the further 20 year option. As no advice was received from Rotorworks regarding the exercise of the option within the specified timeframe, Council officers wrote to Rotorworks P/L on 3 October 2017 enquiring as to whether they intended to extend the lease for the further 20 year period.

During verbal discussions with Mr Steve Johnston of Rotorworks on 4 October 2017, he advised that he did wish to extend the lease and this was confirmed in a letter (undated) that was received from Rotorworks on 9 October 2017. A copy of this letter is attached to this report.

While not specifically included in the letter from Rotorworks, Mr Johnston also advised verbally during the discussions with him on 4 October 2017 that, due to proposals to expand their business and in light of the investment they would be making, they would like to extend their lease further than the 20 year option contained in the existing lease. The attached letter does indicate their intention to expand the business

It was initially proposed to amend the existing lease and grant a further 20 year option, giving a total 40 year term from 18 October 2017. However, after referring the matter to Council's solicitors, Preston Law, the advice received was that it would not be in Council's interest to continue with the existing lease which has terms unfavourable to Council, and the best option would be to grant a new standard lease (20 year initial term plus 2 x 10 year options) from 18 October 2017. The new standard lease is a modern lease document which contains lease rental reviews to market value every five years. Preston Law also advised that, given that the option was not exercised prior to the last 6 months of the initial term, the option therefore lapsed on 16 April 2017 and Council is under no obligation to grant the 20 year extended term. Preston Law also advised that even if the option was exercised within the specified time period, this does not oblige Council to grant the further option on the same unfavourable term as in the expired lease.

In accordance with Preston Law's advice, it is recommended that Council agree to the grant of a new standard lease to Rotorworks P/L.

LINK TO CORPORATE PLAN

ECOM 2:- In partnership with local business, industry groups and economic and regional development organisations, continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

CONSULTATION

Internal

Mayor and Chief Executive Officer

External

Mr Steve Johnston, Rotorworks P/L

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

The preparation of the new 40 year lease will be undertaken by Council's solicitors.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

The rental for the first year of the new lease will be at \$6.00 per square metre and rental will then be subject to market review every five years.

All costs associated with the preparation of the new lease are to be met by Rotorworks P/L.

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

N/A

IMPLEMENTATION/COMMUNICATION

Subject to Council adopting the recommendations of this report, Rotorworks will be advised accordingly and Preston Law will be engaged to prepare the required lease documentation.

ATTACHMENTS

1. Letter from Rotorworks P/L regarding the exercise of the 20 year option for their existing lease.
2. Plan showing location of Lease E.

Date Prepared: 30 October 2017



Rotorworks Pty Ltd
PO Box 1210
MAREEBA QLD 4880

Alan Lambert
Mareeba Shire Council
PO BOX 154
MAREEBA QLD 4880

Dear Alan,

I refer to your letter dated 3 October 2017 which relates to Lease E on the Mareeba Aerodrome.

Rotorworks Pty Ltd wishes to accept the lease renewal option for a further 20 years.

It should be noted that Rotorworks is a long term lessee at the Mareeba Aerodrome and currently employs four staff. Rotorworks has recently invested a significant sum of money into the improvements of the existing facility.

Rotorworks also has plans for future expansion, these include the restoration of a CAC Boomerang which was a significant world war two fighter aircraft based at Mareeba in World War II, the aircraft is 35% restored and is current located in Brisbane while complex repairs are carried out. Rotorworks also plans to expand to include fixed wing aircraft maintenance and charter operations which are currently in progress.

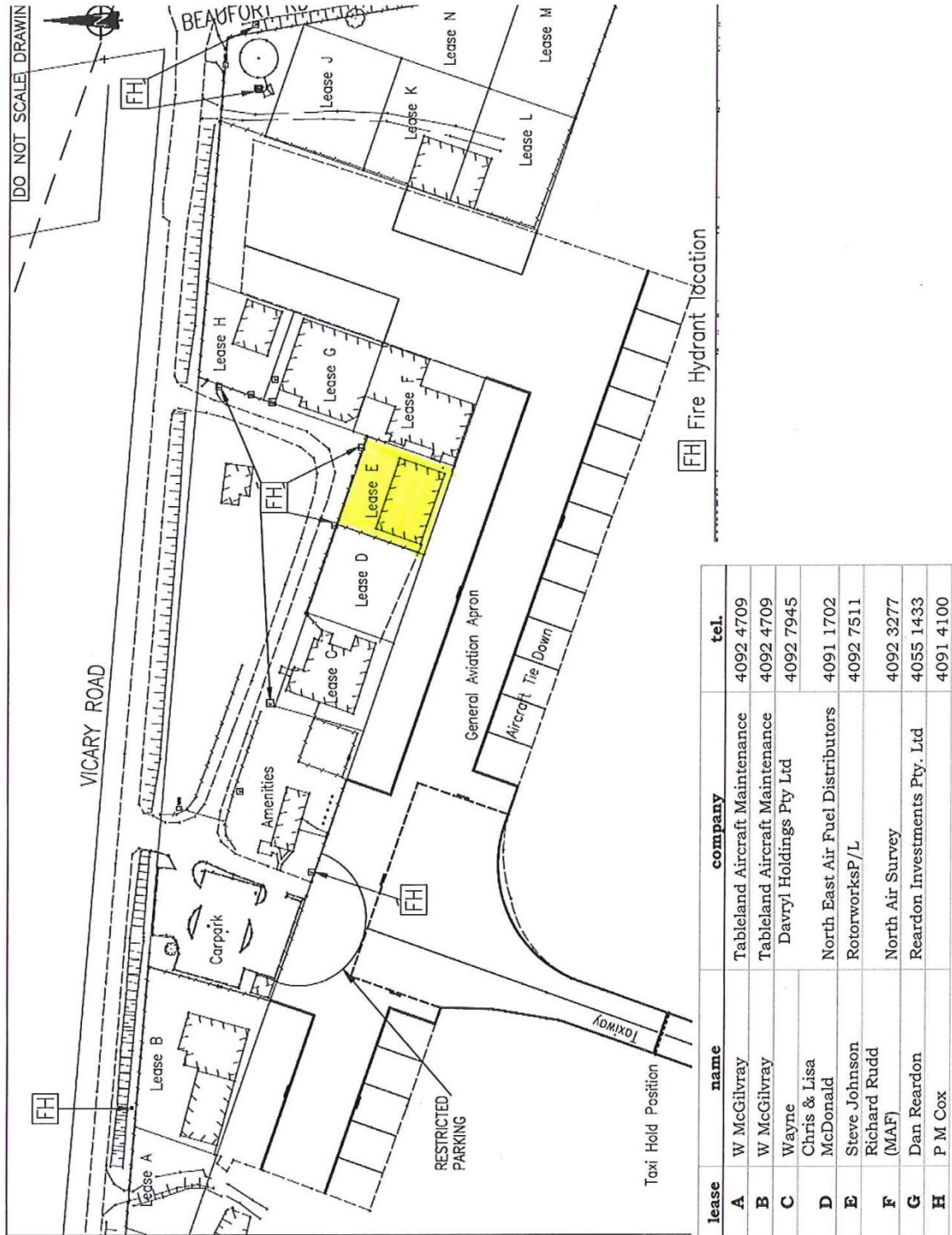
I trust that you appreciate Rotorworks commitment to the Aviation Industry in line with the future development of the Mareeba Aerodrome.

Would you please forward a draft of the option for consideration or execution at your earliest.

Kind regards

A handwritten signature in blue ink, appearing to read "Steve Johnston", is written over a horizontal line.

Steve Johnston
Director
Rotorworks Pty Ltd



lease	name	company	tel.
A	W McGilvray	Tableland Aircraft Maintenance	4092 4709
B	W McGilvray	Tableland Aircraft Maintenance	4092 4709
C	Wayne Chris & Lisa McDonald	Davryl Holdings Pty Ltd	4092 7945
D	Steve Johnson	North East Air Fuel Distributors	4091 1702
E	Richard Rudd (MAF)	RotorworksP/L	4092 7511
F	Dan Reardon	North Air Survey	4092 3277
G		Reardon Investments Pty. Ltd	4055 1433
H	P M Cox		4091 4100

**ITEM-16 MAREEBA AIRPORT UPGRADING - OCTOBER 2017
PROGRESS REPORT**

MEETING: Ordinary

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Acting Director Infrastructure Services

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

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

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

OFFICER'S RECOMMENDATION

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

BACKGROUNDFunding

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

Programme

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

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

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

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

Airside Infrastructure

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

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

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

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

Stakeholder Engagement

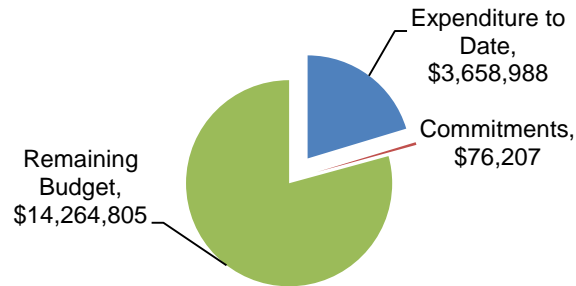
A Communication and Stakeholder Engagement Plan has been developed, which sets out the engagement strategy for delivery phase of the project

.

Aviation Commercial Precinct Leasing Opportunities

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

Expenditure



LINK TO CORPORATE PLAN

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

CONSULTATION

Internal
Manager Works

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

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

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

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

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

Operating
To be included in future budgets.

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

Yes

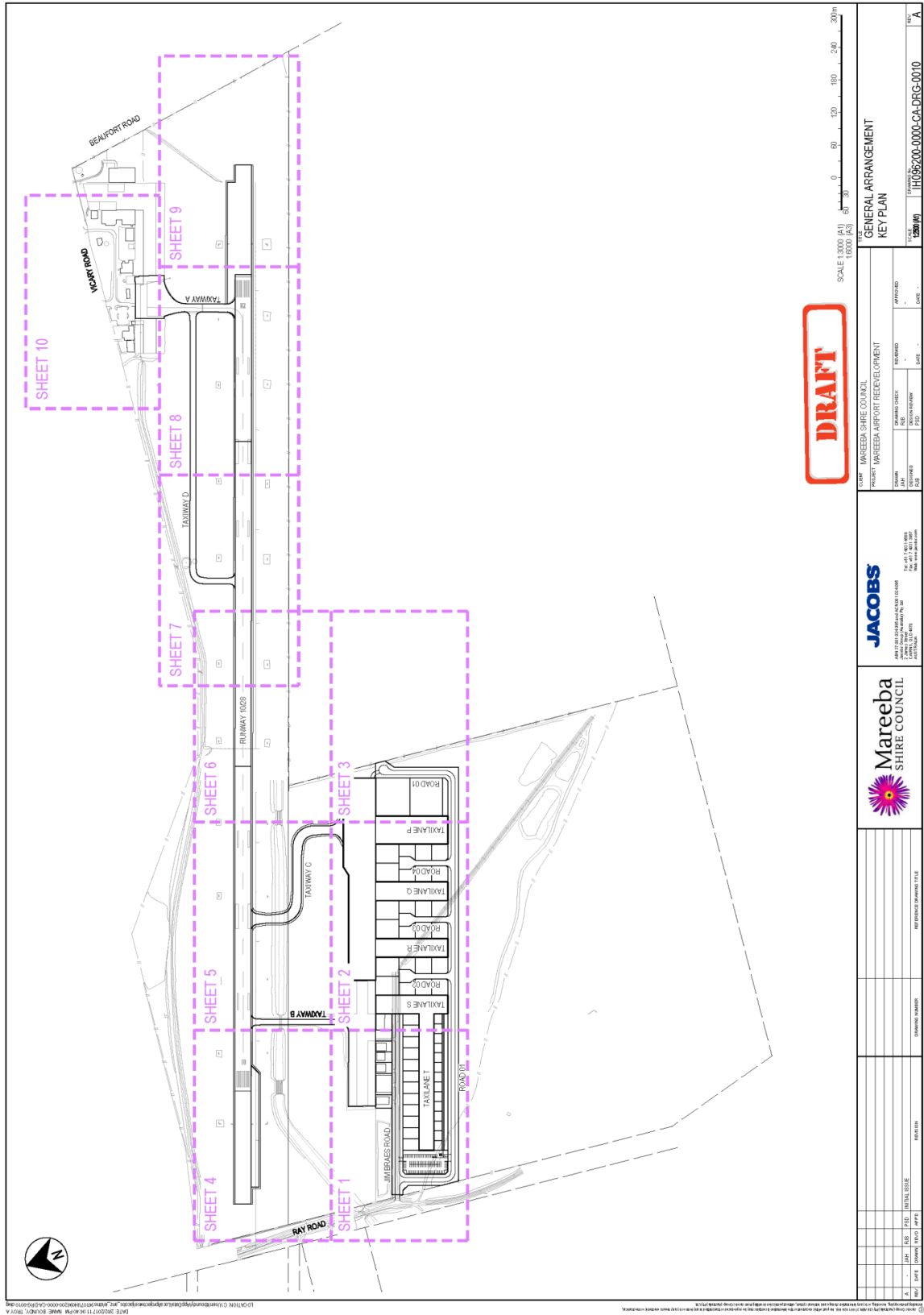
IMPLEMENTATION/COMMUNICATION

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

ATTACHMENTS

Nil

Date Prepared: *7 November 2017*



DRAFT

SCALE 1:3000 (A1)
1:6000 (A2)
1:12000 (M)

<p>JACOBS</p> <p>140 STATION STREET MAREEBA VIC 4488 PH: (08) 9320 0000 WWW.JACOBS.COM.AU</p>		<p>Mareeba SHIRE COUNCIL</p>							
<p>PROJECT: MAREEBA AIRPORT REDEVELOPMENT</p> <p>GENERAL ARRANGEMENT KEY PLAN</p>									
<p>DATE: 15/11/17</p> <p>DRAWN BY: JACOBSON</p> <p>CHECKED BY: JACOBSON</p> <p>DESIGNED BY: JACOBSON</p> <p>SCALE: 1:3000 (M)</p>	<p>DATE: 15/11/17</p> <p>REVISIONS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DATE	DESCRIPTION				<p>DATE: 15/11/17</p> <p>APPROVED BY: JACOBSON</p> <p>SCALE: 1:3000 (M)</p> <p>PROJECT NO: 1700000000-CA-DRG-0010</p>	<p>DATE: 15/11/17</p> <p>SCALE: 1:3000 (M)</p> <p>PROJECT NO: 1700000000-CA-DRG-0010</p>
NO.	DATE	DESCRIPTION							

Investigations show the applicant had previously applied to close the same section of road in 2010 and 2013. Council supplied the same conditional views (as per officer's recommendation above) advising of water supply infrastructure within the proposed dealing area.

The applicant did not continue with the application and has now re-applied to close part of Kennedy Street.

In consultation with Council's Senior Planner and the Manager Water and Waste, no objection has been raised to the permanent closure of the nominated section of Kennedy Street with the exception of the first 30 metres off Costin Street which contains Council water supply infrastructure. As part of this approval, responsibility for the existing water supply infrastructure (i.e. the fire reticulation main stub) that is located in the road area should be transferred to the applicant.

LINK TO CORPORATE PLAN

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

CONSULTATION

Internal

Senior Planner
Manager Technical Services
Manager Waste and Water
Manager Works
Governance and Compliance Advisor

External

Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

Following publication of Council minutes prepare and send communication to DNRM advising of Council's decision.

ATTACHMENTS

1. Locality Map;
2. Correspondence from DNRM dated 16 October 2017;
3. Water Infrastructure Plan;
4. Council report of 18 August 2010.

Date Prepared: 8 November 2017

Locality Map



Correspondence from DNRM dated 16 October 2017**Queensland**
GovernmentDepartment of
Natural Resources and Mines

Author: Taylah Hopper
Our Ref number: 2017/005677
Your Ref number: ROA-CLO-PER NM: sb
Directorate / Unit State Land Asset Management
Phone (07) 4222 5427

16 October 2017

Mareeba Shire Council
PO Box 154
Mareeba, QLD 4880
Email to: info@msc.qld.gov.au

Dear Sir/Madam,

Application for Permanent Road Closure over part of Kennedy Street and to be adjoined into Lot 1 on SP270092.

The department has received the above application. The enclosed Smartmap shows the subject land and the surrounding locality.

The applicant had previously applied to close the same section of road, in 2011. Council supplied conditional views in 2013 advising that Council have water supply infrastructure within the proposed dealing area. Letter from Council dated 13 June 2013 is attached for your reference.

The applicant did not continue with the previous application, and have now re-applied to close part of Kennedy Street.

Please advise if your Council has any issues, including any local non-indigenous cultural heritage values, that the department should consider when assessing this application in terms of Section 167 (1) of the Land Act 1994. Particular attention in your reply should be given to the following:-

- Council water supply infrastructure within the dealing area
- Whether part of the proposed road closure area is needed for a public purpose.

Note - If land is required for a public purpose, it can be acquired at any time by negotiation and where necessary acquisition.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **13 November 2017**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

Postal :
DNRM Cairns
PO Box 5318
Townsville
4810 QLD

Telephone : (07) 4222 5427
Fax: (07) 4799 7533

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

If you wish to discuss this matter please contact Taylah Hopper on (07) 4222 5427.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to Townsville.SLAMS@dnrm.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.


Please quote reference number 2017/005677 in any future correspondence.

