



AGENDA

Wednesday, 21 June 2023

Ordinary Council Meeting

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

Date: Wednesday, 21 June 2023

Time: 9:00 AM

Location: Council Chambers

Peter Franks
Chief Executive Officer

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- 3 BEREAVEMENTS/CONDOLENCES**
- 4 DECLARATION OF CONFLICTS OF INTEREST**
- 5 CONFIRMATION OF MINUTES**
Ordinary Council Meeting - 17 May 2023
- 6 BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETING**
- 7 DEPUTATIONS AND DELEGATIONS**

8 CORPORATE AND COMMUNITY SERVICES

8.1 PROPOSED MAJOR AMENDMENT NO.1 OF 2023 TO THE MAREEBA SHIRE COUNCIL PLANNING SCHEME 2016

Date Prepared: 8 June 2023

Author: Senior Planner

Attachments:

1. Major Amendment No.1 of 2023 [↓](#)
2. Major Amendment No.1 of 2023 Communications Strategy [↓](#)

EXECUTIVE SUMMARY

The purpose of this report is for Council to resolve to make an amendment to the Mareeba Shire Council Planning Scheme 2016 which will strengthen provisions relating to subdivision in the Rural zone.

Perceived weaknesses with the existing rural zone subdivision provisions were identified by the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning (the Minister) and were subject to the following State action:

(i) Temporary Local Planning Instrument No. 01 of 2021 (Subdivision in Rural zone).

Council officers, in consultation with the State, have prepared appropriate amendments and these amendments are detailed in Major Amendment No.1 of 2023.

RECOMMENDATION

That Council, in accordance with section 20 of the Planning Act 2016 and Chapter 2, Part 4 of the Minister's Guidelines and Rules make Major Amendment No.1 of 2023 to the Mareeba Shire Council Planning Scheme 2016.

BACKGROUND

Major Amendment No.1 of 2023 (**Attachment 1**) specifically addresses:

- Subdivision in the Rural zone

Subdivision in the Rural zone

On 8 December 2021, the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning made Temporary Local Planning Instrument No. 01 of 2021 (Subdivision in Rural zone) (TLPI 01/2021).

TLPI 01/2021 applies to development for reconfiguring a lot within the Rural zone of the Mareeba Shire Council Planning Scheme 2016 (Planning Scheme).

TLPI 01/2021 effectively prevents the creation of lots with an area less than 60 hectares within the Rural zone.

In making TLPI 01/2021, the Deputy Premier found that certain current provisions of the Planning Scheme, in their current form, were drafted in such a manner that it could result in Council approving the subdivision of lots with the Rural zone less than 60 hectares in area.

The subdivision of lots with the Rural zone less than 60 hectares in area would be incompatible with the existing and intended character of the Rural zone and undermine the FNQ Regional Plan. The FNQ Regional Plan aims to protect Rural zoned land from further fragmentation or encroachment by inappropriate development, particularly urban or rural residential development.

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of TLPI 01/2021, thereby ensuring the Planning Scheme appropriately addresses the intent of the FNQ Regional Plan.

Major Amendment No.1 of 2023 expands on TLPI 01/2021 to include the additional subdivision provisions established by the FNQ Regional Plan. These additional provisions allow for boundary realignments to resolve encroachments, improve agricultural efficiency, protect the environment and to allow for subdivisions following an existing road division in limited circumstances.

In addition, Major Amendment No.1 of 2023 would re-establish Council's ability to approve a small rural lot where such lot was intended to accommodate any of the following public reconfiguration purposes:

- (i) a cemetery; or
- (ii) a crematorium; or
- (iii) a detention facility; or
- (iv) emergency services; or
- (v) an environmental facility; or
- (vi) major electricity infrastructure; or
- (vii) a park; or
- (viii) a renewable energy facility; or
- (ix) a substation; or
- (x) a telecommunications facility; or
- (xi) a utility installation other than a transport service,
- (xii) a wind farm

The amendment process will be in accordance with section 20 of the Planning Act 2016 and Chapter 2, Part 4 of the Minister's Guidelines and Rules.

RISK IMPLICATIONS

Legal and Compliance

As Major Amendment No.1 of 2023 responds to TLPI 01/2021, the amendment process must be finalised within two (2) years of the date TLPI 01/2021 was made by the Minister.

Accordingly, the amendments must be adopted and commence before 8 December 2023.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

In accordance with Chapter 2, Part 4 of the Minister's Guidelines and Rules, the following actions and indicative timeframe will apply to Major Amendment No.1 of 2023:

1. 21 June 2023 - Council decides to make Major Amendment No.1 of 2023;
2. 22 June 2023 - Council gives notice and required materials to the Minister;

3. 27 June 2023 - State interest review commences;
4. 25 July 2023 - State interest review response and Minister's approval for Council to proceed with public consultation;
5. 8 August 2023 - 5 September 2023 - Council undertakes public consultation of Major Amendment No.1 of 2023;
6. 5 September 2023 – 8 September 2023 - Council reviews submissions and prepares public consultation report;
7. 20 September 2023 - Council seeks Minister's approval to adopt Major Amendment No.1 of 2023;
8. 15 November 2023 - Council adopts Major Amendment No.1 of 2023;
9. 1 December 2023 – Public notice of adoption and commencement.

This indicative timeframe was prepared in consultation with officers of the Department.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Some minor costs will be incurred as a result of the public notification of the proposed amendment.

LINK TO CORPORATE PLAN

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

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

IMPLEMENTATION/COMMUNICATION

Schedule 3 - Required Material of the Minister's Guidelines and Rules, requires Council to have a Communications Strategy for the amendment process.

An appropriate Communications Strategy has been prepared and is provided as **Attachment 2**.

MAJOR AMENDMENT NO.1 OF 2023
MAREEBA SHIRE COUNCIL PLANNING
SCHEME 2016

Subdivision in the Rural zone



Explanatory Statement

This Explanatory Statement is produced as supporting material to Major Amendment No.1 of 2023 to the Mareeba Shire Council Planning Scheme 2016.

The amendment is proposed in accordance with section 20 of the *Planning Act 2016* (the Act) and the Minister's Guidelines and Rules which sets out the minimum requirements for a local government when amending a planning scheme for section 20 of the Act.

The purpose of this document is to provide context and background to Major Amendment No.1 of 2023 and will assist readers in understanding the nature of the changes.

Major Amendment No.1 of 2023 specifically addresses:

- Subdivision in the Rural zone

Subdivision in the Rural zone

On 8 December 2021, the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning made *Temporary Local Planning Instrument No. 01 of 2021 (Subdivision in Rural zone)* (TLPI 01/2021).

TLPI 01/2021 applies to development for reconfiguring a lot within the Rural zone of the Mareeba Shire Council Planning Scheme 2016 (Planning Scheme).

TLPI 01/2021 effectively prevents the creation of lots with an area less than 60 hectares within the Rural zone.

In making TLPI 01/2021, the Deputy Premier found that certain current provisions of the Planning Scheme, in their current form, were drafted in such a manner that it could result in Council approving the subdivision of lots with the Rural zone less than 60 hectares in area.

The subdivision of lots with the Rural zone less than 60 hectares in area would be incompatible with the existing and intended character of the Rural zone and undermine the FNQ Regional Plan. The FNQ Regional Plan aims to protect Rural zoned land from further fragmentation or encroachment by inappropriate development, particularly urban or rural residential development.

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of TLPI 01/2021, thereby ensuring the Planning Scheme appropriately addresses the intent of the FNQ Regional Plan.

Major Amendment No.1 of 2023 expands on TLPI 01/2021 to include the additional subdivision provisions established by the FNQ Regional Plan. These additional provisions allow for boundary realignments to resolve encroachments, improve agricultural efficiency, protect the environment and to allow for subdivisions following an existing road division in limited circumstances.

In addition, Major Amendment No.1 of 2023 would re-establish Council's ability to approve a small rural lot where such lot was intended to accommodate any of the following public reconfiguration purposes:

- (i) a cemetery; or
 - (ii) a crematorium; or
 - (iii) a detention facility; or
 - (iv) emergency services; or
 - (v) an environmental facility; or
 - (vi) major electricity infrastructure; or
 - (vii) a park; or
 - (viii) a renewable energy facility; or
-

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- (ix) a substation; or
 - (x) a telecommunications facility; or
 - (xi) a utility installation other than a transport service,
 - (xii) a wind farm.
-

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Part 1 Preliminary

- Clause 1 Short title
This amendment may be cited as Major Amendment No.1 of 2023 – Subdivision in the Rural zone.
- Clause 2 Adoption
Mareeba Shire Council adopted this planning scheme amendment on **to be determined**.
- Clause 3 Commencement
This amendment took effect on **to be determined**.

Part 2 Amendment of the Planning Scheme

- Clause 4 Amendment of the Planning Scheme
Mareeba Shire Council Planning Scheme 2016 is amended in the manner set out in this part.
- Clause 5 Amendment of Preliminaries - Contents
(1) Contents
omit, insert – amended Contents with revised page numbers as attached in Appendix A.
- Clause 6 Amendment of Part 3 - Strategic framework
(1) Part 3, 3.3 Settlement pattern and built environment, 3.3.1 Strategic outcomes
omit (5)
insert
(5) *Primary industries in Rural areas are not compromised or fragmented by incompatible and/or unsustainable development, including but not limited to subdivision that results in a detrimental impact on rural productivity or fragments rural land. The valued, relaxed rural lifestyle, character and scenic qualities of the rural area are preserved and enhanced. The rural area is largely maintained to its current extent, while accommodating development directly associated with or reliant on natural resources including rural activities and tourism. Rural areas protect the shire's agricultural area and ensure food security. Other rural areas predominantly remain agricultural grazing properties.*
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- (9) *New subdivisions which propose lots less than the minimum lot size of 60ha are not supported within the Rural zone, except for where:*
- (a) *The subdivision results in no additional lots (boundary realignment) and does not create an additional rural lifestyle lot or rural residential purposes lot; or*
 - (b) *The subdivision is limited to one additional lot created to accommodate a public reconfiguration purpose.*
- (2) Part 3, 3.3.4 Element-Village activity centre, 3.3.4.1 Specific outcomes
- omit (4)*
- insert*
- (4) *Growth is focused within the Kuranda village and rural residential areas. Further greenfield or rural residential development in the Myola corridor is not supported within the life of the planning scheme.*
- (3) Part 3, 3.3.6 Element-Rural villages, 3.3.6.1 Specific outcomes
- omit (1)*
- insert*
- (1) *Biboohra, Irvinebank, Julatten, Koah, Mutchilba, Mt Molloy, Myola and Speewah are rural villages, that have limited centre activities and other non-residential activities. Some rural villages include small clusters of activity in which limited, small-scale development may occur. Any growth within rural villages is limited and is proportionate to their current scale and zoning intent. Further expansion of these villages is to only occur on land designated as urban footprint or rural living area under the Regional Plan.*
- (4) Part 3, 3.3.11 Element-Rural areas, 3.3.11.1 Specific outcomes
- omit (1), (2), (5) and (6)*
- insert*
- (1) *Rural areas include rural activities and land uses of varying scale, consistent with surrounding rural land use, character and site conditions.*
 - (2) *Land in rural areas is maintained in large lot sizes, to ensure that regional landscape and rural production values are not compromised by fragmentation, alienation or incompatible land uses. Subdivision of land is not supported on lots less than 60ha in the Rural zone except for where:*
 - (a) *The subdivision results in no additional lots (boundary realignment) and does not create an additional rural lifestyle lot or rural residential purposes lot; or*
-

-
- (b) *The subdivision is limited to one additional lot created to accommodate a public reconfiguration purpose*
- (5) *Tourism, outdoor recreation, horticultural activities and natural bushland uses may be considered in other rural areas where appropriately located, serviced and otherwise consistent with the Strategic Framework.*
- (6) *Agricultural areas will be retained in large holdings (60ha or greater) and not fragmented or compromised by unsuitable development. Uses and development within this precinct will not cause land use conflicts with primary production or will ensure these conflicts are mitigated.*
- (5) Part 3, 3.6 Transport and infrastructure, 3.6.1 Strategic outcomes
insert
- (12) *Subdivision of land in the Rural zone to create lots less than 60ha is not consistent with facilitating appropriately sequenced and coordinated development, except for where:*
- (a) *The subdivision results in no additional lots (boundary realignment) and does not create an additional rural lifestyle lot or rural residential purposes lot; or*
- (b) *The subdivision is limited to one additional lot created to accommodate a public reconfiguration purpose.*
- Clause 7 Amendment of Part 5 - Tables of assessment
- (1) Part 5, 5.6 Categories of development and assessment -
Reconfiguring a lot
omit Table 5.6.1-Reconfiguring a lot
insert - amended Table 5.6.1- Reconfiguring a lot as attached in Appendix B.
- Clause 8 Amendment of Part 6 - Zones
- (1) Part 6, 6.2.9 Rural zone code, 6.2.9.2 Purpose (2)
omit (f)
insert
- (f) *provide for a range of non-urban uses, compatible and associated with rural or ecological values including recreational pursuits and tourist activities;*
- (2) Part 6, 6.2.9 Rural zone code, 6.2.9.2 Purpose (3)
omit (a) and (f)
insert
- (a) *Areas for primary production and other rural activities are conserved and not fragmented below 60ha unless for a public reconfiguration purpose;*
-

- (f) *Residential and other uses are appropriate only where directly associated with the rural nature of the zone;*

- (3) Part 6, 6.2.9 Rural zone code, 6.2.9.3 Criteria for assessment

omit Table 6.2.9.3-Rural zone code - For accepted development subject to requirements and assessable development

insert - amended Table 6.2.9.3-Rural zone code - For accepted development subject to requirements and assessable development as attached in Appendix C.

Clause 9 Amendment of Part 9 - Development codes

- (1) Part 9, 9.4.4 Reconfiguring a lot code, 9.4.4.2 Purpose (2)

omit (i)

insert

- (i) *Subdivision within the Rural zone maintains lots equal to or larger than 60ha, except for where:*

(a) *The subdivision results in no additional lots (boundary realignment) and does not create an additional rural lifestyle lot or rural residential purposes lot; or*

(b) *The subdivision is limited to the creation of one additional allotment to accommodate a public reconfiguration purpose;*

- (2) Part 9, 9.4.4 Reconfiguring a lot code, 9.4.4.3 Criteria for assessment

omit Table 9.4.4.3A-Reconfiguring a lot code - For assessable development

insert - amended Table 9.4.4.3A-Reconfiguring a lot code - For assessable development as attached in Appendix D.

Clause 10 Amendment of Schedule 1 - Definitions

- (1) Schedule 1, SC1.2 Administrative definitions, Table SC1.2.1-Index of administrative definitions

insert, in alphabetical order:

- *Public reconfiguration purpose*
- *Rural lifestyle*
- *Rural residential purposes*

- (2) Schedule 1, SC1.2 Administrative definitions, Table SC1.2.2-Administrative definitions

insert the following new definitions in alphabetical order:

<p>Public reconfiguration purpose</p>	<p>Reconfiguring a lot where the purpose of the land is a cemetery, a crematorium; a detention facility; emergency services; an environmental facility; major electricity infrastructure; a park; a renewable energy facility; a substation; a telecommunications facility; a utility installation other than a transport service; or a wind farm.</p>
<p>Rural lifestyle</p>	<p>Land that is zoned rural in the planning scheme but has a lot size of 0.25 to 5 hectares and has the potential to be used as a lifestyle block.</p>
<p>Rural residential purposes</p>	<p>Residential purposes involving single dwellings on lots greater than 2500 square metres.</p>

Appendix A

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Note: For the purpose of ease of understanding by Council, the changes are indicated by "Strikeout" (denoting deletion) and "Underline" (denoting insertion).



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Appendix B

Table 5.6.1-Reconfiguring a lot

Note: For the purpose of ease of understanding by Council, the changes are indicated by "Strikeout" (denoting deletion) and "Underline" (denoting insertion).

TABLES OF ASSESSMENT

**5.6 Categories of development and assessment—
Reconfiguring a lot**

The following table identifies the categories of development and assessment for reconfiguring a lot.

Table 5.6.1—Reconfiguring a lot

Zone	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Emerging community zone	Impact assessment	The planning scheme
	If not: (a) realigning the common boundaries of adjoining lots; or (b) creating an access easement.	
Rural residential zone	Impact assessment	The planning scheme
	If: (a) not located in the 4,000m ² precinct, 1 hectare precinct or 2 hectare precinct; and (b) resulting in the creation of one or more additional lots.	
<u>Rural zone</u>	Impact assessment	<u>The planning scheme</u>
	<u>If creating a lot less than 60ha, unless:</u> (a) <u>The subdivision results in no additional lots (boundary realignment); or</u> (b) <u>The subdivision is limited to one additional lot created to accommodate a public reconfiguration purpose.</u>	
	Code assessment	
	<u>Where not impact assessable.</u>	<u>Reconfiguring a lot code</u> <u>Rural zone code</u> <u>Landscaping code</u> <u>Parking and access code</u> <u>Works, services and infrastructure code</u>
All zones other than the Emerging community zone or Rural residential zone	No change	Reconfiguring a lot code Relevant zone code Landscaping code Parking and access code Works, services and infrastructure code
Code assessment		
Any other reconfiguring a lot not listed in this table. Any reconfiguring a lot listed in this table and not meeting the description listed in the "Categories of development and assessment" column.		

Editor's note—The above categories of development and assessment apply unless otherwise prescribed in the Regulation.

Editor's note—Also see Table 5.4.2— for Prescribed levels of assessment: reconfiguring a lot

Appendix C

Table 6.2.9.3-Rural zone code - For accepted development subject to requirements and assessable development

Note: For the purpose of ease of understanding by Council, the changes are indicated by "Strikeout" (denoting deletion) and "Underline" (denoting insertion).

6.2.9.3 Criteria for assessment

Table 6.2.9.3—Rural zone code - For accepted development subject to requirements and assessable development

Performance outcomes	Acceptable outcomes
For accepted development subject to requirements and assessable development	
Height	
<p>PO1 Building height takes into consideration and respects the following:</p> <ul style="list-style-type: none"> (a) the height of existing buildings on adjoining premises; (b) the development potential, with respect to height, on adjoining premises; (c) the height of buildings in the vicinity of the site; (d) access to sunlight and daylight for the site and adjoining sites; (e) privacy and overlooking; and (f) site area and street frontage length. 	<p>AO1.1 Development, other than buildings used for rural activities, has a maximum building height of:</p> <ul style="list-style-type: none"> (a) 8.5 metres; and (b) 2 storeys above ground level. <p>AO1.2 Buildings and structures associated with a rural activity including machinery, equipment, packing or storage buildings do not exceed 10 metres in height.</p>
Siting, where not involving a Dwelling house	
Note—Where for Dwelling house, the setbacks of the Queensland Development Code apply.	
<p>PO2 Development is sited in a manner that considers and respects:</p> <ul style="list-style-type: none"> (a) the siting and use of adjoining premises; (b) access to sunlight and daylight for the site and adjoining sites; (c) privacy and overlooking; (d) air circulation and access to natural breezes; (e) appearance of building bulk; and (f) relationship with road corridors. 	<p>AO2.1 Buildings and structures include a minimum setback of:</p> <ul style="list-style-type: none"> (a) 40 metres from a frontage to a State-controlled road; and (b) 10 metres from a boundary to an adjoining lot. <p>AO2.2 Buildings and structures, where for a Roadside stall, include a minimum setback of 0 metres from a frontage to a road that is not a State-controlled road.</p>



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Performance outcomes	Acceptable outcomes
	<p>AO2.3 Buildings and structures, except where a Roadside stall, include a minimum setback of:</p> <ul style="list-style-type: none"> (a) 10 metres from a frontage to a sealed road that is not a State-controlled road; and (b) 100 metres from a frontage to any other road that is not a State-controlled road;
Accommodation density	
<p>PO3 The density of Accommodation activities:</p> <ul style="list-style-type: none"> (a) respects the nature and density of surrounding land use; (b) is complementary and subordinate to the rural and natural landscape values of the area; and (c) is commensurate to the scale and frontage of the site. 	<p>AO3.1 Residential density does not exceed one dwelling house per lot.</p> <p>AO3.2 Residential density does not exceed two dwellings per lot and development is for:</p> <ul style="list-style-type: none"> (a) a secondary dwelling; or (b) Caretaker's accommodation and includes building work or minor building work with a maximum gross floor area of 100m²; or (c) Rural worker's accommodation.
For assessable development	
Site cover	
<p>PO4 Buildings and structures occupy the site in a manner that:</p> <ul style="list-style-type: none"> (a) makes efficient use of land; (b) is consistent with the bulk and scale of buildings in the surrounding area; and (c) appropriately balances built and natural features. 	<p>AO4 No acceptable outcome is provided.</p>
<p>PO5 Development complements and integrates with the established built character of the Rural zone, having regard to:</p> <ul style="list-style-type: none"> (a) roof form and pitch; (b) eaves and awnings; (c) building materials, colours and textures; and (d) window and door size and location. 	<p>AO5 No acceptable outcome is provided.</p>

PART 6

Performance outcomes	Acceptable outcomes
Amenity	
<p>PO6 Development must not detract from the amenity of the local area, having regard to:</p> <ul style="list-style-type: none"> (a) noise; (b) hours of operation; (c) traffic; (d) advertising devices; (e) visual amenity; (f) privacy; (g) lighting; (h) odour; and (i) emissions. 	<p>AO6 No acceptable outcome is provided.</p>
<p>PO7 Development must take into account and seek to ameliorate any existing negative environmental impacts, having regard to:</p> <ul style="list-style-type: none"> (a) noise; (b) hours of operation; (c) traffic; (d) advertising devices; (e) visual amenity; (f) privacy; (g) lighting; (h) odour; and (i) emissions. 	<p>AO7 No acceptable outcome is provided.</p>
Rural uses	
<p>PO8 <u>Uses and other development include those that:</u></p> <ul style="list-style-type: none"> (a) <u>promote rural activities such as agriculture, rural enterprises and small scale industries that serve rural activities; or</u> (b) <u>promote low impact tourist activities based on the appreciation of the rural character, landscape and rural activities; or</u> (c) <u>are compatible with rural activities.</u> 	<p>AO8 <u>No acceptable outcome is provided.</u></p>
<p>PO9 <u>Areas for use for primary production and rural activities are conserved and protected from fragmentation, alienation and degradation.</u></p>	<p>AO9 <u>No acceptable outcome is provided.</u></p>



Appendix D

Table 9.4.4.3A-Reconfiguring a lot code - For assessable development

Note: For the purpose of ease of understanding by Council, the changes are indicated by "Strikeout" (denoting deletion) and "Underline" (denoting insertion).

DEVELOPMENT CODES

9.4.4.3 Criteria for assessment

Table 9.4.4.3A—Reconfiguring a lot code – For assessable development

Performance outcomes	Acceptable outcomes
Area and frontage of lots – except for Rural zone	
<p>PO1 Lots include an area and frontage that:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (i) centres; (ii) public transport services; and (iii) open space; and (f) allows for the protection of environmental features; and (g) accommodates site constraints. 	<p>AO1.1 Lots provide a minimum area and frontage in accordance with Table 9.4.4.3B.</p>
Area and frontage of lots – Rural zone	
<p>PO1.1 <u>No lots are created with an area of less than 60ha, except for where:</u></p> <ul style="list-style-type: none"> (a) <u>The subdivision results in no additional lots (boundary realignment) and does not create an additional rural lifestyle lot or rural residential purposes lot; or</u> (b) <u>The subdivision is limited to the creation of one additional allotment to accommodate a public reconfiguration purpose.</u> <p><u>Note: This also applies to applications for boundary realignment.</u></p>	<p>AO1.1 <u>No acceptable outcome is provided.</u></p>
<p>PO1.2 <u>Where for a boundary realignment, the realignment only occurs where it would:</u></p> <ul style="list-style-type: none"> (a) <u>Improve agricultural efficiency; or</u> (b) <u>Facilitate agricultural activity or conservation outcomes; or</u> (c) <u>Resolve boundary issues where a house, structure or works is built of the boundary line of the lots.</u> 	<p>AO1.2 <u>No acceptable outcome is provided.</u></p>

PART 9

Performance outcomes	Acceptable outcomes
<p>PO1.3 Where for a boundary realignment, the proposed lots are:</p> <ul style="list-style-type: none"> (a) Able to accommodate all buildings, structures and works associated with the rural use; (b) Suitable to allow the site to be provided with sufficient access; (c) Include enough space within the new lots to accommodate buffers from adjoining land uses to mitigate adverse impacts such as chemical spray drift, odour, noise, fire, smoke and ash; (d) Do not constrain existing industries from expanding or new agricultural enterprises from being established; (e) Do not create new lots for rural lifestyle or rural residential purposes; and (f) Are not for the purposes of creating a separate house lot. 	<p>AO1.3 No acceptable outcome is provided.</p>
<p>PO1.4 Where for the creation of one additional lot to accommodate a public reconfiguration purpose:</p> <ul style="list-style-type: none"> (a) The lot has sufficient area to be able to accommodate all buildings, structures and works associated with the intended use; and (b) The intended use commences on the lot prior to its creation, or a statutory covenant is registered on the title restricting the future use of the lot to the intended purpose. 	<p>AO1.4 No acceptable outcome is provided.</p>
<p>PO1.5 Reconfiguring a lot that is severed by a gazetted road and that uses the road as the boundary of division only occurs where:</p> <ul style="list-style-type: none"> (a) The subdivision divides one lot into two; and (b) The existing lot is severed by a road that was gazetted before 9 May 2008; and (c) The resulting lot boundaries use the road as the boundary of division; and (d) The development: <ul style="list-style-type: none"> (i) facilitates agricultural activity; or (ii) facilitates conservation outcomes; and (e) The development ensures agricultural activity is not compromised. 	<p>AO1.5 No acceptable outcome is provided.</p>
<p>PO1.6 All lots include a frontage that allows the site to be provided with sufficient access.</p>	<p>AO1.6 Lots provided a minimum frontage is accordance with Table 9.4.4.3B</p>
<p>Existing buildings and easements</p>	



DEVELOPMENT CODES

Performance outcomes	Acceptable outcomes
<p>PO2 Reconfiguring a lot which contains existing land uses or existing buildings and structures ensures:</p> <p>(a) new lots are of sufficient area and dimensions to accommodate existing land uses, buildings and structures; and</p> <p>(b) any continuing use is not compromised by the reconfiguration.</p>	<p>AO2.1 Each land use and associated infrastructure is contained within its individual lot.</p> <p>AO2.2 All lots containing existing buildings and structures achieve the setback requirements of the relevant zone.</p>
<p>PO3 Reconfiguring a lot which contains an existing easement ensures:</p> <p>(a) future buildings, structures and accessways are able to be sited to avoid the easement; and</p> <p>(b) the reconfiguration does not compromise the purpose of the easement or the continued operation of any infrastructure contained within the easement.</p>	<p>AO3 No acceptable outcome is provided.</p>
Boundary realignment	
<p>PO4 The boundary realignment retains all attendant and existing infrastructure connections and potential connections.</p>	<p>AO4 No acceptable outcome is provided.</p>

PART 9

Performance outcomes	Acceptable outcomes
Access and road network	
<p>PO5 Access to a reconfigured lot (including driveways and paths) must not have an adverse impact on:</p> <ul style="list-style-type: none"> (a) safety; (b) drainage; (c) visual amenity; (d) privacy of adjoining premises; and (e) service provision. 	<p>AO5 No acceptable outcome is provided.</p>
<p>PO6 Reconfiguring a lot ensures that access to a lot can be provided that:</p> <ul style="list-style-type: none"> (a) is consistent with that provided in the surrounding area; (b) maximises efficiency and safety; and (c) is consistent with the nature of the intended use of the lot. <p>Note—The Parking and access code should be considered in demonstrating compliance with PO6.</p>	<p>AO6 Vehicle crossover and access is provided in accordance with the design guidelines and specifications set out in Planning Scheme Policy 4 – FNQROC Regional Development Manual.</p>
<p>PO7 Roads in the Industry zone are designed having regard to:</p> <ul style="list-style-type: none"> (a) the intended use of the lots; (b) the existing use of surrounding land; (c) the vehicular servicing requirements of the intended use; (d) the movement and turning requirements of B-Double vehicles. <p>Note—The Parking and access code should be considered in demonstrating compliance with PO7.</p>	<p>AO7 No acceptable outcome is provided.</p>
Rear lots	
<p>PO8 Rear lots are designed to:</p> <ul style="list-style-type: none"> (a) provide a high standard of amenity for residents and other users of the site; (b) provide a high standard of amenity for adjoining properties; and (c) not adversely affect the safety and efficiency of the road from which access is gained. 	<p>AO8.1 Rear lots are designed to facilitate development that adjoins or overlooks a park or open space.</p>
	<p>AO8.2 No more than two rear lots are created behind any lot with a road frontage.</p>
	<p>AO8.3 Access to lots is via an access strip with a minimum width of:</p> <ul style="list-style-type: none"> (a) 4 metres where in the Low density residential zone or Medium density residential zone; or (b) 8 metres otherwise.
	<p>AO8.4 A single access strip is provided to a rear lot along one side of the lot with direct frontage to the street.</p> <p>Note—Figure A provides further guidance in relation to the desired outcome.</p>



DEVELOPMENT CODES

Performance outcomes	Acceptable outcomes
	<p>AO8.5 No more than 1 in 10 lots created in a new subdivision are rear lots.</p> <p>AO8.6 Rear lots are not created in the Centre zone or the Industry zone.</p>
Crime prevention and community safety	
<p>PO9 Development includes design features which enhance public safety and seek to prevent opportunities for crime, having regard to:</p> <ul style="list-style-type: none"> (a) sightlines; (b) the existing and intended pedestrian movement network; (c) the existing and intended land use pattern; and (d) potential entrapment locations. 	<p>AO9 No acceptable outcome is provided.</p>
Pedestrian and cycle movement network	
<p>PO10 Reconfiguring a lot must assist in the implementation of a Pedestrian and cycle movement network to achieve safe, attractive and efficient pedestrian and cycle networks.</p>	<p>AO10 No acceptable outcome is provided.</p>
Public transport network	
<p>PO11 Where a site includes or adjoins a future public transport corridor or future public transport site identified through a structure planning process, development:</p> <ul style="list-style-type: none"> (a) does not prejudice the future provision of the identified infrastructure; (b) appropriately treats the common boundary with the future corridor; and (c) provides opportunities to integrate with the adjoining corridor where a it will include an element which will attract pedestrian movement. 	<p>AO11 No acceptable outcome is provided.</p>
Residential subdivision	
<p>PO12 Residential lots are:</p> <ul style="list-style-type: none"> (a) provided in a variety of sizes to accommodate housing choice and diversity; and (b) located to increase variety and avoid large areas of similar lot sizes. 	<p>AO12 No acceptable outcome is provided.</p>

PART 9

Performance outcomes	Acceptable outcomes
Rural residential zone	
<p>PO13 New lots are only created in the Rural residential zone where land is located within the 4,000m² precinct, the 1 hectare precinct or the 2 hectare precinct.</p>	<p>AO13 No acceptable outcome is provided.</p>
Additional provisions for greenfield development only	
<p>PO14 The subdivision design provides the new community with a local identity by responding to: (a) site context (b) site characteristics (c) setting (d) landmarks (e) natural features; and (f) views.</p>	<p>AO14 No acceptable outcome provided.</p>
<p>PO15 The road network is designed to provide a high level of connectivity, permeability and circulation for local vehicles, public transport, pedestrians and cyclists.</p>	<p>AO15 No acceptable outcome provided.</p>
<p>PO16 The road network is designed to: (a) minimise the number of cul-de-sacs; (b) provide walkable catchments for all residents in cul-de-sacs; and (c) include open cul-de-sacs heads. Note—Figure B provides further guidance in relation to the desired outcome.</p>	<p>AO16 No acceptable outcome provided.</p>
<p>PO17 Reconfiguring a lot provides safe and convenient access to the existing or future public transport network.</p>	<p>AO17 The subdivision locates 90% of lots within 400 metres walking distance of a future public transport route.</p>
<p>PO18 The staging of the lot reconfiguration prioritises delivery of link roads to facilitate efficient bus routes.</p>	<p>AO18 No acceptable outcome provided.</p>
<p>PO19 Provision is made for sufficient open space to: (a) meet the needs of the occupiers of the lots and to ensure that the environmental and scenic values of the area are protected; (b) retain riparian corridors, significant vegetation and habitat areas and provides linkages between those areas; and (c) meet regional, district and neighbourhood open space requirements.</p>	<p>AO19.1 A minimum of 10% of the site area is dedicated as open space.</p>
	<p>AO19.2 A maximum of 30% of the proposed open space can consist of land identified as significant vegetation or riparian corridor buffer.</p>



DEVELOPMENT CODES

Performance outcomes	Acceptable outcomes
<p>PO20 A network of parks and community land is provided:</p> <ul style="list-style-type: none"> (a) to support a full range of recreational and sporting activities; (b) to ensure adequate pedestrian, cycle and vehicle access; (c) which is supported by appropriate infrastructure and embellishments; (d) to facilitate links between public open spaces; (e) which is co-located with other existing or proposed community infrastructure; (f) which is consistent with the preferred open space network; and (g) which includes a diversity of settings; 	<p>AO20 No acceptable outcome is provided.</p>

MAJOR AMENDMENT NO.1 OF 2023

**MAREEBA SHIRE COUNCIL PLANNING
SCHEME 2016**

Communications Strategy



Mareeba Shire Council Planning Scheme 2016
 Major Amendment No.1 of 2023 - Communications Strategy

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1 Purpose

This Communications Strategy has been prepared to inform Council, the community and the Chief Executive of the Department of State Development, Infrastructure, Local Government and Planning of the proposed communication activities for the formal public consultation of the Major Amendment No.1 of 2023 to the Mareeba Shire Council Planning Scheme 2016.