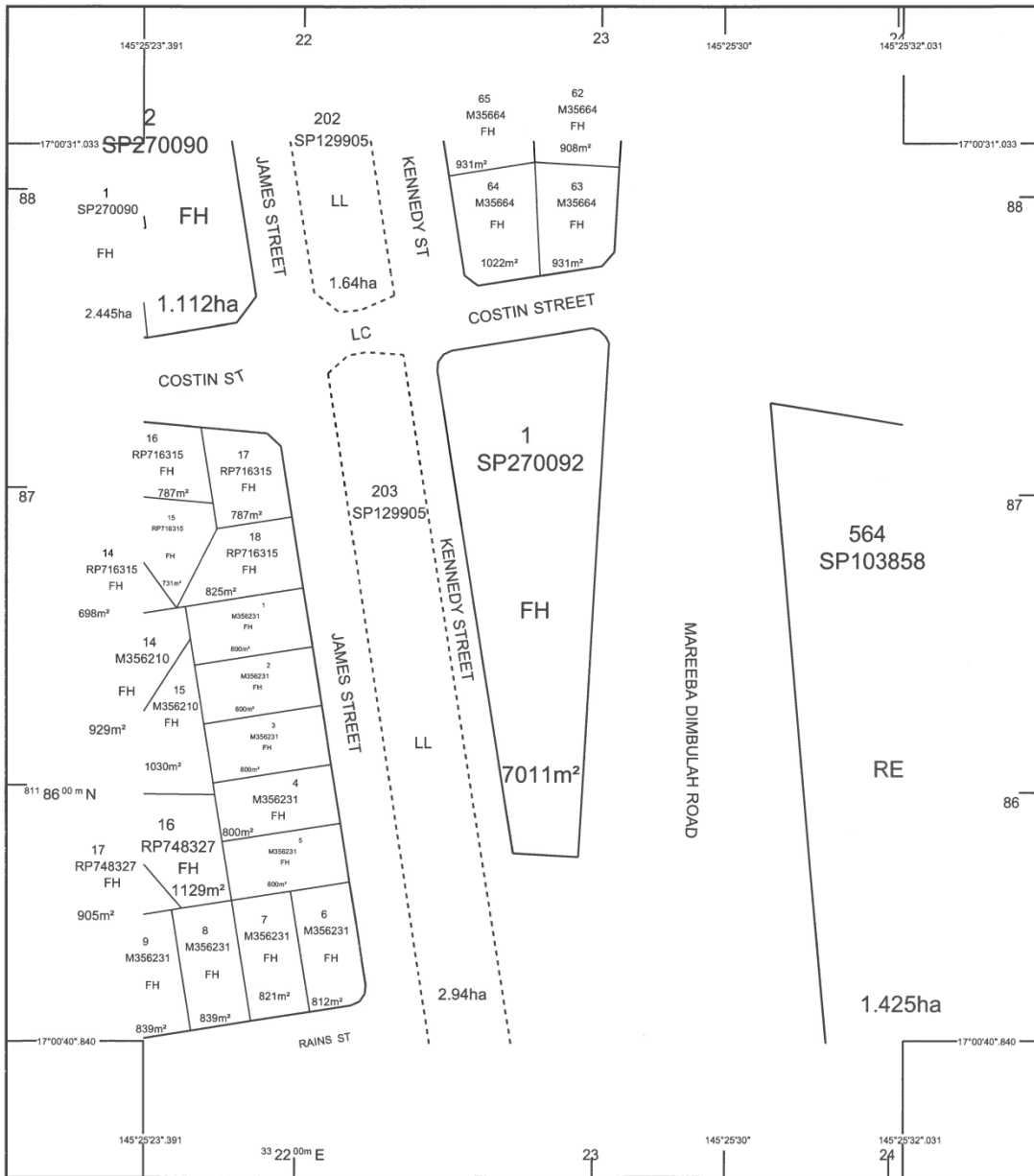
Yours sincerely



Taylah Hopper
Land Administration Officer
North Region - Cairns



0 75 m 150 m 225 m		
Plan of Lot C (Proposed permanent road closure) Covering road adjoining Lot 1 on SP270092 and Lot 203 on SP129905		SCALE 1:1500
LOCAL AUTH OF MAREEBA SC LOCALITY OF MAREEBA		 Queensland Government
Map 7963-11411 Compiled from DCDB, sketch on file & 2015 Mareeba's 10cm Imagery		CNS17/054P
Elvas Reference 2017/005677	Prepared by Ken Rogers Date 11-10-2017	
		Notings D/B No. 17N1527



STANDARD MAP NUMBER
7963-11411



SmartMap
An External Product of
SmartMap Information Services

MAP WINDOW POSITION &
NEAREST LOCATION
14°25'27.311
17°00'30.936
MAREEBA
1.45 KM



SUBJECT PARCEL DESCRIPTION		CLIENT SERVICE STANDARDS
DCDB		PRINTED (dd/mm/yyyy) 11/10/2017
Lot/Plan	No Lot/Plan Selected.	DCDB 10/10/2017
Area/Volume	No Lot/Plan Selected.	
Tenure	No Lot/Plan Selected.	
Local Government	No Lot/Plan Selected.	
Locality	No Lot/Plan Selected.	
Segment/Parcel	No Lot/Plan Selected.	
		Users of the information recorded in this document (the Information) accept all responsibility and risk associated with the use of the Information and should seek independent professional advice in relation to dealings with property.
		Despite Department of Natural Resources and Mines(DNRM)'s best efforts, DNRM makes no representations or warranties in relation to the Information, and, to the extent permitted by law, exclude or limit all warranties relating to correctness, accuracy, reliability, completeness or currency and all liability for any direct, indirect and consequential costs, losses, damages and expenses incurred in any way (including but not limited to that arising from negligence) in connection with any use of or reliance on the Information
		For further information on SmartMap products visit http://nsw.qld.gov.au/property/mapping/blinmap

Based upon an extraction from the
Digital Cadastral Data Base



(c) The State of Queensland,
(Department of Natural
Resources and Mines) 2017.





Tablelands Regional Council

Mareeba Service Centre
PO Box 154, Mareeba QLD 4880
Telephone: 07 4043 4100

Infrastructure and Maintenance Services

Mr Ashley Greenwood
Acting Manager Project Delivery
Telephone: (07) 4043 4659
Facsimile: (07) 4092 5138
Email: info@trc.qld.gov.au

File Ref: ROA-CLO-PER NM: sb
Your Ref: 2011/000362

13 June 2013

Ms Natasha Bauld
Natural Resources and Mines
PO Box 5318
TOWNSVILLE QLD 4810

Dear Ms Bauld

**APPLICATION FOR PERMANENT ROAD CLOSURE OVER PART OF KENNEDY STREET
ADJOINING LOT 1 ON PLAN M356200, MAREEBA**

I refer to the abovementioned matter and your department's request for Council to provide comment.

Council considered this road closure at its ordinary meeting of 18 August 2010 and ruled:

"That Council advise the Department of Environment and Resource Management that Council has reconsidered its objection to the proposed permanent road closure over the area shown on Drg TSV2008-14 for use in conjunction with the Jackaroo Motel, Mareeba, and that:

- 1. in relation to the permanent closure of that portion of road reserve immediately west of the motel (approximately 8.5 metres wide by 112 metres in length), Council would not object to the closure of this section of road reserve excluding the first 30 metres off Costin Street which contains Council water supply infrastructure, provided that the proprietors of the motel assume responsibility for the southern leg of the water supply infrastructure (ie the fire reticulation main) that is located in the road reserve (from the tee piece); and*
- 2. in relation to the permanent closure of that portion of road reserve south of the motel (approximately 100 metres in length by 35 metres wide) Council would not object to the closure of this section of road reserve"*

It is the view of Council that although members of the public may use this space as thoroughfare, it is not dedicated for that purpose and Council currently have no intention for the future use of this section of land to be gazetted for the use of public thoroughfare.

For this reason Council's resolution of 18 August 2010 remains unchanged.

Should you wish to discuss any aspect of this matter further, please direct your enquiry to Civil Works Investigations Officer Nathan Mckenna on 4043 4108.

Yours faithfully



ASHLEY GREENWOOD
ACTING MANAGER PROJECT DELIVERY

Water Infrastructure Plan



Council Report of 18 August 2010Tablelands Regional Council

OFFICER'S REPORT

SUBJECT: OFF COSTIN STREET, MAREEBA - APPLICATION FOR PERMANENT ROAD CLOSURE - DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT

MEETING: Ordinary

MEETING DATE: 18 August 2010

**REPORT AUTHOR/
OFFICER'S TITLE:** Ray Kirkman

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

Reconsideration by Council of an application lodged with the Department of Environment and Resource Management (DERM) in July 2009 for the permanent closure of an area of road reserve adjoining the Jackaroo Motel off Costin Street, Mareeba has been requested. The application was previously considered by Council at its meeting held on 16 September 2009 where Council resolved to object to the road closure. The purpose of the road closure is to use the area in conjunction with the Motel. The matter has been re-investigated at the request of the applicant.

OFFICER'S RECOMMENDATION

"That Council advise the Department of Environment and Resource Management that Council has reconsidered its objection to the proposed permanent road closure over the area shown on Drg TSV2008-14 for use in conjunction with the Jackaroo Motel, Mareeba and that:

1. In relation to the permanent closure of that portion of road reserve immediately west of the Motel (approximately 8.5 metres wide by 112 metres in length), Council would not object to the closure of this section of road reserve excluding the first 30 metres off Costin Street which contains Council water supply infrastructure, provided that the proprietors of the Motel assume responsibility for the southern leg of the water supply infrastructure (ie the fire reticulation main) that is located in the road reserve (from the tee piece); and
2. In relation to the permanent closure of that portion of road reserve south of the Motel (approximately 100 metres in length by 35 metres wide, Council would not object to the closure of this section of road reserve."

BACKGROUND

A portion of the application is an 8.5m wide strip of unused, undeveloped road reserve immediately behind the Jackaroo Motel and while this section appears to be a logical extension of the Kennedy Street road reserve, it is more likely part of the original Kennedy Highway road reserve; the remainder of the subject land is part of the Kennedy (Mareeba - Atherton) Highway road reserve.

It is extremely unlikely that any of the area will be required for the purpose of road use. From Costin Street, an underground water main extends south for about 30m along the Kennedy Street

2

reserve and then turns west under the railway line. This section of water main is part of an essential water reticulation main system which would need to be retained in road reserve and not closed. From that point at the tee piece onwards to the south, the main extends for about 20 metres. This section of 20 metres serves no other property than the motel. In actuality it is part of the fire service reticulation main for the motel. In discussions with the Motel owner, he confirmed the fire service reticulation main including the southern leg from the tee piece was constructed by the owner.

The proprietor of the motel was asked if he was prepared to assume responsibility for the fire reticulation main from the tee piece. He indicated he had no objection to accepting responsibility for the infrastructure being ceded to him if that section of the road reserve was closed, after all he had responsibility for a significant additional length of main to the fire pillar at the front of the premises.

The majority of the application south of the motel being about 100 metres length and about 35 metres width which the applicant wishes to acquire falls within the Kennedy (Mareeba - Atherton) Highway, Stock Route, Reserve. Council has no immediate plans for development in this area and while a few cars may park in this vicinity on Mareeba Markets days, sometimes they are usually in front of the motel and there is still an enormous area remaining as road reserve in the vicinity which could cater for parking a very large number of vehicles if required in the future.

LINK TO CORPORATE PLAN

QUALITY MANAGEMENT

Asset Management

Ensure a structured management approach is applied to the region's assets through a proper regime of investment, maintenance, renewal and disposal.

CONSULTATION

Internal

General Manager Infrastructure & Maintenance – Mr Trevor Adil
General Manager Planning & Development – Mr Steve Ripper
Manager Corporate Planning, Performance and Risk Group – Mr Alan Lambert
Senior Advisor Infrastructure Planning – Mr Steve Verity
TRC Councillor – Mr Evan McGrath

External

DERM Land Administration Officer – Ms Patricia Paradise
DERM Land Administration Officer – Ms Lorinda Morrissey
Owners Jackeroo Motel – H and S Sciani

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

3

FINANCIAL & RESOURCE IMPLICATIONS*Capital*
Nil*Operating*
Nil*Is the expenditure noted above included in the 2009/2010 budget?*
No*If not you must recommend how the budget can be amended to accommodate the expenditure*
N/A**IMPLEMENTATION/COMMUNICATION**

N/A

ATTACHMENTS

1. Application by the Department of Environment and Resource Management (DW Doc #1646846)
2. Report 16 September 2009 (Dataworks No 1978221)
3. Locality Map

Date Prepared: 11 August 2010

ROA-CLD-PeL
v. 5.



Department of
Environment and Resource
Management

Author Patricia Paradise
File / Ref number 2007/012282
Directorate / Unit State Land Asset Management
Phone (07)40957033

17 July 2009

The Chief Executive Officer
Tablelands Regional Council
PO Box 154
MAREEBA QLD 4880



Dear Sir/Madam

Application for Permanent Road Closure as shown as Lot 1 on Drawing TSV2008-14

Please find enclosed a copy of the Notice published in the Government Gazette of 17 July 2009 relative to the above application.

You are requested to display the notice at your office for the purpose of being viewed by the public in terms of Section 100 of the *Land Act 1994*. Your views and/or requirements are also requested in respect of the application.

The applicant advises that the proposed use of the subject area, if the road closure is approved would be used in conjunction with the Motel on the adjoining Lot 1 on M356200.

Please advise the Department of your views or requirements that the department should consider when assessing this application. Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on 27 August 2009. If you offer an objection to the application, a full explanation stating the reason for such an object should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. If a response is not received by the due date and no alternative arrangements have been made, it will be assumed you have no objections or requirements in relation to this matter.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

Any objections received may be viewed by other parties interested in the proposed road closure in accordance with the provisions of the *Freedom of Information Act 1992*.

Office :
DERM Atherton
298 Mable Street
Atherton
4883 QLD

Postal :
DERM Atherton
PO Box 210
Atherton
4883 QLD

Telephone : (07)10957000
Fax : (07)10510851

If you wish to discuss this matter please contact Trish Paradise on (07)40957000.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to cairns.slam@derm.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

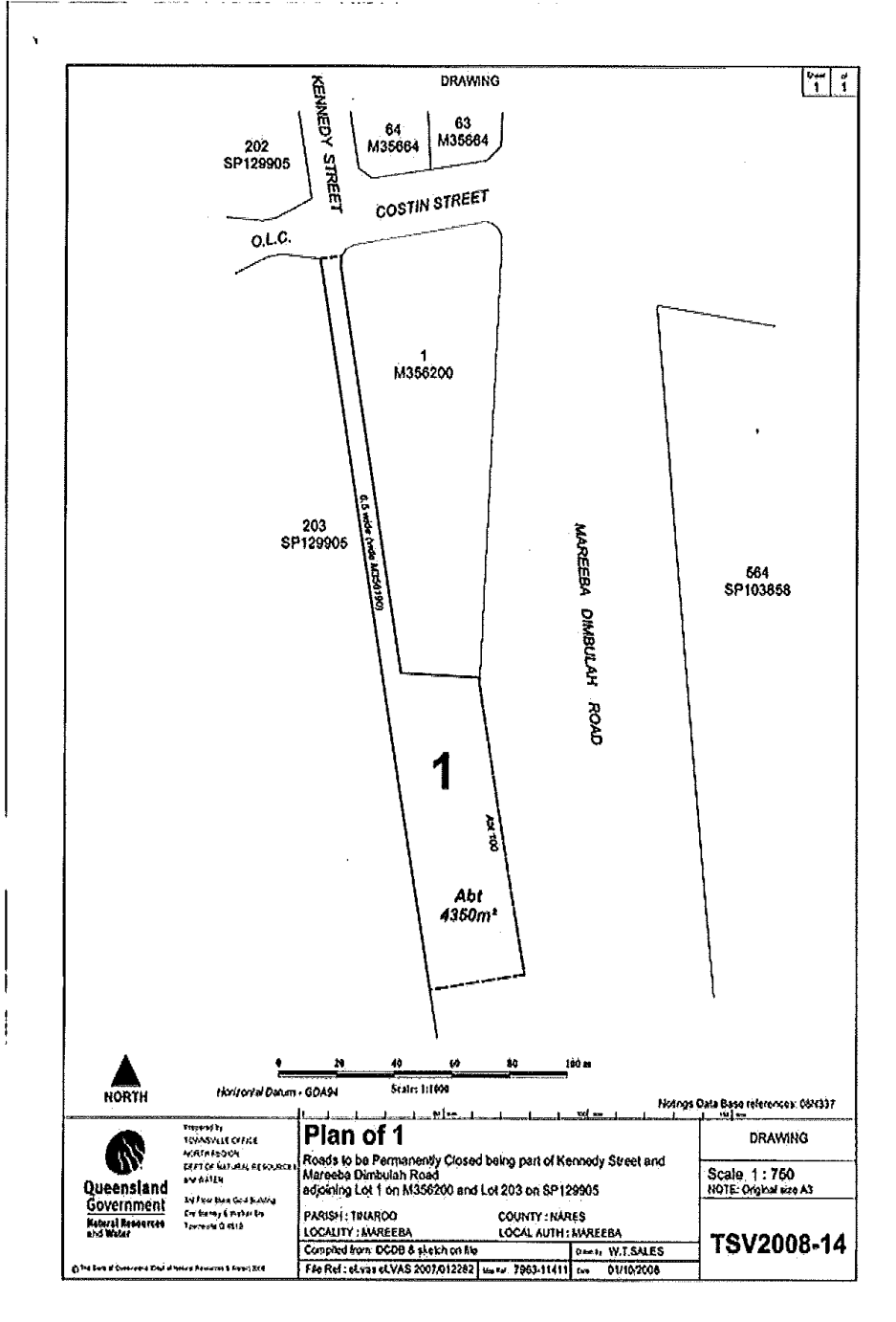
Please quote reference number 2007/012282 in any future correspondence.

Yours sincerely



Trish Paradise
Administration Officer
State Land Asset Management
North Region

Enc: copy of Gazette Notice
Drawing



Land Act 1994

**OBJECTIONS TO PROPOSED ROAD CLOSURE
NOTICE (No 26) 2009**

Short title

1. This notice may be cited as the *Objections to Proposed Road Closure Notice (No 26) 2009*.

Application for road closure [s.100 of the Act]

2. Applications have been made for the permanent closure of the roads mentioned in the Schedule.

Objections

3.(1) An objection (in writing) to a proposed road closure mentioned in the Schedule may be lodged with the Regional Service Director, Department of Environment and Resource Management, at the regional office for the region in which the road is situated.

(2) Latest day for lodgement of objections is **27 August 2009**.

(3) Any objections received may be viewed by other parties interested in the proposed road closure under the provisions of the *Freedom of Information Act 1992* (the FOI Act). If you lodge an objection, please include in your objection letter whether you would like to be consulted if this issue becomes the subject of an access request under the FOI Act.

Plans

4. Inspection of the plans of the proposed road closures may be made at:

- (a) the Department of Environment and Resource Management Offices at Emerald, Rockhampton, Cairns Mareeba, Townsville and Nambour; and
- (b) the Local Government Offices of Central Highlands, Gladstone, Tablelands, McKinlay and Sunshine Coast,

for a particular plan in that district or that local government area.

SCHEDULE

Central West Region, Emerald Office

1 An area of about 3.84 ha intersecting Lot 202 on DSN773 (parish of Selma, locality of Emerald) and shown as proposed road to be permanently closed on Drawing 09/618/CEN. (2009/000991)

Central West Region, Rockhampton Office

2 An area of about 52.9 ha being part of the Esplanade abutting Lots 9, 10 and 27 on DS220 and abutting and intersecting Lot 11 on DS220 (parish of Curtis, locality of Curtis Island) and shown as proposed road to be permanently closed on Drawing 09/045/CEN. (2009/005572)

3 An area of about 12.2 ha adjoining Lot 113 on DS639 and Lots 2 and 3 on SP217272 (parish of Langmoor, locality of Mt Larcom) and shown as proposed road to be permanently closed on Drawing 09/044/CEN. (2007/003308)

4 An area of about 6.55 ha being the unnamed road adjoining part of the Bruce Highway and abutting Lot 19 on CL40367, Lot 1 on CFN923 and Lot 475 on CL40216 (parish of Mt Larcom, locality of East End) and shown as proposed road to be permanently closed on Drawing 09/040/CEN. (2009/005014)

North Region, Cairns Office

5 An area of about 1440 m2 being the road adjoining the eastern boundary of Lot 1 on SP163448 (parish of Tinaroo, locality of Mareeba) and shown as road to be permanently closed on Drawing DD2009_094. (2009/002111)

North Region, Mareeba Office

6 An area of about 4350 m2 being part of Kennedy Street and Mareeba Dimbulah Road adjoining Lot 1 on M356200 and Lot 203 on SP129905 (parish of Tinaroo, locality of Mareeba) and shown as Lot 1 on Drawing TSV2008-14. (2009/012282)

North Region, Townsville Office

7 An area of about 22.5 ha being part of the road adjoining the eastern boundary of Lot 32 on SP159777 (parish of Hilton, locality of Julia Creek) and shown as road to be closed (permanently) on Drawing DD2009/093. (2009/002696)

South East Region, Nambour Office

8 An area of about 129 m2 being the pathway adjoining the eastern boundary of Lot 20 on RP859018 (parish of Mooloolah, locality of Minyama) and shown as road proposed to be permanently closed Drawing 09/191. (2009/0005188)

9 An area of about 8132 m2 being part of the Bruce Highway adjoining the western boundary of Lot 32 on RP860548 (parish of Tutekoi, locality of Pomona) and shown as road proposed to be permanently closed Drawing 09/202. (2009/003334)

ENDNOTES

1. Published in the Gazette on 17 July 2009.
2. Not required to be laid before the Legislative Assembly.
3. The administering agency is the Department of Environment and Resource Management.

Gov. Gaz., 17 July 2009, No. 82 page 1029 - 1030

Government Printer, Brisbane

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**APPLICATION
FOR
PERMANENT
CLOSURE OF ROAD**

17 July 2009

APPLICATION FOR PERMANENT CLOSURE OF ROAD

It is hereby notified, for general information that an application under section 100 of the Land Act 1994 has been made for closure of the undermentioned road and all persons who may consider their interest affected thereby are required to transmit their objections and/or enquires in writing before the date shown hereunder to:

Postal Address - PO Box 937 CAIRNS QLD 4870
 Delivery Address - DERM 58 Sheridan Street, CAIRNS QLD 4870
 Facsimile - (07) 40510851
 Telephone - (07) 40957033
 Email - cairns.siam@derm.qld.gov.au

PLEASE QUOTE FILE REFERENCE: 2007/012282

DESCRIPTION OF ROAD

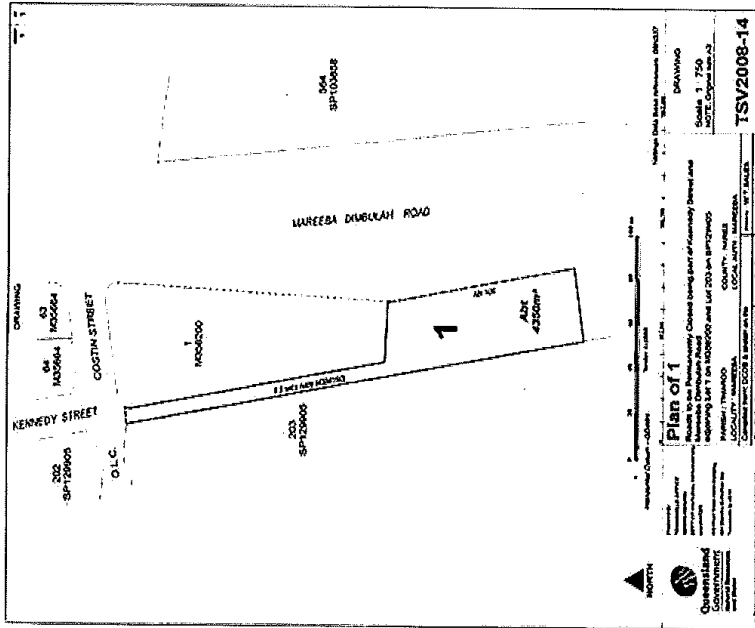
An area of about 4350 m2 being part of Kennedy Street and Mareeba Dimbulah Road adjoining Lot 1 on M366200 and Lot 203 on SP129805 (parish of Tinaroo, locality of Mareeba) and shown as Lot 1 on Drawing TSV2008-14.

PARISH OF TINAROO,
LOCALITY OF MAREEBA,
CITY OF MAREEBA

Any objections received may be viewed by other parties interested in the proposed road closure under the provisions of the *Freedom of Information Act 1992* (the FOI Act). If you lodge an objection, please include in your objection letter whether you would like to be consulted if this issue becomes the subject of an access request under the FOI Act.

LATEST DATE FOR OBJECTIONS

27 AUGUST 2009



10

10

SUBJECT: OFF COSTIN STREET, MAREEBA - APPLICATION FOR PERMANENT ROAD CLOSURE - DEPARTMENT OF ENVIRONMENT AND RESOURCE MANAGEMENT

MEETING: Ordinary

MEETING DATE: 16/17 September 2009

**REPORT AUTHOR/
OFFICER'S TITLE:** Bob Pead-Lewis, Investigations Officer

DEPARTMENT: Infrastructure Services

EXECUTIVE SUMMARY

A request for comment has been received on an application lodged with the Department of Environment and Resource Management (DERM) for the permanent closure of an area of road reserve adjoining the Jackaroo Motel off Costin Street Mareeba. The purpose of the road closure is to use the area in conjunction with the Motel. The Department requests Council's views on the application.

OFFICER'S RECOMMENDATION

"That Council advise the Department of Environment and Resource Management that Council objects to the proposed permanent road closure over the area shown on Drg TSV2008-14 as it includes Council water infrastructure, and is used as an overflow carpark for the Mareeba Markets."

BACKGROUND

A portion of the application is a 8.5m wide strip of land immediately behind the Jackaroo Motel and is an unused undeveloped extension of the Kennedy Street road reserve; the remainder of the subject land is part of the Kennedy (Mareeba - Atherton) Highway.

It is unlikely that any of the area will be required for the purpose of road use, however from Costin Street an underground water main extends south for about 30m along the Kennedy Street reserve and then turns west under the railway line. Should the closure succeed an easement would have to be surveyed, or alternatively, the pipeline would have to be relocated. Either of these options should be at the applicant's expense.

The majority of the application south of the motel falls within the Kennedy (Mareeba - Atherton) Highway, Stock Route, Reserve. Council has no immediate plans for development, though the area is used as an overflow parking area for the Mareeba Markets.

LINK TO CORPORATE PLAN

QUALITY MANAGEMENT

Asset Management

Ensure a structured management approach is applied to the region's assets through a proper regime of investment, maintenance, renewal and disposal.

11

11

CONSULTATION*Internal*

Brian Millard - Senior Planner

Val Shannon - Manager Technical Services

External

Nil

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Nil

Is the expenditure noted above included in the 2009/2010 budget?

No

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

N/A

IMPLEMENTATION/COMMUNICATION

N/A

ATTACHMENTS*Date Prepared:* 9 September 2009

ITEM-18 **INFRASTRUCTURE SERVICES - TECHNICAL SERVICES
MONTHLY ACTIVITIES REPORT - OCTOBER 2017****MEETING:** Ordinary**MEETING DATE:** 15 November 2017**REPORT OFFICER'S
TITLE:** Manager Technical Services**DEPARTMENT:** Infrastructure Services, Technical Services Group

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

BACKGROUND**Design**

- 2016/17 Capital Works
 - Rob Veivers Drive, Kuranda - Pavement marking plan
- 2017/18 Capital Works
 - Oak Forest Road, Myola - Provide technical advice to Works
 - Byrnes Street Stormwater Upgrade, Mareeba - Provide technical advice to Works
 - Malone Road Drainage, Mareeba - Detail design underway
- Works for Queensland Round 2
 - Tinaroo Creek Road, Mareeba - Detail design underway
 - Barron River Bridge Anzac Avenue, Mareeba - Detailed Survey of Bridge
- Miscellaneous Works
 - Bunny Seary Lookout, Mareeba - Preparation of concept designs for parking
 - Kowa Street Depot - Site investigation with regards to traffic movement

SUBDIVISIONS AND INVESTIGATIONS**Subdivisions**

- Current - Under Construction
 - Amaroo Stage 9
-

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

Road User Management

Auctus Minerals have submitted two documents to Council relating to the use and impact on Council roads as a result of carting operations from their King Vol and Mungana Mines at Chillagoe. These documents include a Road Impact Assessment Report (RIAR) prepared by TEG Consulting Engineers and a Road User Management Plan (RUMP) prepared by 360 Logistics.

The RIAR provides information on the impact that carting operations will have on Council roads particularly Ootann and Chettle Roads and the likely contributions to Council based on past maintenance expenditure by Council and likely increase in traffic volumes.

The RUMP analyses the proposed routes to be taken and the various deficiencies along the routes and how these deficiencies/risks are to be addressed.

These two reports also address haul routes affecting Tablelands Regional Council (TRC) and Transport and Main Roads (TMR). Discussions with representatives of both TRC and TMR indicate that the necessary expertise to critically evaluate these documents, particularly the RIAR and the amount of contributions suggested, is unlikely to be readily available within the three organisations. Therefore, it is proposed that staff from the three (3) organisations meet to discuss the possibility of engaging a third party to critically review the documents prior to sign off by Council.

TMR Cairns are reviewing the documents and will advise as to a suitable date for a joint meeting.

PROJECT MANAGEMENT

Building

- Mareeba Leagues Club Air-conditioning Replacement - Installation and commissioning completed.
 - Mareeba Library Air-conditioning Replacement - Installation completed, commissioning completed.
 - PCYC Building Upgrade - Works commenced 30 October 2017.
 - Mareeba Landfill Leachate Pump Network - FGF has completed installation of the packaged leachate pump station, pipe laying works are continuing with electrical and pump installation. Works progressing 60% complete.
-

- Kuranda Public Toilets Facilities Upgrade - Preliminary works commenced.
- Abattoir Swamp Julatten - Fencing component completed.
- Tenders for the upgrade to the pool filters at Mareeba and Dimbulah have closed and been assessed. Tenders received exceed current budget and both Mareeba and Dimbulah Pool filtration works have been added to the capital project list for consideration in the next budget. Alternative solutions for the Dimbulah Pool are being sought.
- Following the failure of the existing shed, a new pool filter shed at the Mareeba Pool is required and formal quotes are being sought. It is proposed to fund this by utilising the budget allocated for the Mareeba Swimming Pool Business Case and Design Project that has been superseded by the Works for Queensland Projects.

Civil

- 2017-18 Bitumen Reseals Program - the FNQROC regional program has commenced and MSC is scheduled to commence on 15 January 2018, weather permitting. However; this may start earlier if excessive rain is received on the coast.
- Tate River Causeway Upgrade - Practical completion was achieved Friday 27 October 2017, installation of signage completed, contractor demobilised from the site on 2 November 2017.
- Therwine Street Redevelopment - Tenders closed 7 November 2017.

FACILITIES

Dimbulah Caravan Park

- Total of bookings for October 2017 - 466

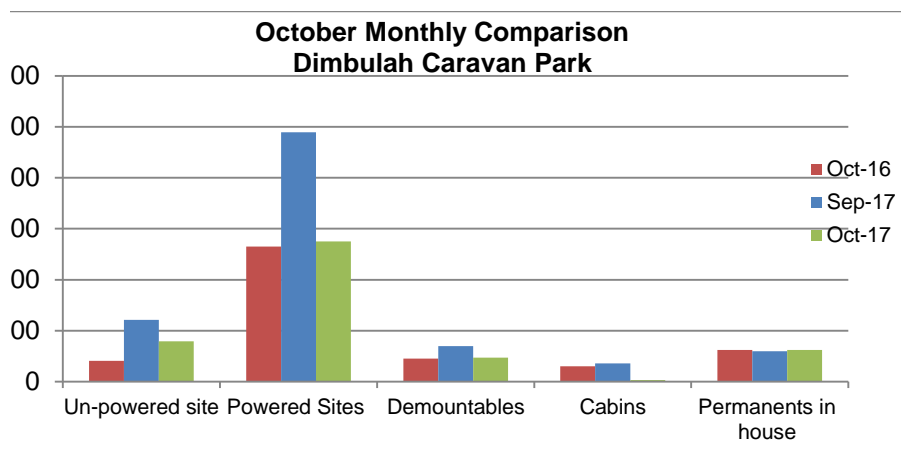


Figure 1. Monthly comparison Dimbulah Caravan Park

Mareeba Riverside Caravan Park

- Total of bookings for October - 2,715

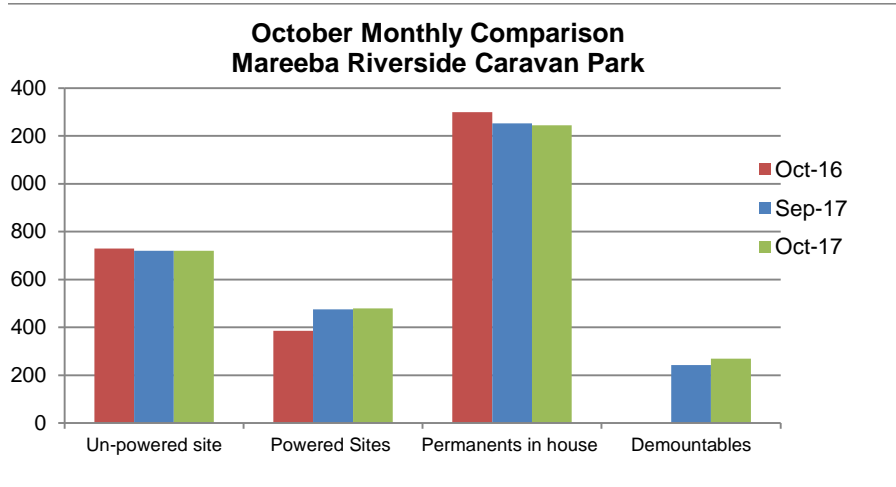


Figure 2. Monthly comparison Mareeba Riverside Caravan Park

Public Halls

- Total hall bookings for October, 125

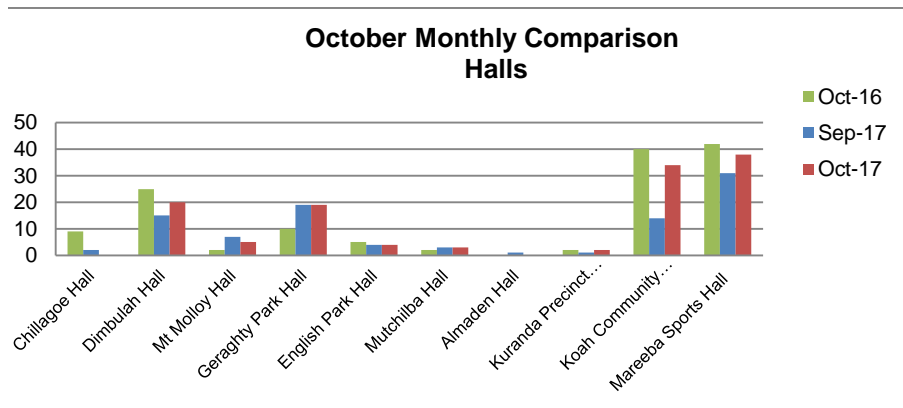


Figure 3. Monthly comparison halls

Swimming Pools

- Total of patron entries for October 2017
 - Mareeba 7,578
 - Kuranda 1,433
 - Dimbulah 569

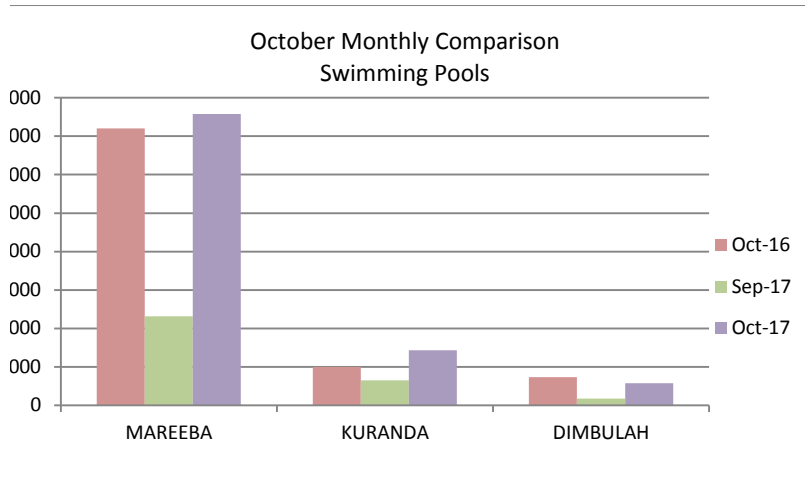


Figure 4. Monthly comparison swimming pools

Park Hire

- Total park bookings for October 2017, 59

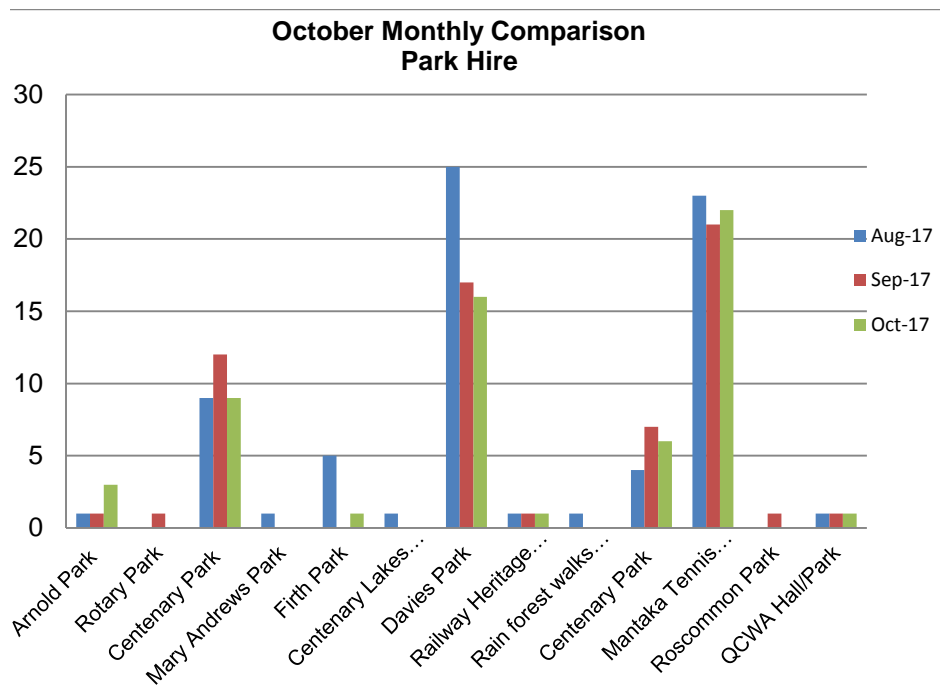


Figure 5. Monthly comparison Park Hire

Vandalism and Graffiti

During October 2017, five (5) reports of graffiti and vandalism were recorded on Council's Facilities.

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

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

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

LINK TO CORPORATE PLAN

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

CONSULTATION

Internal
Nil

External
Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *3 November 2017*

WORKS

**ITEM-19 INFRASTRUCTURE SERVICES - WORKS SECTION
ACTIVITY REPORT - OCTOBER 2017****SUBJECT: MEETING STANDARD 19.06.2016****MEETING:** Ordinary**MEETING DATE:** 15 November 2017**REPORT OFFICER'S
TITLE:** Manager Works**DEPARTMENT:** Infrastructure Services, Works Group

EXECUTIVE SUMMARY

This report sets out works undertaken by the Transport Infrastructure, Parks and Gardens, Bridge Sections and Pest Management of Infrastructure Services during the month of October 2017.

OFFICER'S RECOMMENDATION

"That Council:

1. receive and note the Transport Infrastructure, Parks and Gardens, Bridge Sections and Pest Management Activities Report for the month of October 2017; and
2. approve the allocation of additional R2R funding for the Byrnes Street Stormwater Upgrade."

BACKGROUND**Maintenance Activities**

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

Description	Activity
Bilwon Road, Bibohra	Prep work for reseals
Boonmoo Road, Dimbulah	Grading unsealed roads
Leafgold Weir Road, Dimbulah	Grading unsealed roads
Veness Road, Dimbulah	Grading unsealed roads, prep work for reseals, vandalism repairs including graffiti
Morrish Road, Julatten	Culvert repairs, grading unsealed roads, slashing
Mount Lewis Road, Julatten	Culvert repairs, slashing
Rasmussen Road, Julatten	Grading unsealed roads
Black Mountain Road, Julatten	Culvert repairs, grading unsealed roads, road inspections
Boggy Creek Road, Julatten	Culvert repairs, grading unsealed roads
Black Mountain Road, Kuranda	Grading unsealed roads, slashing, tree clearing / vegetation management
Kuranda Crescent, Kuranda	Bitumen patching, slashing, tree clearing / vegetation
Myola Road, Kuranda	Bitumen patching, general repairs and maintenance, grading unsealed roads, slashing

Description	Activity
Wrights Lookout Road, Kuranda	Slashing
James Street, Mareeba	Prep work for reseals
Mount Spurgeon Road, Mt Carbine	Grading unsealed roads
Mount Mulligan-Kondaparinga Road, Mt Mulligan	Grading unsealed roads
Pin Road, Mutchilba	Line marking for reseals - prep work for reseals
Springmount Road, Mutchilba	Prep work for reseals
Cascade Close, Mutchilba	Line marking for reseals - prep work for reseals
Springs Road, Paddy's Green	Line marking for reseals - prep work for reseals

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

Annual Budget	Year to Date Budget	Year to Date Actual
\$3,338,972	\$1,108,746	\$1,218,487

Capital Works

Works For Queensland (1)

Jeffrey Road Bridge Renewal

A Level 3 bridge inspection conducted earlier this year indicated severe problems with the superstructure and timber abutments of the Jeffrey Road Bridge Kuranda.

Timber Restoration Systems from Caboolture were engaged to design and assist construction of a retrofit solution to return the bridge to T44 condition using precast abutments, glulam girder, kerb and deck system.

Works commenced early October and were completed 20 October. During construction the bridge was closed to all traffic with a temporary crossing installed downstream of the existing bridge.

An asphalt deck wearing surface is programmed for installation mid-November.



Kuranda Amphitheatre Carpark Resheet and Sealing

Works commenced mid-October on the resheeting and sealing works at the Kuranda Amphitheatre. The scope included the resheeting of the top car park, the installation of Type 2 road base and a two-coat bitumen seal in front of the ticket box and on the internal access road and the construction of concrete batter shutters for stormwater run off.