This Communications Strategy provides for the minimum statutory requirements as well as reasonable additional consultation measures having regard to the relatively limited scope of Major Amendment No.1 of 2023.

This strategy provides an overview of:

- a) previous consultation activities undertaken to inform the drafting of the Major Amendment No.1 of 2023;
- b) the statutory requirements for the consultation of a planning scheme amendment;
- c) the proposed consultation activities for Council's formal public consultation of the Major Amendment No.1 of 2023; and
- d) the proposed framework for reviewing and responding to public submissions.

This strategy was informed by the *Community Engagement Toolkit for Planning* prepared by DSDMIP, dated July 2017.

2 Background

On 21 June 2023, Council resolved in accordance with section 20 of the *Planning Act 2016* and Chapter 2, Part 4 of the Minister's Guidelines and Rules to make an amendment to the Mareeba Shire Council Planning Scheme 2016.

The proposed amendment is detailed in Major Amendment No.1 of 2023.

The scope of the amendment is limited to subdivision in the Rural zone.

The amendment specifically responds to the following actions by the Minister:

- (i) Temporary Local Planning Instrument No.01 of 2019 (Subdivision in Rural zone); and
- (ii) Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone).

Mareeba Shire Council Planning Scheme 2016
Major Amendment No.1 of 2023 - Communications Strategy

3 Previous Consultation

3.1 Consultation with the State government

Following the Minister's making of Temporary Local Planning Instrument No.1 of 2019 (Subdivision in Rural zone) in December 2019, Council officers commenced the drafting of suitable planning scheme amendments.

Draft amendments were provided to the Department of State Development, Manufacturing, Infrastructure and Planning in April 2020 and informal State comments were received in May 2020. The draft amendments were revised and again forwarded to the Department of State Development, Manufacturing, Infrastructure and Planning in May 2020.

A second round of informal State comments were received in June 2020 and the draft amendments were revised to address these comments. Various revisions were made to the draft amendments in 2021.

Suitable amendments to the planning scheme were not finalised and Temporary Local Planning Instrument No.1 of 2021 (Subdivision in Rural zone) was made by the Deputy Premier on 8 December 2021.

On 9 February 2023, Council wrote to the Deputy Premier proposing that amendments to the planning scheme be postponed pending the review of the Far North Queensland Regional Plan.

On 2 June 2023, the Deputy Director General of the Department of State Development, Manufacturing, Infrastructure and Planning responded to Council advising that suitable amendments needed to be made to the planning scheme prior to the expiry of Temporary Local Planning Instrument No.1 of 2021. The Department's letter of 2 June 2023 included proposed planning scheme amendments as Attachment X.

Major Amendment No.1 of 2023 is substantially consistent with proposed planning scheme amendments as outlined in the Department's letter.

3.2 Consultation with Internal Departments and Councillors

Consultation with internal Council stakeholders has been ongoing throughout the drafting of Major Amendment No.1 of 2023.

Consultation with Councillors has been ongoing with the proposed planning scheme amendments being workshopped on several occasions.

4 Statutory Requirements for the Public Consultation of the Planning Scheme amendment

Council intends to undertake Major Amendment No.1 of 2023 by complying with section 20 of the *Planning Act 2016* and following the process set out by the Ministers' Guidelines and Rules.

Chapter 2, Part 4, section 18 specifies the statutory public consultation requirements.

Statutory public consultation will be undertaken-

- (a) for a period of at least 20 days; and

Mareeba Shire Council Planning Scheme 2016
Major Amendment No.1 of 2023 - Communications Strategy

- (b) in accordance with-
 - i. the public notice requirements prescribed in the Act;
 - ii. the public notice requirements prescribed under Schedule 4; and
 - iii. the communications strategy given by the Minister under section 17.5.

Mareeba Shire Council Planning Scheme 2016
 Major Amendment No.1 of 2023 - Communications Strategy

5 Implementation

The proposed communications strategy for the public consultation of Major Amendment No.1 of 2023 aims to use multiple methods to engage stakeholders and maximise potential for important feedback that will inform any necessary changes to proposed planning scheme amendment.

This section provides an overview of the methods that are proposed to be used and the type of feedback that is expected to result from each method.

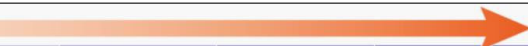
5.1 Application of IAP2 Principles

The International Association for Public Participation (IAP2) Federation and Australasian chapter offers concepts, principles and current industry practice in relation to community engagement. IAP2 defines community engagement as:

"Any process that involves the community in problem-solving or decision-making and uses community input to make better decisions".

IAP2 developed a spectrum of public participation that helps define the community’s role in any community engagement process.

Figure 2: IAP2 Public Participation Spectrum

		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Source: IAP2 International Federation 2014

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Major Amendment No.1 of 2023 - Communications Strategy

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone), thereby ensuring the planning scheme appropriately addresses the intent of the FNQ Regional Plan.

The FNQ Regional Plan and State Planning Policy have both been subject to extensive community consultation processes during their drafting. The State interests expressed by both State planning instruments are well known to the community.

5.2 Scope of Engagement

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone), thereby ensuring the planning scheme appropriately addresses the intent of the FNQ Regional Plan.

The FNQ Regional Plan and State Planning Policy have both been subject to extensive community consultation processes during their drafting. The State interests expressed by both State planning instruments are well known to the community

Due to the relatively limited scope of Major Amendment No.1 of 2023 and the communities existing knowledge of the State interests that will be protected by the amendments, the scope of engagement will be the minimum statutory requirements as well as reasonable additional minor consultation measures.

5.3 Stakeholder Identification and Communication Methods

Table 1 identifies the stakeholders involved in the public consultation of the Major Amendment No.1 of 2023, the key issues they are likely to be interested in, and the proposed method of communication that will be used during the consultation period.

Mareeba Shire Council Planning Scheme 2016
Major Amendment No.1 of 2023 - Communications Strategy

Table 1: Stakeholder Issues and Proposed Methods of Communication

Stakeholder Group	Key Issues	Method of Communication
General community	<ul style="list-style-type: none"> • Interest in the policy and regulatory framework applicable to development in their communities. • Interest in potential development constraints in the local area arising from draft policy changes. 	<ul style="list-style-type: none"> • Statutory public notice in the Mareeba and Kuranda local newspapers; • Publication of a press release in the Mareeba and Kuranda local newspapers; • Prominent information on Council's website (and Facebook), including factsheet with link to further information and a timeline for implementation; • Provide the opportunity to meet with Council's planners to seek clarification about any aspect of the draft planning scheme and how to prepare a submission; • Establishment of static displays at Council's Administration Centre and libraries.
State and Local government agencies	<ul style="list-style-type: none"> • Ability to conduct State Interest Review efficiently in order to ensure that State Interests have been addressed in the draft planning scheme amendment. • Impacts the planning scheme may have to neighbouring Councils. 	<ul style="list-style-type: none"> • Provision of all required documentation in a useful format to the Queensland Treasury as per Schedule 3 of the Ministers' Guidelines and Rules. • Correspondence to neighbouring Councils seeking any feedback.

5.4 Proposed Consultation Period (timing)

The minimum statutory timeframe for the consultation of a planning scheme amendment is 20 business days, which allows for approximately 4 weeks.

Public consultation will commence upon receipt of the Minister's notice under section 17.5 of the Ministers' Guidelines and Rules authorising Council to proceed with public consultation and following compliance with any Minister's conditions.

5.5 Proposed Consultation Activities

Public consultation activities outlined in **Table 2** below are proposed.

Table 2: Proposed Consultation Activities

Mareeba Shire Council Planning Scheme 2016
Major Amendment No.1 of 2023 - Communications Strategy

Consultation Activity	Description
1. Public notices	Public notices in accordance with the <i>Planning Act 2016</i> to be published in the Mareeba and Kuranda local papers.
2. Press release	A press release will be published in the Mareeba and Kuranda local papers during the weeks of consultation. The press release will also be published on Council's Facebook page.
3. Fact sheet	A fact sheet about the planning scheme amendment to be provided on Council's website from the commencement of the consultation period.
4. Website presence	Prominently display the planning scheme amendment on Council's Website. Provide details about how to prepare a submission, fact sheet and Council's plan for the timing of the implementation of the planning scheme amendment. Provide the opportunity to make electronic submissions.
5. Static display	Establish static displays at the Mareeba customer service centre and libraries providing hard copies of the planning scheme amendment for viewing; information on how to prepare a submission; and fact sheet about the planning scheme amendment.

6 Consultation with Local Indigenous Community

Major Amendment No.1 of 2023 will amend the Planning Scheme to reflect the provisions of Temporary Local Planning Instrument No.01 of 2021 (Subdivision in Rural zone), thereby ensuring the planning scheme appropriately addresses the intent of the FNQ Regional Plan.

The FNQ Regional Plan and State Planning Policy have both been subject to extensive community consultation processes during their drafting. The State interests expressed by both State planning instruments are well known to the community

Due to the relatively limited scope of Major Amendment No.1 of 2023 and the communities existing knowledge of the State interests that will be protected by the amendments, the scope of engagement will be the minimum statutory requirements as well as reasonable additional minor consultation measures.

It is not proposed to undertake separate consultation with the Local Indigenous Community.

7 Submissions

Properly made submissions will be accepted during the statutory public consultation period.

Under the *Planning Act 2016*, Council must consider and respond to all properly made submissions to the planning scheme which may include making changes to the planning scheme amendment. In accordance with Schedule 2 of the Act, a properly made submission is one that:

- (a) *is signed by each person (the **submission-makers**) who made the submission; and*
- (b) *is received-*
 - (i) *for a submission about an instrument under section 18, a State planning instrument, or a designation-on or before the last day for making the submission; or*
 - (ii) *otherwise-during the period fixed under this Act for making the submission; and*
- (c) *states the name and residential or business address of all submission-makers; and*
- (d) *states its grounds, and the facts and circumstances relied on to support the grounds; and*
- (e) *states 1 postal or electronic address for service relating to the submission for all submission- makers; and*
- (f) *is made to-*
 - (i) *for a submission made under chapter 2-the person to whom the submission is required to be made under that chapter; or*
 - (ii) *for a submission about a development application-the assessment manager; or*
 - (iii) *for a submission about a change application-the responsible entity.*

Following the close of the statutory public consultation period, all submissions will be considered by Council.

Following the end of public consultation, Council will prepare a consultation report about how Council has dealt with properly made submissions, which is-

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Major Amendment No.1 of 2023 - Communications Strategy

- (a) provided to each person who made a properly made submission; and
- (b) available to view and download on the Council's website.

Any changes to Major Amendment No.1 of 2023 will be made in accordance with Chapter 2, Part 4 of the Ministers' Guidelines and Rules.

8 Conclusion

This Communications Strategy for Major Amendment No.1 of 2023 has been prepared to satisfy the requirement of Schedule 3-Required Material of the Ministers' Guidelines and Rules. The Communications Strategy will be published on Council's website to provide information about the public consultation of the planning scheme amendment.

8.2 ADOPTED INFRASTRUCTURE CHARGES RESOLUTION (NO.1) 2023

Date Prepared: 22 May 2023

Author: Senior Planner

Attachments:

1. [Adopted Infrastructure Charges Resolution \(No.1\) 2023](#) ↓
2. [Adopted Infrastructure Charges Resolution \(No.1\) 2023 Table 1](#) ↓

EXECUTIVE SUMMARY

This report presents *Adopted Infrastructure Charges Resolution (No.1) 2023* for Council's consideration and endorsement. It reflects the new infrastructure charge rates from the 2023/2024 Planning fees which were adopted by Council on 15 March 2023.

Adopted Infrastructure Charges Resolution (No.1) 2023 forms Attachments 1 and 2 of this report.

RECOMMENDATION

That Council, under section 113 of the *Planning Act 2016*, adopts the *Adopted Infrastructure Charges Resolution (No.1) 2023* effective 1 July 2023.

BACKGROUND

Local Governments may, by resolution, adopt charges for providing trunk infrastructure for development. They can also levy different infrastructure charge amounts for local government areas and provide for the indexation of a levied charge. In order to do this, a local government needs to pass an adopted infrastructure charges resolution (AICR) as set out in Section 113 of the *Planning Act 2016 (PA)*.

Mareeba Shire Council passed *Adopted Infrastructure Charges Resolution (No.1) 2022* on 18 May 2022, and this resolution remains in effect.

Adopted Infrastructure Charges Resolution (No.1) 2023 will replace *Adopted Infrastructure Charges Resolution (No.1) 2022*. *Adopted Infrastructure Charges Resolution (No.1) 2023* reflects the new infrastructure charge rates from the 2023/2024 Planning fees, which were adopted by Council on 15 March 2023.

RISK IMPLICATIONS**Financial**

Adoption of the *Adopted Infrastructure Charges Resolution (No.1) 2023* will allow Council to levy infrastructure charges to fund trunk infrastructure planned under the Mareeba Shire Council Local Government Infrastructure Plan.

Infrastructure and Assets

Adoption of the *Adopted Infrastructure Charges Resolution (No.1) 2023* will allow Council to levy infrastructure charges to fund trunk infrastructure planned under the Mareeba Shire Council Local Government Infrastructure Plan.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Adoption of the *Adopted Infrastructure Charges Resolution (No.1) 2023* will allow Council to levy infrastructure charges to fund trunk infrastructure planned under the Mareeba Shire Council Local Government Infrastructure Plan.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Nil

Operating

Nil

LINK TO CORPORATE PLAN

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

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

IMPLEMENTATION/COMMUNICATION

Adopted Infrastructure Charges Resolution (No.1) 2023 will be uploaded to Council's website on the 21 June 2023 and will have effect on and from the 1 July 2023.

Adopted Infrastructure Charges Resolution (No. 1) 2023

Mareeba Shire Council

Dated 21 June 2023

Disclaimer

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. While the Mareeba Shire Council has exercised reasonable care in preparing this document it does not warrant or represent that it is accurate or complete. Council or its officers accept no responsibility for any loss occasioned to any person acting or refraining from acting in reliance upon any material contained in this document

Mareeba Shire Council Adopted Infrastructure Charges Resolution (No. 1) 2023**PART 1 PRELIMINARY****1.1 Title**

This resolution may be cited as the *Mareeba Shire Council Adopted Infrastructure Charges Resolution (No.1) 2023*.

1.2 Planning Act 2016

This resolution is made under Section 113 of the *Planning Act 2016*.

Any reference to *the Act* in this resolution means the *Planning Act 2016*.

1.3 Effect

This resolution and an adopted charge under this resolution takes effect on and from 1 July 2023.

1.4 Purpose of the resolution

The purpose of the resolution is to:

- a) Adopt charges (each an **adopted charge**) for the purpose of determining a levied charge for development for funding the cost of the trunk infrastructure networks identified in the Mareeba Shire Council Local Government Infrastructure Plan (LGIP), namely:
 - i. water supply;
 - ii. wastewater;
 - iii. stormwater;
 - iv. transport;
 - v. public parks and land for community facilities.
- b) State other matters relevant to the adopted charge and infrastructure charges;
- c) Include a method for working out the cost of infrastructure the subject of an offset or refund; and
- d) Include criteria for deciding a conversion application.

1.5 Application to the local government area

This resolution applies to the entire Mareeba Shire Council Local Government Area.

PART 2 RELATIONSHIP WITH THE PLANNING REGULATION

2.1 Relationship to the prescribed amount

In accordance with Section 114 of *the Act*, this resolution adopts a charge rate for particular development that is not more than the maximum adopted charge for providing trunk infrastructure for the development as prescribed by the *Planning Regulation 2017* and adopts different charges for particular development in different parts of the local government area (as detailed in Clause 3.2).

Schedule 16 of the *Planning Regulation 2017* states the prescribed amount for each adopted charge for providing trunk infrastructure for the development.

PART 3 ADOPTED INFRASTRUCTURE CHARGE

3.1 Development subject to infrastructure charges

Subject to Clause 3.2 and the provisions of *the Act*, this resolution applies if a development approval has been given and an adopted charge applies to providing trunk infrastructure for the development.

3.2 Applicable infrastructure charges rates

- a) It is resolved to adopt the infrastructure charges rates (the Charge Rates contained in Table 1, each an **adopted charge**) for particular development located within and outside of the Priority Infrastructure Area.
- b) Where development is located outside of the Priority Infrastructure Area, and is contiguous to the Priority Infrastructure Area, the adopted charge for development is the Charge Rate contained in Table 1.
- c) For all other development located outside of the Priority Infrastructure Area, the adopted charge for development is the Charge Rate contained in Table 1.
- d) The adopted charge rates for development contained in Table 1 includes a stormwater network charge and a charge rate for other networks (detailed in Clause 1.4 a).

PART 4 LEVIED CHARGE

4.1 Calculation of the levied charge

- a) Subject to Clause 4.1.d, a levied charge for development is calculated as follows:

$$LC = AC - C$$

Where:

LC is the total infrastructure charge that may be levied by Council (the **Levied Charge**).

AC is the charge for the proposed development calculated as follows:

- unit of measure multiplied by the adopted charge rate (stormwater and other networks) for the respective development identified in Table 1.

C (credit) is calculated as follows:

- unit of measure multiplied by the adopted charge rate (stormwater and other networks) for development (as determined in accordance with Clause 4.1) identified in Table 1.

Clause 4.2 provides guidance on determining extra demand placed upon trunk infrastructure and the calculation of the levied charge.

- b) Where the adopted charges associated with the credit (C) exceed the adopted charge for the proposed development (AC), then:
 - i. no infrastructure charges will be required; and
 - ii. no refund will be given.
- c) For the purposes of calculating AC or C in accordance with Clause 4.1, where development involves:
 - i. the reconfiguration of a lot that will create additional vacant allotments, or where vacant allotments exist, the '3 or more bedroom dwelling house' adopted charge rate contained in Table 1 is the rate to be used for the development in the calculation;
 - ii. dual land uses, the highest adopted charge rate associated with the land uses involved in the development contained in Table 1 is the adopted charge rate to be used in the calculation.
- d) The following proportional deductions to the levied charge for development that is located outside of the Priority Infrastructure Area apply:
 - i. 20% for all development where there is no waste water connection to the subject premises;
 - ii. 20% for all development where there is no water supply to the subject premises.

4.2 Extra demand

- a) Section 120 of *the Act* provides that a levied charge may be only for extra demand placed upon trunk infrastructure.
- b) In accordance with Section 120 of *the Act*, when working out extra demand, the demand on trunk infrastructure generated by the following must not be included:
 - i. an existing use on the premises if the use is lawful and already taking place on the premises;
 - ii. a previous use that is no longer taking place on the premises if the use was lawful at the time the use was carried out;

- iii. other development on the premises if the development may be lawfully carried out without the need for a further development permit.
- c) The demand generated by a use or development stated in 4.2 b. may be included if:
 - i. an infrastructure requirement that applies, or applied to the use or development, has not been complied with; and
 - ii. the demand generated by development stated in 4.2 b.
 - iii. May be included if:
 - an infrastructure requirement applies to the premises on which the development will be carried out; and
 - the infrastructure requirement was imposed on the basis of development of a lower scale or intensity being carried out on the premises.

4.3 Indexing of infrastructure charges

- a) It is resolved to provide for automatic increases in the levied charges from when they are levied to when they are paid (an **automatic increase provision**).

The increases will be calculated in accordance with the Consumer Price Index: All Groups, Brisbane.
- b) The increases calculated in accordance with Clause 4.3.a uses the applicable quarterly index value at the date the charge was levied to the applicable quarterly index value at the date the charge is to be paid.
- c) Under Section 114 of *the Act*, an automatic increase must not be more than the lesser of the following:
 - i. the difference between the levied charge, and the maximum adopted charge that the local government could have levied for the development when the charge is paid.
 - ii. the increase worked out using the PPI, adjusted according to the 3-yearly PPI average, for the period, starting on the day the levied charge is levied; and ending on the day the charge is paid.

PART 5 LOCAL GOVERNMENT INFRASTRUCTURE PLAN

5.1 Planning assumptions

The planning assumptions about future growth and urban development are identified in the LGIP.

5.2 Priority infrastructure area

The priority infrastructure area is identified in the LGIP.

5.3 Trunk infrastructure networks

The trunk infrastructure networks to which an adopted charge applies are identified in the LGIP.

5.4 Desired standard of service

The desired standards of service for each network are detailed in the LGIP.

5.5 Plans for trunk infrastructure

The existing and future plans for trunk infrastructure for the local government area are contained in the LGIP.

5.6 Infrastructure Work Schedule

The infrastructure works schedules, including the establishment cost of trunk infrastructure items, are contained in the LGIP.

PART 6 COST OF INFRASTRUCTURE OFFSETS OR REFUNDS

6.1 Establishment cost for works

The cost of the infrastructure for determining offsets and refunds for trunk infrastructure identified in a necessary infrastructure condition is the establishment cost identified in the LGIP.

6.2 Method for calculating infrastructure costs subject of the offset or refund

- a) Where a notice is given by an applicant under Section 137 of *the Act* for the recalculation of the establishment cost for trunk infrastructure, the applicant must, at their own cost, provide Council with the following:

For trunk infrastructure that is works:

- i. a bill of quantities for the design, construction and commissioning of the trunk infrastructure in accordance with a scope of works that is provided by Council; and
- ii. a first principles estimate for the cost of designing, constructing and commissioning the trunk infrastructure specified in the bill of quantities.

For trunk infrastructure that is land:

- i. a valuation of the specified land undertaken by a certified practicing valuer.
- b) Council must give a notice to the applicant which states whether the bill of quantities and the cost estimate or the valuation are accepted.
- c) If Council accepts the bill of quantities and the cost estimate or the valuation, the cost estimate or valuation is the establishment cost of the infrastructure.

- d) If Council does not accept the bill of quantities and the cost estimate or the valuation, Council must, at its own cost:
- i. for the bill of quantities and the cost estimate, have an assessment undertaken by an appropriately qualified person to:
 - determine whether the bill of quantities is in accordance with the scope of works provided by Council;
 - determine whether the cost estimate is consistent with current market costs calculated by applying a first principles estimating approach to the bill of quantities; and
 - provide a new cost estimate using a first principles approach.
 - ii. for the valuation, have a valuation undertaken by a certified practicing valuer.
- e) If Council rejected the bill of quantities and the cost estimate or the valuation in accordance with Clause 6.2.d, it must provide the applicant with the following in writing:
- i. reasons why it rejected the bill of quantities and cost estimate or the valuation; and
 - ii. the proposed new bill of quantities and cost estimate or the valuation as determined in accordance with Clause 6.2.d.
- f) Where written notice has been given by Council in accordance with Clause 6.2.2:
- i. the applicant may negotiate and agree with Council regarding the cost estimate or valuation; and
 - ii. the cost estimate or valuation agreed in accordance with Clause 6.2.f.i. is the establishment cost of the infrastructure.
- g) If agreement in accordance with Clause 6.2.f.i. cannot be reached, Council must:
- i. for the bill of quantities and the cost estimate, refer the bill of quantities and the cost estimate to a suitably qualified expert agreed to by both the applicant and Council to:
 - assess whether the bill of quantities is in accordance with the scope of works;

- assess whether the cost estimate is consistent with current market costs calculated by applying a first principles estimating approach to the bill of quantities; and
 - provide an amended cost estimate using a first principles estimating approach.
- ii. for the valuation, have a valuation undertaken by a certified practicing valuer agreed to by both the applicant and Council to assess the market value.
- h) The cost of the independent assessment carried out in accordance with Clause 6.2.g must be shared equally between the applicant and Council.
 - i) The amended cost estimate or valuation determined in accordance with Clause 6.2.g is the establishment cost of the infrastructure.
 - j) If the applicant and Council cannot agree on the appointment of a suitably qualified expert or certified practicing valuer for the purposes of Clause 6.2.g, the establishment cost of the infrastructure is determined by calculating the average of the cost estimates or valuations prepared in accordance with Clause 6.2.a and 6.2.d.
 - k) Where Council accepts the amended cost in accordance with Clause 6.2.c. or 6.2.j, Council will update the following to include the infrastructure item;
 - i. The infrastructure charges notice associated with the applicant's Development Approval; and
 - ii. the LGIP.

PART 7 CONVERSION APPLICATIONS

- a) Where an applicant makes an application under Section 139 of *the Act* to convert non-infrastructure to trunk infrastructure, all of the following criteria must be met:
 - i. The infrastructure required to service the development is consistent with the assumptions about growth, type, scale, location and timing of development and infrastructure network planning methodologies contained in the LGIP, including extrinsic material;
 - ii. The infrastructure required to service the development is consistent with the desired standards of service detailed in the LGIP;
 - iii. The infrastructure required to service the development is consistent other trunk infrastructure identified in the LGIP;
 - iv. The infrastructure is not consistent with non-trunk infrastructure for which conditions may be imposed in accordance with the Section 145 of *the Act*;

- v. The type, size and location of the infrastructure is the most cost effective option for servicing multiple users in the area.

PART 8 DICTIONARY

1. Dictionary

Words and terms used in this resolution have the meaning given in the *Planning Act 2016*, *Planning Regulation 2017* and Council's Planning Scheme – Mareeba Shire Council Planning Scheme 2016.

If a word or term used in this resolution is not defined in the *Planning Act 2016*, *Planning Regulation 2017* or the Mareeba Shire Council Planning Scheme 2016, it has the meaning given in this Part.

Other terms used within this resolution:

Local Government Infrastructure Plan (LGIP) means the Mareeba Shire Council Local Government Infrastructure Plan, adopted by Mareeba Shire Council on 5 November 2018 and commenced on 9 November 2018.

Most cost effective option – means the least cost option based upon the life cycle cost of the infrastructure required to service future urban development in the area at the desired standard of service.

Planning Scheme means the Mareeba Shire Council Planning Scheme 2016.

Table 1 – Adopted Charge Rates

Mareeba Shire Council Adopted Infrastructure Charges Resolution (No.1) 2023 - Table 1						
ADOPTED CHARGE RATES						
Development			Stormwater network			
USE CATEGORY	USE	Other networks		Stormwater network		
		Charge Rate	Unit of Measure	Charge Rate	Unit of Measure	
Residential	Dwelling house	\$ 14,830.00	per 1 or 2 bedroom dwelling	\$ Non-worsening	No stormwater charge	
	Dwelling unit	\$ 20,768.00	per 3 or more bedroom dwelling	\$ Non-worsening	No stormwater charge	
	Caretaker's accommodation	\$ 14,830.00	per 1 or 2 bedroom dwelling	\$ Non-worsening	No stormwater charge	
	Multiple dwelling	\$ 20,768.00	per 3 or more bedroom dwelling	\$ Non-worsening	No stormwater charge	
	Dual occupancy	\$ 14,830.00	per 1 or 2 bedroom dwelling	\$ Non-worsening	No stormwater charge	
			\$ 20,768.00	per 3 or more bedroom dwelling	\$ Non-worsening	No stormwater charge
	Accommodation (short term)	Hotel	\$ 7,415.00	per suite (with 1 or 2 bedrooms)	\$ Non-worsening	No stormwater charge
			\$ 10,381.00	per suite (with 3 or more bedrooms)	\$ Non-worsening	No stormwater charge
			\$ 7,415.00	per bedroom with 1 or 2 beds (that is not within a suite)	\$ Non-worsening	No stormwater charge
			\$ 10,381.00	per bedroom with 3 or more beds (that is not within a suite)	\$ Non-worsening	No stormwater charge
		\$ 7,415.00	per suite (with 1 or 2 bedrooms)	\$ Non-worsening	No stormwater charge	
		\$ 10,381.00	per suite (with 3 or more bedrooms)	\$ Non-worsening	No stormwater charge	
		\$ 7,415.00	per bedroom with 1 or 2 beds (that is not within a suite)	\$ Non-worsening	No stormwater charge	
		\$ 10,381.00	per bedroom with 3 or more beds (that is not within a suite)	\$ Non-worsening	No stormwater charge	
		\$ 7,415.00	per suite (with 1 or 2 bedrooms)	\$ Non-worsening	No stormwater charge	
		\$ 10,381.00	per suite (with 3 or more bedrooms)	\$ Non-worsening	No stormwater charge	
Accommodation (long term)	Community residence	\$ 14,830.00	per bedroom with 1 or 2 beds	\$ Non-worsening	No stormwater charge	
	Rooming accommodation	\$ 20,768.00	per bedroom with 3 or more beds	\$ Non-worsening	No stormwater charge	
		\$ 7,415.00	per suite (with 1 or 2 bedrooms)	\$ Non-worsening	No stormwater charge	
		\$ 10,381.00	per suite (with 3 or more bedrooms)	\$ Non-worsening	No stormwater charge	
		\$ 7,415.00	per bedroom with 1 or 2 beds (that is not within a suite)	\$ Non-worsening	No stormwater charge	
		\$ 10,381.00	per bedroom with 3 or more beds (that is not within a suite)	\$ Non-worsening	No stormwater charge	
		\$ 14,830.00	per 1 or 2 bedroom dwelling	\$ Non-worsening	No stormwater charge	
		\$ 20,768.00	per 3 or more bedroom dwelling	\$ Non-worsening	No stormwater charge	
		\$ 14,830.00	per 1 or 2 bedroom dwelling	\$ Non-worsening	No stormwater charge	
		\$ 20,768.00	per 3 or more bedroom dwelling	\$ Non-worsening	No stormwater charge	

Places of assembly	Club	\$	52.00	per m ² GFA	No stormwater charge
	Community use	\$	52.00	per m ² GFA	No stormwater charge
	Function facility	\$	52.00	per m ² GFA	No stormwater charge
	Funeral parlour	\$	52.00	per m ² GFA	No stormwater charge
	Place of worship	\$	52.00	per m ² GFA	No stormwater charge
Commercial (bulk goods)	Agricultural supplies store	\$	104.00	per m ² GFA	No stormwater charge
	Bulk landscape supplies	\$	104.00	per m ² GFA	No stormwater charge
	Garden centre	\$	104.00	per m ² GFA	No stormwater charge
	Hardware and trade supplies	\$	104.00	per m ² GFA	No stormwater charge
	Outdoor sales	\$	104.00	per m ² GFA	No stormwater charge
	Showroom	\$	104.00	per m ² GFA	No stormwater charge
Commercial (retail)	Adult store	\$	133.00	per m ² GFA	No stormwater charge
	Car Wash	\$	133.00	per m ² of wash bay area	No stormwater charge
	Food and drink outlet	\$	133.00	per m ² GFA	No stormwater charge
	Service industry	\$	133.00	per m ² GFA	No stormwater charge
	Service station	\$	133.00	per m ² GFA	No stormwater charge
Commercial (office)	Shop	\$	133.00	per m ² GFA	No stormwater charge
	Shopping centre	\$	133.00	per m ² GFA	No stormwater charge
	Office	\$	104.00	per m ² GFA	No stormwater charge
Education facility	Sales office	\$	104.00	per m ² GFA	No stormwater charge
	Child care centre	\$	104.00	per m ² GFA	No stormwater charge
	Community care centre	\$	104.00	per m ² GFA	No stormwater charge
	Educational establishment	\$	104.00	per m ² GFA	No stormwater charge
	Educational establishment for the Flying Start for Qld Children	\$	-	Nil charge	No stormwater charge
Entertainment	Environmental facility	\$	104.00	per m ² GFA	No stormwater charge
	Bar	\$	148.00	per m ² GFA	No stormwater charge
	Hotel (non-residential component)	\$	148.00	per m ² GFA	No stormwater charge
	Nightclub entertainment facility	\$	148.00	per m ² GFA	No stormwater charge
	Theatre	\$	148.00	per m ² GFA	No stormwater charge
Indoor sport and recreation	Indoor sport and recreation -	\$	148.00 non court area & 15.00 court area	per m ² GFA	No stormwater charge
	Indoor sport and recreation -	\$	148.00 non court area & 15.00 court area	per m ² GFA	No stormwater charge
Industry	Low impact industry	\$	37.00	per m ² GFA	No stormwater charge
	Marine industry	\$	37.00	per m ² GFA	No stormwater charge
	Medium impact industry	\$	37.00	per m ² GFA	No stormwater charge
	Research and technology industry	\$	37.00	per m ² GFA	No stormwater charge
	Rural industry	\$	37.00	per m ² GFA	No stormwater charge
	Transport Depot	\$	37.00	per m ² GFA	No stormwater charge
	Warehouse	\$	37.00	per m ² GFA	No stormwater charge
High impact industry	High impact industry	\$	52.00	per m ² GFA	No stormwater charge
	Special industry	\$	52.00	per m ² GFA	No stormwater charge
Low impact rural	Animal husbandry	\$	-	Nil Charge	No stormwater charge
	Cropping	\$	-	Nil Charge	No stormwater charge
	Permanent plantations	\$	-	Nil Charge	No stormwater charge
	Renewable energy facility	\$	-	Nil Charge	No stormwater charge
High impact rural	Aquaculture	\$	15.00	per m ² GFA	No stormwater charge

8.3 CHILLAGOE RODEO GROUNDS - LAND MANAGEMENT PLAN AND LEASE AMENDMENT

Date Prepared: 3 May 2023
Author: Senior Compliance Officer
Attachments: Nil

EXECUTIVE SUMMARY

This report seeks approval for the renewal of a land management plan to facilitate amendment of the current trustee lease interest relevant to the Chillagoe Rodeo Grounds facility located upon Lot 58 SP233811, Frew Street Chillagoe. The facility is leased to the Chillagoe Bushman's Carnival Association (CBCA) in accordance with Council's *Community Leasing Policy*. This report supports the community lessee's proposal that renewing and amending the land management plan will enable the CBCA to undertake a wider range of permitted activities on the site which will not only benefit the wider community but enable the community lessee to better maintain the facilities and ensure its long term sustainability.