The works were carried out by J&R Grego from Kuranda and were completed on time and within budget.



Works For Queensland (2)**Black Mountain Road - Bridge 7 Replacement**

A Level 3 inspection of Black Mountain Road Bridge 7 resulted in the bridge load limit being reduced to 5 tonne. This has severely hampered the logging activities of HQ Plantations who regularly use this bridge when removing harvested pine trees from the Mona Mona area.

HQ Plantations have offered to supply Mareeba Shire Council with replacement deck and kerb units so the existing superstructure of the bridge can be replaced thus returning the bridge to T44 standard.

Council accepted their offer and committed \$100,000 from the W4Q2 grant to undertake the construction work.

HQ Plantations have recently ordered the deck and kerb units from Rocla and at the time of reporting there was no firm supply date given to Council.

2016/17 Capital Works**Rob Veivers Drive Upgrade, Kuranda**

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

Works were completed at the end of October on time and within budget.



Byrnes Street Stormwater Upgrade

The upgrading of the underground stormwater network in front of My Mareeba Dentist in Byrnes Street commenced in mid-September.

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

As with most CBD construction projects there have been a number of underground services uncovered that were unknown at the planning and costing stage. In September three substantial variations were created for the project due to broken existing underground culverts in the car park, alterations to the existing sewer line and the relocation of newly uncovered services.

In October further variations were raised to include the removal and filling of an old vehicle inspection pit located under the existing car park and the provision of trench shoring due to the increased depth of excavation and wet weather.

The Transport Infrastructure Section is requesting an additional \$75,000 in unallocated R2R funding be transferred to the existing budget to allow for the completion of the project.



2017/18 Capital Works

Oak Forest Road, Kuranda - Formation Rehabilitation Widen and Seal

Construction work started in late October at the Oak Forest Road, Kuranda - Formation Rehabilitation Widen and Seal Road upgrade project. The scope of works include the widening and overlay of the existing pavement and seal to a width of 7.5m between the intersection of Oak Forest Road/Buchan Street and the intersection Oak Forest Road/Green Forest Road.

Works are scheduled for sealing in late November weather permitting.



Herberton Street, Mareeba - Footpath Upgrade

Construction of a new concrete footpath in Herberton Street commenced in early October.

A total of 73m of 2m wide concrete footpath was installed between the pedestrian crossing just west of Egan Street and the Walsh / Herberton Streets intersection including a culvert crossover at the intersection of Constance / Herberton Streets.

Works were completed at the end of October and were on time and within budget.



TMR Routine Maintenance Performance Contract (RMPC)

Routine maintenance activities were undertaken during October 2017 at the following locations;

Primary Location	Activity Name
Kennedy Highway - Cairns/Mareeba	Rest Area Servicing
Mulligan Highway - Mareeba/ Mt Molloy	Emergency Call Out / Traffic Accident
	Other Roadside Work
	Pothole Patching - Includes Traffic Control
	Repair Guide Signs
Mulligan Highway - Mt Molloy/Boundary	Rest Area Servicing
	Roadside Litter Collection - Rural
Mossman - Mt Molloy Road	Emergency Call Out / Traffic Accident
	Other Roadside Work
	Other Vegetation Control Works
	Roadside Litter Collection - Rural
Mareeba - Dimbulah Road	Pothole Patching - Includes Traffic Control
Burke Dev Road	Gravel Supply - Heavy Shoulder Grade
	Other Formation Work
	Repair Signs (excluding Guide Signs)

The total claim to DTMR for the works listed above for the month of October 2017 was \$67,768.85.

Parks and Gardens Section

Maintenance Activities

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

Location
Library, CBD and Streets - Kuranda
Mowing, Mareeba Streets
Byrnes Street Medians, Mareeba
Davies Park, Mareeba
Arnold Park, Mareeba
Furniture and Playground Equipment, Mareeba
Parks, Chillagoe
Borzi Park, Mareeba
Centenary Park, Mareeba
Basalt Gully and Bi-Lakes, Mareeba
Mary Andrews, Mareeba
Rubbish, Mona Mona

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

Annual Budget	Year to Date Budget	Year to Date Actual
\$1,794,335	\$604,201	\$505,404

Bridge Section

Maintenance Activities

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

Location
Flaggy Creek Bridge
Barron Street Bridge
Mt Lewis Road, Bushy Creek
Jeffrey Road Bridge
Re-active Maintenance

Annual Budget	Year to Date Budget	Year to Date Actual
\$562,213	\$185,726	\$356,409

Land Protection Section

Annual Budget	Year to Date Budget	Year to Date Actual
\$446,906	\$148,057	\$130,782

Parthenium weed: Officers visited all known sites and they are well on the way to eradication. Several properties seen to be at risk around Mutchilba and Dimbulah have been inspected and no new infestations located.

Kosters Curse: Several landowners called to report incursions of Kosters Curse on their lands. Council staff inspected the sites and assisted the landowners to remove the plants, collect all vegetative material and destroyed it by fire. Advice was given to the landowners on how they can manage further incursions on their property.

Pannicle Joint Vetch: A new incursion has been detected in the Springs/McMillan Road area. It appears to have escaped from trials work conducted at the ex-research station. Officers are working with affected landowners and DPI staff to rid our area of this potential threat to primary production areas.

Gamba Grass: Council staff have re-visited our control site on Glen Russell Station where a long running program is aimed at protecting the Walsh River, Mitchell River and Gulf country. The original treated area has been re-treated as necessary and we have pushed further down the catchment in a new area. Council officers are aided in this work by affected landowners and State Land Management staff.

Salvinia Weed: Salvinia Weed has been treated in numerous waterways in the shire's western catchment. Staff are employing salvinia weevils (Biological Control Agents) in addition to incorporating chemical and mechanical removal activities.

Rabbits: Land Protection staff continue to work with landowners in ripping burrows, laying toxic baits, encouraging shooting, and introducing Rabbit Haemorrhagic disease virus into larger populations.

Wild Dog/Dingo: Council is into the final rounds of toxic baiting and encourage shooting and trapping and are referring some landowners to professional dog catchers.

Feral Pigs: Council continue to promote and assist farmers in the use of traps, shooting from the air and on ground, laying toxic baits and hunting.

LINK TO CORPORATE PLAN

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

CONSULTATION

Internal

Infrastructure Services staff

External

Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Included in 2017/2018 budget

Operating

Included in 2017/2018 budget

IMPLEMENTATION/COMMUNICATION

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

ATTACHMENTS

Nil

Date Prepared: 03 November 2017

WATER & WASTE

ITEM-20 BYRNES STREET WATER MAIN PROJECT MAREEBA

MEETING: Ordinary Meeting

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water & Waste Group

EXECUTIVE SUMMARY

The Byrnes Street water mains in Mareeba services businesses in Mareeba's central business district (CBD). The infrastructure is ageing and has shown signs of deterioration over several years during maintenance and operational activities. A report prepared by Aurecon in 2016 estimated that the existing 225mm diameter asbestos cement (AC) water main had approximately five (5) years life remaining.

At the Ordinary Meeting in September 2017, Council approved an application under the 2017-19 Local Government Grants and Subsidy Program (LGGSP) for the replacement and upgrade of the Byrnes Street water main. The project deliverables will include replacement approximately 900 metres existing water main with a new PVC water main and water service connections to all existing customers located between Rankin Street and Lloyd Street.

Council has been successful in obtaining subsidy for the Byrnes Street Water Main Project. Under the 2017-19 LGGSP Program, Council will receive a subsidy of 60% of eligible project costs. The project must be completed and funding acquitted by 30 June 2019. Therefore, Council must now commit to funding its portion of project costs. It is proposed that \$50,000 be allocated in 2017-18 for planning, design and tendering, with the remaining portion be allocated in the 2018-19 Capital Works budget as a non-discretionary project.

OFFICER'S RECOMMENDATION

"That Council:

1. Allocate \$50,000 from Water Reserves for the Byrnes Street Water Main Project in the 2017-18 Capital Works Budget for planning, design and tendering; and
2. Allocate the Councils share of the project costs in the 2018/2019 Capital Works budget for Byrnes Street Water Main Project as a non-discretionary project."

BACKGROUND

Council has for some time faced risk issues in relation to the life expectancy of the Byrnes Street Water Main. The Byrnes Street (Mareeba) Water Main Upgrade project has been evaluated as a top priority water project for Mareeba Shire's capital works program for water using criteria that assess risk, criticality and capacity of the existing infrastructure to service the need.

The major risk for Council is the continuity of water supply to premises in Mareeba CBD as the existing, failing water main is approaching the end of its useful life. A report prepared by Aurecon in 2016 estimated that the existing water main had approximately five (5) years life remaining.

Council agreed to make an application under the LGGSP Program at the September 2017 Council Meeting. The project deliverables will include replacement approximately 900 metres existing water main with a new PVC water main and water service connections to all existing customers located between Rankin Street and Lloyd Street.

Council's application under the 2017-19 LGGSP Program was approved on 18 October 2017. Council will receive a subsidy of 60% of the project costs, with Council funding the remaining 40%.

The concept construction design for the project will now be finalised and the project deliverables are listed in the below table:

Task Name	Duration	Start	Finish
Water Reticulation - Byrnes Street CBD Trunk Main Upgrade	276 days	Mon 15/1/2018	Mon 11/2/2019
Project Planning	20 days	Mon 15/01/2018	Fri 09/02/2018
Documentation	55 days	Mon 15/01/2018	Fri 30/03/2018
Tendering	76 days	Mon 02/04/2018	Mon 16/07/2018
Installation	60 days	Mon 24/09/2018	Fri 14/12/2018
Project Closeout	20 days	Mon 14/01/2019	Mon 11/02/2019

To enable timely completion of the project, planning and detailed design is scheduled to commence in early 2018. It is proposed that \$50,000 be allocated in 2017/2018 for planning, design and tendering, with the remaining portion to be allocated in the 2018/2019 Capital Works budget as a non-discretionary project to allow the project to be delivered prior to the deadline of 30 June 2019.

It is proposed to engage Jacobs Engineering consultants to develop the detailed design, specifications and tender documents. Jacobs prepared the concept design for the project, which was used to secure the funding and are therefore familiar with the project scope.

LINK TO CORPORATE PLAN

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

CONSULTATION*Internal*

Councillors

A/Director Infrastructure Services

Engineer Water and Waste

Supervisor Water Reticulation Services

External

Jacobs

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

To be considered in the forthcoming 2017/2018 budget review and 2018/2019 budget.

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

No. It is proposed to allocate \$50,000 from Water Reserves for the Byrnes Street Water Main Project in the 2017/2018 Capital Works Budget for planning, design and tendering.

The remaining Council contribution costs would be included in the Capital Works Program for 2018/2019 as a non-discretionary project.

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: 7 November 2017

**ITEM-21 INFRASTRUCTURE SERVICES - WASTE OPERATIONS
REPORT - OCTOBER 2017****MEETING:** Ordinary**MEETING DATE:** 15 November 2017**REPORT OFFICER'S
TITLE:** Manager Water and Waste**DEPARTMENT:** Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

This report summarises Council's Waste activities undertaken by the Infrastructure Services Department during the month of October 2017.

OFFICER'S RECOMMENDATION

"That Council receive and note the Infrastructure Services, Waste Operations Progress Report, October 2017."

Summary of Waste Activities

The following is a 'snapshot' of the waste activities undertaken during the month of October 2017.

1. Waste Operations

- 5,252 vehicles entered Mareeba waste facility (to drop off or pick waste).
- 381 vehicles deposited waste to Mareeba Landfill (total).
- 157 Suez vehicles deposited waste to Mareeba Landfill.
- 40 Suez vehicles removed waste from Mareeba WTS to recycling facility in Cairns.
- 77 m³ of mulch sold (15 in bulk sales and 62 in small lots less than m³).
- Current Mareeba Landfill Compaction Rate of 0.86 tonnes per m³.
- Extra day cover material required for Mareeba Landfill (totalling approximately \$100,000).
- The Mareeba Landfill caught fire, by an unknown source, the night of Thursday 26 October.
- The Mareeba Waste Transfer Station Gate House was vandalised on the night of Tuesday 31 October; Police are investigating.
- All transfer stations and Mareeba landfill are currently operational.

2. Chillagoe Landfill

Contractors are being sought for the creation of signage, the construction of enclosing fence and shelter. Community engagement will be undertaken in determining operating hours and conditions of service.

3. Almaden Landfill

Potential sites for a waste transfer station are being investigated.

4. Kuranda Waste Transfer Station reconfiguration/upgrade

Construction work of the redesign of the Kuranda WTS is underway.



5. Mareeba Landfill Surface Waters Project

The construction of sediment basins for the surface water runoff across the Mareeba landfill are underway.



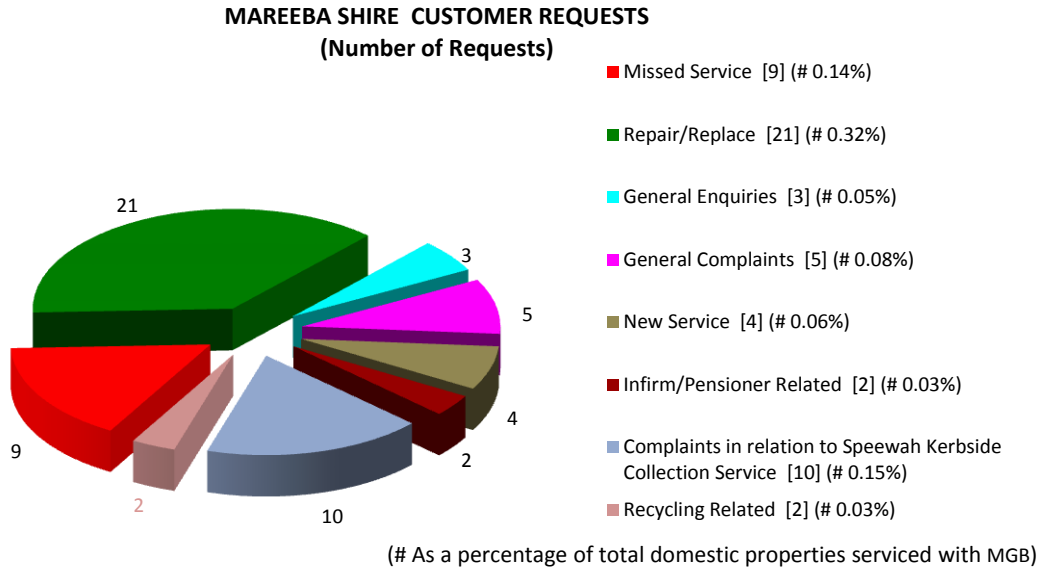
6. Mareeba Landfill Leachate Project Update

The main construction and associated works for the Mareeba landfill leachate system are underway.



7. Customer Service Waste Statistics

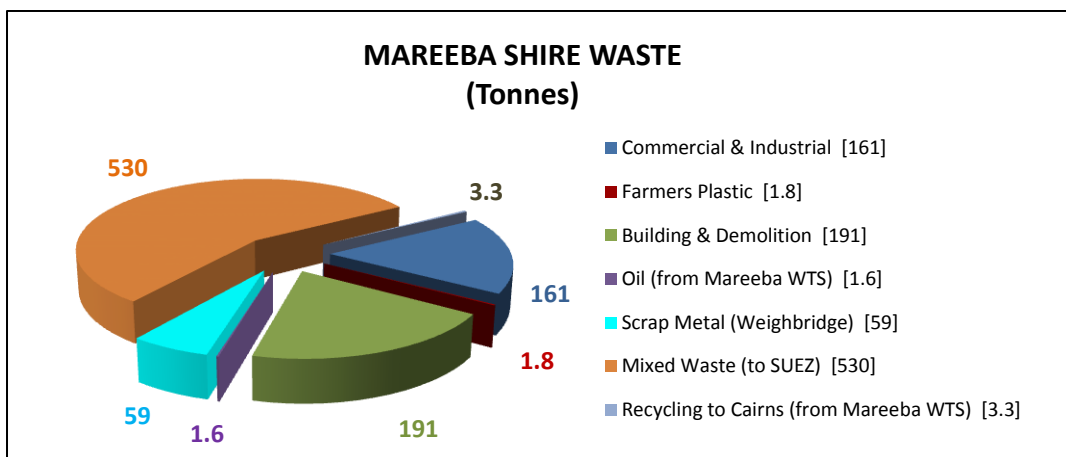
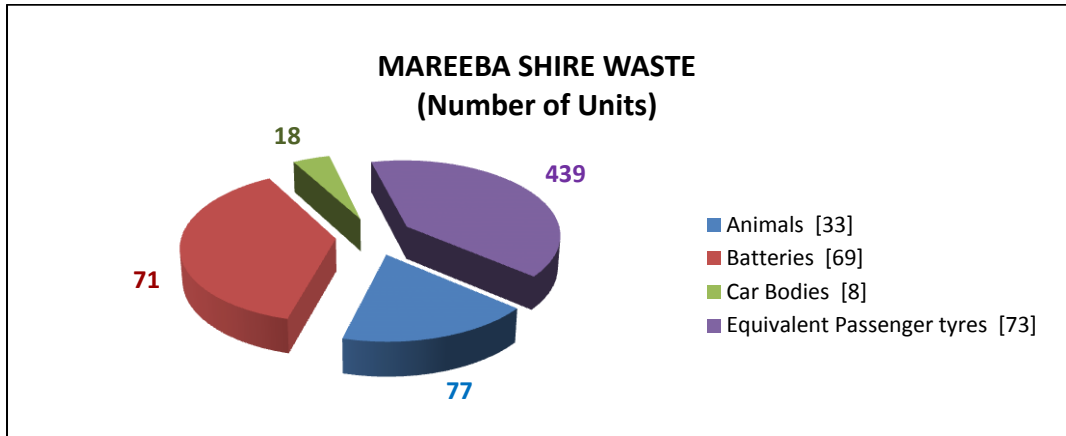
The following graph displays customer requests logged in the Customer Request Management (CRM) system during the month of October 2017.



8. Waste Collected at Each of the Transfer Stations

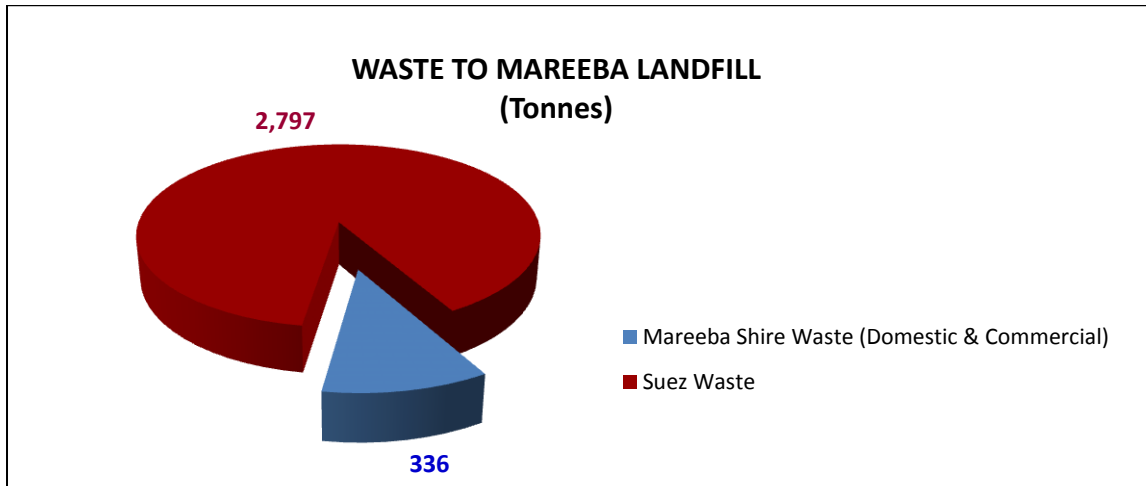
Waste material collected at each of the waste transfer stations is either deposited directly to the Mareeba landfill, recycled or transported to the Suez facility in Cairns for processing.

The following pie charts are separated into waste received as whole units and waste received as accrued tonnage.