RECOMMENDATION

That Council:

1. Acknowledge the support from business owners and community representatives in Chillagoe as a demonstration of sufficient community support for an expanded range of community events at the Chillagoe Rodeo Ground; and
2. Approve the drafting of a new Land Management Plan for submission to the Department of Resources and the undertaking of all necessary subsequent actions required to effect an amendment to the permitted use of the premises in current Trustee Lease Dealing number 716389347 over Lot 58 SP233811, Frew Street Chillagoe as held by the Chillagoe Bushman's Carnival Association Inc.

BACKGROUND

Lot 58 on SP233811, known as the Chillagoe Rodeo Grounds, is located upon reserve land at the south-western end of Frew Street, Chillagoe QLD, 4871. Council is the trustee of the reserve and holds obligations as land manager in accordance with requirements under the *Land Act 1994* (Qld) (Land Act). The reserve holds a gazetted purpose of 'Sport and Recreation'.

Trustee lease

In 2015, Council issued a trustee lease to the Chillagoe Bushman's Carnival Association Incorporated (CBCA) expiring 31 March 2035. Relevantly, Clause 3.1 of the lease provides as follows:

'The Trustee Lessee shall not use the Premises or any part thereof or permit the same to be used for any purpose other than the performance of Rodeo and Horse Ground and associated activities without the consent in writing of the Trustee and the Minister.'

The lease instrument thus currently restricts use of the reserve by the CBCA to activities involving rodeo and horse-sports related activities.

Land Management Plan

In 2012, and prior to the issuing of the trustee lease to the CBCA, a Land Management Plan (LMP) was prepared in accordance with the *Mareeba Shire Town Planning Scheme 2004* and the Land Act and registered with the Queensland Titles Registry. The LMP governs use of the reserve and was valid for a term of 10 years to expire on 12 November 2022.

Relevantly, sections 7-9 of the LMP declare the objectives and proposed actions to be taken under the LMP, among other things to include:

‘To increase usage of the reserve through increased community ownership to build increased levels of community use and interest.’

Additionally, section 8 of the LMP provides as follows:

‘Council will monitor and review the Land Management Plan annually, with a substantial review every five years to ensure that the Plan still meets the community’s needs.’

Importantly, whilst the LMP adopts the position that the primary use of the reserve is intended to be for the purpose of annual rodeo activities, the LMP contemplates continued review to consider expanded future community uses in alignment with community expectations.

The demand for revised community use – an expanded range of events

Under the current lease provisions, where the CBCA seek to hold a community event which is assessed as inconsistent with the permitted use under the terms of the lease, Council is obliged to approach the State Department of Resources (DoR) for Ministerial approval on behalf of CBCA to hold an inconsistent purpose event at the reserve.

On 28 February 2023, Council received correspondence from the CBCA seeking Council consideration on a change to the permitted use under the terms of their lease to enable the group to hold an expanded range of community events at the reserve without the necessity to seek the approval of the trustee and the Minister each time. The CBCA stated they would like to see the reserve used for the following non-equestrian related activities:

- Community fundraisers
- Information days ex: Fire management course, drought resilience forum.
- Country music festivals
- Charity group community events
- Challenge events
- Private functions
- Markets

The CBCA committee further state [that it]; “hopes to improve and develop the current infrastructure currently at the grounds if successful with a grant we have applied for. With these improvements in place and the change of lease and reserve purpose the grounds could become a valuable community resource.”

Community interest

Council is in receipt of letters of support submissions from persons representing the following prominent community organisations in Chillagoe:

1. Chillagoe Alliance Incorporated
2. Chillagoe Hardware & Supplies
3. Chillagoe Cabins
4. Post Office Hotel Chillagoe
5. Chillagoe Licensed Post Office
6. Chillagoe Cockatoo Hotel Motel
7. Gallery 29

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Nil

Operating

Nil

LINK TO CORPORATE PLAN

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

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

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

IMPLEMENTATION/COMMUNICATION

Chillagoe Bushman's Carnival Association to be informed of formal resolution.

8.4 FURTHER DEALINGS - TERM LEASE 0/240891, LOT 166 HG622, LOCALITY OF ARRIGA AND TERM LEASE 0/220840, LOT A SP117583, LOCALITY OF MUTCHILBA

Date Prepared: 29 May 2023

Author: Senior Compliance Officer

Attachments: 1. Aerial imagery - Term Lease areas [↓](#)

EXECUTIVE SUMMARY

The Department of Resources is undertaking a review of two term lease instruments as part of a high priority lease renewal project and is seeking Council's views in relation to assuming administrative oversight for the renewal processes relevant to two Term Lease tenure interests falling due for expiry in 2024.

RECOMMENDATION

That Council:

1. advises the Department of Resources that Council holds no objection to the renewal of Term Lease 0/240981 for grazing purposes over Lot 166 HG622 Dimbulah Road Arriga and Term Lease 0/220840 for grazing purposes over Lot A SP117583 Metzger Road Mutchilba; and
2. does not support assuming administrative responsibility for renewal and ongoing management of the Term Leases in accordance with requirements under the *Land Act 1994*.

BACKGROUND

Council is in receipt of correspondence dated 24 April 2023 from the Department of Resources (DoR) seeking Council's views and comments on Council's preparedness to assume responsibility for ongoing administrative oversight for the following two (2) each Term Lease following expiry.

Lot 166 HG622 holds an area of 39.9500 Ha. The land is covered by Term Lease 0/240981 which was issued for grazing purposes in March of 2019 and is due to expire in February of 2024. This tenure is aerially represented in figure 1 of the attachment hereto.

Lot A SP117583 holds an area of 3.04 Ha. The land is covered by Term Lease 0/220840 which was most recently issued for grazing purposes in March of 2004. This Term Lease is due to expire in March of 2024. This tenure is aerially represented in Figure 2 of the attachment hereto.

Determining viability on assumption of responsibility

Subsequent to receipt of the 24 April 2023 correspondence from DoR, Council made enquiry with DoR seeking information on the lease applicable rental amount payable on each Term Lease to in turn inform decisions on cost recovery viability. DoR indicated reluctance in providing this information. Without this information, Council will be required to expend approximately \$1000.00 to engage a registered valuer to provide a market lease rental applicable to each tenure interest. Additionally, Council must recover the administrative costs associated with drafting and negotiating the terms tenure renewal instruments and providing administrative oversight throughout the tenure term along with any necessary enforcement of those terms. Where DoR cannot provide the necessary information, Council is not reasonably placed to make an informed decision on assuming all future responsibility for administering the Term Lease instruments and this responsibility should therefore remain with DoR.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS***Planning Scheme 2016***

Lot 166 HG622 (Term Lease 0/240981) is zoned Rural under the Mareeba Shire Council *Planning Scheme 2016*. The renewal of the term lease for grazing purposes is consistent with Lot 166's rural zoning.

Lot A on SP117583 (Term Lease 0/220840) is zoned Recreation and Open Spaces under the Mareeba Shire Council *Planning Scheme 2016*. Lot A on SP117583 has established use rights for grazing purposes, with a lease for grazing purposes having been held over this land since at least 1 August 1984. There is no planning objection to a further renewal of the term lease for grazing purposes.

FINANCIAL AND RESOURCE IMPLICATIONS***Capital***

Nil

Operating

Nil

LINK TO CORPORATE PLAN

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

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

IMPLEMENTATION/COMMUNICATION

DoR to be informed of Council resolution.

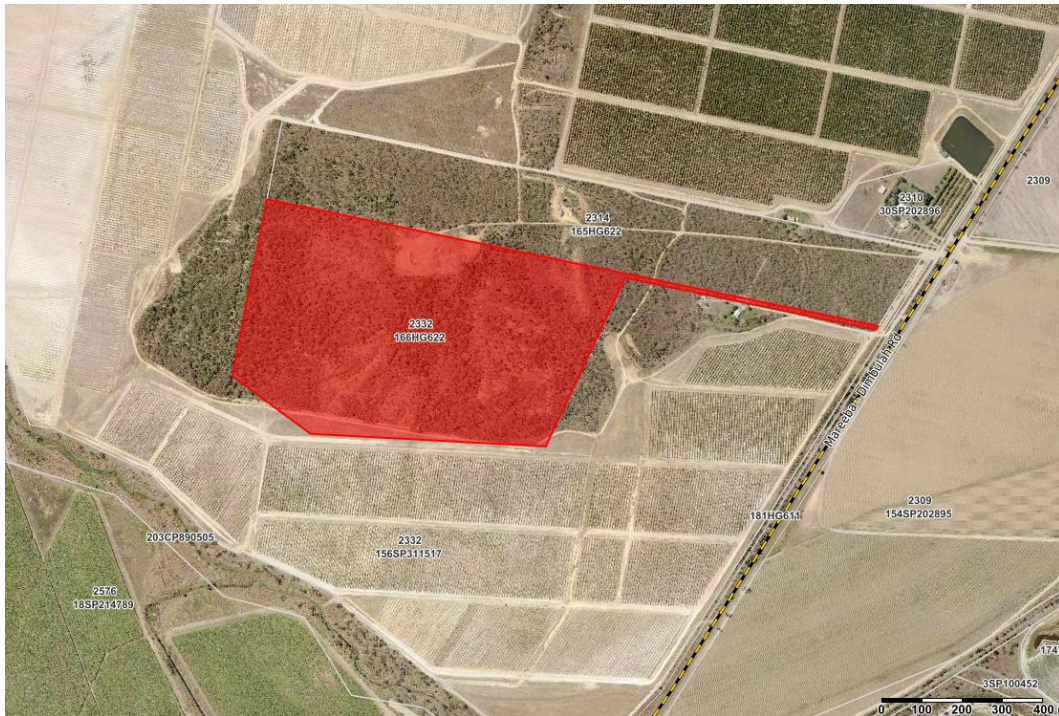


Figure 1. Term Lease 0/240981 for grazing purposes over Lot 166 HG622 Dimbulah Road Arriga



Figure 2. Term Lease 0/220840 for grazing purposes over Lot A SP117583 Metzger Road Mutchilba

8.5 COUNCIL POLICY REVIEW**Date Prepared:** 11 May 2023**Author:** Manager Development and Governance**Attachments:**

1. Trade Waste Policy [↓](#)
2. Trade Waste Plan [↓](#)
3. Procurement Policy [↓](#)

EXECUTIVE SUMMARY

As part of the ongoing organisation-wide compliance policy review work, amended and newly created instruments along with instruments marked for repeal are presented to Council for consideration.

RECOMMENDATION

That Council:

1. Repeals the:
 - (a) Trade Waste Policy – adopted 15 May 2019
 - (b) Trade Waste Plan – adopted 15 May 2019
 - (c) Procurement Policy – adopted 21 July 2022
2. Adopts the:
 - (a) Trade Waste Policy
 - (b) Trade Waste Plan
 - (c) Procurement Policy

BACKGROUND***Trade Waste Policy*****Purpose**

to regulate the discharge of non-domestic 'sewerable' wastewater to the Mareeba Shire Council wastewater system in accordance with Council's *Trade Waste Plan* (TWP).

Summary of amendments

- Removal from section 1 Purpose of reference to purpose for the Trade Waste Management Plan
- Removal from section 2 Scope of reference to departmental oversight authority for the Trade Waste Plan
- Correction of minor grammatical errors in section 3 Policy Statement and insertion of reference to departmental oversight authority for the Trade Waste Plan removed from section 2 Scope

- Correction of minor grammatical errors in sections 5 Definitions and 6 Related Documents and References

Trade Waste Plan

Purpose

To set out the standards for accountability that Council has under the *Environmental Protection Act 1994* (Qld) (EPA), *Water Supply (Safety and Reliability) Act 2008* (Qld) (WSA) and to address the health and safety risks associated with processing trade waste.

Summary of amendments

- Update of Review Officer authority in header matrix
- Correction of minor grammatical errors in section 1 Purpose
- Removal from section 2 Scope of extraneous reference to departmental oversight authority
- Correction of minor grammatical errors and reference to statutes throughout
- Simplification of terminology and removal of in-text referencing to statutes and insertion of footnoting for referencing to statutes throughout
- Update of section 9 Definitions to define the terms 'Generator' and 'Trade Waste Approval'
- Extensive updating applied to formatting throughout

Procurement Policy

Purpose

Sets out Council's position on the acquisition of goods and services and carrying out of the procurement principles to ensure that Council officer adhere to sound contracting principles.

Summary of amendments

- Re-wording of section one Purpose for clarity
- Removal of scope related wording from section 1 Purpose for transfer to section 2 Scope
- Removal of purpose relate wording from section 3 Policy Statement for insertion into section 1 Purpose
- Removal of redundant capitalisation of terms in section 3.2
- Formatting of legislative referencing throughout
- Renaming of section 4 from Scope to Assessment an Exception Protocols
- Removal of in-text schedule for insertion as Schedule 1 Examples of Policy Breaches
- Reformatting and update of section 7 Related Documents and References
- Re-positioning and update of section 6 Definitions

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

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

IMPLEMENTATION/COMMUNICATION

Policy library and website to be updated.



Trade Waste Policy

Policy Type	Governance Policy	Version:	3.0
Responsible Officer	Development and Governance Manager	Date Approved:	21/06/2023
Review Officer:	Supervisor Building & Plumbing Compliance	Review Due:	21/05/2027
Author:	Development and Governance Manager	Commencement:	21/06/2023

1. PURPOSE

The purpose of this policy is to regulate the discharge of non-domestic ‘sewerable’ wastewater to Mareeba Shire Council wastewater system in accordance with Council’s *Trade Waste Plan* (TWP).

2. SCOPE

This policy applies to all commercial and industrial Generators discharging sewerable liquid trade waste to any Mareeba Shire Council wastewater system. This policy should be read in conjunction with Council’s TWP.

3. POLICY STATEMENT

Council will ensure the continued protection of the environment and waterways, while providing a service to the commercial and industrial sector. Council will conditionally accept trade waste into the sewerage system provided that the waste:

- Does not contain substances in amounts that are or may be toxic or hazardous to the efficient operation of the sewerage system, treatment processes, personnel or the environment; and
- Is not discharged in a quantity that may exceed the system’s capacity to collect, transport and treat the trade waste.

Each commercial and industrial activity that requires discharge to a Council sewerage system must apply for a trade waste approval. It is an offence under the *Water Supply (Safety and Reliability) Act 2008* (Qld) to discharge trade waste into a local government’s infrastructure without a current trade waste approval.¹

Council will manage trade waste using a combination of instruments, including:

- *Trade Waste Plan*;
- Trade waste approvals;
- Established risk management processes;
- Cost reflective trade waste charging structure; and
- Compliance and enforcement.

The TWP describes how the Council will manage the discharge of sewerable trade waste in order to protect its infrastructure, the health and safety of employees working in wastewater services, protection of our environment and waterways, and facilitate compliance with Council’s registered environmental authorities. The TWP forms the basis for decisions about approving the discharge of sewerable trade waste to sewer, in accordance with requirements under the *Water Supply (Safety and Reliability) Act 2008* (Qld).

¹ See *Water Supply (Safety and Reliability) Act 2008* ss 191, 193(1).

Trade Waste Policy

4. REPORTING

No additional reporting is required

5. DEFINITIONS

Generator – means a business, trader or manufacturer who may produce sewerable liquid trade waste in the course of business, trade or manufacturing

Sewage – means household and commercial wastewater that contains, or may contain, faecal, urinary or other human waste

Sewerage – means a sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage

Sewerable liquid trade waste – means water-borne waste from business, trade or manufacturing premises, other than:

- a) Waster that is a prohibited substance; or
- b) Human waste; or
- c) Stormwater

Trade Waste Approval – means a written conditional approval issued by Council pursuant to the *Water Supply (Safety and Reliability) Act 2008* (Qld), permitting a Generator to discharge trade waste to Council's sewerage system in accordance with conditions specified in the approval.² The conditions pertaining to trade waste approval are dependent upon the category and particular circumstances of the Generator and are based on Council's *Trade Waste Plan*.

Trade Waste Plan – means a written plan prepared by Council about how sewerable trade waste will be managed. The plan includes provisions about how Council will classify, manage and approve the discharge of sewerable liquid waste to sewerage systems, and includes pre-treatment requirements, sewer admission limits and calculations for determining trade waste charges.

Wastewater treatment / service – means the processes applied to wastewater to remove containments and allow discharge of the treated water to receiving streams under the conditions of relevant environmental authority.

6. RELATED DOCUMENTS AND REFERENCES

Compliance and Enforcement Policy (MSC)

Compliance and Enforcement Manual (Building & Plumbing Sub Manual) (MSC)

Environmental Protection Act 1994 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Trade Waste Plan (MSC)

Water Supply (Safety and Reliability) Act 2008 (Qld)

² Ibid ss 180(1)(a), 181.

Trade Waste Policy

7. REVIEW

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



Trade Waste Plan

Policy Type	Governance Policy	Version:	3.0
Responsible Officer	Manager Development & Governance	Date Approved:	21/06/2023
Review Officer:	Supervisor Building & Plumbing Compliance	Review Due:	21/05/2027
Author:	Manager Development & Governance	Commencement:	21/06/2023

1. PURPOSE

This plan sets out the standards for accountability that Council has under the *Environmental Protection Act 1994* (Qld) (EPA), *Water Supply (Safety and Reliability) Act 2008* (Qld) (WSA) and addresses the health and safety risks associated with processing trade waste. Additionally, this plan will stipulate how entities can make a trade waste application for an approval to discharge trade waste into the Mareeba Shire Council (Council) wastewater system, how applications are assessed for compliance, and how utility charges are raised.

2. SCOPE

This plan applies to all commercial and industrial Generators discharging ‘sewerable’ liquid trade waste to Council’s wastewater system.

3. PLAN STATEMENT

Liquid wastes are produced by a variety of industrial, commercial and domestic activities. The EPA provides a general prohibition against the pollution of the environment by the discharge of such wastes, except where the person or agency holds an environmental authority permitting such discharge. All discharges to receiving waters are required to be treated to a standard that will maintain or enhance receiving water quality and environmental values.

Under the EPA, Council is held responsible for any pollution from stormwater outfalls under its control. The discharge of trade waste to stormwater drainage is prohibited under the *Local Government Act 2009* (Qld) (LGA).¹ Stormwater drainage infrastructure shall only be used for the disposal of uncontaminated stormwater runoff.

Liquid waste generated by industry, small business and commercial enterprises is referred to as ‘trade waste’. The WSA prohibits the unauthorised discharge of wastes, other than domestic sewage, into sewerage systems. The options for producers of trade waste are to have it treated at an approved treatment facility, obtain approval from Council to discharge trade waste to a sewerage system, or to obtain an environmental authority under the EPA to treat the trade waste themselves before discharging the trade waste to the environment.

As trade waste imposes an additional load on sewerage systems, charges are applied for the discharge of trade waste to sewerage systems. Council is required to meet the conditions of any environmental authority instrument, issued by the Queensland Government, for a sewerage system, including the disposal

¹ See *Local Government Act 2009* (Qld) s 79(1).

Trade Waste Plan

and reuse of treated trade waste and biosolids. Council is also required by the WSA to fully assess the effect of trade waste on a sewerage system and the environment before issuing a Trade Waste Approval.²

Trade waste may have an organic strength many times that of domestic sewage and may overload the waste treatment facility. Trade waste may also contain other substances such as high levels of fats and grease, heavy metals, organic solvents and chlorinated organic substances, which public sewerage systems are not designed to process. These substances may:

- a) pose a serious risk to the health and safety of sewerage workers;
- b) damage the infrastructure of sewerage systems;
- c) inhibit biological processes at treatment plants;
- d) accumulate in biosolids, making their reuse difficult or impracticable; or
- e) pass through treatment plants untreated resulting in environmental contamination.

To ensure the continued protection of our environment and waterways, Council's policy is to accept biodegradable trade waste into a sewerage system, subject to the condition that:

- a) a sewerage system has adequate capacity to effectively collect, transport and treat the trade waste; and
- b) all practicable waste minimisation, recycling and reuse options have been applied by the trade waste Generator.

The discharge of waste containing substances in amounts likely to be toxic or hazardous to a sewerage system, treatment process, personnel or the environment is prohibited.

4. CONTROL STRATEGIES

4.1 ENFORCEMENT

It is an offence under the WSA³ to discharge trade waste to a sewerage system without a Trade Waste Approval given by the Council under the WSA.⁴ Any person wishing to discharge trade waste to a sewerage system must apply for a Trade Waste Approval.

It is an offence under the LGA for a person to discharge waste (including trade waste) other than uncontaminated stormwater to stormwater drainage infrastructure.

4.1.1 Suspension or Cancellation of Trade Waste Approval

Grounds for suspension or cancellation of a Trade Waste Approval and the procedures to be followed are set out in the WSA.⁵

Failure to pay charges and fees will constitute grounds for suspension or cancellation of a Trade Waste Approval. The terms and conditions of a Trade Waste Approval in respect of any matter occurring before the suspension or cancellation, including the payment of charges owing, shall continue to have force and effect after the suspension or cancellation of the Trade Waste Approval.

² See *Water Supply (Safety and Reliability) Act 2008* (Qld) ss 180(3)-(4).

³ *Ibid* s 193.

⁴ *Ibid* s 180.

⁵ *Ibid* s 182.

Trade Waste Plan

4.1.2 Penalties and Recovery of Costs

Council may seek to prosecute persons for a breach of the WSA, the LGA and relevant subordinate legislation, the *Plumbing and Drainage Act 2018* (Qld) (PDA), the *Plumbing and Drainage Regulation 2019* (Qld) (PDR), or who refuse or neglect to comply with any direction or requirement by Council pursuant to the above legislation. The legislation cited above provide for penalties, which include substantial fines.

Where it can be shown that a Generator has contravened, or is contravening, the above cited legislation or has failed to comply with the Generator's Trade Waste Approval, the Council may recover costs of repairing damage to a sewerage system caused by discharge of a prohibited substance by the Generator.

Notwithstanding the possession of a Trade Waste Approval, any unapproved discharges or noncompliance with approval conditions by a Generator may lead to action being taken against the Generator under the provisions of the WSA.

4.1.3 Sewer Admission Limits

The upper limits for the quality of trade waste discharge to the sewer for all categories are set out in Appendix C. The limits will be used in conjunction with available enforcement mechanisms to achieve compliance for trade waste Generators.

4.2 MONITORING

It is a requirement for a Trade Waste Approval, that customers must provide evidence of pre-treatment activities and maintenance. Additionally, a qualified plumbing inspector will conduct ad hoc inspections to ensure pre-treatment maintenance is being carried out adequately. The plumbing inspector will observe business operation hours and try to minimise interruptions to commercial operations when conducting inspections.

5. APPLICATIONS AND CHARGES

5.1 TRADE WASTE APPLICATION

A trade waste application is required where a commercial entity seeks to discharge trade waste to Council's wastewater network. The trade waste application fee is a one-off standard fee to cover the assessment and processing of a trade waste application for Trade Waste Approval to discharge trade waste to sewer. The fee is applicable to all new commercial and industrial customers who apply for approval. The fee is adopted as part of Council's annual fees published on Council's website.

5.2 CHARGES

The method for categorising customers based on the risk of their trade waste discharge to our sewerage system. A risk score is calculated for each commercial trade waste customer based on four applicable elements:

- a) Business activity – customers are grouped and scored by the business activity they undertake
- b) Substance of concern – a score is applied based on the substance considered to be of most concern to the operation of our sewerage infrastructure
- c) Pre-treatment – a score based on the pre-treatment required by the business activity
- d) Trade waste volume – a score applied for the estimated trade waste volume discharged to sewer.

Trade Waste Plan

The trade waste charge is a recurrent annual utility charge for the acceptance of trade waste from a customer. Refer to Council's annual *Revenue Statement* for the current year's policies.

6. COMMERCIAL TRADE WASTE

Through the continued application of a risk ranking methodology for commercial trade waste customers, Council can facilitate efficient and effective allocation of resources to the achievement of corporate objectives. The objectives of Council's customer categorisation method are to:

- Allocate equitable charges for businesses with 'like' demands on the sewer.
- Set achievable compliance requirements for customers and increase voluntary compliance.
- Reduce costs for the service through improved administrative processes
- Improve customer service through targeted use of resources

The trade waste categories provide a solid basis for segregating commercial and industrial trade waste customers.

Industrial trade waste will be considered and assessed on an individual basis and this trade waste plan should only be used as guide for determining the requirements for approval. Industrial customers include breweries, tanneries, electroplaters, refineries, landfills, food manufacturers and processors, abattoirs, large laundries, smelters, wineries, beverage manufacturers, pharmaceutical product manufacturers, chemical blenders and other activities which produce high risk liquid waste.

This risk may result from large volumes of trade waste, high strength trade waste or a combination of the two. Industrial customers are those categorised as Category 4 trade waste customers. Customers should first contact Council in regard to proposed industrial trade waste.

6.1 CATEGORISATION BY RISK

A technical and commercial risk assessment of trade waste impacts on Council's sewage infrastructure and provides the basis for categorising commercial trade waste customers and applying the relevant trade waste charges provide:

- That customers are assigned to categories which best reflect their demand on the sewerage infrastructure, consequently improving the equitability of trade waste charges for the service,
- That the categorisation and compliance requirements for each customer are consistently applied,
- For clear identification of activities that are commercial in nature (Category 1 and 2) to delineate customers whose activities require additional management through an individual contract for Category 3, 4, or industrial customers, and
- For the ability to differentiate customers and target our resources towards the higher risk customers where the potential benefits to the customer and Council are the greatest.

7. RISK SCORE METHOD

7.1 INCORPORATING THE RISK SCORE

The risk score methodology used to categorise commercial trade waste customers is an adaptation of a method outlined in the *WSAA Australian Sewage Quality Management Guidelines 2012*, Appendix B, recognised nationally as the most comprehensive guideline to managing trade waste discharge to sewer. The calculation of a risk score for each customer is based on four applicable elements:

Trade Waste Plan

- (A) Business activity
- (S) Substance of most concern
- (P) Pre-treatment equipment required, and
- (V) Trade waste volume

The risk score provides a clear and transparent justification for placing a customer into a specific category. Businesses are grouped together on the basis that they conduct similar activities and are expected to discharge trade waste of similar quality which requires a typical level of pre-treatment before being suitable for discharge to sewer. The incorporation of a score for volume is designed to provide a measured indication of the expected trade waste demand placed on the sewerage infrastructure by a business.

7.2 RISK CATEGORISATION INPUTS

The trade waste risk score is the combined total of the business activity, substance, pre-treatment and volume scores:

$$\text{Trade Waste Risk Score} = (A+S+P+V)$$

The key inputs into the risk categorisation calculation are explained in more detail below:

7.2.1 (A) Business Activity Score

Commercial trade waste customers are grouped by the business activity they conduct. The grouping is based on the premise that businesses conducting the same activity will produce a similar waste stream. The risk score attributed to each activity is based on consideration of the typical strength and composition of the waste stream, and the robustness and degree of control of the processes producing the waste stream.

Business activities have been assigned a trade waste code and relevant risk scores as shown in Table 1, Appendix A. Where an entity fits within one or more business codes, the higher business activity score will apply.

7.2.2 (S) Substance Score

A score is applied based on the substance considered to be of most concern to the operation of our sewerage infrastructure. Substances are grouped according to their risk to account for:

- The health and safety of our staff and the public
- The potential for damage to Council's sewerage infrastructure
- Council's sewage treatment processes
- Council's compliance with environmental discharge conditions
- Treatment plants, and
- The cost to treat the waste.

The substance of most concern is used as the indicator for the substance score (e.g., for a restaurant, the most common substance of concern is fat, oil and grease). If there are multiple substances present, only the highest score is applied. Substances are grouped into three categories and attract scores as shown in Table 2, Appendix A.

7.2.3 (P) Pre-Treatment Score

The type and complexity of a pre-treatment device required is dependent on the business activity being conducted and the substance of most concern within the trade waste discharge. For category 2 customers

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typical pre-treatment devices are acknowledged and widely accepted as the most appropriate way to treat trade waste to a suitable level prior to discharge to the sewer. Pre-treatment devices are given a risk score based on their complexity, susceptibility to failure and the difficulty of maintaining it in a satisfactory

condition.

Where a pre-treatment device is required, but not installed, the waste is considered to be untreated and only the highest score is applied.

Table 3, Appendix 1 lists typical pre-treatment devices and their associated risk score. Further information on the minimum requirements for pre-treatment devices can be found in Council's *Fact Sheet Trade Waste Pre-treatment Guidelines*.

7.2.4 (V) Trade Waste Volume

The previous three criteria are used to group 'like' businesses together, based on elements typical to the business activities. To categorise trade waste customers according to their demand on the sewer an additional score is applied for the estimated trade waste volume discharged to sewer. The applicable trade waste volume is calculated based on three inputs:

- Metered water consumption.
- Reduction in volume on the basis that 80 per cent of the metered consumption is discharged to sewer, known as the base volume. Refer to section 8.3 for more information on base volume.
- Application of discharge factors (DF) which reflect a percentage of metered water consumption considered to be trade waste discharged to sewer. Refer to section 8.4 for more information on discharge factors.

The applicable volume scores are shown in Table 4, Appendix A.

Appendix B provides examples of how the trade waste category is determined for some specific business activities.

8. DETERMINATION OF TRADE WASTE VOLUME

The following formula is used to determine a customer's trade waste volume:

$$\text{Trade Waste Volume} = (\text{FY17/18 water consumption} - \text{DR}) \times \text{BV} \times \text{DF}$$

8.1 Water Consumption

The water consumption from the prior year or similar business activity will be used to determine the category for each business. Where properties have one water connection for multiple businesses, the single water meter will be used to calculate the risk. Individuals can install a trade waste meter at their own cost, and this will be inspected once a year. An additional yearly inspection charge will be applied to properties that have a separate trade waste meter.

8.2 (DR) Domestic Residence

If a domestic residence is connected to the same meter as the trade waste business, an allowance of 200kl will be subtracted from the water consumption before the base volume and trade waste discharge factors are applied.