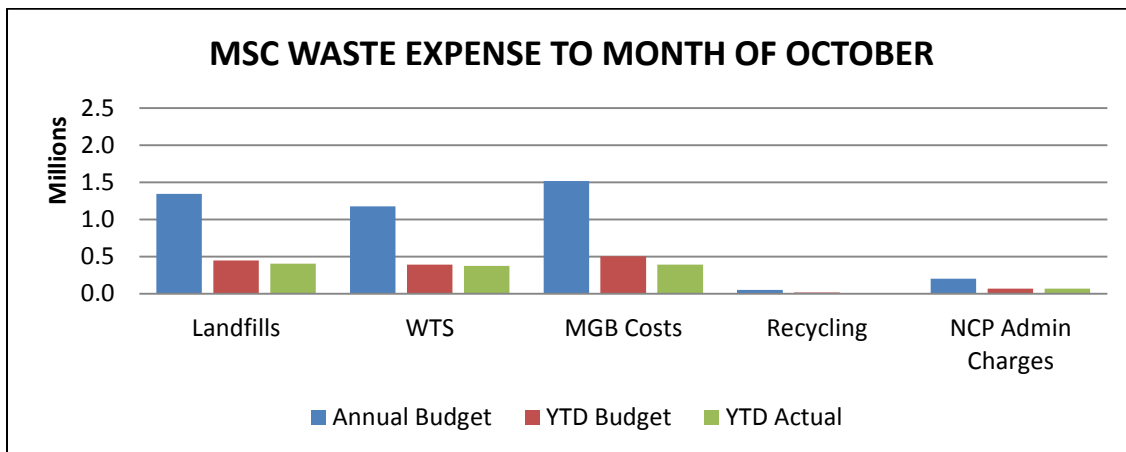
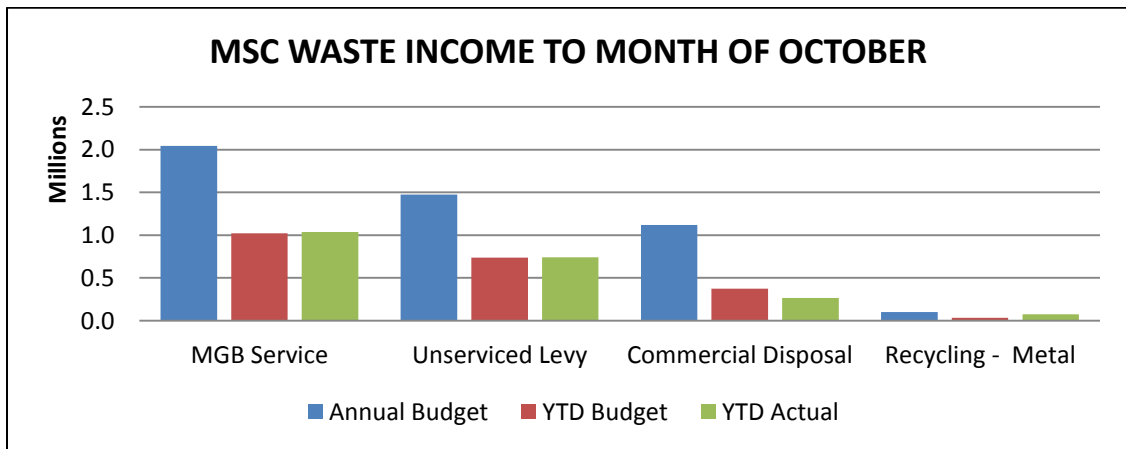


9. Waste to Mareeba Landfill

The Mareeba Shire waste shown in the pie chart below, is the waste collected at each of the waste transfer stations (Mareeba included), and deposited directly to the Mareeba landfill. The commercial waste shown below is derived from the Suez recycling plant in Cairns and deposited into the Mareeba Landfill.



10. Financial Operational Budget Information



LINK TO CORPORATE PLAN

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

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

CONSULTATION*Internal*

Director Infrastructure Services
Waste Staff

External

Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Nil

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

Yes

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: 2 November 2017

**ITEM-22 INFRASTRUCTURE SERVICES - WATER AND
WASTEWATER GROUP - MONTHLY OPERATIONS -
OCTOBER 2017****MEETING:** Ordinary**MEETING DATE:** 15 November 2017**REPORT OFFICER'S
TITLE:** Manager Water and Waste**DEPARTMENT:** Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

"That Council:

1. receive and note the October 2017 Monthly Water and Wastewater Report; and
2. endorse the introduction of level 3 water restrictions in Chillagoe."

SUMMARY OF WATER AND WASTEWATER ACTIVITIES**1. Capital and Maintenance Works Projects**

- Mareeba - Gibbons Lane Water Main Upgrade: Council's Water Reticulation Crews have completed the water main upgrade on Gibbons Lane.

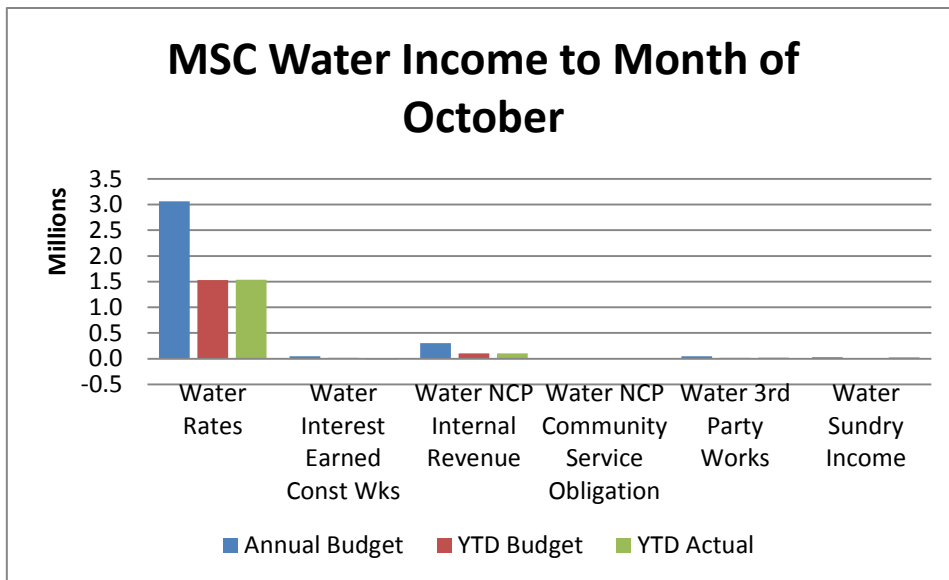
- Myola Road Sewerage Pump Station Variable Speed Drives failed, No. 1 variable speed drive underwent repairs whilst No. 2 variable speed drive was replaced. It is suspected damage was caused by lightning from a severe storm on 22 October 2017.

2. Environmental Monitoring - Treatment

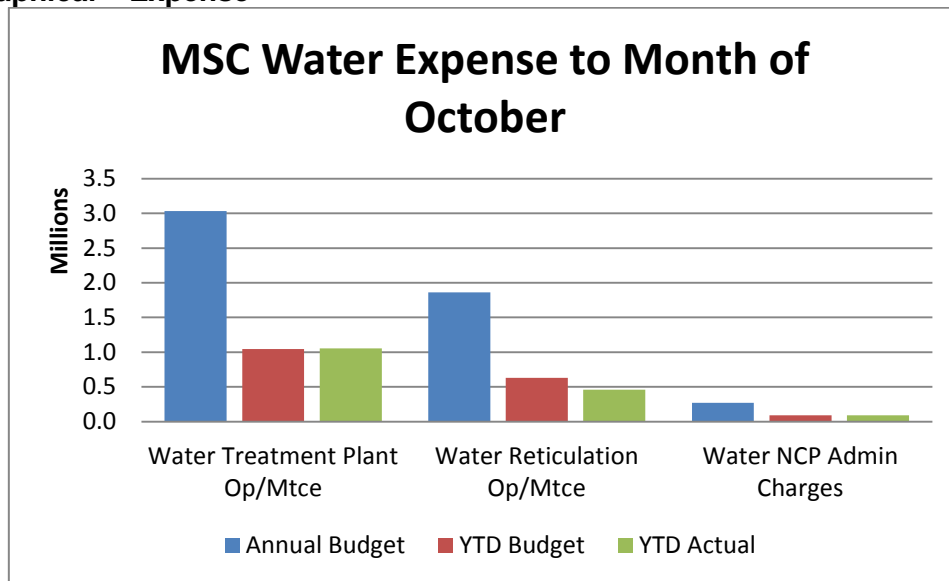
- Mareeba STP - continues to perform well. Effluent water quality results are compliant with TEP limits. Two Mile Creek bi-monthly monitoring continues.
- Mareeba STP - 28 day proving period underway and to be completed by 12 November.
- Kuranda STP - Remains compliant with licence conditions.

3. Budget - Water

Graphical - Revenue

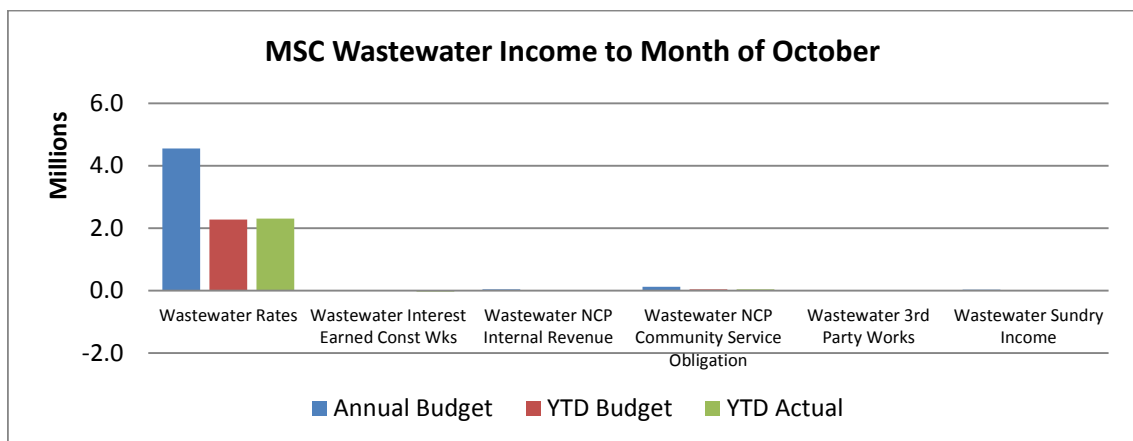


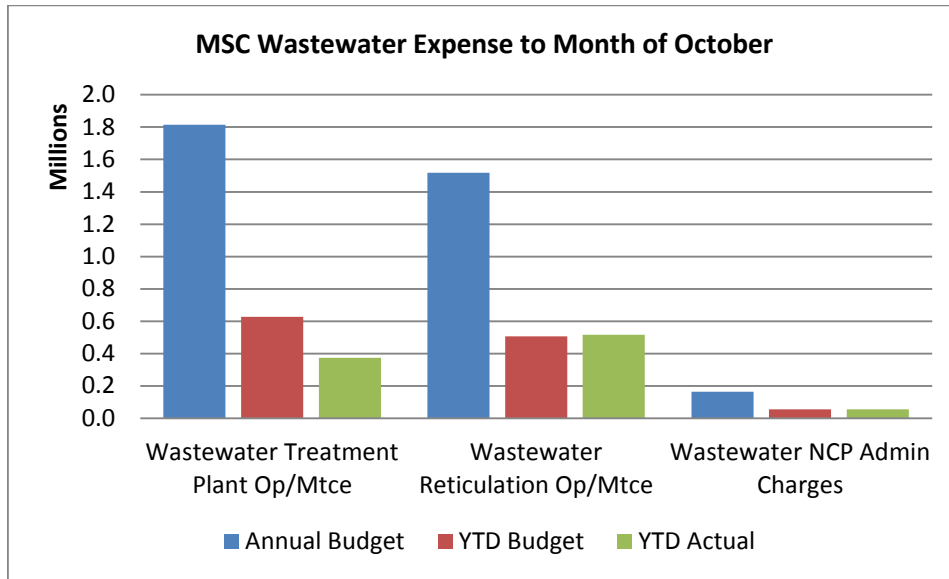
Graphical – Expense



4. Budget - Wastewater

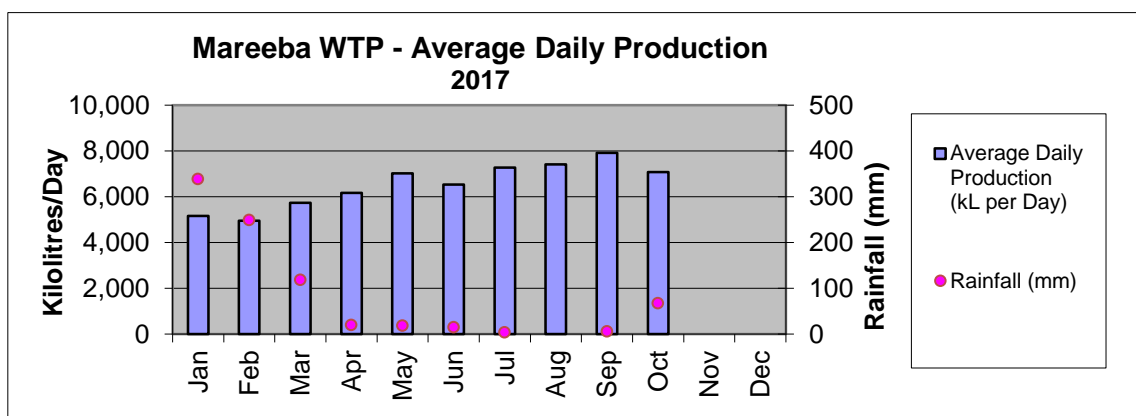
Graphical - Revenue

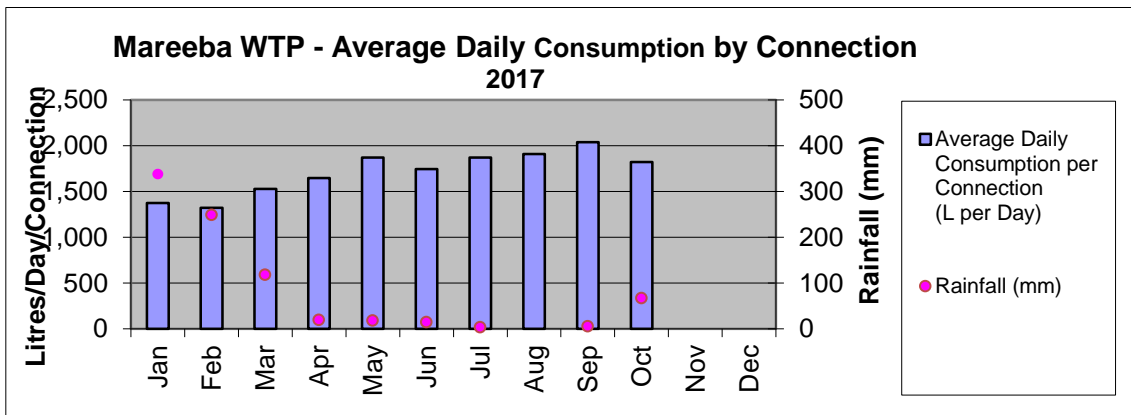


Graphical – Expense

5. Chlorine Residual Readings

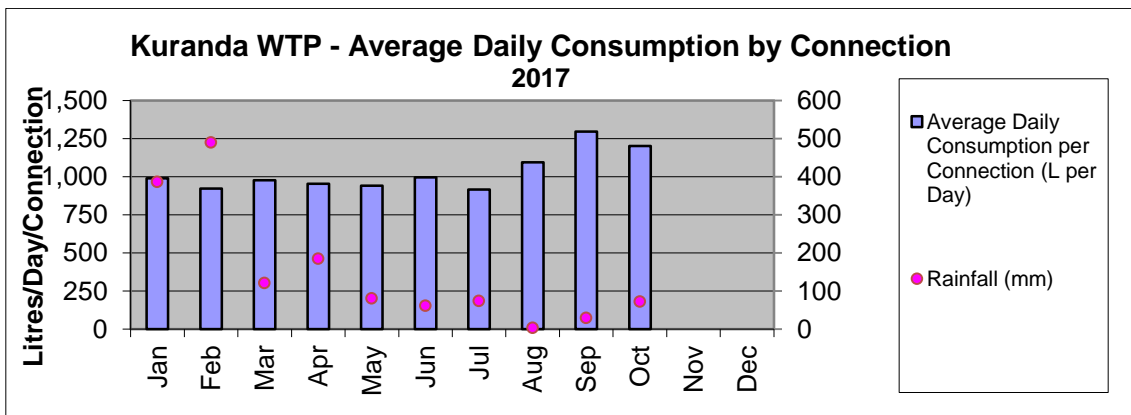
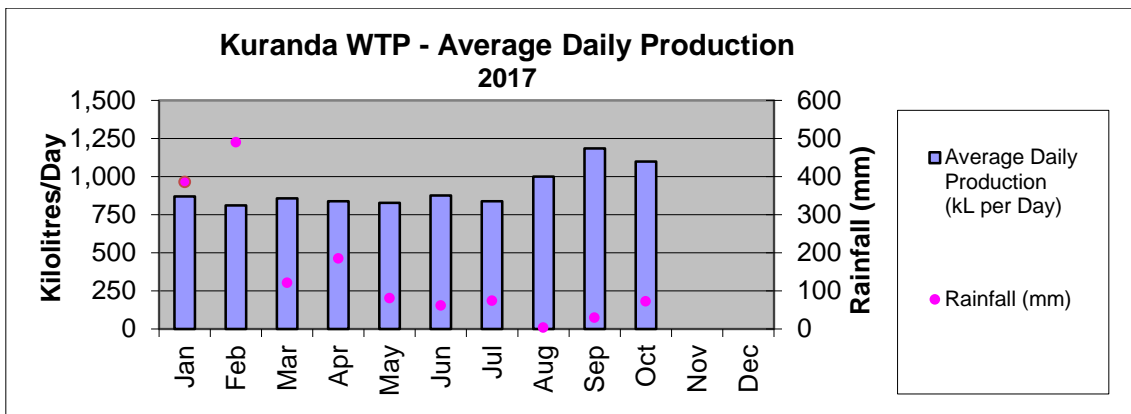
October 2017	Chlorine Residual Readings 2017												
	Australian Drinking Water Guidelines Maximum 5mg/L												
	Tue 3rd	Wed 4th	Fri 6th	Mon 9th	Wed 11th	Fri 13th	Mon 16th	Wed 18th	Fri 20th	Mon 23rd	Wed 25th	Fri 27th	Mon 30th
Mary Andrews Park Mareeba	1.04	0.94	0.86	1.02	1.00	1.11	1.21	0.96	1.13	0.99	1.15	1.02	1.04
Wylandra Drive Mareeba	0.84	0.73	0.62	0.68	0.79	1.00	0.83	0.67	0.66	0.57	0.69	0.68	0.66
Gregory Terrace Kuranda	0.75	0.71	0.68	0.88	1.00	0.98	0.86	0.71	0.83	0.87	0.51	0.65	0.70
Mason Rd PS Kuranda	0.93	0.86	0.92	1.01	1.26	1.15	1.08	1.03	1.05	1.19	0.59	1.00	1.10
Chillagoe	1.20	1.09	1.20	1.25	1.31	1.20	1.28	1.26	1.23	1.22	1.29	1.20	1.12
Dimbulah	1.18	1.31	1.25	1.16	1.19	1.42	1.20	1.23	1.20	0.99	1.07	1.10	0.95

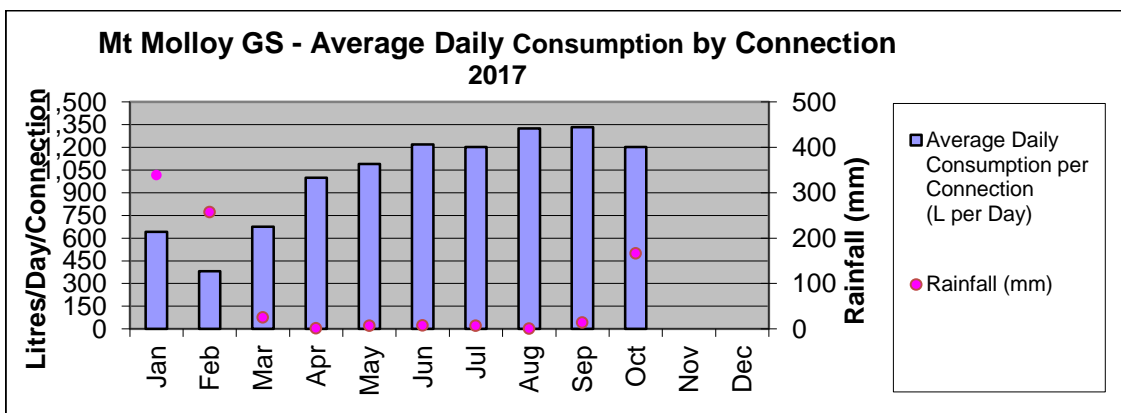
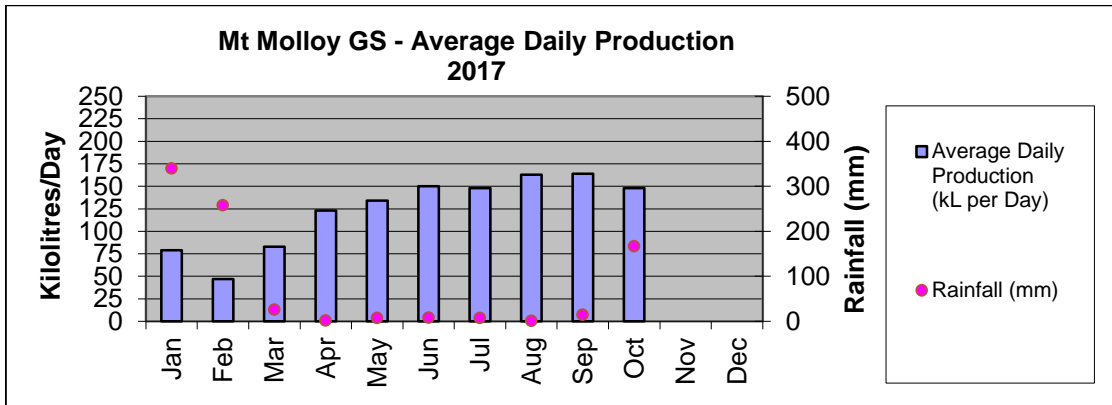
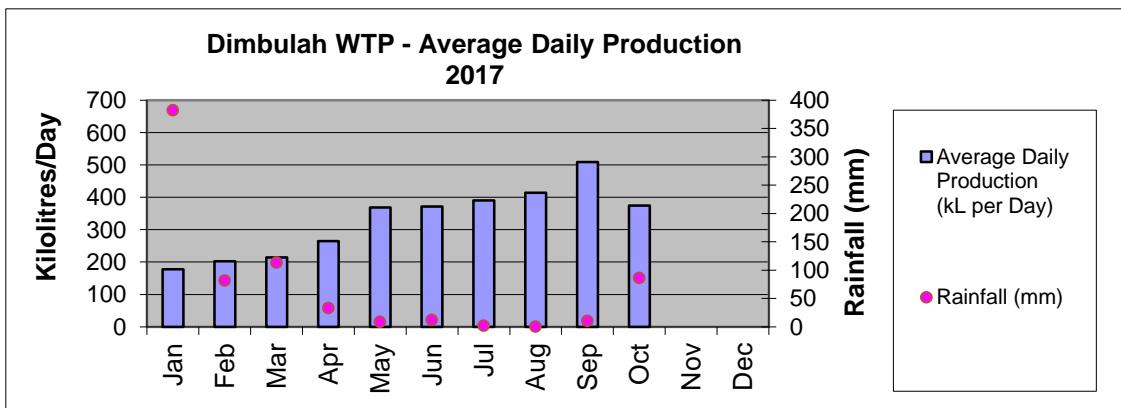
It should be noted that water consumption has risen in some schemes despite the introduction of water restrictions. Mareeba, Kuranda and Dimbulah increased consumption whereas Chillagoe has had a reduction in consumption and Mt Molloy remained static.

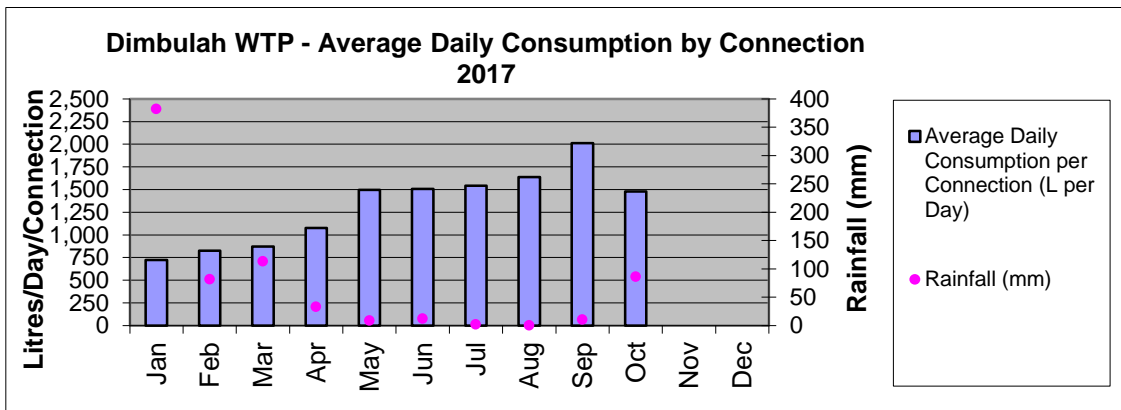
6. Mareeba Water Supply Scheme – Operations Data




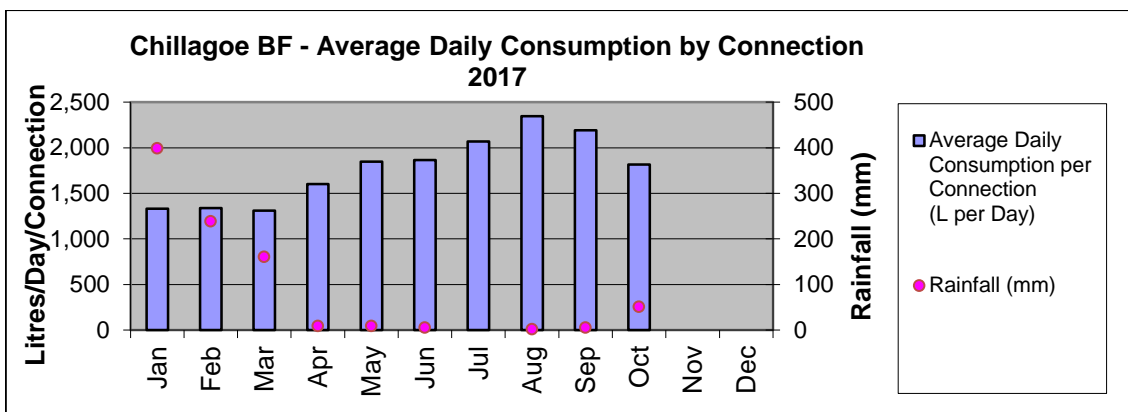
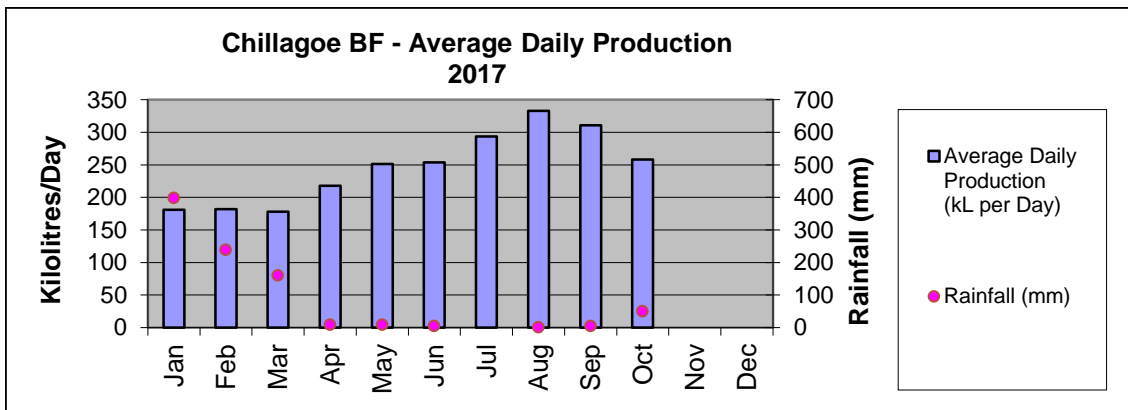
7. Kuranda Water Supply Scheme - Operations Data



8. Mount Molloy Water Supply Scheme - Operations Data

9. Dimbulah Water Supply Scheme - Operations Data




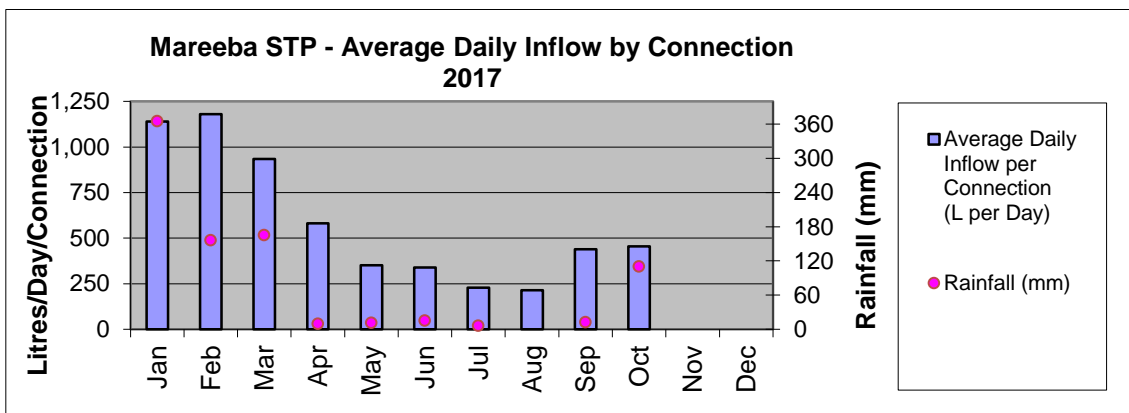
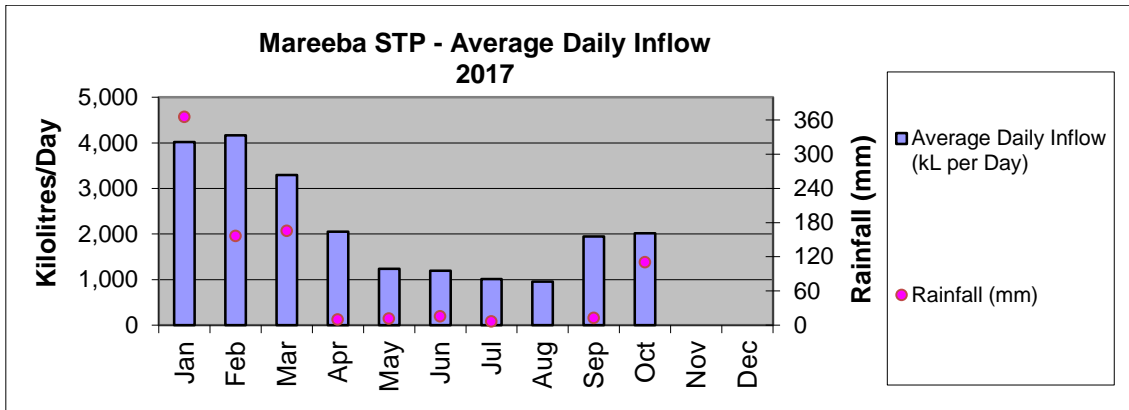
10. Chillagoe Water Supply Scheme - Operations Data



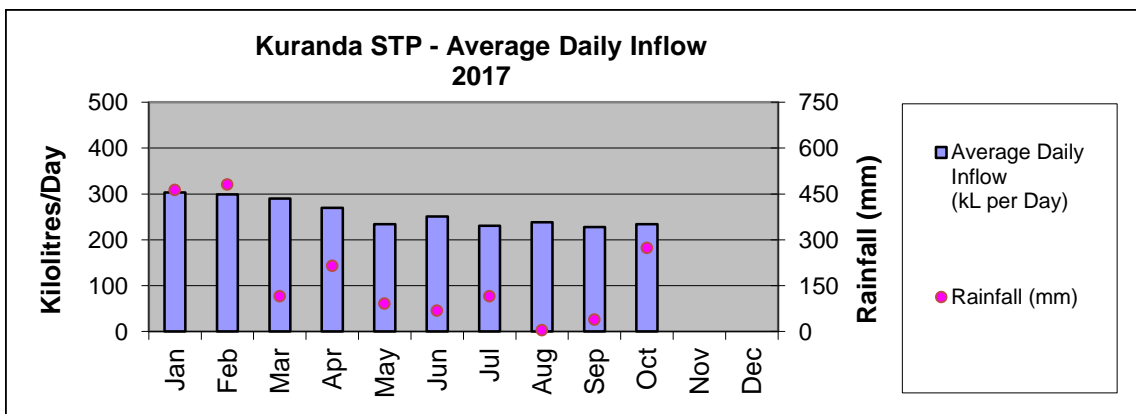
Level 3 water restrictions for residents connected to the town's water supply in Chillagoe, have been imposed on Chillagoe residents, effective as of 1 November 2017.

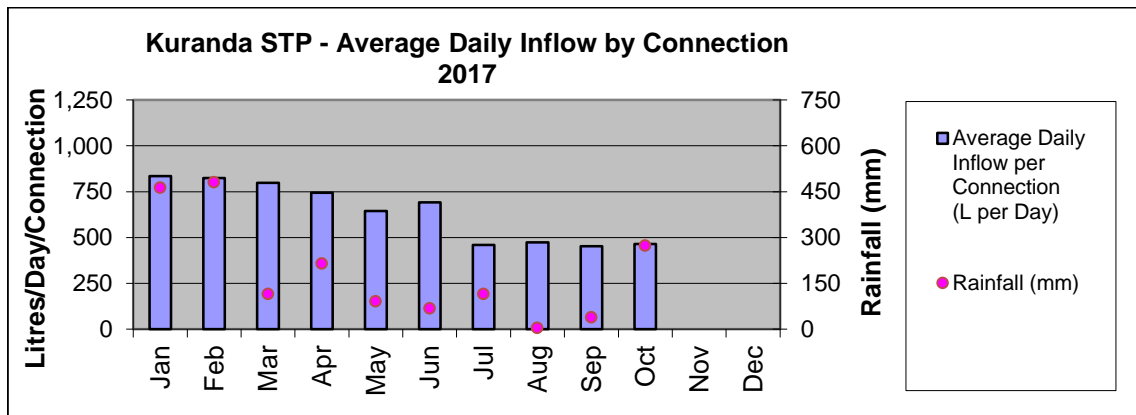
Bore Three in Chillagoe is having difficulties caused by a reduced supply due to the water table receding, and being further reliant on Bores One and Two to provide water to the Chillagoe Township. It should also be noted that the aquifer feeding Bores One and Two are also showing signs of reduced water supply.

11. Mareeba Wastewater Treatment Plant - Operations Data



12. Kuranda Wastewater Treatment Plant - Operations Data





LINK TO CORPORATE PLAN

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

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

CONSULTATION

Internal
Director Infrastructure Services
Waste Staff

External
Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

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

Yes

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *2 November 2017*

CHIEF EXECUTIVE OFFICER

ITEM-23 **ADOPTION OF AMENDED KURANDA TOWNSHIP INFRASTRUCTURE PLAN 2010 - 2020**

MEETING: Ordinary

MEETING DATE: 15 November 2017

**REPORT OFFICER'S
TITLE:** Chief Executive Officer

DEPARTMENT: Office of the CEO

EXECUTIVE SUMMARY

This report deals with the amendment of the Kuranda Township Infrastructure Master Plan (KTIMP) to change the list of priority infrastructure projects as recommended by the Kuranda Infrastructure Advisory Committee and previously endorsed by Council.

As instructed by the Cairns office of the Department of Infrastructure, Local Government and Planning, amendment of the list of priority projects can only be done by the preparation of a new standalone KTIMP which requires formal adoption by Council. The document is now submitted to Council for that purpose.

OFFICER'S RECOMMENDATION

"That the Kuranda Township Infrastructure Master Plan 2010 - 2020 (As Amended 2017), be adopted."

BACKGROUND

The Kuranda Township Infrastructure Master Plan 2010 - 2020 (KTIMP10 - 20) sets out the approved tourism related infrastructure projects to be funded by the levy on tourists travelling to Kuranda via the commercial tour operators, Skyrail and Kuranda Scenic Rail.

The levy on Skyrail and Kuranda Scenic Rail is collected by the Queensland State Government and paid to the Council in accordance with the provisions of the Kuranda Infrastructure Agreement (KIA) entered into between the State and Council.

The KTIMP10 - 20 is contained within the document Kuranda Infrastructure Program - Strategic Plan and Project Report prepared by the consulting firm ARUP in 2010, and contains scheduled reviews at key stages to monitor the overall progress of the Kuranda Infrastructure Program to ensure that project priorities and budgets remain relevant over the 10 year life of the Program and that delivered projects are achieving the desired outcome.

The latest review, undertaken by the Kuranda Infrastructure Advisory Committee (KIAC) in early 2017, recommended a number of changes to the currently approved program of works

and these recommended changes were submitted to and subsequently endorsed by Council.

However, when the requested changes were submitted to the Minister for Local Government for formal approval in April 2017, the Department of Infrastructure, Local Government and Planning advised Council that amendment of the KTIMP10 -20 would require the preparation of a new standalone document that met the specific requirements of the Department. Such a document would have to be formally adopted by the Council prior to submission to the Minister.

Over the last six (6) months, the preparation of the amended KTIMP has progressed in consultation with the Cairns office of the Department to the stage where officers believe that it now meets the stringent requirements of the Department.

The document is attached hereto and now requires formal adoption by Council.

LINK TO CORPORATE PLAN

COM 4: Encourage vibrant and active community participation in festivals and events, arts, culture and natural heritage activities that celebrate the community and its cultural diversity and enrich lifestyle and encourage tourism.

ECON 2: In partnership with local business, industry groups and economic and regional development organisations, continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

CONSULTATION

Internal

Chief Executive Officer
Director Corporate and Community Services.

External

Mr Owen Hitchings, A/Principal Adviser, Department of Infrastructure, Local Government and Planning, Cairns

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

The amended KTIMP has been prepared in accordance with the provisions of the Kuranda Infrastructure Agreement entered into between Council and the State Government and in accordance with the directions issued by the Department of Infrastructure, Local Government and Planning.

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

The amended KTIMP changes the list of priority projects to be funded by the Kuranda tourist levy on Skyrail and Kuranda Scenic Rail, however, the capital costs will fit within the existing Kuranda Infrastructure Program budget.

Operating

N/A

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

Yes

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

N/A

IMPLEMENTATION/COMMUNICATION

The amended KTIMP is to be submitted to the Minister for Local Government and Minister for Aboriginal and Torres Strait Islander Partnerships for formal approval.

ATTACHMENTS

1. Kuranda Township Infrastructure Master Plan 2010 -2020 (As Amended 2017)

Date Prepared: 8 November 2017

2017

Kuranda Township
Infrastructure Master Plan
2010 - 2020 (As Amended 2017)



Alan Lambert
Mareeba Shire Council
1 October 2017

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EXECUTIVE SUMMARY

The provision of tourism related infrastructure in the village of Kuranda to meet the needs and expectations of an estimated 1,000,000 visitors per year, is funded to a large degree by a levy on tourists travelling to Kuranda via the commercial tour operators, Skyrail and Kuranda Scenic Rail, with a smaller funding component provided by the Mareeba Shire Council from its own revenue sources.