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8.3 (BV) Base Volume

The base volume (BV) is equivalent to 80 per cent of the annual potable water meter consumption for the property receiving the trade waste service. This reduction is applied to account for water use which ultimately does not end up being discharged to sewer.

8.4 (DF) Trade Waste Discharge Factor

The trade waste discharge factor is the percentage of the base volume which is considered to be trade waste discharged to the sewer. The base volume includes both a trade waste and domestic portion, The trade waste discharge factor is applied to the base volume to represent the typical volume of trade waste expected to be discharged dependent on the business activity.

The trade waste discharge factors are shown in Table 5, Appendix A.

Assumptions made on volumes

The trade waste volume for customers is derived from water consumption data for a preceding 12 month period. Water consumption volumes are reduced where the property includes a domestic residence. In situations where the meter data is not reflective of the trade waste activity, water meter data is not applied and the default volume is applied to the premises.

Water consumption data applied to new customers and review of the category of existing customers during the past period will be based upon the most recent 12 months water usage applying the following rules:

- A default 200kL/annum is applied to all properties where consumption data is unobtainable or not reflective of the trade waste activity
- Where multiple properties are supplied by the same meter, the potable water volume is divided equally among the properties serviced.
- Water consumption for new customers without applicable meter data may be reviewed after 1 year and re-categorised accordingly.

9. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Biosolids – means solid or semi-solid organic material obtained from treated wastewater, often used as a fertilizer or soil amendment

Generator – means a business, trader or manufacturer who may produce sewerable liquid trade waste in the course of business, trade or manufacturing

Pre-treatment device – means equipment installed at a customer’s property or business for the purpose of reducing or removing substances prior to the trade waste being discharged to sewer. Typical pre-treatment devices include grease traps used in the food service industry to remove fat, oil and grease and oil water separators used in the automotive industry to remove engine oil, grease and hydrocarbons.

Trade Waste Approval – means a written conditional approval issued by Council pursuant to the *Water Supply (Safety and Reliability) Act 2008 (Qld)*, permitting a Generator to discharge trade waste to Council’s sewerage system in accordance with conditions specified in the approval. The conditions pertaining to trade waste approval are dependent upon the category and particular circumstances of the Generator and are based on Council’s *Trade Waste Plan*.

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10. RELATED DOCUMENTS AND REFERENCES

Australian Sewage Quality Management Guidelines 2012 (Water Services Association of Australia)
Environmental Protection Act 1994 (Qld)
Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)

Trade Waste Policy (MSC)
Fact Sheet Trade Waste Pre-Treatment Guide (MSC)
Water Supply (Safety and Reliability) Act 2008 (Qld)

11. REVIEW

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

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12. APPENDIX A

12.1 TABLE 1 - BUSINESS ACTIVITY SCORE

Trade Waste Code	Business Activity	Description	Business Activity Score
AP01	Nursing Home / Care Home (Kitchen)	Refers to facilities providing meals, laundry and hairdressing services for residents.	10
AM01	Hospital	Hospitals have a number of waste sources. This refers to facilities providing meals for patients, laundry services and discharge from steriliser facilities. If café for public service, reverts to MP01	10
BE02	Supermarket	This refers to supermarkets with more than ones of these activities; bakery, butchery, chicken cooking, deli and catering	15
BE02V	Green Grocer	This activity refers to fruit and vegetable preparation and sale only (no deli, butcher, bakery as per BE02)	5
BE05	Hairdresser/Beauty Salon	All hairdressers, barbers, & beauty salons	5
BE06	Laundromat (Coin Operated)	Commercial public access/use laundromats. May include dry cleaners dependent on size.	5
BE07	Medical (inc. Dentist, Vet)	Refers to personal services including medical centre, dentist, nails, vet	5
BE08	Service Station Forecourt	Refers to all service stations with forecourt or refuelling locations that drain to sewer.	15
BE08B	Panel / Body Repair	Refers to automotive body repair, no servicing of mechanical parts	5
BE08P	Plant / Machinery Hire / Truck Wash	Refers to businesses hiring plant and equipment or washing down larger scale vehicles (e.g., Trucks). Main activity is service and wash down of equipment	15
BE09	Car Wash/Wash bay (Wand/ Hand)	Wash down facilities for light vehicles and small equipment	10
BE10	Vehicle Wash (auto/multi-lane)	Refers to businesses with automatic or multiple berth vehicle wash facilities	15
BE11	Animal Boarding	Refers to boarding kennels	5
BE13	Nursery/Horticulture	Nurseries and landscape supplies	5
CF01	Child Care	Childcare facilities providing hot food supplied by the business for the children	5
CF02	Primary/Secondary School	Refers mainly to canteen/kiosk/Home Ec'/hospitality waste stream as primary waste. May also have laboratories and art facilities in secondary schools	5
CF04	Correction Centre	Refers mainly to canteen/kiosk/home Ec'/hospitality waste stream as primary waste. May also have laboratories/auto activities	5
CF05	Church / Place of worship	Refers to sites with kitchen facilities for use intermittently to cater for events	5
CF06	Community Centre / Hall	Refers to sites with kitchen facilities for use intermittently to cater for events	5
EF01	Licensed Club	Licensed club serving on site meals.	10
EF02	Pub / Bar / Hotel	Pub/bar/hotel with restaurant on site.	10

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FM01	Smallgoods, Butcher	All commercial butcher shops, smallgoods producers (does not include abattoirs) and delicatessen.	10
FM05	Bakery	Classed as a bakery when food baked on premises. If not baked on premises business classed as a café	10
MM01	Factory / Workshop	Refers to wet workshops without car wash facilities; may include wash down areas.	15
MM02	Metal Finishing	Small scale powder coating and electroplating facilities discharging less than 2kL/day of rinse water to sewer at a maximum flow rate of 20L/minute	15
MP01	Restaurant/Café	All restaurants and cafes preparing food primarily for consumption onsite	10
MP02	Take Away/Fast Food	All fast-food/takeaway premises preparing food primarily for consumption off site	10
MP04	Catering	Businesses providing catering services for off-site functions	10
SF01	Sports Ground (Kitchen)	Refers to facilities at sports grounds (canteens, commercial kitchens) primarily used to cater for specific events on weekends or specific weekdays. Not 7 day a week access to the consumer	5
SL01	Laboratories	Small scale service laboratories	10
SF07	Swimming Pools	Refers to properties discharging pool backwash to sewer	5
TW01	Unique Trade Waste Discharge	Unique business activity that does not fit any other code but can be managed under a Trade Waste Approval	10

12.2 TABLE 2 - BUSINESS ACTIVITY/SUBSTANCE SCORE

Substance Impact	Substances	Potential Impacts	Substance Score
Low Impact	Suspended Solids (SS) Pool Filter Backwash Total Dissolved Solids (TDS)	Restricted sewer capacity Hydraulic overload	5
Medium Impact	Fat, Oil & Grease (FOG) MBAS (Detergents)	Sewer blockage Excessive foaming Biological inhibition	10
High Impact	Total Petroleum Hydrocarbons (TPH) Corrosive liquids Saline liquids	Flammable/Explosion Biological inhibition Sewer odours Reduced asset longevity	15

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12.3 TABLE 3 - PRE-TREATMENT SCORE

Pre-Treatment Risk	Pre-Treatment fixtures	Pre-Treatment Score
Low Risk	Cooling facility Basket arrestors (in sink/in floor) Plaster trap Bottle trap Controlled flow Amalgam separator Cleaner production	5
Low - Med Risk	Grease trap Neutralising trap	15
Medium Risk	Oil/Water separator – (coalescing plate separator, VGS, hydro cyclone)	18
High Risk	Solvent separator pH dosing (automatic or manual dosing)	25

12.4 TABLE 4 - VOLUME SCORE

Lower KL per annum	Upper KL per annum	Volume Score
0	300	5
301	600	10
601	1100	20
1101	1101	30

12.5 TABLE 5 - DISCHARGE FACTOR

Trade Waste Code	Business Activity	Description	Trade Waste Discharge Factor (%)
AP01	Nursing Home / Care Home (Kitchen)	Refers to facilities providing meals, laundry and hairdressing services for residents.	30
AM01	Hospital	Hospitals have number of waste sources. This refers to facilities providing meals for patients, laundry services and discharge from steriliser facilities. If café for public service reverts to MPO1	30
BE02	Supermarket	This refers to supermarkets with more than ones of these activities; bakery, butchery, chicken cooking, deli and catering	70
BE02V	Green Grocer	This activity refers to fruit and vegetable preparation and sale only (no deli, butcher, bakery as per BE02)	70
BE05	Hairdresser/Beauty Salon	All hairdressers, barbers, & beauty salons	25
BE06	Laundromat (Coin Operated)	Commercial public access/use Laundromats. May include dry cleaners dependent on size.	92

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BE07	Medical (inc. Dentist, Vet)	Refers to personal services including medical centre, dentist, nails, vet	25
BE08	Service Station Forecourt	Refers to all service stations with forecourt or refuelling locations that drain to sewer.	70
BE08B	Panel / Body Repair	Refers to automotive body repair, no servicing of mechanical parts	70
BE08P	Plant / Machinery Hire / Truck Wash	Refers to businesses hiring plant and equipment or washing down larger scale vehicles (e.g., Trucks). Main activity is service and wash down of equipment	70
BE09	Car Wash/Wash bay (Wand/ Hand)	Wash down facilities for light vehicles and small equipment	70
BE10	Vehicle Wash (auto/multi-lane)	Refers to businesses with automatic or multiple berth vehicle wash facilities	90
BE11	Animal Boarding	Refers to boarding kennels	25
BE13	Nursery/Horticulture	Nurseries and landscape supplies	25
CF01	Child Care	Childcare facilities providing hot food supplied by the business for the children	10
CF02	Primary/Secondary School	Refers mainly to canteen/kiosk/home Ec'/hospitality waste stream as primary waste. May also have laboratories and art facilities in secondary schools	10
CF04	Correction Centre	Refers mainly to canteen/kiosk/home Ec'/hospitality waste stream as primary waste. May also have laboratories/auto activities	30
CF05	Church / Place of worship	Refers to sites with kitchen facilities for use intermittently to cater for events	10
CF06	Community Centre / Hall	Refers to sites with kitchen facilities for use intermittently to cater for events	10
EF01	Licensed Club	Licensed club serving on site meals.	50
EF02	Pub / Bar / Hotel	Pub/bar/hotel with restaurant on site.	25
FM01	Smallgoods, Butcher	All commercial butcher shops, smallgoods producers (does not include abattoirs) and delicatessen.	70
FM05	Bakery	Classed as a bakery when food baked on premises. If not baked on premises business classed as a café	25
MM01	Factory / Workshop	Refers to wet workshops without car wash facilities; may include wash down areas.	70
MM02	Metal Finishing	Small scale powder coating and electroplating facilities discharging less than 2KL/day of rinse water to sewer at a maximum flow rate of 20L/minute	90
MP01	Restaurant/Café	All restaurants and cafes preparing food primarily for consumption onsite	50
MP02	Take Away/Fast Food	All fast-food/takeaway premises preparing food primarily for consumption off site	50
MP04	Catering	Businesses providing catering services for off-site functions	50
SF01	Sports Ground (Kitchen)	Refers to facilities at sports grounds (canteens, commercial kitchens) primarily used to cater for specific events on weekends or specific weekdays. Not 7 day a week access to the consumer	25

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SL01	Laboratories	Small scale service laboratories	25
SF07	Swimming Pools	Refers to properties discharging pool backwash to sewer	25
TW01	Unique Trade Waste Discharge	Unique business activity that does not fit any other code but can be managed under a Trade Waste Approval	90*

12.6 TABLE 6 - TRADE WASTE CATEGORY

Lower Risk Score	Upper Risk Score	Risk Category
0	34	1
35	55	2
56	70	3
71	100	4

13. APPENDIX B

Restaurant

A restaurant with 650kL potable water consumption per year:

Risk Criteria	Description	Risk Score
(A) Business Activity	Restaurant	10
(S) Substance of Concern	Fat, Oil, and Grease	10
(P) Pre-Treatment	Grease Trap	15
(V) Trade Waste Volume	$(650\text{KL} - 0) \times 0.80 \times 0.50 = 260 \text{ KL}$	5
Total Risk Score (Category)		40 (Cat 2)

A restaurant with 1300 kL potable water consumption per year with a domestic residence connected:

Risk Criteria	Description	Risk Score
(A) Business Activity	Restaurant	10
(S) Substance of Concern	Fat, oil, and grease	10
(P) Pre-Treatment	Grease trap	15
(V) Trade Waste Volume	$(1300\text{KL} - 200) \times 0.80 \times 0.50 = 440 \text{ KL}$	10
Total Risk Score (Category)		45 (Cat 2)

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Hair Salon

A restaurant with 650kL potable water consumption per year:

Risk Criteria	Description	Risk Score
(A) Business Activity	Hair salon	5
(S) Substance of Concern	Total dissolved solids	5
(P) Pre-Treatment	Cleaner production	5
(V) Trade Waste Volume	$(650\text{KL} - 0) \times 0.80 \times 0.25 = 130 \text{ KL}$	5
Total Risk Score (Category)		20 (Cat 1)

14. APPENDIX C

Sewer Admission Limits

The upper limits for the quality of trade waste discharged to the sewer for all categories are set out below. They are subject to periodic review.

14.1. GENERAL LIMITS

Parameter Concentration mg/L except

Temperature *	< 38oC
pH*	6 – 10
Biochemical Oxygen Demand (BOD ₅)	600 mg/L
Chemical Oxygen Demand (COD)	1200 mg/L
Total Organic Carbon (TOC)	1200 mg/L
Suspended Solids	600 mg/L
Total Dissolved Solids (TDS)	4000 mg/L
Total oil/grease (Freon extractable)	200
Gross Solids	non-faecal gross solids shall have a maximum linear dimension of less than 20mm and a quiescent settling rate of less than 3m/hr.
Colour*	limited such as not to give any discernible colour in treatment discharge.
Odour*	not detectable in 1% dilution or causing an odour problem in Council’s sewerage system.

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Chlorine (as Cl ₂)	10
Sulphate (as SO ₄) [#]	2000
Sulphite (as SO ₂)	100
Surfactants – Anionic (MBAS)	500
Aluminium (as Al) [#]	100
Iron (as Fe) [#]	100
Ammonia plus ammonium iron (as N) [#]	80
Total Kjeldahl Nitrogen (as N) [#]	150
Total Phosphorous (as P) [#]	35
Manganese (as Mn)	100

The total mass load and the capacity of the sewerage system to accept the load shall be considered for each application.

Council may in some circumstances accept waste containing higher concentrations of these substances. Additional charges for treatment will apply.

14.2. SPECIFIC LIMITS – INORGANIC

Parameter	Concentration, mg/L
Boron (B)	100
Bromine (Br ₂)	10
Fluoride (F)	30
Cyanide (CN)	5
Sulphide (S)	5

14.3. SPECIFIC LIMITS – METALS

Parameter	Maximum Concentration mg/L	Lower Daily Mass Load g/day

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Arsenic (As)	5	15
Cadmium (Cd)	2	6
Chromium (Cr) Total	20	75 ^x
Hexavalent	10	
Cobalt (Co)	10	30
Copper (Cu)	10	75
Lead (Pb)	10	30
Mercury (Hg)	0.05	0.15
Nickel (N)	10	30
Selenium (Se)	5	15
Silver (Ag)	5	15
Tin (Sn)	10	30
Zinc (Zn)	10	75

The concentration values apply to discharges having a daily mass load between the Lower Daily Mass Load (LDML) and the Upper Daily Mass Load (UDML). For small discharges with a daily mass load below the LDML, no concentration limits apply. Dischargers who exceed Council’s UDML limits will be required to take measures to meet the UDML. This may involve treating to lower concentration than indicated above. ^xFor discharges below the Lower Daily Mass Load, hexavalent Cr must be reduced to trivalent Cr.

14.4. SPECIFIC LIMITS – ORGANIC

Council may request specific, demonstrable evidence based on degradability and toxicity concerning substances listed below.

Parameter	Maximum Concentration, mg/L
Formaldehyde (HCHO)	50
Phenolic compounds (as Phenol)	100
Pentachlorophenol	5
Petroleum hydrocarbons	30
Halogenated Aliphatic hydrocarbons	5

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Halogenated Aromatic Hydrocarbons (HAHs)	0.002
Polychlorinated biphenyls (PCBs)	0.002
Polybrominated biphenyls (PBBs)	0.002
Polynuclear Aromatic Hydrocarbons (PAHs)	5
Pesticides: General (insecticides / herbicides / fungicides)**	1.0
Pesticides: Organophosphates	0.1
Azinphos – methyl	
Azinphos – ethyl	
Coumaphos	
Demeton	
Dichlorvos	
Dimethoate	
Disulfoton	
Fenitrothion	
Fenthion	
Malathion	
Methamidophos	
Mevinphos	
Omethoate	
Oxydemeton – methyl	
Parathion	
Triazophos	
Trichlorfon	
Pesticides: Organochlorines	
Aldrin	0.001
Chlordane	0.006

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DDT	0.003
Dieldrin	0.001
Heptachlor	0.003
Lindane	1.100

** This category covers all pesticides other than those specifically listed under organophosphate and organochlorine pesticides.

14.5. OTHERS

Any substance not listed in the above tables is a prohibited discharge and may not be discharged without prior approval of Council. Council may request specific, demonstrable evidence based on degradability and toxicity for any substance when assessing acceptance to the sewer.

Procurement Policy



Policy Type	Council Policy	Version:	2.0
Responsible Officer	Manager Finance	Date Approved:	21/06/2023
Review Officer:	Director Corporate and Community Services	Review Due:	31/05/2024
Author:	Manager Finance	Commencement:	01/07/2023

1. PURPOSE

This policy sets out Council’s position on the acquisition of goods and services and carrying out of the procurement principles to ensure all Council officers adhere to sound contracting principles in the course of day to day operations to achieve value for money for Council.

2. SCOPE

This policy applies to the procurement of all goods, materials, equipment and related services, construction contracts, service contracts (including maintenance) and consultant services.

3. POLICY STATEMENT

All Council purchases must be carried out in compliance with the *Local Government Act 2009* (“the Act”) and the *Local Government Regulation 2012* (“the Regulation”). In particular, Chapter 6, Part 3 – Default contracting procedures of the Regulation apply.

Council's policy is to support local businesses and industries where practicable to support the viability of local businesses in all townships within the Mareeba Shire Council area.

3.1 PRINCIPLES

Council employees must have regard to the following contracting principles in all procurement activities:

3.1.1 Value for Money

Council must harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include consideration of:

- contribution to the advancement of Council’s priorities; and
- fitness for purpose, quality, services and support; and
- whole-of-life costs including costs of acquiring, using, maintaining and disposal; and
- internal administration costs; and
- technical compliance issues; and
- risk exposure; and
- the value of any associated environmental benefits; and
- the value of building or maintaining capacity in-house; and
- utilisation of existing inventory items/consumables held in stores/workshop.

Procurement Policy

3.1.2 Open and Effective Competition

Purchasing should be open and result in effective competition in the provision of goods and services. Council must give fair and equitable consideration to all prospective suppliers.

3.1.3 Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses and industry within the Mareeba Shire Council.

Local Business Preference

In accordance with section 104(3)(c) of the Act, Council wishes to pursue the principle and objectives of enhancing the capabilities of local business and industry as part of the process of making its purchasing decisions. For this purpose, local suppliers shall be allowed certain concessions in respect to contracted arrangements:

(i) Price

Prices offered by local suppliers shall be considered to be comparable with non-local suppliers where the local supplier's offered price is no more than 10% higher (up to the tolerance of \$5,000) than the lowest priced offered. (E.g., the local supplier can be evaluated as price comparable when the local supplier price is less than or equal to the non-local supplier price, excluding GST + 10%, where the 10% margin is less than \$5,000).

(ii) Local Business Development

In the evaluation of tenders or offers, Council may attribute a portion of the selection criteria to local business preference. The score weighting applied to the local business preference criteria shall be no more than a 10% weighting within the overall criteria (100%).

In order to apply the Local Business Preference component, employees must seek and evaluate tenders and offers from non-local suppliers. It is not intended that this preference be granted at officer discretion.

Subject to the local business preference principles above, where price, performance, quality, suitability and other evaluation criteria are comparable, the following areas may be considered in evaluating offers and tenders:

- creation of local employment opportunities
- more readily available servicing support
- more convenient communications for contract management
- economic growth within the local area
- benefit to Council of associated local commercial transaction.

3.1.4 Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- Promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and

Procurement Policy

- Foster the development of products and processes of low environmental and climatic impact; and
- Provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- Encourage environmentally responsible activities; and
- Endeavour to reduce, recycle and reuse surplus and scrap materials.

3.1.5 Ethical Behaviour and Fair Dealing

Council employees involved in purchasing are to behave with impartiality, fairness, independence, openness, integrity, and professionalism in their discussions and negotiations with suppliers and their representatives.

All employees must:

- Perform the procurement task honestly and without favour or prejudice; and
- spend Council funds efficiently and effectively and in accordance with the law and Council policy; and
- deal fairly, impartially and consistently with suppliers and prospective suppliers; and
- keep confidential all sensitive information obtained as part of the procurement activity; and
- not have an actual conflict of interest in relation to the procurement activity; and
- not seek or accept any remuneration, gift or advantage.

The use of probity advisors or probity auditors shall be considered where the large-scale procurement arrangement is sensitive, highly complex, of public interest or likely to be challenged.

3.2 COMPLIANCE WITH MSC WORKPLACE HEALTH AND SAFETY PROCUREMENT PROCEDURES

If the Site is a 'workplace' for the purposes of the *Work Health and Safety Act 2011* (Qld) ("the WHS Act"), from the date of acceptance of the Tender Response of the Contractor by the Council (by Letter of Acceptance) until completion of the work under the Contract:

- Council is deemed to have engaged the Contractor as the principal contractor for the purposes of section 293 of the ("the WHS Reg"); and
- the Contractor is deemed to have accepted the engaged in section 293(2) of the WHS Reg; and
- for the purposes of the execution and completion of the work under the Contract, the Contractor is responsible for performance of the functions of the principal contractor under the WHS Act and any regulations made under the WHS Act.

The engagement of the Contractor as the principal contractor under the WHS Reg continues for the period specified in the letter of appointment. Council may revoke the engagement of the Contractor as the principal contractor under the WHS Act by giving reasonable written notice to the Contractor at any time.

The Contractor must indemnify and keep indemnified Council against all liabilities which may be imposed under or which may arise out of enforcement of any provision of the WHS Act or any associated regulation.

If a work caused illness, work injury, serious bodily injury or dangerous event occurs of or incidental to the execution or completion of the work, the Contractor must promptly give written notice of the occurrence of the event to Council.

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If the Site is a workplace and more than one contractor is engaged by Council to undertake work at the Site at the same time, sections 19.2 to 19.4 inclusive of the WHS Act apply.

To ensure compliance with:

- *Work Health and Safety Act 2011 (Qld)*
- *Work Health and Safety Regulation 2011 (Qld)*
- *AS/NZS ISO 31000:2018 Risk Management - Guidelines,*

Council employees involved in purchasing are to abide by Council's *Workplace Health and Safety Procurement procedures (Guideline – WP3.6.1 Purchasing and Supplier Control) and Contractor Management Procedure (WHS WP 3.7.1)*.

4. ASSESSMENT AND EXCEPTION PROTOCOLS

4.1 PURCHASING GUIDELINES

All purchases must be duly authorised by an officer with a financial delegation up to their authorised limit.

Purchase requisitions and orders must be raised in Council's electronic purchase order system. In cases where an identified need exists for purchases to be made outside of normal working hours or in cases of emergency, a Manual Purchase Order may be used. Please note that all purchases made as an emergency must be retrospectively reported to Council.

Employees must comply with Section 104 – Sound Contracting Principles under the Act, irrespective of the size of the procurement. Requisition and order splitting to reduce the value of one larger procurement transaction into a number of small transactions, is prohibited by this policy.

Employees shall aggregate procurement of like materials and services to the extent possible in order to obtain better value for money from suppliers. Procurement of items and services on a piecemeal basis is not accepted.

4.2 MINOR AND PETTY CASH PURCHASES UP TO \$100 (EXCLUSIVE OF GST)

Purchases of minor amounts of goods and services to the value of \$40 may be made from petty cash as an expense reimbursement. However, expense reimbursements of up to \$100 may be made by petty cash where an emergency or immediate payment is required.

Petty cash reimbursements are to be made only when a petty cash voucher has been completed and duly supported by relevant documentation and approved by an authorised person other than the person making the claim.

Normal expenditure such as telephone/mobile phone reimbursement is to be made through an expense reimbursement claim to accounts payable and duly supported by relevant documentation. These types of transactions shall not be paid through Petty Cash.

Please refer to Council's *Petty Cash Procedure* for further information.

Procurement Policy

4.3 SUMMARY OF PROCUREMENT THRESHOLDS

Purchase of Goods and Services		
Exclusive of GST	Inclusive of GST	Documentation required
Less than \$5,000	Less than \$5,500	One (1) Verbal Quote
\$5,000 to \$15,000	\$5,500 to \$16,500	Two (2) Written Quotes
\$15,000 to \$200,000	\$16,500 to \$220,000	Three (3) Written Quotes
Greater than \$200,000	Greater than \$220,000	Sealed Tenders

4.4 PURCHASES UP TO \$5,000 (EXCLUSIVE OF GST)

Purchases of goods and services to the value of \$5,000 must be raised in Council's electronic purchase order system. There is no requirement for multiple quotes for purchases up to \$5,000.

Low value items (purchases valued at less than \$2,000) may be made by corporate credit card where purchases are irregular and where it is more cost effective to do so.

4.5 PURCHASES BETWEEN \$5,000 AND UP TO \$15,000 (EXCLUSIVE GST)

Goods and services acquired between the values of \$5,000 and \$15,000 (Ex GST) must be made through the Council's electronic purchase order system.

Goods or services to this value require a minimum of two (2) written (or emailed) quotes except where the acquisition was an emergency purchase or acquired from a sole-supplier or under a formal preferred supplier arrangement. Details of quotes are to be input into the purchase requisition and the quote must be attached to the requisition.

In cases of a genuine emergency or where a sole supplier exists a notation shall be included in the electronic purchase order system field.

Where a pre-qualified supplier arrangement is being used, the contract number of the pre-qualified supplier arrangement shall be placed in the relevant field within Council's electronic purchase order system

4.6 MEDIUM SIZED CONTRACTS - PURCHASES BETWEEN \$15,000 AND \$200,000 (EXCLUSIVE OF GST)

Section 225 of the Regulation states that a local government cannot enter into a medium-sized contract unless it first invites written quotes for the arrangement, and requires that:

- The invitation must be given to at least three (3) persons/entities who the local government considers can meet the requirements, at competitive prices.

The local government may decide not to accept any of the quotes received. If the local government does decide to accept a quote, it must accept the quote most advantageous to the organisation, having regard to the sound contracting principles in section 104.

Certain exceptions to the above requirements exist. See section 4.13 of this policy for further details.

Please refer to the Guideline for Calling Tenders and Administering Contracts for further information.

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Records of offers received must be kept on file along with decisions made regarding sound contracting principles and input into the purchase requisition.

4.7 LARGE SIZED CONTRACTS - PURCHASES ABOVE \$200,000 (EXCLUSIVE OF GST)

Section 226 of the Regulation states that a local government cannot enter into a large-sized contract unless it first invites written tenders in accordance with section 228.

Section 228(2) requires that Council invite written tenders under section 228(4) or invite expressions of interest under section 228(5) before considering whether to invite written tenders.

Please refer to Council's *Guidelines for Calling Tenders and Administering Contracts*.

4.8 LARGE SIZED CONTRACTS

4.8.1 - Invitations to Tender

Section 228(4) of the Regulation specifies the invitation must;

- be published on the local government's website for at least 21 days; and
- allow written tenders to be given to the local government while the invitation is published on the website.

Also, the local government must take all reasonable steps to publish the invitation for tenders or for expressions of interest in another way to notify the public about the tender process e.g. (relevant industry publication, eprocurement site or newspaper).

If Council changes its tender specifications, and the original 'Invitation to Tender' documentation allows Council to later invite all tenderers to change their tenders to take into account changes in tender specifications, Council may invite all tenderers to change their submissions before a decision is made.

Tenders are to be submitted to the Electronic Tender Box.

Records of tenders received must be kept on file, entered into Council's electronic records management system and provided to the authorising officer(s) for evaluation.

Council may decide not to accept any tenders it receives, however, if it does decide to accept a tender, it must be the most advantageous to Council having regard to the Sound Contracting Principles in Section 3 of this Policy document.

4.8.2 Expressions of Interest Invitations

Section 228(3)(a) and (b) of the Regulation, requires that where Council believes that it would be in the public interest to invite expressions of interest before seeking written tenders, this decision must be formally resolved and recorded in minutes.

The Expression of Interest invitation must;

- be published on the local government's website for at least 21 days; and
- allow written tenders to be given to the local government while the invitation is published on the website.

Procurement Policy

Also, the local government must take all reasonable steps to publish the invitation for tenders or for expressions of interest in another way to notify the public about the tender process e.g. (relevant industry publication, e procurement site or newspaper).

Under section 228(7), if Council invites Expressions of Interest, the local government may prepare a shortlist and invite written tenders from shortlisted parties.

4.8.3 Variations to Tender or Contract

Variation Procedures are as follows:

- Each variation can only be approved by the relevant officer up to their authorised financial delegation then by a Manager or Director with the appropriate financial delegation.
- A signed variation authorisation form is to be attached to the requisition
- Each variation requires an additional requisition to the original project purchase order stating the original purchase order number in the comments.
- A separate invoice is to be receipted.

4.8.4 Approved Variations

The below details Council's policy for a post acceptance variation, that is, a variation of a contract after acceptance (by Council or its delegate) of a relevant tender or quotation as distinct from a variation of Council specification (which forms part of an invitation to tender or quote) prior to acceptance.

- (i) When considering any variation, the question is one of whether or not the variation, in substance, alters the nature of the contract (already entered into by Council) such that further or more favourable tenders or quotations (depending on whether the cost is more or less than \$200,000) may have been received if the changed specification had been:
 - Advertised - in the case of a tender; or
 - Distributed - in the case of a quotation.
- (ii) This question applies regardless of whether Council has made a contract for the carrying out of work, or the supply of goods or services, involving a cost of more or less than \$200,000. In other words, the question applies regardless of whether Council entered into the contract after a tender or quotation process.

Subject to the constraints identified in paragraph (i) and (ii), so long as the cost of the variation to the original purchase order or contract amount is within budget and the financial delegation of the officer responsible for the approval of the variation, the officer is authorised to approve the variation subject to the following:

- for an original purchase order involving cost between \$50,000 and \$200,000, if the cumulative value of the variations exceeds 20% of the value of the original purchase order or \$20,000 whichever is the lesser, that variation and all further variations must be authorised by a Manager or Director.
- for an original purchase order involving a cost of more than \$200,000, if the cumulative value of variations exceeds 10% of the value of the original purchase order or \$20,000,

Procurement Policy

whichever is the lesser, that variation and all further variations must be authorised by a Manager or Director.

4.9 ASSESSING PROCUREMENT VALUE

For procurement arrangements likely to exceed \$150,000, employees shall perform a risk assessment to ascertain whether the entire contract value could exceed the minimum large-sized contracting threshold of \$200,000 (exclusive of GST), before inviting written quotations.

Where it is *likely* that the value of the contractual arrangement *could* exceed \$200,000, employees shall invite tenders or expressions of interest. Invitations to tender or submit expressions of interest shall be used for all Schedule of Rates/Bill of Quantities arrangements *likely* to exceed \$200,000.

The **entire contract value** includes contracted sum, possible variations, possible project overruns, project contingencies, retainers and retentions.

Where, after written quotations have been received, it is clear that the arrangement value will exceed \$200,000 (exclusive of GST), employees shall return to the market inviting formal tenders or expressions of interest. In this instance please refer to the Guidelines for Calling Tenders and Administering Contracts.

4.10 EXCEPTIONS TO REQUIREMENTS TO INVITE WRITTEN QUOTATIONS AND TENDERS

The following exceptions apply to medium-sized contracts (value between \$15,000 - \$200,000) and large-sized contracts (value over \$200,000).

4.11 REGISTER OF PRE-QUALIFIED SUPPLIERS - SECTION 232 OF THE REGULATION

The organisation may enter into an arrangement without first inviting tenders or quotations if it is entered with a supplier from a register of pre-qualified suppliers only where a register of pre-qualified suppliers has been determined by Council resolution.

A register of pre-qualified suppliers of particular goods or services may be established only if:

- the preparation and evaluation of invitations each time the goods or services are needed would be costly; or
- the capability or financial capacity of the supplier of the goods or services is critical; or
- (the supply of the goods or services involves significant security considerations; or
- a precondition of an offer to contract for the goods or services is in compliance with particular standards or conditions decided by Council; or
- the ability of local business to supply the goods or services needs to be identified or developed.

A **Pre-Qualified** supplier is a supplier who has been assessed by the local government as having the technical, financial and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

4.12 PREFERRED SUPPLIER ARRANGEMENTS – SECTION 233 OF THE REGULATION

The organisation may enter into an arrangement without first inviting tenders or quotations only where a preferred supplier arrangement has been determined by Council resolution, where Council:

Procurement Policy

- Needs goods or services in large volumes on a frequent basis; and
- Is able to obtain better value for money by accumulating the demand for goods and services; and
- Is able to describe the goods and services in terms that are well understood in the relevant industry; and
- Tenders are invited for the preferred supplier arrangement describing the terms of the preferred supplier arrangement and are in accordance with section 4.8 or 4.9 above; and
- Applies the sound contracting principles in section 3 above; and
- Includes terms that allow the contract to be terminated for deficient performance; and
- Is entered into for a term for more than 2 years only if the Council is satisfied that the organisation will achieve better value by doing so.
- Other Exceptions – Section 235 of the Regulation

Section 235 of the Regulation specifies that Council can only enter a medium or large sized contract without first inviting quotes or tenders if:

- Council resolves that it is satisfied that there is only one supplier reasonably available to it; or
- Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or
- a genuine emergency exists; or
- the contract to purchase goods is made at an auction; or
- the contract is for the purchase of second-hand goods; or
- the contract is made with, or under an arrangement with a government body.

Sole Supplier is defined as a supplier of goods or services that no other suppliers can provide or with the constraints of distance it not being viable for other suppliers to compete for the supply of goods or services. Employees are to comment on how they achieved the knowledge that a supplier is a sole supplier with references to communication and description why.

Emergent works considered as late notice of requirements to purchase but still require the full provisions of the purchasing policy. Emergent works that are urgent due to emergency events such as a disaster require an event to be declared by the state or federal governing bodies, otherwise a Director can declare the transactions as emergency and only for a short period after the event.

4.13 EXCEPTION FOR LGA ARRANGEMENT – SECTION 234 OF THE REGULATION

Under this provision, the organisation may enter into an arrangement without first inviting written quotes or tenders if the contract is an LGA arrangement.

An **LGA arrangement** is one that has been entered into by LGAQ Ltd or an associate entity which LGAQ Ltd is the only shareholder, such as *Local Buy* which is the Local Government Association of Queensland's procurement services company.

The term *Local Buy* does not mean Council's local business preference described in section 4.4 of this policy.

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4.14 EXCEPTION FOR TENDER CONSIDERATION PLAN – SECTION 230 OF THE REGULATION

The Council may enter into a contract without first inviting written quotes or tenders if Council decides, by resolution, to prepare a quote or tender consideration plan and formally prepares and adopts the plan.

A *quote or tender consideration plan* is a document stating:

- the objectives of the plan; and
- how the objectives are to be achieved; and
- how the achievement of the objectives will be measured; and
- any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
- the proposed terms of the contract for the goods or services; and
- a risk analysis of the market from which the goods or services are to be obtained.

4.15 EXCEPTION FOR CONTRACTOR ON AN APPROVED CONTRACTOR LIST – SECTION 231 OF THE REGULATION

The exception to seek written quotations and tenders from Contractors is available if Council has an Approved Contractor list and adheres to the following requirements when making the Contractor list:

- inviting expressions of interest from suitably qualified persons, by an advertisement in a newspaper that circulates generally in the local government area; and
- allowing expressions of interest to be given to the local government for at least 21 days after the invitation is advertised; and
- choosing persons for the approved contractor list on the basis of the sound contracting principles.

4.16 ELECTRONIC TENDERING

Tender submissions are to be made electronically via the Electronic Tender Box.

4.17 AUSTRALIAN BUSINESS REGISTRATION NUMBER (ABN)

Council will only procure from suppliers who can provide an ABN. The only exception to this will be where a supplier is eligible to complete the Australian Taxation Office Statement by a Supplier form and provides the completed form to Council prior to making the supply or providing the service to Council.

This exemption may apply in the following circumstances:

- A supplier under 18 years of age and the payment does not exceed \$120 a week
- A payment of less than \$75 (excluding GST)
- A supply that is wholly input taxed
- A supplier who has provided a statement that the supply is done as a hobby of a domestic or private nature
- A supplier who does not expect to make a profit or gain
- A supplier who is not entitled to an ABN as they are not carrying on an enterprise in Australia
- A payment that is exempt income for the supplier.

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4.18 PUBLISH DETAILS OF CONTRACTS WORTH \$200,000 (EXCLUSIVE OF GST) OR MORE

Section 237 of the Regulation requires that as soon as practicable after entering the contract, a local government must publish relevant details on the Council's website and display relevant details conspicuously in the Council's public office.

The relevant details required to be published are:

- the person or entity with whom Council contracted; and
- the value of the contract; and
- the purpose of the contract

4.19 DISPOSAL OF LAND AND NON-CURRENT ASSETS

As per Section 227 of the Regulation, Council must not enter into a valuable non-current asset contract (disposal of a valuable non-current asset) unless it first invites written tenders for the contract under Section 228 or offers the non-current asset for sale by auction.

4.20 CORPORATE CREDIT CARDS

Please refer to Council's current Corporate Credit Card Policy.

4.21 DELEGATIONS

The Chief Executive Officer has the delegated authority to expend funds as provided for in the budget, taking into account all other limitations as set out in this policy. The Chief Executive Officer will establish the positions and authorised financial delegation limits assigned to each department.

The positions are authorised to contract on behalf of Council and/or approve purchase orders, for expenditure up to their financial delegation limits. By approving a purchase order, all employees are confirming that they have taken full notice of this policy and will comply with all of the requirements of this policy.

5. RESPONSIBILITIES

5.1 EMPLOYEES

All Council employees responsible for purchasing goods and services of any kind must comply with this policy. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of this policy.

Council employees must undertake procurement activities in accordance with their delegation of authority. Failure to comply with the substance and intention of the Act or the Regulation may constitute a significant breach of Council's Code of Conduct and could carry significant consequences.

Employees are responsible for familiarising themselves with Council's policies, guidelines and procedures, as a failure to do so may be accepted as grounds for a breach. Some of these are included in Section 7 Related Documents.

Procurement Policy

A number of examples of procurement practices which Council has determined to be breaches of this policy are provided at Schedule 1.

5.2 PROCUREMENT TEAM

The Procurement Team has been established to contribute a monitoring and oversight role to the procurement activity. The responsibilities of this team include but are not limited to - training employees in the use of Council's electronic purchasing order system and relevant policies and procedures; reviewing purchase orders for compliance with the Procurement Policy (and other relevant policies and guidelines); undertaking compliance checks and reporting findings to management.

Council has introduced a number of measures to monitor compliance with this policy and its associated guidelines. Monitoring will occur on an ongoing basis at an officer and department level to identify and track instances, patterns and recurrence of breaches, for training purposes and, where repeated, formal performance management. The Procurement Team will assume this responsibility.

5.3 MANAGEMENT/SUPERVISORS

Instances of breaches identified by the Procurement Team are to be reported to the employees' manager/supervisor as soon as is practicable. The manager/supervisor will negotiate a preferred method of handling the situation with the Procurement representative, which may initially involve further training to be conducted by the Procurement Team, however, repeated instances may lead to disciplinary action.

6. DEFINITIONS

Council – means the Mareeba Shire Council

Electronic Tender Box - Council's chosen online portal for receiving quotes and tender submission.

Large sized contracts - contracts of value above \$200,000 exclusive of GST.

Local Supplier is a supplier that:

- a) is beneficially owned by persons who are residents or ratepayers in the Mareeba Shire Council; or
- b) has its principal place of business/registered office within the Mareeba Shire Council; or
- c) otherwise has a place of business within the Mareeba Shire Council which solely or primarily employs persons who are residents or ratepayers of the Shire.

Medium sized contracts - contracts of value between \$15,000 to \$200,000 exclusive of GST.

Non-Local Supplier is a supplier that does not fit the definition of local supplier.

Procurement Team – is a group of Council employees established to contribute a monitoring and oversight role to the procurement activity.

Sound Contracting Principles (or SCPs) are:

1. Value for Money; and
2. Open and Effective Competition; and
3. The Development of Competitive Local Business and Industry; and
4. Environmental Protection; and
5. Ethical Behaviour and Fair Dealing

Procurement Policy

- The following definitions apply specifically for the purposes of section 3.2 of this policy

Contract – means a formal legally binding instrument between Council and a Contractor which details the terms which govern the performance of work

Contractor – means the entity who enters into a formal contract to perform work for Mareeba Shire Council

Principal contractor – holds the meaning assigned under section 293 of the the WHS Reg.

Site – means a workplace as defined under section 8 of the WHS Act

Tender Response – means a formal response submission by an interested party to a call for tenders

Workplace – holds the meaning assigned under section 8 of the WHS Act

7. RELATED DOCUMENTS AND REFERENCES

- *Advertising Spending Policy* (MSC)
- *AS/NZS ISO 31000:2018 Risk Management - Guidelines* (Standards Australia)
- *Employee Code of Conduct* (MSC)
- *Corporate Credit Card Policy* (MSC)
- *Entertainment and Hospitality Policy* (MSC)
- *Gifts and Benefits Register* (MSC)
- *Guidelines for Calling Tenders and Administering Contracts* (MSC)
- *Local Government Act 2009* (Qld)
- *Local Government Regulation 2012* (Qld)
- *Non-Current Asset Policy* (MSC)
- *Petty Cash procedure* (MSC)
- *Work Health and Safety procedure: WP3.6.1 Purchasing and Supplier Control* (MSC)
- *Work Health and Safety procedure: 3.6.1 Purchasing & Suppliers Controls* (MSC)

8. 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 annually or as required by Council.

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SCHEDULE 1 – EXAMPLES OF POLICY BREACHES

The following list represents examples of common procurement practices that constitute a breach of this policy. This list is not intended to be exhaustive and provides guidance only.

- **Inappropriate use of field orders** – When employees have access to computers but do not prepare requisitions on the system or choose to use field orders for convenience or need to use field orders due to poor planning on projects.
- **Requisition/Order splitting** – Where the total value of a procurement transaction is broken into smaller pieces (“split”) to bring the value under a certain level to remain within an officer’s delegation limit or fall into a less onerous procurement category.
- **Failure to utilise stock, consumables and standardised equipment acquired by Council** – In an attempt to achieve value for money and standardise equipment, Council aggregates common use items to the extent possible. Common use items may be acquired in bulk, such as stationery, for all employees to utilise on an as needed basis. Failure to use the items already procured by Council and acquiring similar items to suit individual preferences represents unnecessary, inappropriate expenditure (irrespective of whether a budget exists for such items) and does not represent a legitimate business need.
- **Inaccurate/inappropriate use of sole supplier provision** – The use of the term “sole supplier” to justify procurement where an officer feels that there is only one qualified supplier in the market is inaccurate and inappropriate and fails to abide by the sound contracting principles within this policy. Sole supplier status can usually only be demonstrated by assessing the market through request for quotations or tenders from various parties.
- **Inaccurate/inappropriate use of “local buy” arrangements** – Attributing the status of “local buy” to Council’s local business preference and failing to obtain quotations or tenders on the basis that Council is required to spread its procurement amongst the suppliers within the MSC district. Failure to obtain the relevant numbers of quotes or seek tenders is in direct contravention of the Regulation and Council’s policy. The only legitimate mechanism Council has to obtain services in a Local Buy arrangement is from the LGAQ Local Buy service.
- **Inappropriate use of “emergency” procurement provisions** – Failure to adequately plan or schedule projects and procurement needs resulting in the inability to undertake formal tendering and quotations due to time pressure does not constitute “emergency” procurement. Council must retrospectively approve all emergency procurement irrespective of the reason it was required.
- **Historical or informal contracting arrangements** – Ad hoc, informal or historical supplier arrangements that have developed over many years are a breach of this policy. All arrangements with suppliers must be contracted either through quotation or tender or satisfy the tests for exceptions detailed in the policy.
- **Unauthorised or implicit contract extensions** – Failure to track and renew contracts that have expired, whilst continuing to utilise the supplier’s services. All contracting arrangements entered into by Council have expiry dates including preferred supplier and pre-qualified supplier arrangements. The expiry dates may be detailed within the contract or cease when a specific procurement activity or project is fulfilled.
- **Knowingly creating inaccurate purchase orders** – To generate a purchase order number simply to provide to a supplier and then amending/varying the purchase order at a later time to reflect the actual price on the invoice.
- **Procuring items without a purchase order** – Subsequently creating or directing the creation of a purchase order after the invoice has been received. This example does not apply to utilities invoices,

Procurement Policy

bank charges, loan payments, employee expense claims, which are legitimately processed without purchase orders.

- **Acceptance of low value gifts, E.g., promotional material, items of interest, giveaways, hospitality, loyalty bonuses, prizes, supplier events, free or discounted tickets** – Which could be perceived to engender favour or promote bias when inviting quotations or awarding contracts, irrespective of value, **or** when aggregated these items exceed the dollar thresholds for declaration in Council's Gifts and Benefits register.

8.6 LOCAL HOUSING ACTION PLAN PROJECT**Date Prepared:** 11 June 2023**Author:** Manager Development and Governance**Attachments:** 1. LGAQ Letter to Mayor Toppin regarding the Local Housing Action Plan [↓](#)**EXECUTIVE SUMMARY**

This report presents the Local Housing Action Plan Project for Councillors' consideration and approval.

RECOMMENDATION

That Council prepares and adopts a Local Housing Action Plan by March 2024 in accordance with the Queensland Government's *Queensland Housing and Homelessness Action Plan 2021-2025*.

BACKGROUND**The local housing action plan project – a new state initiative**

Under the Queensland Government's *Queensland Housing and Homelessness Action Plan 2021-2025*, each Queensland council is required to have a Local Housing Action Plan (LHAP) completed by March 2024. This is a state initiative in response to the significant housing challenges across Queensland. The purpose of the LHAP, as outlined in the attached letter from Alison Smith CEO LGAQ, is to provide council *"with a dedicated pathway for implementing specific, localised housing outcomes with the support of dedicated project resources in the State government. It is ... tailored to meet the needs of council and the community and there is no requirement for the LHAP to address all cohorts, areas, or towns in a local government area."*

LGAQ funded to support councils prepare a LHAP

LGAQ has informed Council it has received funding to assist councils with the preparation of a LHAP and intends to employ a state-wide Project Manager to assist individual councils (refer letter attached). It is unclear at this stage whether any funds will be made available directly to councils to assist with preparing the plan, such as the purchase of customised housing and demographic data.

Making a difference

The plan is not only about council actions – it is an opportunity to bring to the attention of the Queensland and Federal Governments as well as industry bodies any housing related issues, policy recommendations or other actions for improving affordability and access to housing in the Shire. The state has declared its commitment to providing dedicated project resources for the implementation of key actions in the Local Housing Action Plans. It is essential therefore, that Council includes the important local strategic housing issues and actions in the Plan considered to make the biggest difference to improving housing affordability in the Shire. If it's not in the plan, it's likely not to be supported by the state.

Project plan

The plan will be prepared by Council Officers analysing relevant demographic and housing data and undertaking targeted community engagement with industry and community representatives followed by a period during which the draft plan will be available for public comment.

Additional information and support will be available from FNQROC and LGAQ.

Some of the required data at Shire and town levels is not freely available and it is recommended that customised housing data is purchased at an indicative cost of \$8250 excl GST.

RISK IMPLICATIONS**Political and Reputational**

The Local Housing Action Plan will demonstrate to the community that Council is taking sustainable actions to address the housing crisis in the Shire.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

Nil

Operating

Indicative costs of \$8250 excl GST will be required to purchase customised housing data.

Is the expenditure noted above included in the current budget?

This item is not included in the draft 2023/24 budget.

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

A review of the draft 2023/24 budget has re-prioritised data for purchase so that funds in the proposed budget can be made available to cover the cost of the customised housing data for this mandatory project.

LINK TO CORPORATE PLAN

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

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

IMPLEMENTATION/COMMUNICATION

Targeted engagement will be undertaken with key project stakeholders.



17 May 2023

Cr Angela Toppin
Mayor
Mareeba Shire Council
PO Box 154
Mareeba QLD 4880

Email: AngelaT@msc.qld.gov.au

Peter Franks
CEO
Mareeba Shire Council
PO Box 154
Mareeba QLD 4880

Email: Peter@msc.qld.gov.au

Dear Mayor Toppin and Peter,

RE: Local Housing Action Plan Project

As you would be aware, the State Government announced funding at the 2nd Queensland Housing Roundtable, to further support the preparation of Local Housing Action Plans (LHAPs) across 38 Queensland councils.

The LGAQ has welcomed this funding, recognising this delivers on part of the LGAQ 2022 Annual Conference *Resolution #32: Funding support for regional and local housing plans* and follows the success of Gympie Regional Council in delivering the first LHAP in 2022, the work being undertaken by 22 councils through the Western Queensland Alliance of Councils to prepare LHAPs and the development of local housing plans with First Nations councils and communities.

The 38 councils within the scope of the recent funding announcement include those local governments that have not yet been supported to complete a LHAP (under the *Queensland Housing and Homelessness Action Plan 2021-2025*) or a local housing plan (under the *Aboriginal and Torres Strait Islander Housing Action Plan 2019-2023*).

I am pleased to advise this includes Mareeba Shire Council as well as several other councils in the Far North Queensland region.

I understand there are significant housing challenges affecting your region and am aware of the considerable and important work your council is already undertaking to support your local community, including the role of your council as a registered local government community housing provider under the Queensland State Regulatory System for Community Housing.

I am also aware of the work of the Far North Queensland Regional Organisation of Councils (FNQROC) to develop the FNQROC Housing Profile to monitor housing supply, demand and affordability for the FNQROC region.

The funding announced for LGAQ to support councils to prepare a LHAP, provides a valuable opportunity to connect, complement and align with other activities already underway in your region.

Importantly, a LHAP provides councils with a dedicated pathway for implementing specific, localised housing outcomes with the support of dedicated project resources in the State government. It is a council owned 'living document' tailored to meet the needs of council and the community and there is no requirement for a LHAP to address all cohorts, areas or towns in a local government area.

The LGAQ is committed to working with your council to collaboratively prepare a LHAP, with all 38 LHAPs to be completed by March 2024.

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

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Newstead Qld 4006

PO Box 2230
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Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917



If you could please reply by Wednesday 31 May 2023 to provide contact details for a council representative we could speak to further about the opportunity the LHAP project provides and next steps, that would be much appreciated.

Our LGAQ contact for this project is currently Crystal Baker, Lead – Planning & Development and Climate Risk & Resilience (Crystal.Baker@lgaq.asn.au), with a full-time project manager to be soon appointed.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Alison Smith', is positioned above the typed name.

Alison Smith
Chief Executive Officer

Cc: Darlene Irvine, Executive Officer, FNQROC – d.irvine@fnqroc.qld.gov.au

8.7 DELEGATIONS UPDATE MAY 2022

Date Prepared: 22 May 2023

Author: Manager Development and Governance

Attachments:

1. Instrument of Delegation - Land Act 1994 [↓](#)
2. Table of Delegable Powers - Land Act 1994 [↓](#)
3. Table of Delegable Powers - Stock Route Management Act 2002 [↓](#)
4. Instrument of Delegation - Stock Route Management Act 2002 [↓](#)

EXECUTIVE SUMMARY

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

RECOMMENDATION

That:

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

BACKGROUND

Council has, under section 257 of the *Local Government Act 2009* (Qld) (LGA) delegated to the Chief Executive Officer (CEO), the necessary statutory powers under various pieces of legislation to enable the CEO to effectively perform the requirements of the role and efficiently manage the operations of the Council. All delegations are made subject to the limitations on the attached documentation.

This report and the recommended delegations of power to the CEO if executed by resolution of Council, provides the basis for good decision making and accountability while maintaining statutory compliance.

The attached Instruments of Delegation display the list of powers that have been identified as requiring delegation to the CEO.

Land Act 1994 (Qld) (LANA)

The LANA was amended by the *Land and Other Legislation Amendment Bill 2022* (Qld). The changes to the LANA commenced on assent. The amendments seek to introduce a more efficient pathway to initiate lease conversion as well as simplify, streamline and clarify policy intent for certain matters, including decisions not to renew leases.

Stock Route Management Act 2002 (Qld) (SRMA)

The SRMA was amended by the *Land and Other Legislation Amendment Bill 2022* (Qld). A number of amendments commenced on assent, with the remainder to commence on a date to be proclaimed. The amendments seek to improve recovery of costs which local governments incur in

managing and administering the stock route network, and overall simplify the process for stock route management.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

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

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

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 take an action. Such documentation is known as an Instrument of Delegation and is required for delegations, sub-delegations and appointments. Section 260 of the LGA additionally requires the CEO to establish and maintain a register of delegations and make it available to the public.

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

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

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

IMPLEMENTATION/COMMUNICATION

INSTRUMENT OF DELEGATION

Mareeba Shire Council ***Land Act 1994 ("LANA")***

Under section 257 of the *Local Government Act 2009*, Mareeba Shire Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Land Act 1994 ("LANA")

CHAPTER 1 – PRELIMINARY

Part 4 – Tidal and non-tidal boundaries and associated matters

Entity power given to	Section of LANA	Description
Registered Owner	12(3)	Power to suitably indicate where the boundaries of land are across a surface of water.
Registered Owner	12(4)	Power to regulate or prohibit the use or movement of ships in or over water above inundated land.
Owner who may take water under the <i>Water Act 2000</i> , section 96	13A(4)	Power to, in certain circumstances: (a) exercise a right of access for the owner, the owner's family, executive officers, employees, agents and stock over the adjacent area of the watercourse or lake that is the property of the State that adjoins the owner's land; and (b) exercise a right of grazing for the person's stock over the adjacent area; and (c) bring an action against a person who trespasses on the adjacent area.
Adjacent Owner	13AC(1)(a)	In certain circumstances, power to consent to the dedication of a reserve.
Applicant	13B(1)	In certain circumstances, power to apply to the Chief Executive to have watercourse land adjoining the relevant land's non-tidal boundary declared to be former watercourse land.
Applicant	13B(2)	Power to give notice of a person's intention to make the application.
Applicant	13B(6)	Power to appeal against the refusal of the application.

CHAPTER 2 – LAND ALLOCATION

Part 1 – Allocation powers

Entity power given to	Section of LANA	Description
Registered Owner	18(1)	Power to reach agreement with the Governor in Council to grant unallocated State land in exchange for all or part of freehold land.
Lessee of a freeholding lease	18(2)	Power to reach agreement with the Governor in Council to grant a freeholding lease in exchange for all or part of a freeholding lease.
Lessee of a term lease	18(3)	Power to enter into agreement with the Minister to lease unallocated State land.

Part 2 – Reservations

Entity power given to	Section of LANA	Description
Person	23A(1)	Power to apply to Chief Executive for the allocation of a floating reservation.
Person	23A(6)	Power to appeal against a Chief Executive’s decision.
Registered owner or lessee	24(3)	Power to apply to the Minister to buy the land.
Registered owner or lessee	25(2)	Power to appeal against the unimproved value of land.
Registered owner or Trustee	26(2)	In certain circumstances, power to agree with the Minister in respect to the specified matters when the Minister is deciding the boundaries of land being resumed.
Lessee, registered owner or trustee	26(4)	Power to appeal against the Minister’s decision on the boundaries.
Lessee or registered owner	26B(8)	Power to appeal against the value decided by the Minister for the commercial timber.

CHAPTER 3 – RESERVES, DEEDS OF GRANT IN TRUST AND ROADS

Part 1 – Reserves and deeds of grant in trust

Division 2 – Reserves

Entity power given to	Section of LANA	Description
Any Person	31C(1)	Power to apply to the Minister for the dedication of a reserve.
Any Person	31C(2)	Power to give notice of the person’s intention to make the application to: (a) if the person is not the proposed trustee of the reserve - the proposed trustee; and (b) each person with a registered interest in the unallocated State land over which a reserve is proposed to be dedicated.
Any Person	31C(3)	Power to give notice to any other person that the person considers has an interest in the unallocated State land over which the reserve is proposed to be dedicated.
Trustee of a reserve	31D(1)	Power to apply to the Minister: (a) to change the boundaries of the reserve; or (b) to change the purpose for which the reserve is dedicated.
Trustee of a reserve	31D(2)	Power to give notice of the trustee’s intention to make the application to each person with a registered interest in the reserve.
Trustee of a reserve	31D(3)	Power to give notice to any other person the trustee considers: (a) has an interest in the reserve; or (b) would have an interest in the reserve if the boundaries of the reserve or the purpose for which the reserve is dedicated were changed.
Any Person	34(1)	Power to apply for the revocation of the dedication of all or part of a reserve.

Any Person	34(2)	Power to give notice of the person's intention to make the application to: (a) if the person is not the trustee of the reserve - the trustee of the reserve; and (b) each person with a registered interest in the reserve.
Any Person	34(3)	Power to give notice to any other person that the person considers has an interest in the reserve.
Local Government	34H(1)	Power to apply, in writing to the Chief Executive, to remove improvements from a revoked reserve.
Trustee of an operational reserve	34I(1)	In certain circumstances, power to apply for the issue of a deed of grant over a reserve.
Trustee of an operational reserve	34I(3)	Power to give notice of the trustee's intention to make the application to each person with a registered interest in the reserve.
Trustee of an operational reserve	34I(4)	Power to give notice to any other person the trustee considers has an interest in the reserve.

Division 3 – Deeds of grant in trust

Entity power given to	Section of LANA	Description
Trustee of deed of grant in trust	38A(1)	Power to apply: (a) for an additional community purpose to be notified; or (b) to amalgamate land with common purposes.
Any Person	38A(2)	Power to apply for the cancellation of a deed of grant in trust.
Applicant	38A(3)	Power to give notice of the applicant's intention to apply to each of the following: (a) the trustee of the deed of grant in trust, other than the applicant (b) each person with a registered interest in the trust land.
Applicant	38A(4)	Power to give notice to any other person the applicant considers has an interest in the trust land.
Owner of improvements on a deed of grant in trust that has been cancelled	38G(1)	Power to apply, in writing to the Chief Executive, to remove the owner's improvements on a deed of grant in trust.

Division 5 – Appointments, functions and removal of trustees

Entity power given to	Section of LANA	Description
Proposed trustee	44(4)	Power to provide written acceptance of appointment as trustee.
Trustee	48(1)(a)	Power to apply for the approval of a management plan for the trust land.
Trustee	49	In certain circumstances, power to: (a) allow the auditor general, a person mentioned in section 47(1)(a) to (d), or a person authorised by the Chief Executive of a Department, to audit the trust's financial accounts; and

		(b) help the conduct of the audit, including a disclosure of the financial institution accounts necessary for the audit.
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Division 6 – Powers of trustee

Entity power given to	Section of LANA	Description
Trustee	52(1)	Power to take all action necessary for the maintenance and management of the trust land.
Trustee of trust land	52(5)	Power to apply for the approval of an action that is inconsistent with the purpose for which the reserve was dedicated or the land was granted in trust (<i>inconsistent action</i>).
Trustee	55(1)	Power to surrender all or part of a deed of grant in trust: (a) on terms agreed to between the Minister and the trustee; and (b) with the Minister's written approval.
Trustee of a deed of grant in trust	55A(1)	Power to apply to surrender all or part of a deed of grant in trust.
Trustee of a deed of grant in trust	55A(2)	Power to give notice of the trustee's intention to apply to each person with a registered interest in the deed of grant in trust.
Trustee of a deed of grant in trust	55A(3)	Power to give notice to any other person the trustee considers has an interest in the deed of grant in trust.
Owner of improvements on a deed of grant in trust that has been surrendered	55H(1)	Power to apply, in writing to the Chief Executive, to remove the owner's improvements on a surrendered deed of grant in trust.
Trustee Lessee	58(7)	Power to appeal against a decision by the Minister or Chief Executive under section 58(6)

Division 7 – Trustee leases and trustee permits

Entity power given to	Section of LANA	Description
Trustee	66(1)	In certain circumstances, power to allow a trustee lessee or trustee permittee to remove the trustee lessee's or trustee permittee's improvements on the land within a reasonable time stated by the trustee.

Division 10 – Cemeteries

Entity power given to	Section of LANA	Description
Local Government	82	Power to: (a) agree to have the trusteeship of a cemetery transferred; and (b) agree to conditions of the transfer of trusteeship.

Division 11 – Other grants for public purposes

Entity power given to	Section of LANA	Description
Trustee of land granted for an estate in fee simple for some community, public or similar purpose	84(1)	In certain circumstances, power to apply to the Minister to surrender land to the State and for the issue of a deed in grant in trust under the <i>Land Act 1994</i> for a community or public purpose.

Part 2 – Roads

Division 1 – Dedicating and opening roads

Entity power given to	Section of LANA	Description
Person	94(2)	Power to apply for the dedication of a road for public use.

Division 2 – Closing roads

Entity power given to	Section of LANA	Description
Public Utility Provider or Adjoining Owner for the road	99(1)	Power to apply for the permanent closure of a road.
Adjoining Owner for the road or, in certain circumstances, another person	99(3)	In certain circumstances, power to apply to the Minister for the temporary closure of a road.
Adjoining Owner	99(4)	Power to ask for the road, on its closure, to be amalgamated with the adjoining owner's adjoining land.
Adjoining Owner for the road	99(6)	In certain circumstances, power to ask in the application that, on the closure of the road, the road, the adjoining land and the other land be amalgamated.

Division 4 – Permanently closed roads

Entity power given to	Section of LANA	Description
Registered Owner	109A(1)	In certain circumstances, power to apply for the simultaneous opening and closure of roads.
Registered Owner	109A(3)	Power to appeal against any conditions the Minister imposes under section 420I.
Trustee or Lessee	109B(1)	In certain circumstances, power to apply for the simultaneous opening and closure of roads.
Trustee	109B(4)	Power to appeal against any conditions the Minister imposes under section 420I.

CHAPTER 4 – LAND HOLDINGS

Part 1 – Making land available

Entity power given to	Section of LANA	Description
Any Person	120A(1)	Power to apply for an interest in land without competition.
Buyer or previous Lessee	140(1)	Power to negotiate the provisional value (negotiated value).
Buyer or previous Lessee	140(2)	Power to give written agreement to the negotiated value becoming the amount to be paid for the improvements.
Buyer or previous Lessee	140(4)	Power to make application to the Court to decide the value.

Part 3 – Leases

Entity power given to	Section of LANA	Description
Lessee	154(1)	Power to apply to the Minister for a lease to be used for additional or fewer purposes.
Lessee	155A(2)	Power to apply to extend a lease.
Lessee	155B(2)	Power to apply to extend a lease.
Lessee	155BA(2)	Power to apply to extend a lease.
Lessee	155DA(4)	Power to make written submissions to the Minister.
Lessee of term lease	158(1)	In the specified circumstances, power to apply for an offer of a new lease.
Lessee	160(3)	Power to appeal against the Chief Executive's decision to refuse a renewal application if the only reason for the decision was that the lessee had not complied with the conditions of the lease.
Lessee	164C(1)	Power to make an extension application.
Lessee	164C(7)	Power to appeal against the Minister's decision.
Lessee	164H(1)(b)	Power to advise the Chief Executive and agree to the lease becoming a rolling term lease.
Lessee	166(1)	Power to make a conversion application.
Applicant	168(5)	Power to appeal against the Chief Executive's decision to refuse a conversion application if the only reason for the refusal is that the applicant had not complied with the conditions of the lease.
Lessee	169(a)	Power to enter into a conservation agreement.
Lessee	169(b)(i)	Power to enter into a forest consent agreement in relation to the land.
Lessee	176(1)	Power to apply for approval to subdivide a lease.
Applicant	176E	In certain circumstances, power to appeal against a decision.
Lessee of two or more leases	176K(1)	In certain circumstances, power to apply for approval to amalgamate existing leases.
Applicant	176Q	In certain circumstances, power to appeal against a decision that is given to an Applicant.
Lessee	176UA(2)	Power to enter into a land management agreement.