The levy on Skyrail and Kuranda Scenic Rail is collected by the Queensland State Government and paid to the Mareeba Shire Council in accordance with the provisions of an agreement, the Kuranda Infrastructure Agreement (KIA), entered into between the State and the Council. The Kuranda Township Infrastructure Master Plan 2010 -2020 (KTIMP10 - 20), which has been developed in accordance with the provisions of the KIA, sets out approved projects to be funded from the levy, and in addition, the KIA itself lists six approved projects in Appendix A to that agreement, three of which are also included in the KTIMP10 - 20 schedule of approved projects.

The KTIMP10 - 20 has recently been reviewed by the skills based Committee appointed by the Council to provide advice and direction on projects to be funded under the KIA, the Kuranda Infrastructure Advisory Committee.

The Committee made a number of recommendations to the Mareeba Shire Council to amend the schedule of projects included in the KTIMP10 - 20, originally given Ministerial approval on 17 February 2011. These recommendations were endorsed by the Council and make the following changes to the approved program of works:

Capital projects to be completed prior to 30 June 2020

Therwine Street Re-development	\$1,050,000
Walking Tracks to Barron Falls	\$2,100,000
New Wayfinding Signage	\$ 150,000
Information Technology	\$ 90,000
New Kuranda Township Infrastructure Master Plan	\$ 60,000

Renewal projects to be completed prior to 30 June 2020 (funded from Depreciation Reserve)

Rehabilitation of Jum Rum Walking Track	\$ 300,000
Centenary Park Toilet Block Refurbishment	\$ 200,000
Jungle Walking Track Rehabilitation	\$ 200,000
Street Furniture Refurbishment	\$ 50,000

Projects deleted

Indigenous Village Precinct - Phase 1 and 2	\$ 650,000
Drink Fountains	\$ 20,000
Amphitheatre Upgrade	\$1,000,000
Upper Coondoo Street Pedestrian Mall and Traffic Control	\$2,200,000

As any amendments to the approved program of works must have Ministerial approval, this amended KTIMP10 - 20 has been developed for that purpose and retains the same planning horizon as the original 2010 - 2020 document ie expiring 30 June 2020.

Background to KIA 2010 - 2020

The KIA between the State of Queensland and the Mareeba Shire Council recognises that the township of Kuranda, adjoining the Wet Tropics World Heritage Area in Far North Queensland, is a unique tourist destination (the Village in the Rainforest) attracting up to one million tourists and other visitors on an annual basis, the majority of whom are overseas travellers.

The KIA also recognises that the scope and value of works required to maintain the character of Kuranda and conserve the natural environment while still providing the necessary infrastructure to cater for the needs and demands of the annual tourist visitation are such that the costs are too great for the residents of Kuranda or the Mareeba Shire Council to meet by usual means.

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.

This financial contribution is provided via monies collected by the State from corporations that have licence to transport passengers through and across the World Heritage Wet Tropics between Cairns and Kuranda, these corporations being Kuranda Scenic Rail (which is operated by Queensland Rail and therefore a State Government owned corporation) and Skyrail (privately owned and operated by the Chapman Group). Payments to the State by Kuranda Scenic Rail and Skyrail are made in accordance with relevant provisions of the Local Government Regulation 2012 (Chapter 3, Part 4) and the State Transport (People-Movers) Act 1989.

All expenditure from the funds provided by the State must:

- Be used to provide and maintain amenities that will enhance visitors' experience, enjoyment and environmental understanding of the Kuranda area whilst supporting the well-being of the local Kuranda community. 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 the Kuranda Fund.
- Not be used for the establishment, management and maintenance of services and amenities that could reasonably be expected to be provided by the Mareeba Shire Council in the normal course of providing such services and amenities to its residents, rate payers and business owners from whom it collects rates and other charges.
- 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.

To provide advice and direction on projects that are funded under the KIA, a skills based Advisory Committee was established. This committee, the Kuranda Infrastructure Advisory Committee, includes elected representatives from the State Government and the Mareeba Shire Council, Council officers, local business owners, tourism operators and residents.

The KIA 2010-2020 is the third of such agreements entered into between the State and the Mareeba Shire Council* and was signed by both parties on 1 March 2010. Prior agreements were the 1994 Agreement executed on 23 March 1994 and the 1997 Agreement executed on 16 May 1997.

*Note that the 2010 – 2020 agreement was executed by the Tablelands Regional Council, of which the Mareeba Shire at that time formed part. However, following the de-amalgamation of the Mareeba Shire from the Tablelands Regional Council on 1 January 2014, and in accordance with the provisions of the Local Government (De-amalgamation Implementation) Regulation 2013, the Mareeba Shire Council assumed responsibility for the ongoing administration of the agreement from the date of de-amalgamation.

Kuranda Infrastructure Program Vision, Objectives and Key Strategic Directions

Vision

Significant consultation with a broad range of stakeholders, including tourists/visitors and Kuranda residents and/or business owners, was undertaken in the lead up to the development of the KTIMP for the 10 year period 2010 to 2020, and the Kuranda Infrastructure Advisory Committee was also engaged in a series of facilitated workshops to consider the strategic framework for Kuranda.

Three themes emerged from these workshops which were broadly supported by the research and consultation undertaken and the following Vision evolved from those themes:

The Kuranda Infrastructure Program will deliver infrastructure and improvements that enhance the Village in the Rainforest as a unique, authentic experience for residents and tourists alike, by improving safety, accessibility, connection with the environment and integration between the activities of residents and tourists.

Objectives

The following high level objectives underpin this vision:

- Sustain market share (volume)
- Enhance yield from market
- Local engagement

Key Strategic Directions

As a result of the stakeholder consultation referred to above, four key strategic directions were identified to respond to the priorities identified by visitors, commercial operators and residents. These four strategic directions are:

1. Improved visual and physical access to the natural attractions, including the rainforest and Barron Gorge.
2. Develop more authentic activities, services and retail options that align with the theme and the needs of new markets.
3. Introduce built form/urban design elements that improve pedestrian comfort and wayfinding and create a strong visual identity for the village in the rainforest.
4. Encourage greater diversity of uses and expanded operating hours to create a safer and livelier town centre attractive to residents and visitors.

These strategic directions continue to remain relevant to the ongoing provision of infrastructure, services and amenities that are required to meet the needs of visitors to the Kuranda area and fulfil the objectives of the KIA.

Project Selection and Prioritisation

The selection and prioritisation of projects to be funded under the KIA has evolved and been influenced by a number of factors over the life of successive infrastructure agreements.

A key factor in project selection is of course the requirement that projects must enhance visitors' experience, enjoyment and environmental understanding of the Kuranda area and support the well-being of the local Kuranda community but must not be projects that the Council itself should be reasonably expected to provide in the normal course of provision of services to its residents and ratepayers.

From 2010 onwards, the four strategic directions set out in the previous section have also informed project selection.

Some projects have become patently obvious simply as the result of the growth in visitor numbers over the years and the necessity to implement better systems to handle the volumes of tourists and vehicular traffic involved. These projects relate to upgrades to roads and streets, widening of footpaths and pedestrian safety, provision of car parking and bus parking, provision of toilet facilities and provision of signage.

Studies and research undertaken by various consultants over the years have also produced various plans and strategies which have identified project priorities. These have included the Kuranda Strategic Management Plan (1992), the Le Page Report (2008) and more recently, the Kuranda Infrastructure Program Strategic Plan and Project Report prepared by ARUP in 2010 as the basis for the KTIMP10 - 20.

Other project priorities have been determined as a result of suggestions put forward by Council officers and elected representatives, Kuranda Infrastructure Advisory Committee members and other stakeholders including business owners, tourists/visitors and local residents. Tourism Kuranda has also had input to the identification of possible projects.

Community and other stakeholder input has largely been through the conduct of surveys and focus groups with identified projects then being refined and prioritised by the Kuranda Infrastructure Advisory Committee.

Relationship of KIA funding to broader objectives

While the funding provided by the State under the KIA is directed specifically to provision of infrastructure and services primarily intended to enhance visitors' experience of Kuranda and surrounds, projects funded under the agreement also contribute to a broader range of objectives that enhance the well-being of the Kuranda community (refer to Clause 8.4(b) of the KIA).

These objectives include:

Economic: The annual influx of tourists and other visitors to Kuranda (predominantly overseas travellers) provides a significant boost to the local economy in terms of the income generated for local businesses and also the employment opportunities provided for the regional community, including the Indigenous residents of the Kuranda area. Therefore, spending on infrastructure to increase visitor numbers or at least retain current market share has a direct economic impact on the local Kuranda community.

Cultural/Heritage: The showcasing and promotion of the local Indigenous culture and heritage is an integral part of the Kuranda experience with signage and artwork funded under the Kuranda Infrastructure program informing and educating visitors of the historical connections of the Indigenous people to the Kuranda area.

Indigenous culture and art is also showcased at various businesses within Kuranda and at places such as Rainforestation where Aboriginal dance troupes perform traditional dances for visitors.

Visitors travelling to Kuranda by rail and arriving at the historic Kuranda Railway Station also experience a unique part of Queensland's history as they travel along what is one of the most iconic railway lines in Australia. The construction of this rail line between 1886 and 1891 is, even today, considered an engineering feat of tremendous magnitude. Hundreds of men were employed to build the 15 handmade tunnels and 37 bridges and a significant number of lives were lost during the rail line construction. Visitors travelling on the Scenic Railway undertake a spectacular journey comprising unsurpassed views of dense rainforest, deep ravines and picturesque waterfalls.

From a further cultural perspective, the Kuranda Amphitheatre (which was an approved project under the original KTIMP 2010 - 2020 but has now been deleted for possible inclusion in a future Master Plan) is a world renowned venue attracting national and international performers and visitors alike. It is the only one of its kind in Australia, built, managed, staffed and maintained by volunteers of the Kuranda community since its inception in 1979. Around 80% of the concerts held at the Amphitheatre attract up to 3,500 adult visitors and families to Kuranda making it not only a significant cultural venue but also a major economic driver for the Kuranda area, injecting many thousands of dollars into the Kuranda economy.

Transport related: A number of the projects funded under the KIA relate to road and street improvements and car parking. While these are primarily designed to provide for safe and efficient movement of the thousands of visitors who arrive in Kuranda on an annual basis, they also provide a safer traffic and pedestrian environment for local residents and business owners in Kuranda.

Infrastructure: Infrastructure (other than Transport related) funded under the KIA such as redevelopment of Centenary Park, construction of walking tracks, landscaping, tree planting and general town improvements, provides facilities that can be enjoyed by and form an integral part of the lifestyle of Kuranda residents, contributing positively to their health and well-being.

KTIMP relationship to Mareeba Shire Infrastructure Provision and Service Delivery

While Clause 7.1(c) of the KIA states that the funding provided under the agreement is to be used in a considered manner designed to promote and maintain the well-being of the Kuranda community as demonstrated in the section above, it also states that funded projects should be recognisable parts of a broader infrastructure master plan.

In this regard, projects funded under the agreement should complement other projects and services funded and/or provided by the Council, all of which should work together as one overarching blueprint for the longer term development of the Kuranda area and the well-being of its residents.

Apart from its role in delivering the projects approved under the KIA, there are a number of other infrastructure projects that have been or are to be undertaken by the Council and services that are provided by the Council from its own funds that meet the above objective. These projects/services include:

INFRASTRUCTURE PROJECTS:

Water and Sewerage Infrastructure: Over the past 5 years, the Council has spent, or has programmed to spend, \$8.0M (including Government grants and subsidies) in the upgrading of water and sewerage infrastructure in Kuranda to ensure that not only are such services adequate to cater for the needs of local residents and visitors alike but to also meet the strict environmental standards required in the Wet Tropics World Heritage Area.

These projects include:

Wastewater Treatment Plant Upgrade	\$3,600,000
Myola Road - new 1 Megalitre Water Reservoir	\$1,049,978
Barang Street Sewer Main Upgrade and Arara Street Sewerage Pump Station	\$ 539,172
Warril Drive/Hilltop Close Reservoir - new 500Kl Reservoir & Booster Pump Stn	\$ 770,000
Masons Road Reservoir Upgrade - new 500Kl Reservoir	\$ 780,000
Sludge De-watering Facility Kuranda Wastewater Treatment Plant	\$ 145,000
Water Main replacement Rob Vievers Drive	\$ 150,000

Upgrading of main entrance into Kuranda: This project, scheduled for construction in 2017/18, involves upgrading of the main entrance into Kuranda from the Kennedy Highway to provide a safer road access for the many tourist buses and self-drive visitors entering the Village on a daily basis.

These works will complement previous works undertaken on Morton Street and its intersection with the main entrance road. These works have provided a safer entry and exit to and from Morton Street and will greatly reduce the potential for accidents on this section of the main entrance road in the future.

The Morton Street intersection works were undertaken at a cost of \$135,698 and the proposed upgrading of the main entrance road has an estimated cost of \$520,000.

Conduct of Traffic and Pedestrian Study: This study, undertaken by consulting firm Bitzios and completed in April 2012, provided 62 recommendations on improving traffic and pedestrian flow throughout the Kuranda CBD. Cost of undertaking the study was \$130,800 and was funded by

Council and developer contributions. The main driver in undertaking this study was to ensure that pedestrian and traffic infrastructure within the CBD was capable of handling the thousands of tourists and visitors to Kuranda on an annual basis.

The total estimated value of all works recommended by the study is \$4.7m and the works are being undertaken as funding permits. Thirty three of the original 62 recommendations were given priority status and \$340,000 was made available in Council's 2014/15 budget to undertake the majority of those projects.

Upgrading of landscaping and gardens at Skyrail: This project has involved working collaboratively with Skyrail to upgrade the gardens and landscaping at the Skyrail/Train Station terminal to present an attractive and welcoming view to tourists arriving at the terminal. Cost of the works is \$17,741.

Old Kuranda Primary School Redevelopment: The old Kuranda Primary School was purchased from the State Government for \$782,927 in the 2007/08 financial year.

A program to develop the site and selected buildings located thereon (former classrooms) commenced in 2010/11 with the intention of developing the area as a community hub (Kuranda Community Precinct) containing the town library, meeting rooms and spaces for individual clubs and community organisations to operate from.

To date, a total of \$954,893 (excluding the original purchase price) has been spent on development of the site including demolition of two of the former classroom blocks and converting Block C for use as the Library. The Library itself has direct relevance to tourists and visitors to the area as it provides free wi-fi and a large number of visitors call into the Library to make use of this and the Library's free computers.

Three priority projects listed in the Kuranda Community Precinct Strategic Plan also have relevance to the tourists and visitors to Kuranda, these being Walking Trail Signage, Support of Local History and Culture and Support of Local Arts Scene.

The Kuranda Community Precinct is also a space that local residents can call their own and utilise for recreational, sporting, cultural and educational experiences and activities. In the extensive community consultation that took place in 2011 when developing the Tablelands Community Plan 2021, it was found that there is some divisiveness within the Kuranda community around the perception that Kuranda is all about tourism and the focus is on tourists and visitors and not the local community and that all funding is directed towards tourism.

Expenditure on the Kuranda Community Precinct is therefore complementary to the funding provided under the KIA in the sense that it goes some way to changing the community perception that tourism is number one and community needs run a poor second.

SERVICE DELIVERY:

Mareeba Shire Planning Scheme: Planning for the orderly growth and development of Kuranda township is governed by the provisions of the Mareeba Shire Planning Scheme and all projects, whether funded by the State under the KIA or by the Council from rates and other sources, must meet the intent of the Planning Scheme.

The Planning Scheme is therefore an integral component of the broader infrastructure master plan for the ongoing development of Kuranda and environs as it has the capacity to limit or prevent undesirable development and set stringent development conditions that protect the unique environmental features of the Village in the Rainforest and regulate the built character of

development that occurs therein. All of this has a direct impact on the types of businesses and activities that can operate within Kuranda, which in turn contributes to its attractiveness to tourists and other visitors.

Significant community consultation was undertaken in the development of the new Mareeba Shire Planning Scheme (adopted on 15 June 2016 and commenced on 1 July 2016), particularly with respect to ensuring that the views, opinions and concerns of the Kuranda community were considered and accommodated where possible within the planning framework.

The total cost of preparing the new Planning Scheme was well over \$1.0M, the majority of this expenditure being incurred prior to de-amalgamation while Mareeba Shire was part of the Tablelands Regional Council and up to one quarter of this cost is estimated to be directly applicable to the Kuranda region.

Visitor Information Centre: The Kuranda VIC is an integral part of the Kuranda tourism experience with its friendly and helpful staff providing expert advice to tourists and visitors on what to see and do in the Kuranda area. The Centre provides advice and assistance to up to 98,000 visitors per year (97,124 in 2016/17 and 88,819 in 2015/16) and the annual cost to operate the centre is \$119,000.

Tourism Kuranda: Tourism Kuranda is the peak tourism promotion body for the Kuranda area and is funded by the Council via a special rate levy collected from local businesses. The annual cost of running Tourism Kuranda is \$247,000 and includes a significant media and advertising budget for promotion of Kuranda to domestic and international visitors.

Past Projects completed under 1994, 1997 and 2010 -2020 Infrastructure Agreements and KTIMP 2010 - 2020

A total of 21 projects (Project Codes 001 to 021), with a combined value of \$8.256M, were delivered under the previous 1994 and 1997 infrastructure agreements. In addition, a further seven projects listed in either Appendix A of the 2010 - 2020 KIA or in the KTIMP10 - 20, or both (Project Codes 023, 024 and 026 to 030), have also been completed with a combined value of \$1.684M and a further \$577,324 has been spent on completion of part (undergrounding of power) of the Therwine Street Re-development project (Project Code 022). All of these completed projects are summarised in Table 1 hereunder with a total value of \$10.517M.

Table 1 - Completed works under 1994, 1997 and 2010 - 2020 Kuranda Infrastructure Agreements and KTIMP 2010 - 2020

Project Code	Project	Scope of Works	Cost	Completion of Major Works
001	Underground Power	Installation of underground power	\$45,942	1995
002	Therwine and Coondoo Street Intersection	Upgrades and signage to intersection of Therwine and Coondoo Streets	\$72,313	1996
003	Centenary Park Stage 1 Redevelopment	Major redevelopment. Previously the park was a bare mound. The upgrade included substantial retaining walls and landscaping	\$818,989	1997
004	Sewerage Treatment	Connection and treatment	\$88,604	1997
005	Centenary Park Toilets	Constructed public toilet facilities that were incorporated with a tourist information centre	\$295,989 \$65,306	1997 2007
006	Upper Coondoo Street	Widening of the footpaths, protection of large fig trees, inclusion of street art	\$1,621,368	1999
007	Barron Falls Pendas Car Park	Additional Carparking at Barron Falls	\$242,666	1998
008	Red Path - Coondoo Street	Footpath works with public art	\$261,497	1998
009	Thoree Street Carpark	Car and bus parking area on Thoree Street	\$215,089	1999
010	Therwine and Thoree Streets	Roundabout landscaping, small car park on Therwine with paving leading to heritage markets	\$158,377	2000
011	Visitor Centre	TIC improvements and signage	\$33,566	2000 2007
012	Feature road signs	Feature signage on Coondoo and Therwine Streets	\$60,916	2001
013	Parking and Regulated Parking	Provision of additional parking spaces and of parking signage and regulation	\$330,221	2002
014	Walking Tracks	Construction of new walking tracks: Jum Rum walk from Coondoo Street to Barron Falls road 1.4km; Jungle walk from Barron Falls road, via Amphitheatre to Barron River 900m; and River walk to rail station 760m	\$799,473	2002
015	Barang/Barron Falls	Improve Parking along Barang Street	\$63,365	2002

	car parks	with some landscaping		
016	Rail bus parking	Purpose built bus parking off the end of Barang Street and upgrade of the interchange parking in front of Skyrail	\$734,114	2004
017	Lower Coondoo Street	Similar work to Upper Coondoo	\$1,480,391	2005
018	Upper Coondoo Street refurbishment	Improve lighting and footpaths	\$604,723	2006
019	Footpath from Rail Station to pub	New path linking the rail and Skyrail station to Arara Street across from the pub	\$34,092	2006
020	Themed Planting	Street planting of iconic species	\$41,816	2007
021	Various minor infrastructure works	Minor projects under \$35,000: Underground power, footpath upgrades, signage, planning studies and sundry assets	\$187,600	2004 - 2010
022	Therwine Street Re-development	Undergrounding of power	\$577,324	2016
023	Toilet Block at Barron Falls Carpark	The KIP contributed towards the EPA to install toilet facilities	\$125,000	2010
024	Upgrade of Wright's Lookout	Upgrading of the access road to Wright's Lookout	\$20,597	2011
026	Coondoo Street Lighting Improvements	Installation of 3 additional street lights in the lower section of Coondoo Street	\$11,323	2012
027	Covered Walkway	Covered walkway from Queensland Rail and Skyrail to the Bus Park and Village. Comprises a series of fully accessible pathways, partially covered, and covered interpretive 'pods' in the Lower Coondoo Street area	\$478,727	2014
028	River Walk	Signed walking track between Kuranda Rail Station to highway bridge along Barron River Esplanade	\$272,983	2014
029	Transport Interchange	Works to improve amenity and safety for passengers transferring between train/Skyrail and shuttle buses	\$66,806	2013
030	Visitor Information Centre Improvements	Alteration and expansion of existing Visitor Information Centre	\$708,296	2015
		Total	\$10,517,473	

For the majority of completed projects, there is an ongoing annual depreciation and maintenance cost and these costs are detailed in Appendices A, B and C attached hereto.