Lessee	176XA	Power to agree with the Minister to cancel the land management agreement registered on a lease.
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Part 4 – Permits to occupy particular land

Entity power given to	Section of LANA	Description
Any Person	177A(1)	Power to apply for a permit to occupy unallocated State land, a reserve or road.
Any Person	177A(2)	Power to give notice of the person's intention to apply to the following and to any other entity with a registered interest in the proposed permit land: (a) for a permit for a reserve – the trustee of the reserve; or (b) for a permit for a State-controlled road – the Chief Executive of the department in which the <i>Transport Infrastructure Act 1994</i> is administered.
Registered Owner	179(2)	In certain circumstances, power to agree with an applicant for a permit on conditions about the maintenance of a boundary fence.
Permittee	180(2)	Power to surrender a permit: (a) on terms agreed between the Chief Executive Officer and the permittee; and (b) with the Chief Executive's written approval.
Relevant entity for a permit	180A(1)	Power to apply to cancel a permit.
Relevant entity for a permit	180A(2)	Power to give notice of the entity's intention to apply to: (a) the permittee; and (b) any other entity with a registered interest in the permit land.
Relevant entity for a permit	180A(4)	Power to give notice to any other entity the relevant entity considers has an interest in the permit land.
Permittee	180A(5)	Power to apply to surrender a permit.
Permittee	180H(1)	Power to apply to the Chief Executive to remove improvements on permit land.

CHAPTER 5 – MATTERS AFFECTING LAND HOLDINGS

Part 2 – Conditions

Division 3 – Changing and reviewing imposed conditions

Entity power given to	Section of LANA	Description
Lessee or Licensee or permittee	210(1)	Power to agree to a change of an imposed condition of the lease, licence or permit.
Lessee or Licensee or permittee	210(2)	Power to apply to change conditions of a lease, licence or permit under section 210(1).
Lessee	212(1)	Power to agree to change an imposed condition about the protection and sustainability of lease land.
Lessee	212(3)	In certain circumstances, power to appeal against a decision.

Division 3A – Regulated conditions

Entity power given to	Section of LANA	Description
Lessee of a lease	212B(5)	Power to agree with the designated officer for the lease about matters stated in section 212B(5)(a) and (b).

Division 5 – Remedial action

Entity power given to	Section of LANA	Description
Lessee	214(3)	Power to enter into an amended or a new land management agreement upon receipt of a remedial action notice.
Lessee or Licensee	214A(4)	Power to make written submissions to the Minister in response to a warning notice.
Lessee	214F(3)	Power to appeal against a decision.

Part 3 – Resumption and compensation

Division 2 – Resumption of a lease under a condition of the lease

Entity power given to	Section of LANA	Description
Lessee	226(5)	Power to appeal against the Minister’s decision.

Division 3 – Resumption of a reservation for a public purpose

Entity power given to	Section of LANA	Description
Owner of the improvement	232(5)	Power to appeal against the Minister’s decision.

Part 4 – Forfeiture

Division 2A – Forfeiture of leases by referral to court or for fraud

Entity power given to	Section of LANA	Description
Relevant local government	239(4)	Power to appeal against a decision under subsection (2)(b)(iv) to allow an entity other than the relevant local government to sell the lease.

Division 3A – Sale of lease instead of forfeiture

Entity power given to	Section of LANA	Description
Lessee	240E(1)	Power to apply, in writing, to the Chief Executive for permission to sell the lease.
Relevant Local Government	240G(1)	Power to apply to the Chief Executive for approval to sell a lease.
Local Government	240I(3)	Power to start the process of selling a lease under this subdivision within the required period stated in the notice under section 240H(2).
Local Government	240I(4)	Power to set a reserve price for the sale of the lease by auction, or a price for the sale of the lease under an agreement, that is

		at least the total of all charges owing to the State under the Land Act 1994 relating to the lease.
Lessee of a forfeited lease	243(1A)	Power to apply to remove the lessee's improvements on the lease.

CHAPTER 6 – REGISTRATION AND DEALINGS

Part 3 – Documents

Division 2 – Documents forming part of standard terms documents

Entity power given to	Section of LANA	Description
Person	321(1)	Power to ask the Chief Executive to withdraw a registered standard terms document.

Part 4 – Dealings affecting land

Division 1 – Transfers

Entity power given to	Section of LANA	Description
Lessee or Licensee or the holder of a sublease	322(3)	Power to apply for approval to transfer a lease, licence or sublease.
Transferor	322(8)	Power to appeal against the Chief Executive's decision.

Division 2 – Surrender

Entity power given to	Section of LANA	Description
Registered Owner	327	Power to agree to terms of the absolute surrender of freehold land.
Lessee	327A	Power to agree to terms of the absolute or conditional surrender of all or part of a lease.
Registered Owner of freehold land	327B	Power to apply, in writing to the Chief Executive, to surrender freehold land.
Lessee	327C(1)	Power to apply, in writing to the Chief Executive, to surrender all or part of a lease.
Lessee	327C(2)	Power to give notice of the lessee's intention to apply to any other person with a registered interest in the lease.
Lessee	327C(3)	Power to give notice to any other person the lessee considers has an interest in the lease.
Owner of improvements on a lease that has been surrendered	327I(1)	Power to apply, in writing to the Chief Executive, to remove improvements on surrendered lease.
Any grantee of an easement or profit a prendre	330(c)	Power to give written approval to the surrender where the grantee's interests will be adversely affected.

Division 3 – Subleases

Entity power given to	Section of LANA	Description
Person	332(1)(a)(i)	The power to seek the Minister’s written approval to the sublease.
Lessee	332(7)	Power to appeal against a Minister’s decision.
Sublessor	339(1)	Power to lodge a request for the Chief Executive to register the re-entry.

Division 3A – Process for resolving disputes under particular subleases

Subdivision 2 – Notice of dispute

Entity power given to	Section of LANA	Description
Party to a sublease	339F(1)	Power to give another party to the sublease a written notice of dispute.
Responder	339G(1)	Power to give a notifier of a sublease dispute a written response to the dispute notice within the specified time.
Party to a sublease	339H(2)	Power to agree not to attempt to resolve the dispute by mediation and to submit the dispute to arbitration.

Subdivision 3 – Mediation

Entity power given to	Section of LANA	Description
Party to a sublease	339I(1)	Power to jointly appoint a mediator to mediate the dispute.
Party to a sublease	339I(2)	Power to request a prescribed dispute resolution entity appoint a mediator.
Party to a sublease	339J(1)	Power to agree to a time for mediation
Party to a sublease	339J(2)	Power to request the mediator to set a time for the mediation.
Party to a sublease	339J(4)	Power to appoint an agent to represent the Local Government at a mediation.

Subdivision 4 – Arbitration

Entity power given to	Section of LANA	Description
Party to a sublease	339O(1)	Power to appoint a single arbitrator to decide the dispute
Party to a sublease	339O(2)	Power to request a prescribed dispute resolution entity to appoint a single arbitrator to decide the dispute
Party to a sublease	339R(2)	Power to request an appointed expert participate in a hearing.
Party to a sublease	339U(3)(a)	Power to agree on how the costs of arbitration will be paid.

Division 7 – Correcting and changing deeds of grant and leases

Entity power given to	Section of LANA	Description
Registered owner or Trustee	358(1)	In certain circumstances, power to surrender land contained in a deed of grant or trustee’s deed of grant in trust.

Registered owner or Trustee	358(2)	In certain circumstances, power to surrender land contained in a deed of grant or trustee's deed of grant in trust with the Minister's written approval.
Lessee or a person acting for the lessee	360C(1)	In certain circumstances, power to apply to amend the description in a freeholding lease if the description of the lease may be amended under section 360(1)(a) or (d).
Lessee or a person acting for the lessee	360C(2)	Power to apply to amend the description in a term lease or perpetual lease, other than a State lease, if the description of the lease may be amended under section 360A(2)(a), (b) or (c).
Lessee or a person acting for the lessee	360C(3)	Power to apply to amend the description in a State lease if the description of the lease may be amended under section 360B(1)(a), (b), (c) or (d).
Applicant	360D(2)	Power to give notice of the applicant's intention to apply to any other person with a registered interest in the lease land.
Applicant	360D(3)	Power to give notice to any other person the applicant considers has an interest in the lease.

Division 8 – Easements

Entity power given to	Section of LANA	Description
Trustee	368(2)(a)	In certain circumstances, power to ask the Chief Executive to extinguish an easement.
Owner of land or public utility provider	371(2)	In certain circumstances, power to sign a document of surrender
Person who has a registered interest in the land	371(3)	Power to agree to surrender an easement.
Person	372(2)	Power to apply for the Minister's written approval to continue a public utility easement over unallocated state land.
Person	372(3)	Power to apply for the Minister's written approval to continue a public utility easement over a reserve.

Division 8A – Covenants

Entity power given to	Section of LANA	Description
Local Government as Covenantee	373A(1)	Power to make certain non-freehold land the subject of a covenant.
The trustee of trust land, the lessee of lease land or the sublessee of subleased land.	373A(2)	Power to consent to a document creating a covenant.
Person	373B(1)(a)	Power to sign a document creating a covenant.
Person	373C(2)(a)	Power to sign a document amending the covenant.
Covenantee	373D(2)	Power to sign a document releasing the covenant.

Division 8B – Profits a prendre

Entity power given to	Section of LANA	Description
Lessee	373L(a)	Power to ask the Chief Executive to extinguish the profit a prendre.

Division 11A – Caveats

Entity power given to	Section of LANA	Description
Caveatee	389H(1)	Power to apply to the Supreme Court for an order that a caveat lodged under this division be removed.

CHAPTER 7 – GENERAL

Part 1D – Provisions about offers

Entity power given to	Section of LANA	Description
Offeror	403R(3)	Power to extend the offer period for which the offer is valid in the offer period if the offeree applies for an extension within the offer period.
Offeror	403R(4)	In certain circumstances, power to extend the offer period for which the offer is valid after, but within 42 days after, the offer period ends.
Offeree	403R(4)(a)	Power to apply for an extension after, but within 42 days after, the offer period ends.
Offeror	403R(4)(b)	Power to be satisfied that exceptional circumstances exist to extend the period for which the offer is valid.
Offeror	403V(2)	Power to amend the offer to change the purchase price or cash premium.

Part 2 – Unlawful occupation of non-freehold and trust land

Division 3 – Action by lessee, licensee, permittee or trustee

Entity power given to	Section of LANA	Description
Trustee or Lessee or Licensee or Permittee	415(1)	In certain circumstances, power to start a proceeding in the Magistrates Court.

Division 4 – Court matters

Entity power given to	Section of LANA	Description
Party	420	Power to appeal to the District Court on a question of law if dissatisfied with a trespass order.

Part 2A – General provisions for applications

Entity power given to	Section of LANA	Description
Entity	420CB(1)	Power to make a submission against the proposed application to: (a) the person who gave the entity the notice; or (b) the Chief Executive.

Part 3 – Review of decisions and appeals

Division 2 – Internal review of decisions

Entity power given to	Section of LANA	Description
Person who has a right of appeal against an original decision	423	Power to apply to the Minister for a review of the decision.
Applicant	425(1)	Power to apply for a stay of the decision to the Court.

Division 3 – Appeals

Entity power given to	Section of LANA	Description
A person who has applied for the review of a decision under division 2	427	Power to appeal to the Court if dissatisfied with the review decision.

Part 3B – Making land available for public use as beach

Entity power given to	Section of LANA	Description
Local Government	431V(3)	Power to consult with the owner of the lot.
Manager	431W(6)(a)	Power to authorise an officer or employee of the manager of a declared beach area, to enter the area at any time without notice to any other person.
Manager	431X(1)(b)(ii)	Power to authorise or direct a person acting in the performance of functions or powers.

Part 4 – Miscellaneous

Entity power given to	Section of LANA	Description
Offeree	442(4)	In certain circumstances, power to apply to the person who made the offer to extend the time stated in the offer or that otherwise applies under subsection (1).
Offeror	442(9)	Power to amend the offer by changing the price or premium to a price or premium decided by the offeror in the way prescribed by regulation.

CHAPTER 8 – CONTINUED RIGHTS AND TENURES

Part 5 – Licences and permits

Division 1 – Occupation licences

Entity power given to	Section of LANA	Description
Licensee	481A	Power to surrender, absolutely, all or part of an occupation licence: (a) on terms agreed to between the Minister and the licensee; (b) and with the Minister’s written approval.
Public Utility Provider (an applicant)	481B(1)	Power to apply to cancel all or part of an occupation licence.
Licensee (an applicant)	481B(3)	Power to apply to surrender, absolutely, all or part of an occupation licence.
Applicant	481B(4)	Power to give notice of the applicant’s intention to apply to each of the following: (a) if the applicant is not the licensee of the occupation licence – the licensee; (b) any other person with a registered interest in the occupation licence; (c) if the occupation licence is a designated occupation licence – the Chief Executive of the department having responsibility for the administration of the forest reserve, national park, State forest or timber reserve the subject of the designated occupation licence.
Applicant	481B(5)	Power to give notice to any other person the applicant considers has an interest in the occupation licence.
Licensee of occupation licence	481J(1)	Power to apply to remove licensee’s improvements on a licence.

Part 7 – Tenures under other Acts

Division 1 – Sale to Local Authorities Land Act 1882

Entity power given to	Section of LANA	Description
Local Government	492(1)	In certain circumstances, power to apply to exchange a conditional deed for a reserve or deed of grant in trust with Council as trustee or a lease issued under the <i>Land Act 1994</i> .

CHAPTER 9 – TRANSITIONAL AND REPEAL PROVISIONS

Part 1K – Transitional provisions for Land, Water and Other Legislation Amendment Act 2013

Entity power given to	Section of LANA	Description
Lessee	521ZE(2)	Power to apply in writing to the Minister for the cancellation of the land management agreement for the lease.

Part 1M – Transitional provisions for Land and Other Legislation Amendment Act 2014

Entity power given to	Section of LANA	Description
Lessee of a lease	521ZL(2)	Power to agree to the renewal application being treated as an extension application and advise the Chief Executive of same.
Lessee of a lease	521ZM(2)	Power to advise the Chief Executive that the lessee wishes the lease to become a rolling term lease.

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit 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, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of 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 delegated power which cannot lawfully be the subject of delegation by Council.

[2023 02 28 - LANA - Delegation Instrument]

Delegable Powers under the Land Act 1994 ("LANA")

CHAPTER 4 – LAND HOLDINGS

Part 1 – Making land available

Entity power given to	Section of LANA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Part 3 – Leases						
Entity power given to	Section of LANA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Lessee of term lease	158(1)	In the specified circumstances, power to apply for an offer of a new lease.				
Lessee	160(3)	Power to appeal against the Chief Executive's decision to refuse a renewal application if the only reason for the decision was that the lessee had not complied with the conditions of the lease.				
Applicant	168(5)	Power to appeal against the Chief Executive's decision to refuse a conversion application if the only reason for the refusal is that the applicant had not complied with the conditions of the lease.				

Table of Delegable Powers
Land Act 1994

Current as at 28 February 2023

**CHAPTER 7 – GENERAL
Part 1D – Provisions about offers**

Entity power given to	Section of LANA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Offeror	403R(3)	Power to extend the offer period for which the offer is valid in the offer period if the offeree applies for an extension within the offer period.				
Offeror	403R(4)	In certain circumstances, power to extend the offer period for which the offer is valid after, but within 42 days after, the offer period ends.				
Offeree	403R(4)(a)	Power to apply for an extension after, but within 42 days after, the offer period ends.				
Offeror	403R(4)(b)	Power to be satisfied that exceptional circumstances exist to extend the period for which the offer is valid.				
Offeror	403V(2)	Power to amend the offer to change the purchase price or cash premium.				

[2023 02 28 - LANA - Delegation Table]

Delegable Powers under the Stock Route Management Act 2002 ("SRMA")

CHAPTER 3 – STOCK ROUTE NETWORK MANAGEMENT Part 3 – Stock route network management plans

Entity power given to	Section of SRMA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Chief Executive Officer	108(1)(b)	Power to consider when a requirement under an Act may impact on the use of 1 or more of the stock routes for travelling stock.	The Power is given directly to the CEO under the legislation and, therefore, does not need to be delegated by Council.			
Chief Executive Officer	113(1)	Power to consider when it is appropriate for Council to review, amend or renew its stock route network management plan.	The Power is given directly to the CEO under the legislation and, therefore, does not need to be delegated by Council.			
Local Government	113(1)	Power to review, amend or renew its stock route network management plan.				

[2023 02 28 - SRMA - Delegation Table]

Table of Delegable Powers
Stock Route Management Act 2002

Current as at 28 February 2023

INSTRUMENT OF DELEGATION

Mareeba Shire Council ***Stock Route Management Act 2002 ("SRMA")***

Under section 257 of the *Local Government Act 2009*, Mareeba Shire Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Stock Route Management Act 2002 ("SRMA")

CHAPTER 3 – STOCK ROUTE NETWORK MANAGEMENT

Part 3 – Stock route network management plans

Entity power given to	Section of SRMA	Description
Chief Executive Officer	108(1)(b)	Power to consider when a requirement under an Act may impact on the use of 1 or more of the stock routes for travelling stock.
Chief Executive Officer	113(1)	Power to consider when it is appropriate for Council to review, amend or renew its stock route network management plan.
Local Government	113(1)	Power to review, amend or renew its stock route network management plan.

Part 4 – Stock route agistment permits

Division 1 – Obtaining permits

Entity power given to	Section of SRMA	Description
Issuing Entity	116(2)(c) (i)(B)	In the specified circumstances, the power to be satisfied that the relevant land contains more pasture and water than is needed for the use of travelling stock.
Issuing Entity	116(2)(c) (ii)	In the specified circumstances, the power to give notice that a person may apply for a permit for the land.
Issuing Entity	117(1)	Power to, by written notice, ask an applicant to give further reasonable information or documents about the application by the reasonable date stated in the notice.
Issuing Entity	117(2)	Power to refuse an application if an applicant does not give the information or documents by the stated day, without reasonable excuse.
Issuing Entity	118(1)	Power to consider and decide whether to grant or refuse an application.
Issuing Entity	118(2)	In the specified circumstances, the power to grant an application.
Issuing Entity	118(2)(b)	Power to be satisfied that the specified criteria applies.
Issuing Entity	119(1)(b)	In the specified circumstances, the power to give an applicant a review notice about the decision.
Issuing Entity	121(a)	In the specified circumstances, the power to give an applicant a review notice about the decision.
Issuing Entity	121(b)	In the specified circumstances, the power to refund the permit fee, if any, paid by the applicant.

Division 2 – Renewing permits

Entity power given to	Section of SRMA	Description
Issuing Entity	123(1)	Power to consider and decide whether to grant or refuse an application.

Issuing Entity	123(2)	Power to be satisfied that there is enough pasture and water available on the land for the continued agistment and the use of travelling stock.
Issuing Entity	124(1)(b)	In the specified circumstances, the power to give an applicant a review notice about the decision.
Issuing Entity	125(a)	In the specified circumstances, the power to give an applicant a review notice about the decision.
Issuing Entity	125(b)	In the specified circumstances, the power to refund the permit fee, if any, paid by the applicant.

Division 3 – Conditions of permits

Entity power given to	Section of SRMA	Description
Issuing Entity	126(1)	Power to impose on a stock route agistment permit the reasonable conditions it decides.
Issuing Entity	127(3)	Power to consider and decide whether to grant or refuse an application.
Issuing Entity	127(4)	In the specified circumstances, the power to give a holder written notice of the amended conditions.
Issuing Entity	127(5)	In the specified circumstances, the power to give a holder a review notice about the decision.

Division 4 – Cancellation of permits

Entity power given to	Section of SRMA	Description
Issuing Entity	128(1)	In the specified circumstances, the power to cancel a stock route agistment permit.
Issuing Entity	128(2)(a)	In the specified circumstances, the power to give a permit holder a written notice.

Division 6 – Replacing Permits

Entity power given to	Section of SRMA	Description
Issuing Entity	130(1)	Power to, by written notice, require the holder of a stock route agistment permit to return the permit, within a stated reasonable period, for amendment under a decision made under section 127(4) or 129(2)(b)(ii) to (iv).
Issuing Entity	130(3)	In the specified circumstances, the power to issue a replacement permit.

Part 5 – Stock route travel permits

Division 2 – Obtaining permits

Entity power given to	Section of SRMA	Description
Issuing Entity	135(1)	Power to, by written notice, ask an applicant to give further reasonable information or documents about an application by the reasonable date stated in the notice.

Issuing Entity	135(2)	Power to refuse an application for a stock route travel permit if an applicant does not give the information or documents by the stated day, without reasonable excuse.
Issuing Entity	136(1)	Power to consider and decide whether to grant or refuse an application.
Issuing Entity	136(2)	Power to be satisfied that the specified criteria do not apply.
Issuing Entity	136(3)	In the specific circumstances, the power to seek the written consent of the other local government authority.
Issuing Entity	137(1)(b)	In the specified circumstances, the power to give an applicant a review notice about the decision.
Issuing Entity	139(a)	In the specified circumstances, the power to give an applicant a review notice about the decision.

Division 3 – Notice of correct particulars

Entity power given to	Section of SRMA	Description
Issuing Entity	141(1)	In the specified circumstances, the power to, by written notice, require the holder to return the stock route travel permit.
Issuing Entity	141(3)	In the specified circumstances, the power to issue a replacement permit, showing the correct particulars, to the holder.

Division 4 – Conditions of permits

Entity power given to	Section of SRMA	Description
Issuing Entity	142(1)	Power to impose on a stock route travel permit the reasonable conditions it decides.
Issuing Entity	143(3)	Power to consider and decide whether to grant or refuse an application.
Issuing Entity	143(4)	In the specified circumstances, the power to give a holder written notice of the amended conditions.
Issuing Entity	143(5)	In the specified circumstances, the power to give a holder a review notice about the decision.

Division 5 – Cancellation of permits

Entity power given to	Section of SRMA	Description
Issuing Entity	144(1)	Power to cancel a stock route travel permit if satisfied the specified criteria do not apply.
Issuing Entity	144(2)(a)	In the specified circumstances, the power to give a permit holder written notice.
Issuing Entity	144(2)(b)	In the specified circumstances, the power to refund to the holder the amount of the permit fee less the amount that would have been payable for the distance travelled by the stock before the permit was cancelled.
Issuing Entity	144(3)	In the specified circumstances, the power to give a notice of cancellation.

Division 7 – Miscellaneous provisions

Entity power given to	Section of SRMA	Description
Issuing Entity	146(1)	Power to, by written notice, require the holder of a stock route travel permit to return the permit within a stated reasonable period for amendment under a decision made under section 143(4) or 145(2)(b)(ii) to (iv).
Local Government	147(2)	Power to authorise inspections to calculate the rate of travel of stock.

Part 6 – Fencing stock routes

Entity power given to	Section of SRMA	Description
Local Government	148(1)	Power to consider whether it is necessary to build a stock-proof fence on the boundary of land adjoining a stock route network in order to protect or improve the stock route network.
Local Government	149(1)	In the specified circumstances, the power to, by written notice (a fencing notice) given to a landowner, require the land owner to build a stock-proof fence on the boundary of the land to prevent stock on the land entering a part of the stock route network.
Chief Executive Officer	152(2)	In the specified circumstances, the power to enter an owner's land at any reasonable time to build or complete the building of the fence, or do anything necessary to make the fence stock-proof.
Chief Executive Officer	152(3)	In the specified circumstances, the power to give an owner at least 7 days written notice.

Part 7 – Other provisions about stock route network management

Division 1 – Mustering stock

Entity power given to	Section of SRMA	Description
Chief Executive Officer	155	Power to form a reasonable belief that it is necessary to muster stock on relevant land in Council's area to monitor compliance with: (a) a stock route agistment permit; or (b) a stock route travel permit.
Local Government	156(1)	In the specified circumstances, the power to, by written notice (a mustering notice) given to a permit holder, require the permit holder to muster the permit holder's stock on the land.
Chief Executive Officer	158(1)	In the specified circumstances, the power to enter land at any reasonable time and muster the stock.
Chief Executive Officer	158(2)(b)	In the specified circumstances, the power to give a landowner at least 24 hours written notice of the intended entry.

Division 2 – Pasture on the stock route network

Entity power given to	Section of SRMA	Description
Chief Executive Officer	161(1)	Power to form a reasonable belief that, because of the number of stock on land within which a part of the stock route network in

		Council's area is fenced or otherwise enclosed, sufficient pasture will not be available for travelling stock on the network.
Local Government	161(2)	Power to, by written notice given to a landowner, require the owner to reduce the number of stock on the land.

Division 3 – Travelling stock facilities and water facility agreement

Entity power given to	Section of SRMA	Description
Local Government	163(1)	Power to enter into an agreement (a water facility agreement) with the Chief Executive and a landowner about any of the specified matters.

Division 4 – Stray stock

Entity power given to	Section of SRMA	Description
Chief Executive Officer	167	Power to reasonably suspect stock found on the stock route network in Council's area are stray stock and to then seize the stock.
Chief Executive Officer	168(1)	Power to give the owner of seized stock written notice of the seizure.
Chief Executive Officer	169	In the specified circumstances, the power to release the stock to the person.
Chief Executive Officer	169	Power to be satisfied that a person is entitled to possession of the stock.
Chief Executive Officer	169	Power to recover payment for the reasonable costs of seizing, removing and holding the stock and giving the notice.
Chief Executive Officer	170(2)	Power to form a reasonable belief that the stock have a market value of more than the amount prescribed under a regulation.
Chief Executive Officer	170(2)	In the specified circumstances, the power to sell stock by public auction or tender.
Chief Executive Officer	170(3)	In the specified circumstances, the power to dispose of stock in a way considered appropriate.
Chief Executive Officer	172(1)	Power to form a reasonable belief that: <ul style="list-style-type: none"> (a) stock found on the stock route network in Council's area are stray stock; and (b) it is not practicable to seize the stock under section 167; and (c) it is necessary to destroy the stock in the interests of public safety.
Chief Executive Officer	172(2)	In the specified circumstances, the power to destroy the stock in a way considered appropriate.

Part 8 – Other offences about the stock route network

Entity power given to	Section of SRMA	Description
Local Government	180(1)	Power to consent to the burning of pasture on a stock route network within Council's area.
Local Government	180(2)	Power to consent to the removal of pasture on a stock route network within Council's area.

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit 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, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of 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 delegated power which cannot lawfully be the subject of delegation by Council.

[2023 02 28 - SRMA - Delegation Instrument]

8.8 GRAFFITI REMOVAL

Date Prepared: 17 May 2023

Author: Senior Community Engagement Officer

Attachments: 1. [Draft MSC Graffiti Removal Kit Guidelines](#) ↓

EXECUTIVE SUMMARY

Community concerns over the extent of graffiti in Mareeba, specifically Byrnes Street, is growing. While Council responds as soon as practicable to graffiti on community facilities, it has been noted a delay in graffiti being dealt with on privately owned buildings.

This report is to consider the implementation of a Council lead community-based intervention strategy to support the removal of graffiti in a timely manner.

RECOMMENDATION

That Council

1. Considers implementing a free Graffiti Removal Kit program for buildings in Mareeba Benefited Areas 1 and 2 if locally lead graffiti removal programs expire.
2. Funds the free Graffiti Removal Kit program through the Mareeba Benefited Area Levy if implemented.

BACKGROUND

Quick removal of graffiti is the most effective way to tackle the problem and reduces the recognition that graffiti vandals are seeking and helps promote safe precincts and neighbourhoods. Removal of graffiti shows that the area is being monitored and cared for, which often deters other graffiti vandals adding to the graffiti or defacing additional properties in the area.

Mareeba Chamber of Commerce and concerned residents have secured a business partnership to supply materials, encouraging timely graffiti removal.

Council officers have also reviewed options to support businesses and building owners to help combat the issue of graffiti once the Mareeba Chamber of Commerce arrangement has expired.

Officers propose the introduction of a program similar to Townsville City Council's Graffiti Removal Kit program. This program offers free graffiti removal kits to individuals, business and community groups.

Townsville City Council Graffiti Removal Kits

- An online application is completed by the individual, business or community group to register for a free kit.
- Council officers review the application.
- If the application is deemed appropriate the applicant is sent a voucher to collect the kit requested from a local hardware store.
- Applicant collects the Kit.

Two (2) kit options are made available by Townsville City Council:

OPTION ONE: Remover Product Kit Contents	OPTION TWO: Paint Cover Kit Contents
1 x small Bucket with lid 1 x 125ml Eco Concepts Graffiti Remover (incl safety data sheet) 1 x green Scourer Pad 1 x small Scrubbing Brush 1 x pair Clear Safety Goggles 1 x pair disposable Overalls 1 x pair Disposable Gloves 1 x P2 Mask Cleaning Rag/Towelling General Instructions for use	1 x 1L Taubman’s Sunproof Paint (incl safety data sheet) 1 x paint Brush or small paint roller 1 x pair of Clear Safety glasses 1 x pair of Gloves 1 x pair disposable overalls General instructions for use

Conditions of issue of Graffiti Removal Kits include:

- All applicants must reside in Townsville City Council’s Local Government Area.
- If you do not own the property where the graffiti is located, you must provide written permission from the property owner.
- The content of each Kit cannot be changed or swapped.
- Recipients agree to use products according to safety data sheet and instructions for use.

Townsville Council Officers provided this information on the operation of their Graffiti Removal Kit:

Annual budget to provide the kits	\$5,000 annually; the full budget has not been expended.
How many kits on average approved each year	49 applications and 36 approvals in 2021/22.
Program successful to date	Program has been successful and informal checks have shown graffiti has been removed or painted over in all locations where kits approved. “Timeliness” of removal has not been measured as this is not stipulated or policed. Promotion of the program directly impacts the number applications.

Mareeba Shire Council proposal

The main focus of community concern is the graffiti in the Mareeba CBD, Byrnes Street. Council controls few facilities in this area and responding to graffiti on privately owned buildings is beyond Council’s and ratepayer’s responsibility.

A free Mareeba Graffiti Removal Kit program could be introduced for the Mareeba CBD, Mareeba Benefited Areas 1 and 2. Draft Graffiti Removal Kit guidelines are attached for Council’s consideration.

The introduction of this program would occur once the Mareeba Chamber of Commerce business partnership has expired.

Indicative prices have been sourced to provide kits similar to Townsville City Councils kits in Mareeba:

OPTION ONE: Remover Product Kit Contents	OPTION TWO: Paint Cover Kit Contents
\$84.24 GST incl. per kit	\$61.33 GST incl. per kit

RISK IMPLICATIONS

LEGAL

Risk of injury caused by use of supplied materials (particularly paint and cleaning chemicals) will be mitigated by inclusion of safety data sheet and general instructions for use, to which recipients agree to follow.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Funding for this program, if implemented, would need to be found in the 2023/24 budget.

LINK TO CORPORATE PLAN

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

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

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

IMPLEMENTATION/COMMUNICATION

A communication plan will be implemented to inform building owners in Mareeba benefited Area 1 of the free Graffiti Kit Removal program if it is implemented.



Mareeba Shire Council Graffiti Removal Kit Guidelines

Quick removal of graffiti is the most effective way to tackle the problem and reduces the recognition that graffiti vandals are seeking and helps promote safe precincts and neighbourhoods

Graffiti Removal Kits are funded by Mareeba Shire Council to support community led responses to graffiti in the Mareeba CBD area. For the purpose of this program the Mareeba CBD area is defined as the Mareeba Benefited Areas 1 and 2 (See Appendix 1 for map.)

Budget limits mean that it may not be possible to provide a Kit to every eligible applicant. The Kits are available on a first come first served basis and the offer will be closed once the budget has been expended for that financial year.

Graffiti Removal Kit Options (you can only register for one of these options)

OPTION ONE: Remover Product Kit Contents	OPTION TWO: Paint Cover Kit Contents
1 x Small Bucket with lid 1 x 125ml Eco Concepts Graffiti Remover (includes Safety Data Sheet) 1 x Green Scourer Pad 1 x Small Scrubbing Brush 1 x Pair Clear Safety Goggles 1 x Disposable Overalls 1 x Pair Disposable Gloves 1 x P2 Mask Cleaning Rag/Towelling General Instructions for use	1 x 1L Taubman’s Sunproof Paint (includes the Safety Data Sheet) 1 x Paint Brush or small paint roller 1 pair of Clear Safety glasses 1 pair of Gloves 1 pair disposal overalls General instructions for use

General Information about the Kits

1. Who is eligible for the Kits?

Each applicant for a Kit must be responding to a graffiti incident in the Mareeba CBD area, specifically defined as Mareeba Benefited Areas 1 and 2:

Individual who owns or rents a property within Mareeba CBD area are eligible to apply for themselves (an individual must not apply on behalf of another person). Individuals who are renting will be asked to provide written permission from the property owner at the time of registering for the program.

Community Group with responsibility for a building within the Mareeba CBD area. An eligible community group may apply for one Kit for each of the community group’s responsible properties. Where a group applies for multiple Kits, the Council may reduce the number of Kits issued to less than the number requested.



Business with business premises located within the Mareeba CBD area. An eligible business may apply for one Kit for each business location in Mareeba. Where a business applies for multiple Kits, the Council may reduce the number of Kits issued to less than the number requested.

2. How can I Apply?

You can apply by registering online through a web portal on the Mareeba Shire Council Website or in person at Council's Customer Service Centre's.

You must nominate which Graffiti Removal Kit you would like to access.

3. Conditions of Issue of Graffiti Removal Kits

- All applications must be registered through the Graffiti Removal Kit portal.
- All applicants must be responding to a graffiti incident in the Mareeba CBD.
- All applications must include a photo of the graffiti to be removed.
- If you do not own the property where the graffiti is located, you must provide written permission from the property owner.
- Confirmation of registration of an application will be processed within 10 working days from receipt of the application form by Council.
- The content of each Kit cannot be changed or swapped.
- The Kits are to be collected within ten (10) business days after voucher is issued.
- The Kits can only be collected from *****.

4. Am I eligible to participate if I am renting or I don't own the infrastructure (fence, building etc) I want to use the Graffiti Removal Kit on?

Yes. However, you will need to provide written permission from the property/infrastructure owner indicating they are aware of and approve the use of the Kit (Remover product or Paint) on their property/infrastructure prior to accessing the Kit.

5. How long is the Graffiti Removal Kit project open?

The Graffiti Removal Kit Application registration will open 1 July each financial year and will close at the end of the financial year or when the program budget for that financial year has been fully expended (whichever occurs first). Kits will be issued to eligible applicants on a first come first served basis. The program will open each year once budgets have been approved through Council for the financial year.

6. I don't have access to a computer or the internet, can I still be involved?

You do not have to apply online. You can call Council's customer contact centre (13 48 10) or visit one of our customer counters or libraries and Council staff will help you make an application.

7. From when I get my voucher, how long do I have to collect my Kit?

You must collect your Kit within 10 business days after receiving the Kit voucher.

8. When will I receive my confirmation and voucher from when I register?

If your application is approved, you should expect to receive an email confirmation of approval within 10 (ten) days of Council's receipt of your application. The email will include information about the voucher, where you can collect your Kit and times for collection.



9. How will I know how to use the contents in the Kit?

There are instructions for use provided on the remover bottle and paint tin as well as on the Safety Data Sheet that is included in the Kit. Additional instructions are provided in the Kit. If you are unclear about how to use any of the items in the Kit, you can ask for assistance from the sales representative at *****.

10. What if the contents of my Kit are damaged or missing?

If any of the contents of the Kit are damaged or missing when you first receive it, they can be exchanged or returned to *****.

11. What if I want to swap out some items in the Kit for other things at **?**

The contents of the Kit have been chosen due to their appropriateness in removing or covering up Graffiti and with consideration for the safety of the user and the environment. There is currently no scope to change out items in the Kit for other items.

Guidelines for Use for Each Graffiti Removal Kit Type

GUIDELINE	OPTION ONE: REMOVER PRODUCT KIT	OPTION TWO: PAINT COVER KIT
Will the Kit remove all types of Graffiti?	There are limits to what the graffiti remover product will remove. Council cannot guarantee that the contents of the Kit are suitable for all types of graffiti or safe for all surfaces. The remover product provided in the Kit is for paint, marker, sticker residue, oil, and grease removal. It is important you follow the instructions for use of the remover product that are on the bottle and contained in the Safety Data Sheet.	There are limits to what the graffiti removal paint will cover. Council cannot guarantee that the contents of the Kit will be suitable for all types of graffiti cover up or safe for all surfaces. It is the responsibility of the registered person to pick a colour that is best suited to covering the graffiti at their location as well as to adequately prepare the surface before painting. It is important that you follow the instructions for the use of the paint contained on the tin and in the Safety Data Sheet.
How will I know how to use the contents of the kit I choose?	There are instructions for use on the remover product bottle, within the kit itself and contained in the Safety Data Sheet. These instructions should be read before using the Kit. You can also ask for assistance from the sales representative at ***** when you pick up your Kit.	There are instructions for use on the paint tin, within the kit itself and contained in the Safety Data Sheet. These instructions should be read before using the Kit. You can also ask for assistance from the sales representative at ***** when you pick up your Kit.

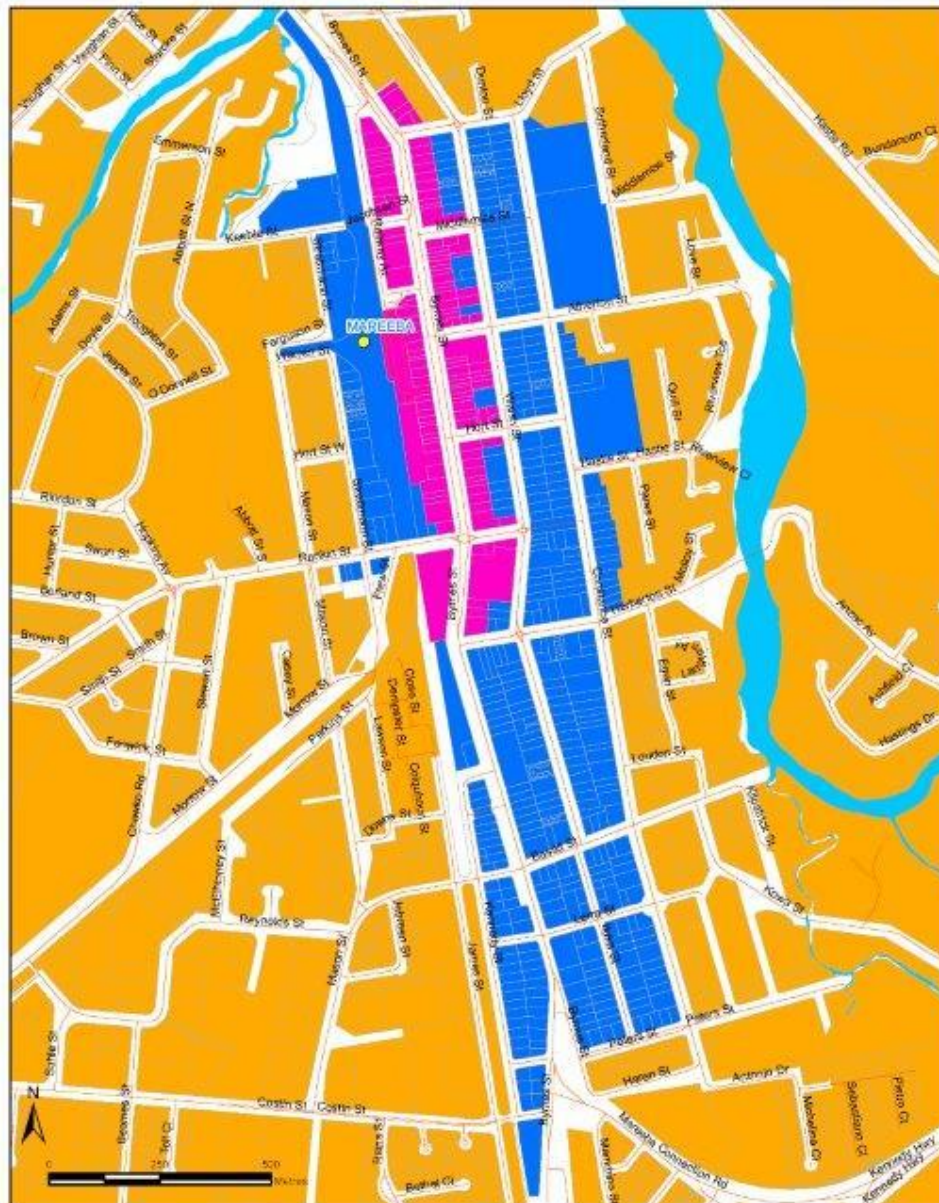


<p>What if the items in the Kit damage my property?</p>	<p>The remover product in this Kit is specifically designed to remove Graffiti mediums like paint and markers, and as a result may impact other non-graffiti surfaces. It is important to follow the instructions on the bottle and consider whether the remover may damage the surface you want to use the product on. Council suggests that you try a small test to confirm that the remover does not damage or remove/impact anything other than the Graffiti. Council takes no responsibility for any damage to property from the use of this product.</p>	<p>This Kit has a water based external use paint provided however, it may mark or damage certain surfaces. It is important to follow the instructions on the tin and consider whether the paint may damage the surface you want to use it on. Council suggests that you try a small test to confirm that the paint does not damage or impact anything other than the Graffiti. Council takes no responsibility for any damage to property from the use of this product.</p>
<p>What Personal Protective Equipment</p>	<p>As per the Safety Data Sheet requirements the Remover</p>	<p>As per the Safety Data Sheet requirements the Paint Cover Kit</p>

DRAFT



Appendix 1: Map Mareeba Benefited Areas 1 & 2



Mareeba Benefited Areas 1 & 2

Map Grid of Australia Zone 55 (GDA84)

©2023 Mareeba Shire Council (MSC). Based on or contains data provided by MSC and the State of Victoria Department of Transport (DV), in consideration of these agencies permitting use of their data, the information and agree that those 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 cost (including environmental damage) resulting in any use of the data. Data may not be used for dissemination or be used in breach of the privacy laws.

Legend

Place	Mareeba Benefited Area 1
Road	Mareeba Benefited Area 2
Lot Boundary	Mareeba Benefited Area 3
	Waterway

Mareeba SHIRE COUNCIL

8.9 MAREEBA MAIN BUSINESS AREA CCTV PROPOSAL

Date Prepared: 17 May 2023
Author: Senior Community Services Officer
Attachments: Nil

EXECUTIVE SUMMARY

This report presents a proposal and estimated costs associated with the installation of a video surveillance system and monitoring services for the Mareeba main business centre.

RECOMMENDATION

That Council notes the update on options for the installation of closed-circuit television systems and monitoring services in the Mareeba main business area.

BACKGROUND**Community Concerns**

Community calls for the installation of a closed-circuit television system (CCTV) in the Mareeba main business centre have recently increased.

History

In 2007 Council received State Government funding to implement a CCTV system in Mareeba. When this system stopped functioning a grant funding application to replace it was unsuccessful.

Further CCTV grant applications were made by Council. These were also unsuccessful due to the comparatively low crime rate when compared to other areas.

Council's *Community Safety Enhancement Program* aims to enhance public safety in Mareeba town centre by extending surveillance in areas of public safety concern. Eligible business operators or building owners can apply for assistance to purchase and install new security system or lighting or add on to an existing system to enhance surveillance in public spaces. Take up of this assistance has been limited with Council assisting seven business operators in the last five years. The Program is still open for applications.

Community safety is a key consideration in the development of Council's Parks and Open Spaces Strategy. Projects will consider the importance of lighting, design and landscaping of public spaces to enhance visibility or "passive surveillance."

Surveillance Responsibilities

The Queensland State Government funds speed cameras to detect motoring offenses and mobile phone and seatbelt cameras to detect those using their phone or not wearing seatbelts while driving.

The installation and management of CCTV are not Council's core business.

To this end Council submitted the following motion for the consideration at the 2022 LGAQ Annual Conference - *"The LGAQ calls on the State government to provide funding to the Queensland Police Service to enable them to install, maintain and operate CCTV systems in communities."*

This motion was adopted at the Conference.

Proposal and Cost Estimate

A proposal and cost estimate has been sourced for the supply and installation of surveillance cameras, including the establishment of a standalone, wireless backhaul network with two master transceivers located on the Basalt St Water Tower and the Abbott St Gymnastics Hall. Initial surveys / investigations are required to determine the suitability of these sites.

Proposed surveillance locations were identified through consultation between surveillance contractors and local Police. Solar powered, cameras would be mounted on purpose-built tiltable poles that allow simple access for maintenance. The network would allow the addition of further cameras over time. Cameras would link to the master transceivers and the network would link to Council office (server location) and local Police Station (workstation) allowing local viewing, recording and fault finding.

Estimates have also been obtained for ongoing maintenance of surveillance infrastructure and monitoring services (including responding to and saving disturbance alert video). Detailed investigations would need to be undertaken before any decision is made to install CCTV as the proposal includes a number of assumptions that need to be verified.

MAREEBA CBD CCTV SYSTEM PROVISIONAL COST ESTIMATES		<i>Option 1 Four Locations</i>	<i>Option 2 Seven Locations</i>
System Set Up (One off Costs) - External			
Wireless Network System Set Up	Aerial survey, master transceivers, VMS server, workstation, channel licence	\$22,958	\$23,412
Cameras and Poles	Tiltable poles, solar power, quad camera providing 360-degree surveillance	\$78,253	\$136,943
System Set Up (One off Costs) - Internal			
Council costs	Signage, legal agreements, IT set-up, compliance etc	\$25,000	\$25,000
Total System Set Up Costs		\$126,211	\$185,355
Annual Ongoing Costs - External			
Maintenance Agreement	Six monthly inspection, cleaning and servicing of surveillance infrastructure	\$6,000	\$6,000
Monitoring and Data Storage	24/7 monitoring, respond to disturbance alarms, storage of alarm footage	\$6,570	\$11,498
Annual Ongoing Costs - Internal			
Corporate costs	Includes compliance, IT, utilities etc	\$20,000	\$21,000
Depreciation	Replacement based on three year life	\$33,000	\$53,000
Employee costs	Based on information from Cassowary Coast the combined employee costs is equivalent to 1.0 FTE	\$80,000	\$80,000
Total Annual Ongoing Costs		\$145,570	\$171,498

Potential Funding

Grant funding could be sought from external funding sources for the initial supply and installation costs. It should be noted that grant funding opportunities for CCTV is limited due to funding bodies acknowledgement that such systems have limited success in deterring crime.

No grant funding opportunities for ongoing maintenance and monitoring services are available.

If council wishes to limit CCTV to the Mareeba CBD area, the only source of funding available is the Mareeba Benefited Area Levy, which would need to be increased significantly.

The annual levies received are in the order of \$124,185 of which \$40,000 per year is committed predominantly for the Mareeba Chamber of Commerce, and a further \$7,500 per year is committed for lease of parking area from Queensland Rail. This leaves an approximate balance of \$76,000 per annum for other works in accordance with the Overall Levy Plan. Noting that this balance is used in most years, hence only having a reserve balance of \$121,000.

The average property in Area 1 currently pays \$789 per annum in addition to their normal general rates and charges. To fund the ongoing annual costs the levy will have to be increased by 163%. This means the average property in Area 1 would now pay \$2,079.

The average property in Area 2 currently pays \$515 per annum in addition to their normal general rates and charges. To fund the ongoing annual costs the levy will have to be increased by 250%. This means the average property in Area 2 would now pay \$1,805.

RISK IMPLICATIONS**Financial**

Implementation of a CCTV and monitoring system for Mareeba main business area will have significant financial implications into the future.

Political and Reputational

If the implementation of a CCTV and monitoring system for Mareeba is not implemented as part of a range of solutions it is unlikely to achieve a decrease in crime.

Council moved a resolution at the last LGAQ Annual Conference which was adopted. This resolution called on the State Government to fund CCTV systems for the Police rather than cost shifting this function to Local Government.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

Yes

Is the expenditure noted above included in the current budget?

No

If not you must recommend how the budget can be amended to accommodate the expenditure
Mareeba Benefited Area Levy reserve funds.

Operating

Yes

Is the expenditure noted above included in the current budget?

No

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

Mareeba Benefited Area Levy income which would need to be increased significantly.

The annual levies received are in the order of \$124,185 of which \$40,000 per year is committed predominantly for the Mareeba Chamber of Commerce, and a further \$7,500 per year is committed for lease of parking area from Queensland Rail. This leaves an approximate balance of \$76,000 per annum for other works in accordance with the Overall Levy Plan. Noting that this balance is used in most years, hence only having a reserve balance of \$121,000.

The average property in Area 1 currently pays \$789 per annum in addition to their normal general rates and charges. To fund the ongoing annual costs the levy will have to be increased by 163%. This means the average property in Area 1 would now pay \$2,079.

The average property in Area 2 currently pays \$515 per annum in addition to their normal general rates and charges. To fund the ongoing annual costs the levy will have to be increased by 250%. This means the average property in Area 2 would now pay \$1,805.

LINK TO CORPORATE PLAN

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

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

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

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

IMPLEMENTATION/COMMUNICATION

Outcome of report will be distributed via media release.

8.10 REGIONAL ARTS DEVELOPMENT FUND (RADF) 2022/23 COMMUNITY GRANT ROUND

Date Prepared: 30 May 2023
Author: Senior Community Services Officer
Attachments: Nil

EXECUTIVE SUMMARY

This report presents for Council approval, a project recommended for funding under the Regional Arts Development Fund (RADF) 2022/23 Community Grant Round.

RECOMMENDATION

That Council approves for funding the community grant application outlined in this report with a total value of \$3,000.

BACKGROUND**RADF 2022/23 Community Grant Round**

The RADF 2022/23 Community Grant Round closed 28 February 2023 after promotion across the Shire. The RADF Advisory Committee reviewed the applications according to set assessment criteria. The RADF Advisory Committee has recommended, for funding, one additional community grant application, as sufficient funds remain in the RADF 2022/23 Program budget.

Application Recommended for Funding**1. Caroline Lieber and Varsha Lieber Brisbin – Mount Molloy CWA Veranda Mosaic \$3,000**

Mt Molloy artists Caroline Lieber and Varsha Lieber Brisbin will design and create a colourful mural to be installed on the front of the Mt Molloy QCWA building. Using a similar complementary design, the artwork will expand on and magnify the impact of an existing mosaic created by the Molloy Arts Group in 2016. Community members will be involved in the installation and grouting of the work. The project will enhance visual appeal of the main street. The RADF grant will contribute to the artist fees.

RISK IMPLICATIONS**LEGAL/COMPLIANCE/POLICY IMPLICATIONS**

Nil

FINANCIAL AND RESOURCE IMPLICATIONS***Operating***

An allocation for community grants is included in the RADF 2022/23 budget.

Is the expenditure noted above included in the current budget?

Yes

LINK TO CORPORATE PLAN

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

IMPLEMENTATION/COMMUNICATION

Applicant will be notified of the outcome after 21 June 2023. Public promotion of RADF project outcomes occur as projects are completed.

8.11 FINANCIAL STATEMENTS PERIOD ENDING 31 MAY 2023

Date Prepared: 29 May 2023

Author: Manager Finance

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

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2022 to 31 May 2023.

RECOMMENDATION

That Council receives the Financial Report for the period ending 31 May 2023.

BACKGROUND

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

For the month ending 31 May 2023, the actual results are in line with the year-to-date budget.

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

There are no issues or concerns to highlight at this stage. Preparations for 30 June 2023 year end have commenced.

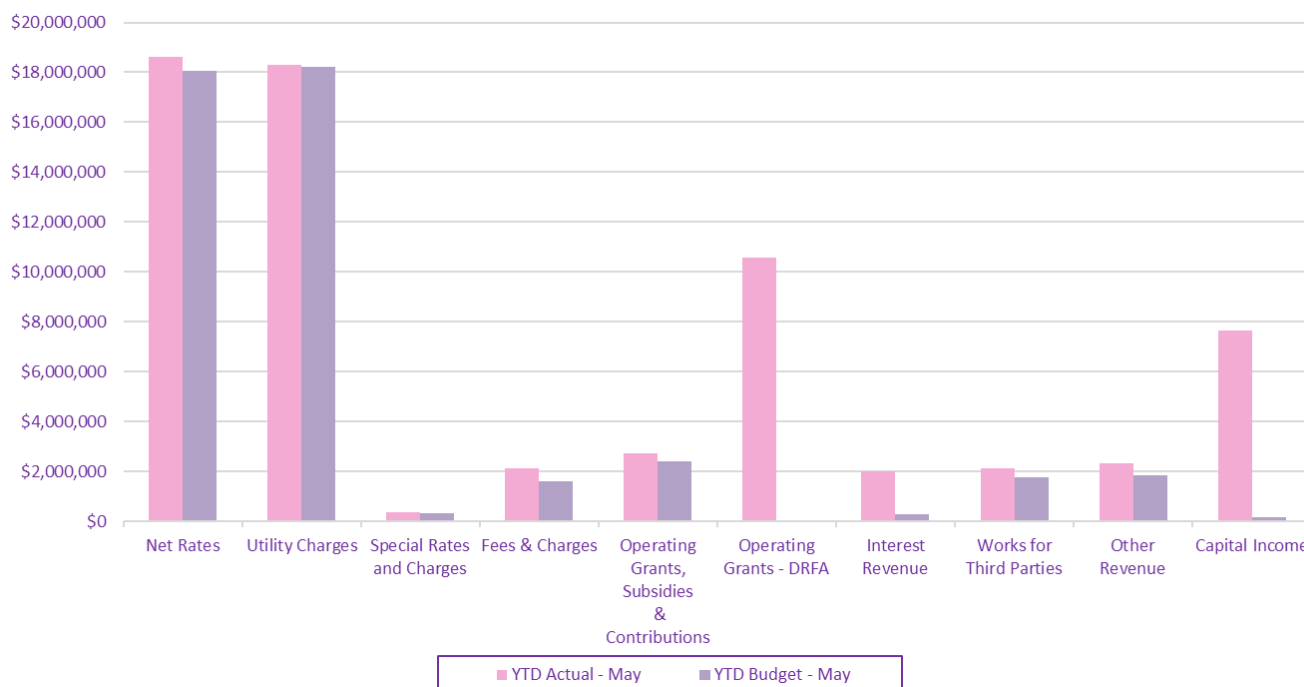
<i>May 2023 - Snapshot</i>	Actuals YTD	Budget YTD
Total Operating Income	\$ 59,085,067	44,535,886
Total Operating Expenditure	\$ 49,389,446	41,463,357
Operating Surplus/(Deficit)	\$ 9,695,621	3,072,529
Total Capital Income (grants, developer contributions)	\$ 7,658,883	165,000
Net Result - Surplus/(Deficit)	\$ 17,354,504	3,237,529

Income Analysis

Total income (inclusive of capital income of \$7,658,883) for the period ending 31 May 2023 is \$66,743,950 compared to the YTD budget of \$44,700,886.

The graph below shows actual income against budget for the period ending 31 May 2023.

Actual Income V Budget Income



	Actual YTD	Budget YTD	Note
Net Rates	18,611,827	18,056,865	1
Utility Charges	18,290,866	18,218,352	1
Special Rates and Charges	346,799	324,060	1
Fees & Charges	2,110,538	1,622,627	2
Operating Grants, Subsidies & Contributions	2,712,120	2,422,826	
Operating Grants, Subsidies - DRFA	10,589,149	-	3
Interest Received	1,992,662	273,166	4
Works for Third Parties	2,105,144	1,783,706	5
Other Revenue	2,325,962	1,834,284	6
Capital Income	7,658,884	165,000	7

Notes:

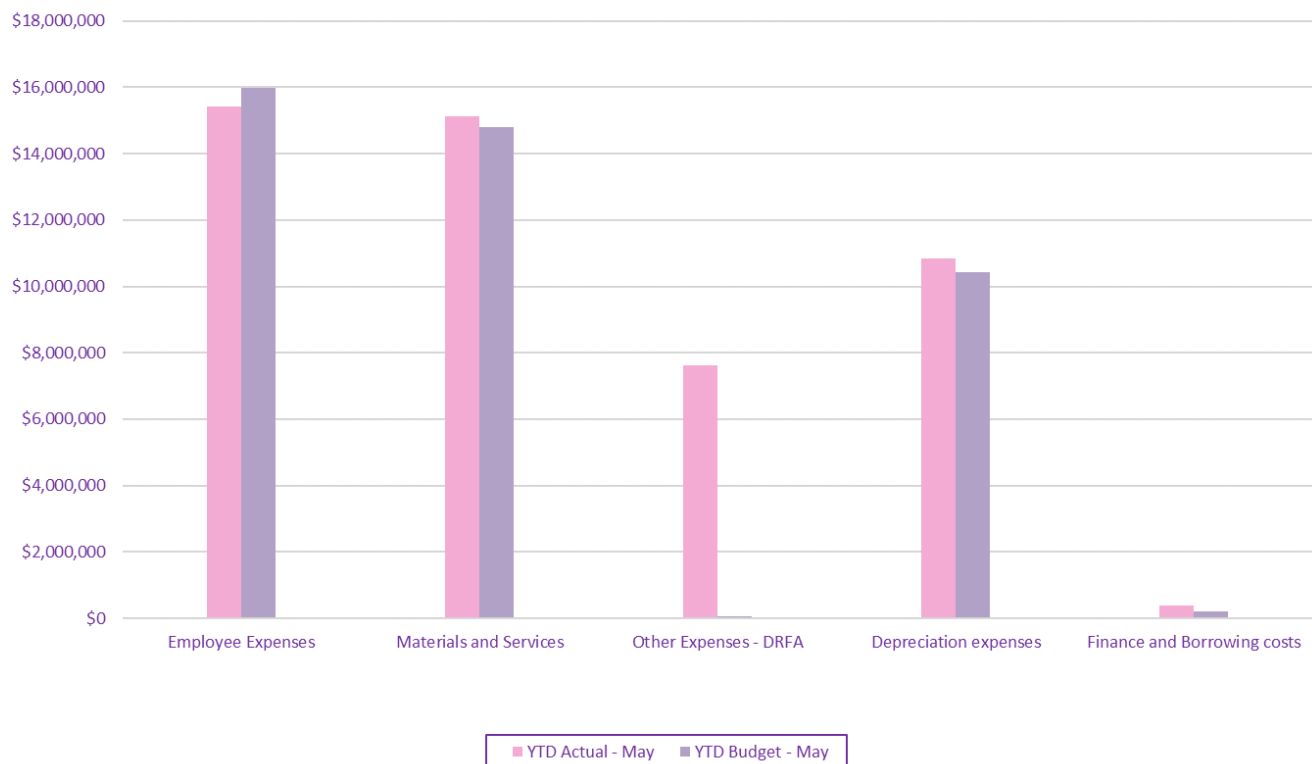
1. The Rate Notices for the period ending 30 June 2023 were issued 13 February 2023 with the discount due date being 17 March 2023.
2. Favourable variance due to fees and charges trending higher than anticipated, such as cemetery fees, building and plumbing and waste fees. Also contributing to the variance are the environmental health food licences issued in April and animal registrations issued in May. This revenue belongs to the next financial year and will be adjusted accordingly prior to the end of this financial year.

3. Favourable variance is due to grant monies received for Disaster Recovery Funding Arrangements (DRFA) restoration works. This is not budgeted but will result in a complete offset with expenditure.
4. Positive outcome attributable to interest received from maturing term deposit and the rising interest rates, which has proven favourable. This interest will be allocated between constrained reserves (developer contributions), waste, water and wastewater funds.
5. Favourable result due to third party works not being budgeted for. The associated costs form part of the operational expenses which are also not budgeted for.
6. As previously reported, a significant portion of the favourable result is due to the sales of eight (8) lots of land parcels sold at the Mareeba Industrial Park (MIP), year to date gross sales are \$1.033M. These proceeds will go into the MIP reserve to fund future development.
7. Year to date capital funding reflects monies received for the DTMR Bridge Renewal Program John Doyle Bridge, Roads to Recovery for 2022/23, LRCIP phases 1 – 3 progressive funding received, QRA funding for the Chillagoe Bore and Water Main construction, FNQ Monsoon Trough, Works for Queensland funding for Round 4 and Round 1 funding received from Department of Tourism, Innovation and Sport for the Swimming Pool Heating system.

Expenditure Analysis

Total expenses for the period ending 31 May 2023 is \$49,389,446 compared to the YTD budget of \$41,463,357. The graph below shows actual expenditure against budget for the period ending 31 May 2023.

Actual Expenditure V Budget Expenditure



	Actual YTD	Budget YTD	Note
Employee expenses	15,409,889	15,970,375	
Materials & Services	15,113,185	14,797,577	1
Other Expenses - DRFA	7,628,875	57,516	2
Depreciation expenses	10,837,037	10,431,479	
Finance & Borrowing costs	400,460	206,410	3

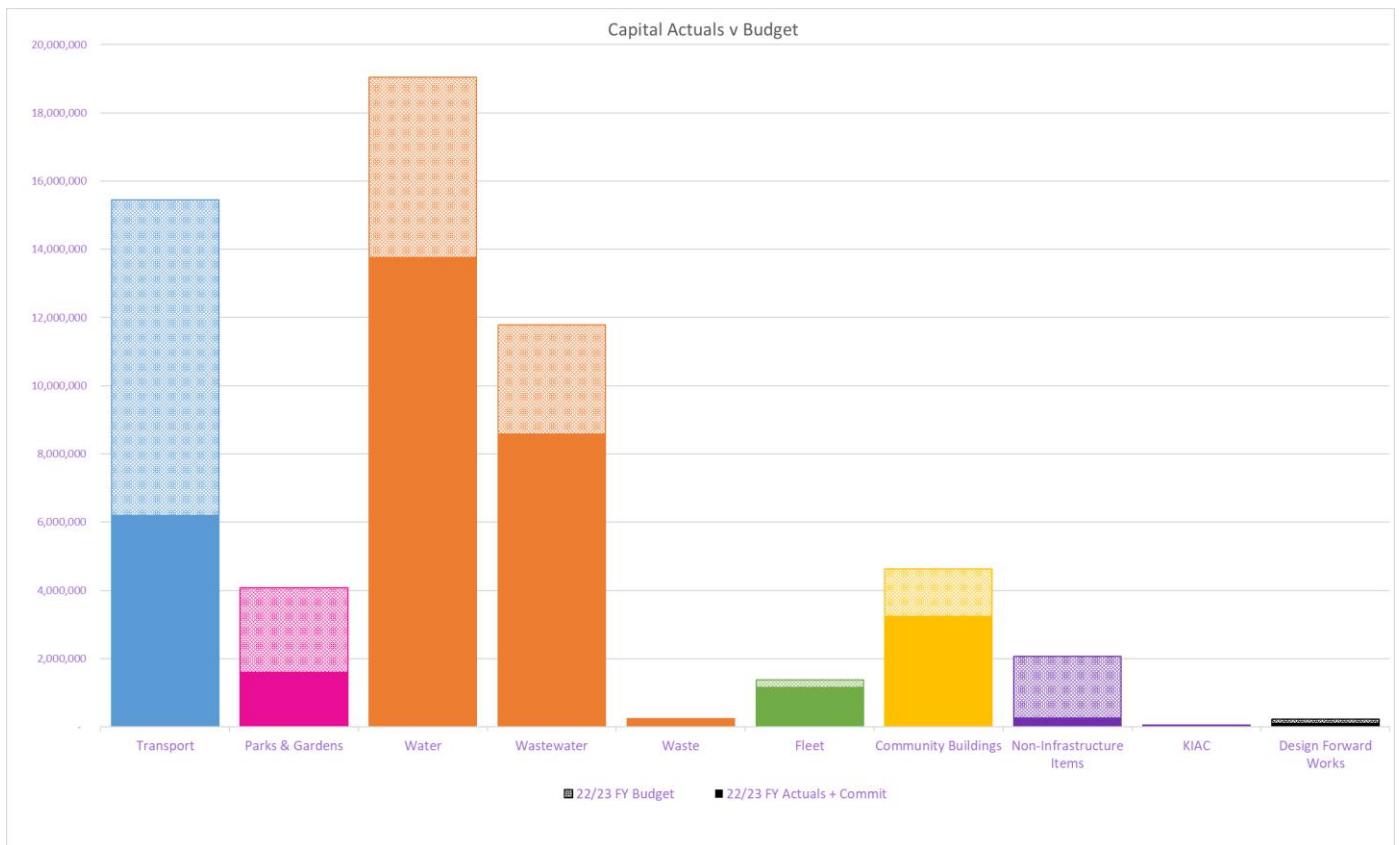
Notes:

1. There are no significant issues to report. The reason for the variance is mainly a timing issue between budget allocation and actual expenditure trend. The variance is forecasted to even out as 30 June approaches.
2. The variance relates to the expenditure incurred for the Disaster Recovery Funding Arrangements (DRFA) restoration works. This expenditure is offset against the income received.
3. The large variance in Finance and Borrowing costs in comparison to budget is due to the valueless land properties that have been acquired (as per the November 2021 council report). A total of seven (7) properties have been acquired and recognised as Council assets and the associated rates and charges have been written off.