Amendments to KTIMP10 - 20

The KTIMP10 – 20 contained scheduled reviews at key stages to monitor the overall progress of the Kuranda Infrastructure Program to ensure that project priorities and budgets remained relevant and realistic over the ten year life of the Program and that delivered projects were achieving the desired outcomes.

Two reviews were scheduled, the first in October 2013 and the second in October 2016.

In 2013, due to Council resources being totally focused on the impending de-amalgamation of the Mareeba Shire from the Tablelands Regional Council at the end of 2013, the scheduled October 2013 review did not take place although a Consultancy Brief was prepared for that purpose.

The 2016 review was undertaken by the Kuranda Infrastructure Advisory Committee in early 2017. While the KTIMP10 - 20 was initially developed using comprehensive community and stakeholder engagement as per Subclause 8.4(f) of the KIA, the agreement does not prescribe further community consultation as a pre-requisite to the amendment of the KTIMP and consequently, no such consultation occurred during the 2016 review.

However, as the Kuranda Infrastructure Advisory Committee is comprised of a wide cross section of relevant stakeholders, including local business owners, tourism operators and residents, it is considered that their knowledge and awareness of local issues, infrastructure requirements and desired town improvements obviates the necessity for further comprehensive community engagement at this point in time.

As a result of the 2016 review by the Kuranda Infrastructure Advisory Committee, a revised list of projects was put forward by the Committee which sees the deletion of a number of uncompleted projects (some for possible inclusion in a future Master Plan) and the concentration on only two of those listed projects, the introduction of three relatively small new projects, and renewal works on four projects that require work to bring them back to an acceptable standard.

This revised list of projects is discussed further in the following Section.

Project Priorities to 2020

As noted in Table 1 above, seven of the approved 2010 - 2020 projects have been completed and a further project partially completed. As also noted in the preceding section, the 2016 review of the KTIMP10 - 20 by the Kuranda Infrastructure Advisory Committee recommended some changes to the approved program.

The following discusses the changes recommended by the Kuranda Infrastructure Advisory Committee and subsequently endorsed by the Mareeba Shire Council.

Capital Projects to be completed by June 2020:

1. Therwine Street Re-development (Project Code 022)

As noted in Table 1, the undergrounding of power has been completed at a cost of \$577,324. The balance of the Therwine Street Re-development works is scheduled to commence in 2017/18 and is estimated to cost \$1,050,000. Allied with this project is new Wayfinding Signage which is also scheduled for 2017/18 at a cost of \$150,000. The net result is that the projected cost for this project is \$222,676 less than the initially projected \$2,000,000.

2. Walking Tracks to Barron Falls (Project Code 025)

Information sourced primarily from Skyrail and Kuranda Scenic Rail on tourist needs and feedback is that the tourism experience being sought is changing and that tourists are looking for more walking trails and engagement with the natural environment. This data is also supported by Tourism Kuranda. Based on this, the Walkways budget has been boosted from \$900,000 to \$2,100,000. This will enable the current footpath network to be extended to Barron Falls, which has rated highly on the tourists' wish list.

3. Wayfinding Signage (Project Code 035) - see comments under Therwine Street Re-development above

This project costing \$150,000 involves the provision of new signage in keeping with the existing theme to assist visitors to navigate to places of interest by vehicle or on foot.

4. Information Technology (Project Code 036)

This project relates to provision of e signage. Again, data from Skyrail and Kuranda Scenic Rail is that many of the overseas visitors have asked for Q codes with links to sites that provide the information on notice/information boards. This request has come mainly from the ever increasing number of Chinese visitors and it is envisaged that the \$90,000 budgeted will deliver an excellent start to meet these needs.

5. New Kuranda Township Infrastructure Master Plan (Project Code 037)

In the expectation that KIA funding will continue post 2020, an allocation of \$60,000 has been included in the 2019/20 program of works to develop a new KTIMP for the 10 year period 2020 - 2030.

Renewal Projects (funded from Depreciation Reserve) to be completed by June 2020

1. Rehabilitation of Jum Rum Walking Track (Project Code 038)

This walking track is very popular with tourists and not only provides linkages to other walking opportunities but also exposes them to the tropical rainforest. Given this track is through the rainforest, the walking surface has been heavily affected by the vegetation and needs renewal. Estimated cost of the project is \$300,000.

2. Centenary Park Toilet Block Refurbishment (Project Code 039)

This toilet block is the main amenity used by tourists and sees very heavy traffic. The wear and tear on this has reached the point where a major refurbishment is required as in its present state it certainly detracts from the tourist experience. This has been borne out by the feedback received by the Council. The estimated cost of the refurbishment works is \$200,000.

3. Jungle Walking Track Rehabilitation (Project Code 040)

This walking track is similar to the Jum Rum track above in that the walking surface has been affected by the vegetation and presents a trip hazard to persons using it. Works will include condition assessment and repair of affected sections by asphalt overlay and repair of the pedestrian bridge and improvements under the rail bridge adjacent to the River Walk. Estimated cost is \$200,000.

4. Street Furniture Refurbishment (Project Code 041)

This project involves refurbishment of the wrought iron bollards, handrails and bins that were installed around 1997 and which also form part of the Kuranda street art and sculptures. The works involve cleaning, undertaking any necessary repairs and repainting and the estimated cost is \$50,000.

Projects deleted

1. Indigenous Village Precinct (Project Code 031)

The scope of this project needs to be re-visited particularly given the perceived competition and recent developments at the Tjapukai Aboriginal Cultural Park adjacent to the Skyrail terminal at Smithfield in Cairns and the Rainforestation tourist facility on the outskirts of Kuranda. While the concept certainly has merit, considerable consultation and work will have to be undertaken before this project can be recommenced. The project has therefore been deleted from the 2010 - 2020 program of works for possible inclusion in a future Master Plan.

2. Drink Fountains (Project Code 032)

This has been dropped as a specific standalone project and will be dealt with as and when refurbishment projects occur.

3. Amphitheatre Upgrade (Project Code 033)

A considerable amount of work has been undertaken at the Amphitheatre over the past few years as a result of that Committee and the Council obtaining grants etc. While there certainly is the opportunity to undertake further works there, the imperative is not as urgent as some other projects and, like the Indigenous Village Precinct, this project has been deleted from the 2010 - 2020 program of works for possible inclusion in a future Master Plan. The Amphitheatre is an important venue to

both local and regional communities and adds to the tourism offering in Kuranda but it cannot be seen at the same level of priority as the Walking Tracks which meet the needs not only of the local and regional community but also the large national and international tourist market.

4. Upper Coondoo Street Pedestrian Mall and Traffic Control (Project Code 034)

Although included in the list of projects in the ARUP 2010 - 2020 Strategic Plan, the re-design of Upper Coondoo Street to create a shared zone or pedestrian mall was listed as Un-programmed Works and it was never intended that it be scheduled for construction within the 2010 - 2020 planning horizon. It has now been deleted and may be reconsidered for possible inclusion in a future Master Plan.

Appendices A, B and C show Project Staging and Budget implications for the amended program of works over the three year period 2017/18 to 2019/20

Should KIA funding not continue beyond 2020, any monies remaining in the Kuranda fund at 30 June 2020 should be retained by the Council for ongoing maintenance and depreciation costs associated with completed projects up to that point in time.

Appendix A - Project Staging and Budget Implications

Project Code	Project Title	Description	Priority	Estimated/Actual Cost	New Capital	Annual Maintenance	Annual Depreciation	Anticipated Start Date	Anticipated Completion Date	Source of Funding	Comments	Visitor Benefit	Local Benefit	Proposed By
Currently listed projects to be completed - 2010-2020 Agreement														
022	Therwine Street Re-development	Upgrades to Upper and lower Therwine Street to improve parking and circulation and enhance dual accessibility.	1	1,050,000	1,050,000	5,000	15,000	Oct-17	Mar-18	KIA Levy/Interest	Reduce scope of works to original proposal	✓	✓	KIAC
025	Walking Tracks to Barron Falls:	Development of longer distance walking tracks connecting Kuranda to natural attractions in the vicinity, including Pentia Trees and Jum Rum to Barron Falls walking track.	1	100,000	100,000	0	5,000	Feb-18	Apr-18	KIA Levy/Interest	Significant budget increase to extend footpath network to Barron Falls	✓	✓	KIAC
	Phase 2		2	2,000,000	2,000,000	10,000	100,000	Aug-19	Dec-19			✓	✓	KIAC
New Works 2010-2020 Agreement														
035	New Wayfinding Signage	Provision of new signage in keeping with existing theme to assist visitors to navigate to points of interest by vehicle or on foot	1	150,000	150,000	5,000	30,000	Nov-17	Feb-18	KIA Levy/Interest		✓		KIAC
036	Information Technology	Provision of QR Codes with links to sites which provide information on notices/information boards	1	90,000	90,000	1,000	18,000	Jan-18	Mar-18	KIA Levy/Interest	PROPOSED/NOTIFIED as a result of visitor feedback	✓		KIAC
037	New Kuranda Township Infrastructure Master Plan	To replace the 2010 IIP Strategic Plan prepared by ARUP in 2010 and formally approved for future projects	2	60,000	60,000	0	0	Jul-18	Jun-20	KIA Levy/Interest		✓	✓	MSC
038	Rehabilitation of Jum Rum Walking Track	The walking surface of the existing track has been heavily affected by the rainforest vegetation and needs renewal	1	300,000	300,000	0	15,000	Feb-18	Apr-18	Depreciation		✓	✓	KIAC
039	Centenary Park Toilet Block Refurbishment	This is the main amenity used by tourists and requires major refurbishment as the current state detracts from the tourist experience	1	200,000	200,000	0	4,000	Nov-17	Jan-18	Depreciation		✓ 80%	✓ 20%	KIAC
040	Jungle Walking Track Rehabilitation	The walking surface of the existing track has been heavily affected by the rainforest vegetation and needs renewal	2	200,000	200,000	0	10,000	Aug-19	Dec-19	Depreciation		✓	✓	KIAC
041	Street Furniture Refurbishment	Cleaning, repairing and repainting the heritage iron benches, handrails and bins installed around 1997	1	50,000	50,000	0	2,500	Jan-18	Feb-18	Depreciation		✓	✓	KIAC
TOTALS					4,200,000	21,000	198,500							

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Appendix B - KTIMP Projects - Expenditure by Year

Project Code	Project Title	2017/18			2018/19			2019/20		
		Capital Expenditure	Annual Maintenance	Annual Depreciation	Capital Expenditure	Annual Maintenance	Annual Depreciation	Capital Expenditure	Annual Maintenance	Annual Depreciation
001 to 028	Completed Works under 1994, 1997 and 2010 - 2020 Agreements - Refer Table 1		63905	90736		65822	90705		67797	90705
Still to be completed works 2010-2020 Agreement:										
022	Therwine Street Re-development	1050000	1250	3750		5000	15000		5150	15000
025	Walking Tracks to Barron Falls:									
	Phase 1	100000		833			5000			5000
	Phase 2						2000000	5000		50000
New Works 2010-2020 Agreement:										
035	New Wayfinding Signage	150000	1667	10000		5000	30000		5150	30000
036	Information Technology	90000	250	4500		1000	18000		1030	18000
037	New Kuranda Township Infrastructure Master Plan							60000		
038	Rehabilitation of Jum Rum Walking Track	300000		2500			15000			15000
039	Centenary Park Toilet Block Refurbishment	200000		1667			4000			4000
040	Jungle Walking Track Rehabilitation							200000		5000
041	Street Furniture Refurbishment	50000		833			2500			2500
TOTALS		1940000	67072	114819	0	76822	180205	2260000	84127	235205
		1390000						2060000		
Expenditure funded by Depreciation		550000						200000		

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Appendix C - Kuranda Infrastructure Fund - Budget to 2020

	Projected Year End 30.6.18	Projected Year End 30.6.19	Projected Year End 30.6.20
Opening Reserve Balance	2,717,076	2,087,984	2,788,994
Income			
Levy	884,912	902,610	920,662
Interest	57,887	55,427	50,009
	942,799	958,037	970,671
Expenditure			
Capital Projects			
As per Appendix B	1,390,000	0	2,060,000
Operations and Maintenance			
Annual Maintenance as per Appendix B	67,072	76,822	84,127
Depreciation as per Appendix B	114,819	180,205	235,205
	1,571,891	257,027	2,379,332
Closing Reserve Balance	2,087,984	2,788,994	1,380,333
Opening Depreciation Balance	795,753	360,572	540,777
Transfer Depreciation in	114,819	180,205	235,205
Less Expenditure funded by Depreciation - as per Appendix B	550,000		200,000
Closing Depreciation Reserve	360,572	540,777	575,982

ITEM-24 CHANGE IN COUNCIL MEETING DATES JANUARY AND OCTOBER 2018

MEETING:	Ordinary
MEETING DATE:	15 November 2017
REPORT OFFICER'S TITLE:	Chief Executive Officer
DEPARTMENT:	Office of the Chief Executive Officer

EXECUTIVE SUMMARY

This report is presented to Council to consider changing the date of the Ordinary Meeting scheduled to be held on 17 January 2018 to Wednesday 24 January 2018. The reason for the proposed change is to accommodate the fact that Council will be closed from 22 December 2017 to 2 January 2018 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.

It is also requested that Council consider changing the meeting date from the 17 October 2018 to the 24 October 2018, the reason for the proposed change in Council meeting date is to allow Councillors to attend the annual LGAQ Conference.

OFFICER'S RECOMMENDATION

"That Council hold its January 2018 Ordinary Council meeting on Wednesday 24 January 2018 and October 2018 Ordinary Council meeting on Wednesday 24 October 2018."

BACKGROUND

Council Meetings are generally held on the third Wednesday of every month, with the deadline for Council Reports the week before. The early part of January has historically been quiet and would result in minimal Agenda items being presented due to the short time frame to prepare the Council Meeting Reports. By moving the Council Meeting back one (1) week there is a greater opportunity to ensure meaningful reports can be presented to Council. The reason for the change in the October date is to allow Councillors to attend the Annual LGAQ Conference.

LINK TO CORPORATE PLAN

N/A

CONSULTATION*Internal*

CEO

Executive Management Team

External

Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *9 November 2017*

BUSINESS WITHOUT NOTICE

NEXT MEETING OF COUNCIL

The next meeting of Council will be held at 9:00 am on Wednesday 20 December 2017.

SUMMARY OF NEW PLANNING APPLICATIONS & DELEGATED DECISIONS FOR THE MONTH OF OCTOBER 2017

Summary of new Planning Development Applications and Delegated Decisions for October 2017

New Development Applications					
Application #	Lodgement Date	Applicant/ Address	Property Description	Application Type	Status
RAL/17/0005	10/10/2017	G, S & J Morrow - 764 Hodzic Road BIBOEHRA	Lot 150 SP300448	ROL (1 into 4 Lots)	In decision stage.
RAL/17/0006	24/10/2017	Noel & Nyleve Morris - 215 Malone Road MAREEBA	Lot 3 RP733075	ROL (1 into 2 Lots)	In decision stage.
RAL/17/0007	27/10/2017	Maxwell David - 27 Spena Road MAREEBA	Lot 11 SP101832	ROL (1 into 3 Lots)	In referral stage.
MCU/17/0012	20/10/2017	Reever and Ocean Pty Ltd - Barnwell Road KURANDA	Lot 17 N157227 & Lot 18 N157227 & Lot 22 N157227 & Lot 19 N157452 & Lot 16 N157227 & Lot 1 & 2 RP703984	MCU - Nature Based Tourism	In decision stage.
MCU/17/0013	23/10/2017	Pioneer North QLD Pty Ltd - 1506 Mareeba - Dimbulah Road ARRIGA	Lot 2 RP745859 & Lot 12 HG387	MCU - Extractive industry	In referral stage.
MCU/17/0014	24/10/2017	Owen Davies - 49-51 Raleigh Street DIMBULAH	Lot 507 HG714 & Lot 508 HG714	MCU - Community use	In information request and referral stage.

Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
MCU/17/0004	03/10/2017	Mareeba Shire Job Training Association Inc	126 Byrnes Street, Mareeba	Lot 2 on M356154	Material Change of Use - Office
OPW/17/0003	23/10/2017	Rodeo Acres Pty Ltd	Mareeba-Dimbulah Road, Mareeba	Lot 12 on SP146292	Operational Works for Reconfiguring a Lot - Subdivision (1 into 8 lots) approval DA/16/0019

October 2017 (Regional Land Use Planning)

RAL/17/0004	24/10/2017	G & R Simmonds	89 Hume Road & 99 Coyle Road, Bibohra	Lots 1 & 2 on RP734860	Reconfiguring a Lot - Subdivision (2 into 4 lots)
DA/17/0032	31/10/2017	Kathleen Colless Pty Ltd	421 Wetherby Road, Mount Molloy	Lot 427 on SP287159	Reconfiguring a Lot - Subdivision (1 into 8 lots)

Change to Existing Development Approval issued

Application #	Date of Decision	Applicant	Address	Property Description	Application Type
N/A					

Building Work assessable against the Planning Scheme Decision Notices issued under Delegated Authority

Application #	Date of Decision	Applicant	Address	Property Description	Application Type
CAR/17/0003	3/10/2017	Topcon Builders Pty Ltd C/- All Construction Approvals	10 Morong Street, Kuranda	Lot 5 on RP749475	Building work (retaining wall) assessable against - Hill and Slope Overlay
CAR/17/0004	11/10/2017	Adam Paton	11 Ciobo Close, Mareeba	Lot 4 on SP213017	Pre-application referral agency response for building work (class 10a shed) assessable against - non-compliant gross floor area
CAR/17/0005	23/10/2017	Northern Building Approvals	45 Anzac Avenue, Mareeba	Lot 197 on NR3143	Building work (class 10a shed) assessable against - non-compliant gross floor area

Extensions to Relevant Period issued

Application #	Date of Decision	Applicant	Address	Property Description	Application Type
DA/12/0035 & OW/16/0006	09/10/2017	Jumrum Rainforest Pty Ltd	1593 Kennedy Highway,	Lot 73 on RP903071	Reconfiguring a Lot - Subdivision (1 into 83 Lots) and Operational

October 2017 (Regional Land Use Planning)

			Kuranda		Works (Roadworks, Stormwater, Water Infrastructure, Drainage & Earthworks)
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Survey Plans endorsed					
Application #	Date	Applicant	Address	Property Description	No of Lots
DA/17/0004	13/10/2017	Brett Stevenson C/- RPS Australia East Pty Ltd	2-18 Haren Street, MAREEBA	LOTS 1 & 2 ON SP298397 (CANCELLING LOT 157 ON NR5658)	ROL - Subdivision (1 into 2 Lots)
DA/17/00019	23/10/2017	Peter Lorraine Ryle &	1 Warril Drive, KURANDA	LOTS 1 & 2 ON SP296219 (CANCELLING LOT 77 ON RP742969)	ROL - Subdivision (1 into 2 Lots)

October 2017 (Regional Land Use Planning)