Capital Expenditure

Total capital expenditure of \$35,333,576 (including commitments) has been spent for the period ending 31 May 2023 against the 2022/23 adjusted annual capital budget of \$58,942,211.

Any capital projects not completed by 30 June, will be carried forward into 2023/24. A report will be presented to Council in August.



Loan Borrowings

Council's loan balance is \$6,988,605

Rates and Sundry Debtors Analysis

Rates and Charges

The total rates and charges payable as at 31 May 2023 are \$2,587,651 which is broken down as follows:

Status	31 May 2023		31 May 2022	
	No. of properties	Amount	No. of properties	Amount
Valueless land	4	76,985	11	411,580
Payment Arrangement	193	135,198	180	136,237
Collection House	322	1,273,937	320	833,704
Exhausted – awaiting sale of land	7	50,733	50	587,027
Sale of Land	61*	1,021,478	2	62,433
Other (includes supplementary rate notices)	175	29,320	228	46,625
TOTAL	762	2,587,651	791	2,077,606

** This includes the 57 Kuranda Resort properties which were up for Sale of Land. This auction took place on 25 May and the process is still being managed by Collection House who are currently finalising the sales.*

The Rate Notices for the period ending 30 June 2023 were issued 13 February 2023 with total rates and charges amounting to \$20,875,091, and a due date of 17 March 2023.

Collection House collected \$214,939 for the month of May 2023.

Council officers are currently preparing the auction for sale of land for overdue rates for four (4) properties. This auction is due to take place on Tuesday, 25 July 2023.

Sundry Debtors

The total outstanding for Sundry Debtors as at 31 May 2023 is \$336,181 which is made up of the following:

Current	30 days	60 days	90 + days
\$289,701	\$18,453	\$8,164	\$19,863
87%	5%	2%	6%

Procurement

There were no emergency purchase orders for the month.

Financial Sustainability Ratios

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

Ratio	Description	Actual Result	Target	Target met	FY Budget
Operating surplus ratio	This is an indicator of the extent to which revenue raised covers operational expenses only or are available for capital funding purposes. The higher the ratio the better.	16.40%	0 - 10%	<input checked="" type="checkbox"/>	10.72%
<i>*This ratio is significantly high due to the rates for the 6-month period January to June all recognised in February. The ratio will effectively decline to the budget figure as the months progress.</i>					
Net financial liabilities ratio	This is an indicator of the extent to which the net financial liabilities of a	N/A	<=60%	<input checked="" type="checkbox"/>	(80.35)%

	<p>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</p> <p>The lower the percentage the better.</p>				
<p><i>As the information required for the net financial liabilities ratio is based on full year results no monthly figure can be provided. This ratio will be provided in the budget and annual financial statements as regulated.</i></p>					
<p>Asset sustainability ratio</p>	<p>This is an approximation of the extent to which the assets managed by Council are being replaced as these reach the end of their useful lives.</p> <p>This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall portfolio of assets is wearing out.</p>	N/A	>90%	<input checked="" type="checkbox"/>	160.23%
<p><i>As the information required for the asset sustainability ratio is based on full year results no monthly figure can be provided. This ratio will be provided in the budget and annual financial statements as regulated.</i></p>					

RISK IMPLICATIONS

Nil

Legal/Compliance/Policy Implications

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

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

LINK TO CORPORATE PLAN

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

IMPLEMENTATION/COMMUNICATION

Nil

Budgeted Income Statement by Fund 2022/23 Budget			
<u>Consolidated</u>			
	Actual YTD	Budget YTD	2022/23
Revenue			
Rates and utility charges	39,414,042	38,664,277	38,664,277
Less Discounts and Pensioner Remissions	(2,164,550)	(2,065,000)	(2,065,000)
Net Rates and Utility Charges	37,249,492	36,599,277	36,599,277
Fees and Charges	2,110,538	1,622,627	1,750,903
Operating Grants and Subsidies	2,661,069	2,371,775	7,940,750
Operating Grants and Subsidies - DRFA	10,589,149	-	-
Operating Contributions	51,051	51,051	51,051
Interest Revenue	1,992,662	273,166	298,000
Works for Third Parties	2,105,144	1,783,706	1,945,825
Other Revenue	2,325,962	1,834,284	1,998,605
Total Operating Revenue	59,085,067	44,535,886	50,584,412
Expenditure			
Employee Expenses	15,409,889	15,970,375	18,386,475
Materials and Services	15,113,185	14,797,577	15,123,472
Other Expenses - DRFA	7,628,875	57,516	-
Depreciation expense	10,837,037	10,431,479	11,379,827
Finance and Borrowing costs	400,460	206,410	257,402
Total Operating Expenses	49,389,446	41,463,357	45,147,177
Operating Surplus/(Deficit)	9,695,621	3,072,529	5,437,235
Capital Income			
Capital Contributions	139,699	-	-
Capital Grants and Subsidies	7,158,465	-	13,094,510
Donated Assets	-	-	-
Profit/(Loss) on Sale of Asset	360,719	165,000	180,000
Total Capital Income	7,658,883	165,000	13,274,510
Net Result	17,354,504	3,237,529	18,711,745

8.12 AUDITOR-GENERAL'S 2023 INTERIM REPORT

Date Prepared: 10 May 2023

Author: Manager Finance

Attachments: 1. Interim Audit Report [↓](#)

EXECUTIVE SUMMARY

Section 213 of the *Local Government Regulation 2012* requires that the auditor-general's observation report be tabled at the next ordinary meeting of the local government following receipt of the report.

RECOMMENDATION

That Council receives and notes the attached report.

BACKGROUND

Each financial year Council's financial statements must be audited by Queensland Audit Office, or their delegated auditors. For the 2022/23 financial year Council's auditors, Grant Thornton, have been appointed as contract auditors on behalf of Queensland Audit Office.

An auditor-general's observation report is a report about the audit prepared under section 54 of the *Auditor-General Act 2009* that includes observations and suggestions made by the auditor-general about anything arising out of the audit.

Auditors were onsite from 18 to 21 April to conduct an interim audit, for the period 1 July 2022 to 31 March 2023.

No issues were identified. The Interim Audit Report issued by Queensland Audit Office is attached.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil

RISK IMPLICATIONS

Nil

LINK TO CORPORATE PLAN

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

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

IMPLEMENTATION/COMMUNICATION

The Interim Audit Report has been presented to the Audit Committee for their information.



2023 INTERIM REPORT

Mareeba Shire Council

5 May 2023

2023 Interim report

Mrs Angela Toppin
Mayor
Mareeba Shire Council
PO Box 154
MAREEBA QLD 4880

Dear Angela

2023 Interim report

We present our interim report for Mareeba Shire Council for the financial year ending 30 June 2023. This report details the results of our interim work performed to 31 March 2023. Under section 213 of the *Local Government Regulation 2012*, you must present a copy of this report at your council's next ordinary meeting.

Results of our interim audit

In this phase, we assessed the design and implementation of your internal controls relevant to the financial report, and whether they are operating effectively. We assessed the key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that management has implemented across the organisation.

Financial reporting matters:

- 2 unresolved prior year matters

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy where we can rely upon your entity's controls.

If you have any questions or would like to discuss the audit report, please contact me on (07) 4046 8888 or Anna Arthy on (07) 4046 8840.

Yours sincerely



Shona Cram
Partner

Enc.

cc. Peter Franks, Chief Executive Officer
Ruth Faulkner, Chair, Audit Committee

SENSITIVE

1

2023 Interim report

1. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. No deficiencies or other matters were identified during our interim audit.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	-	-
Prior year issues – unresolved	-	-	-
Total issues	-	-	-

*Queensland Audit Office only tracks resolution of other matters where management has committed to implementing action.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.

Internal control issues



S

Significant deficiency



D

Deficiency



O

Other matter




Financial reporting issues

This table identifies the number of financial reporting issues we raised. No financial reporting issues were identified during our interim audit. Refer to section 2 Matters previously reported for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	-	-	-
Prior year issues – unresolved	-	-	2


Our risk ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.

Financial reporting issues




H

High



M

Medium



L

Low





SENSITIVE

2023 Interim report

2. Matters previously reported

The following table summarises the status of deficiencies, financial reporting issues, and other matters previously reported to you.

Ref.	Rating	Issue	Status
22FR-1		<p>Indexation considerations for land valuations</p> <p>We identified that management used CPI as a measure for assessing land revaluations and the amount of the uplift to land required. We determined that using the latest sales data where available is a more relevant measure for assessing land values for Council.</p> <p>By using a measure for assessing valuations that is not the most relevant to the class of asset being revalued it may distort the true fair value of that class of asset and may result in a misstatement.</p> <p>We recommend management consider what is an appropriate basis of measurement for assessing land valuations outside of the comprehensive valuations.</p>	<p>Work in progress</p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2023</p>
22FR-2		<p>Accuracy of revaluation uploads into TechOne</p> <p>We identified an error in the revaluation adjustments processed in the general ledger totalling \$1,771,467 within the other infrastructure class indexation uplift. It was identified that a manual input error had occurred between transferring the revaluation adjustments from the workings spreadsheet to the TechOne upload spreadsheet resulting in some of the adjustments not being recorded. As this amount was not material no uncorrected adjustment has been recognised.</p> <p>Where data input for revaluation adjustments are not reviewed it can cause errors in the revaluation amounts reported within the general ledger that could lead to a material misstatement.</p> <p>We recommend management implement an additional review between the workings spreadsheet and TechOne upload and ultimately the asset register to ensure that determined adjustments are appropriately recorded in the general ledger and financial statements.</p>	<p>Work in progress</p> <p>Responsible officer: Finance Manager</p> <p>Action date: 30 June 2023</p>

SENSITIVE



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 W: www.qao.qld.gov.au
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 PO Box 15396, City East Qld 4002



8.13 OPERATIONAL PLAN 2023/24

Date Prepared: 8 May 2023

Author: Director Corporate and Community Services

Attachments: 1. [Operational Plan 2023/24](#) ↓

EXECUTIVE SUMMARY

The Local Government Regulation 2012 requires that each local government must prepare an annual Operational Plan that is to be adopted prior to, or at the same time as, the adoption of the annual budget.

This report presents the proposed Operational Plan for the 2023/24 financial year.

RECOMMENDATION

That the Operational Plan for the 2023/24 financial year, as attached, be adopted.

BACKGROUND

Council is required by legislation to adopt an annual Operational Plan. The Operational Plan must be consistent with the annual budget and show how the local government will progress the implementation of the five (5) year Corporate Plan during the period of the annual operational plan and manage operational risks.

The operational plan attached hereto shows those projects and activities that are intended to be progressed during the next 12 months (1 July 2023 to 30 June 2024).

RISK IMPLICATIONS**Political and Reputational**

The Operational Plan will ensure that Council will achieve the strategic outcomes desired in the adopted 2021 - 2025 Corporate Plan.

Legal and Compliance

The adoption of the Operational Plan is a requirement of the *Local Government Regulation 2012*.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Preparation of an annual Operational Plan is a requirement of the *Local Government Regulation 2012*. The plan includes a section showing how identified operational risks will be managed during the period of the operational plan.

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

The Operational Plan is to be consistent with the Council's budget and refers to capital projects that will be carried out during the 2023/24 financial year.

Operating

A number of the projects/activities listed in the Operational Plan will be undertaken via the Council's operational budget.

LINK TO CORPORATE PLAN

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

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

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

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

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

IMPLEMENTATION/COMMUNICATION

Once adopted, the projects/activities listed in the operational plan will be progressed during the 2023/24 financial year and reports on progress submitted to Council on a quarterly basis.



OPERATIONAL PLAN

2023/2024



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Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

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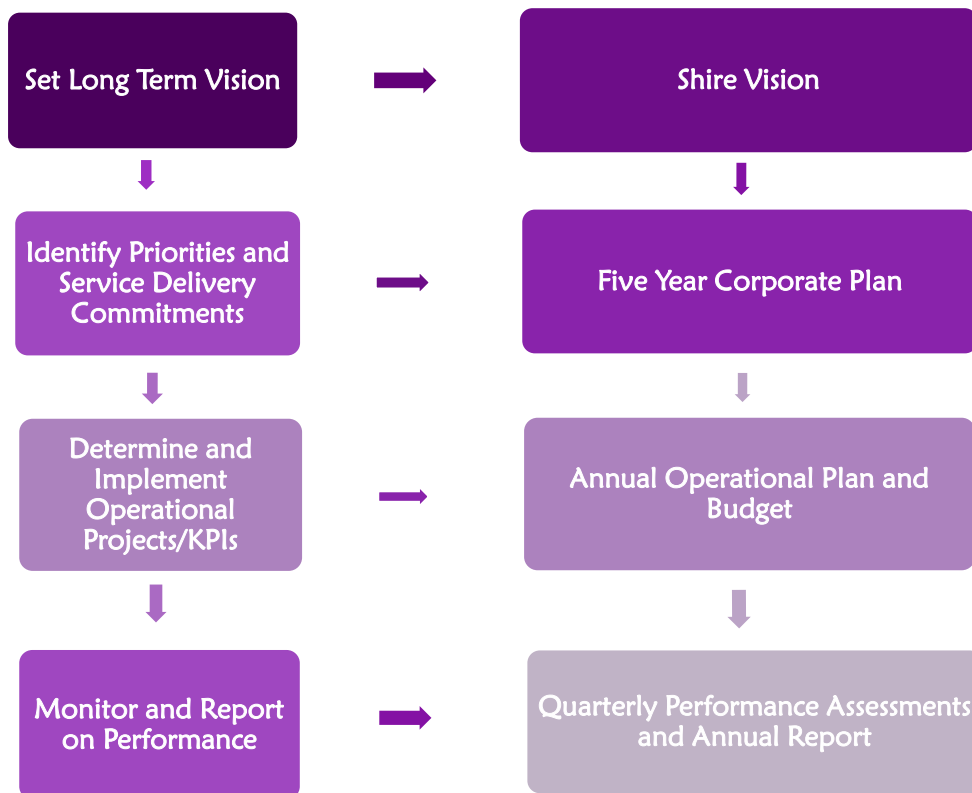


Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

SECTION 1: ABOUT THE OPERATIONAL PLAN

The Mareeba Shire Council Operational Plan 2023/24 is a key plan for the shire, as it translates our priorities and services, set out in our five-year Corporate Plan, into measurable actions for the financial year. Progress is regularly reported during the year to Council. A performance report is presented to Council and the community every three months as well as an Annual Report. These reports include information on the delivery of key projects and achievement of performance targets as per the relevant financial year's Operational Plan.

The diagram below represents the strategic planning framework used by Council and illustrates where the Operational Plan fits within that framework:



Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

SECTION 2: MANAGING OPERATIONAL RISK

Identified operational risks will be managed in accordance with the Council's adopted Enterprise Risk Management Policy and Enterprise Risk Management Framework, having regard to the nature of the risks and the likelihood and consequence ratings applied to them as determined by the risk analysis process.

RISK MANAGEMENT POLICY OBJECTIVES

- Align Council's risk management activities with Council's objectives as identified in, Council's corporate and operational plans;
- Promote risk management principles as a strategic tool to ensure better informed decision making throughout Council; and
- Embed a culture of risk management across the Council.
- Minimise or eliminate adverse impacts from Council's services or infrastructure on the community, visitors and the environment;
- Capitalise on opportunities identified for Mareeba Shire Council;
- Safeguard Council's employees, contractors, committees, volunteers, assets, financial sustainability, property, reputation and information;
- Maintain and improve the safety, reliability and quality of service provided by Mareeba Shire Council, within Council's controls and capabilities.

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

RISK MANAGEMENT PRINCIPLES

Management and employees must assume responsibility for Enterprise Risk Management (ERM) facilitated by the following guiding principles:

- Adoption of a governance framework - The Enterprise Risk Management Framework and Enterprise Risk Management Process outlines accountabilities and obligations and guides the implementation and ongoing monitoring of risk throughout Council.
- Adds value - Alignment and integration with Council's Corporate and Operational Planning, and budget deliberation processes.
- ERM is an integral part of organisational processes - Management endorsed integration in all business processes.
- ERM informs all decision making - Decision makers are making informed decisions cognisant of relative risks.
- ERM promotes a safer work environment - Risk management integrated with Council's Workplace Health and Safety, promoting safe work practices and a safer work environment.
- Explicitly addresses uncertainty - Taking account of uncertainty, the nature of uncertainty and how it can be addressed.
- Systematic, structured, timely and tailored - Tailored to meet Councils corporate objectives and providing a systematic, structured and timely approach to risk assessment.
- Based on best available information and experience - Utilisation of generally accepted risk mitigation techniques for managing risks.
- Transparent, inclusive and responsive to change - Timely involvement of stakeholders at all levels, ensuring ERM remains relevant and up to date.

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

SECTION 3: 2023/2024 OPERATIONAL PLAN PROJECTS

Financial Sustainability					
“A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”					
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	
Long-term Financial Plan	FIN 1 FIN 2	Long-Term Financial Plan that supports effective and sustainable financial management Effective and sustainable financial management	Finance Development & Governance	<ul style="list-style-type: none"> Ensure Long Term Asset Management Plan and Financial Plan aligns with revised Sub-Asset Management Plans and Local Government Infrastructure Plan 	
Comprehensive Asset Revaluations: <ul style="list-style-type: none"> Land Buildings Drainage 	FIN 1	Long-Term Financial Plan that supports effective and sustainable financial management	Finance	<ul style="list-style-type: none"> Comprehensive revaluations 	
Internal Access to Financial Information	FIN 3 FIN 4	Effective Business Management A Skilled and Sustainable Workforce	Finance	<ul style="list-style-type: none"> More users able to operate financial systems and locate relevant documentation Provide additional in-house training and support 	

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

Financial Sustainability					
“A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”					
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	
Technology One enhancements	FIN 3	Effective and sustainable financial management	Information Systems	<ul style="list-style-type: none"> • Provide further enhancements • Transition to CIAnywhere 	
Mareeba Industrial Estate	FIN 3	Effective business management	Development & Governance	<ul style="list-style-type: none"> • Adopt Masterplan • Implement Promotional Strategy 	
Mareeba Airport Precinct Tom Gilmore Mareeba Aviation Industrial Precinct	FIN 3	Effective business management	Tourism & Economic Development	<ul style="list-style-type: none"> • Produce Promotional Strategy 	
Customer Service Standards and Process	FIN 3	Effective business management	Customer & Community	<ul style="list-style-type: none"> • Customer request systems and processes reviewed to determine appropriate responses including resolution timeframes 	
ICT Strategy implementation	FIN2 FIN 3	Effective and sustainable financial management Effective business management	Information Systems	<ul style="list-style-type: none"> • Transition to Teams Calling 	
Sustainable Workforce	FIN 4	A skilled and sustainable workforce	Human Resources	<ul style="list-style-type: none"> • Training and development of workforce where required to improve efficiencies and ensure workplace safety 	

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

Financial Sustainability				
“A council that continuously operates in a cost-effective manner while managing council’s assets and reserves to ensure a sustainable future.”				
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures
Workforce Management	FIN 1 FIN 2 FIN 3	Long-Term Financial Plan that supports effective and sustainable financial management Effective and sustainable financial management Effective business management	All	<ul style="list-style-type: none"> Implement efficiencies & cost saving measures identified in 2022 review Review Recruitment Process & Employer Branding initiatives

**Mareeba Shire Council
OPERATIONAL PLAN 2023/2024**

Community				
“An informed and engaged community which supports and encourages effective partnerships to enhance the liveability of the shire.”				
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures
Arts Connection to Tourism	COM 1	An engaged community	Customer & Community	<ul style="list-style-type: none"> • Implementation of public mural action plan
Enhanced Online Presence	COM 1	An engaged community	Information Systems	<ul style="list-style-type: none"> • Improved capacity and information sharing • Increased web-based forms

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

Transport and Council Infrastructure					
“The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles”					
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	
Review Asset Management Plans across asset classes	TCI 1 TCI 4 COM2	Sustainable Infrastructure for the future. Public spaces and facilities An active, safe and healthy community	Assets & Projects Technical Services Finance	<ul style="list-style-type: none"> Undertake data verification Undertake condition assessment and defect identification across individual asset classes. Document and review prioritisation and response times for maintenance and operational activities Improvement of asset management processes to be reflected in Long Term Asset Management Plan and Long Term Financial Plan 	
Local Government Infrastructure Plans Review (LGIP)	TCI 1 FIN 2	Sustainable Infrastructure for the future Effective and sustainable financial management	Development & Governance Finance Technical Services Water and Waste	<ul style="list-style-type: none"> Conduct 5 year review of LGIP 	

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

Transport and Council Infrastructure					
“The provision of quality services and infrastructure for our growing community that is planned and managed using sound asset management principles”					
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	
Parks and Open Spaces Strategy	TCI4	Public spaces and facilities	Assets & Projects	<ul style="list-style-type: none"> • Complete planned construction for financial year 	
New Kuranda Cemetery	TCI 1	Sustainable Infrastructure for the future	Technical Services	<ul style="list-style-type: none"> • Complete required operational works to enable internments 	

**Mareeba Shire Council
OPERATIONAL PLAN 2023/2024**

Economy and Environment					
“A resilient economy that promotes and supports the shire’s natural assets and local industry and encourages investment while preserving and future proofing for generations to come”					
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	
Waste Management Services Strategy	EAE 1	Environmentally responsible and efficient waste and wastewater management	Water & Waste	<ul style="list-style-type: none"> Commence review and update of Waste Strategy to align with Regional Waste Plan and Council’s future waste management needs 	
	TCI 1	Sustainable Infrastructure for the future	Finance		
Planning Scheme Review	EAE 2	A Sustainable Planning Scheme	Development & Governance	<ul style="list-style-type: none"> Commence 10 Year review of MSC Planning Scheme and supporting documents Prepare scope of works and community profile for 10 Year review 	
Temporary Local Planning Instrument (TLPI)	EAE 2	A Sustainable Planning Scheme	Development & Governance	<ul style="list-style-type: none"> Amend the Planning Scheme to address the TLPI in accordance with Queensland Government advice 	
Housing Strategy	EAE3	Support and encourage sustainable industrial and commercial growth and development	Development & Governance	<ul style="list-style-type: none"> Investigate options for addressing the housing crisis Investigate options for sustainable social housing for seniors 	

Mareeba Shire Council
OPERATIONAL PLAN 2023/2024

Governance					
“Sound decision making based on effective frameworks and clear strategic direction to achieve regulatory compliance while delivering affordable levels of identified services within the Shire”					
Project	Corporate Plan Ref	Corporate Plan Goal	Business Section	Performance Measures	
Cybersecurity Enhancements	GOV2	Strong focus on compliance and enterprise risk	Information Systems	<ul style="list-style-type: none"> Monitor security measures as defined by the ACSC Essential 8 Establish incident response partnership 	
Compliance Review	GOV2	Strong focus on compliance and enterprise risk	Human Resources	<ul style="list-style-type: none"> Comply with relevant legislative requirements Comply with requirements of the LGW Mutual Risk Obligation program 	

9 INFRASTRUCTURE SERVICES

9.1 TENDER AWARD - T-MSC2023-09 DRFA DIMBULAH ROADS PACKAGE (AMENDED)

Date Prepared: 14 June 2023
Author: Director Infrastructure Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this workshop brief is to provide Council with an updated assessment of tenders received for T-MSC2023-09 Dimbulah Roads Package to be funded under the Disaster Relief Funding Arrangements (DRFA).

Following the Council resolution of 17 May 2023 awarding of T-MSC2023-09 DRFA Dimbulah Roads Package to G&M Civil Contracting Pty Ltd, the contractor has advised they are unable to complete the work due to other commitments made between the tender period and date of award and wish to withdraw their tender.

RECOMMENDATION

That the Council awards Tender T-MSC2023-09 Dimbulah Roads Package to Gregg Construction Pty Ltd for \$1,254,225.72 (excl GST), subject to QRA funding approval.

BACKGROUND

Queensland Reconstruction Authority (QRA) declared the 'Far North Queensland Low Pressure Trough, 1 – 7 February 2022' a natural disaster event, triggering Disaster Recovery Funding Arrangements (DRFA) which provide local governments with assistance to reinstate essential infrastructure.

Council has engaged ARO Industries to undertake site investigations necessary for the development of a detailed reinstatement methodology, which was subsequently submitted to the QRA for assessment against 'compliance' and 'value for money' criteria.

QRA has considered and approved the scope of works associated with the project, including the allocation of a preliminary budget. With completion of the tender process, Council officers intend to seek reconfirmation of both the scope and value of works from QRA to ensure compliance with funding requirements.

The tendered scope of DRFA works includes reinstatement of carriageway, shoulders and associated stormwater infrastructure on various roads to pre-existing condition and to a standard which complies with current engineering and environmental standards.

Council invited tenders from suitably qualified contractors for the reinstatement and repair of civil infrastructure ("Dimbulah Roads") damaged as a consequence of the Event through 'VendorPanel' on 6 March 2023. Tenders closed 2:00pm, on Tuesday, 28 March 2023.

Tenders Received

10 submissions were received from eight (8) Tenderers. A summary of the tender prices at opening is provided in *Table 1* below;

Table 1: Tendered Price at opening

Tenderer	Tendered Price (excluding GST)
G&M Civil Contracting Pty Ltd - Option 1	\$ 1,149,474.72
G&M Civil Contracting Pty Ltd - Option 2	\$ 933,847.60
Gregg Construction Pty Ltd	\$ 2,364,710.22
Gregg Construction Pty Ltd (Alternative)	\$ 1,350,446.22
Gulf Civil Pty Ltd	\$ 1,670,932.60
Ikin Civil	\$ 2,288,836.46
Lohman Contracting Pty Ltd	\$ 2,007,097.88
Saw Civil Profiling Pty Ltd	\$ 1,277,303.69
The Trustee for the DC Bonadio Family Trust Pty Ltd	\$ 2,277,910.00
Watto's Earthmoving and Machinery Hire Pty Ltd	\$ 1,308,357.80

Due to four (4) of the submissions significantly exceeding other submissions, Gregg Construction Pty Ltd, Ikin Civil, Lohman Group and DC Bonadio submissions were not considered further in the assessment.

QRA approvals were received post tender which altered the treatment quantities. The tendered rates were applied to the amended quantities so as to confirm impact to the value of the contract. The Tendered Prices were adjusted as per *Table 1a* below;

Table 1a: Amended Pricing Submitted by Tenderers

Tenderer	Tendered Price (excluding GST)
G&M Civil Contracting Pty Ltd - Option 1	\$ 1,102,178.45
G&M Civil Contracting Pty Ltd - Option 2	\$ 936,185.68
Gregg Construction Pty Ltd (Alternative)	\$ 1,254,225.72
Gulf Civil Pty Ltd	\$ 1,558,925.48
Saw Civil Profiling Pty Ltd	\$ 1,198,116.95
Watto's Earthmoving and Machinery Hire Pty Ltd	\$ 1,249,419.53

Tender Assessment

Tenders were assessed in accordance with the evaluation criteria stated in the tender documentation and as provided in *Table 2* below;

Table 2: Evaluation Criteria

Criteria	Weighting
Relevant skills and experience	15%
Demonstrated Understanding	25%
Key Personnel	10%
Local Content	10%
Value for Money	40%
Total	100%

Each tender was evaluated and scored against the criteria, with the criteria scores then weighted to provide a total weighted score for each submission. Additionally, each tender has been assessed for conformance, compliance and discrepancies, against the requested response schedules.

All tenders were generally conforming, with all tenderers assessed as capable of delivering the projects to a satisfactory standard in accordance with QRA specifications. Gravel material conformance presented difficulty for a number of Tenderers, however this is able to be managed within the contract.

At its meeting of 17 May 2023, Council resolved to award the tender G&M Civil Contracting (Option 2) for an amount of \$936,185.68 (ex. GST). After being advised of the Council resolution, G&M Civil notified Council that they were unable to complete the works in the tendered timeframe due to workload capacity and would like to withdraw their offer.

A summary of the updated Tender assessment, incorporating the adjusted tender values and evaluation against conformance, price and non-price criteria, and excluding G&M Civil’s tender resulted in the ranking of submissions displayed in *Table 3* below.

Table 3: Tender Evaluation Summary

Tenderer	Score (%)	Ranking
Gregg Construction Pty Ltd (Alternative)	91.5	1
Gulf Civil Pty Ltd	73	4
Saw Civil Profiling Pty Ltd	83	3
Wattos Earthmoving and Machinery Hire Pty Ltd	87.5	2

RISK IMPLICATIONS

Financial

It is noted that the original award recommendation was for G&M Civil Contracting Option 2 (prior to the tender being withdrawn). Prior to withdrawing of the tender, a market rate update was lodged to QRA. It is noted that the previously approved amount was approximately \$300K less than the revised recommended tenderer.

QRA was notified of this issue and the market rate update has since been withdrawn to update the pricing. Council has been advised that QRA’s normal market rate update process would be undertaken for the revised recommended tender amount, however a timeframe for this approval has not been confirmed by QRA.

Whilst the financial risk to Council in awarding this tender prior to the approval of the market rate update is low, as the recommended tender amount is less than the original benchmark approval, it is proposed that the award be contingent of funding approval.

Infrastructure and Assets

The reinstated civil infrastructure will meet pre-existing condition and current engineering standards and therefore should not impact the long-term cost to Council.

Legal and Compliance

Tenders were sought in accordance with Council's Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil. All eligible costs are able to be sought for reimbursement through DRFA.

Operating

Nil. The replacement civil infrastructure will meet pre-existing condition and current engineering standards, and therefore should not increase the operational costs associated with maintaining the network.

LINK TO CORPORATE PLAN

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

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

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

IMPLEMENTATION/COMMUNICATION

Application will be made to the QRA for project funding and tenderers kept informed of the approval status as required.

9.2 MAREEBA CBD PEDESTRIAN ACCESSIBILITY AND STORMWATER DRAINAGE

Date Prepared: 8 June 2023
Author: Director Infrastructure Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to introduce a proposal to undertake a design project to address long-standing issues with pedestrian accessibility, stormwater drainage and general amenity in Mareeba CBD, including the provision of public toilet facilities.

Whilst Council has undertaken several parking and landscaping improvement projects in Mareeba CBD in recent years, the last significant CBD revitalisation occurred over 20 years ago and was primarily confined to Byrnes Street.

Due to the substantial nature of the improvements required, officers propose a design project for Mareeba CBD should be considered as part of the next Capital budget. The design project would review all aspects of drainage, accessibility and amenity in the CBD with a view to developing a staged plan which could be implemented in future capital budgets. Taking a long-term approach to improving pedestrian accessibility, stormwater drainage and general amenity in Mareeba CBD will help create a more inclusive, attractive town centre for the benefit of businesses, residents and visitors to the region.

RECOMMENDATION

That Council:

1. Provides and allocation in the 2023/24 Capital Works Program for a project to review and design Mareeba CBD Pedestrian Accessibility and Stormwater Drainage Improvements; and
2. Re-deploys the contractor engaged for construction of the Mareeba CBD Toilet Block to construct a new toilet facility at Mason Street as part of the Bicentennial Lakes Southern Precinct Revitalisation; and
3. Continues to operate the toilet facilities at the CWA Women's Rest Rooms site.

BACKGROUND

Council has received a large volume of customer requests over the years from businesses, residents and visitors in relation to stormwater drainage, pedestrian accessibility and amenity issues in the Mareeba CBD.

Pedestrian Accessibility

Improving accessibility for pedestrians in Mareeba CBD was identified as a key action in the Priority Works Program, developed by the Department of Transport and Main Roads (TMR), and adopted by Council earlier this year as part of the Mareeba Walking Network Plan.

In adopting the Priority Works Program, Council has committed to support TMR in investigating and implementing improvements along Byrnes St between Rankin Street and Jacobson Street, in addition to further accessibility improvements in the CBD beyond this section of Byrnes Street.

The six (6) key initiatives between Rankin Street and Jacobson Street are:

Walking Network Plan Initiative	Responsibility
1. <i>Disability Discrimination Act 1992 (DDA)</i> compliance at Persons with Disabilities (PWD) car park bays and kerb ramps.	Council
2. Slip-resistance of footpaths	Council
3. Footpath safety review	Council
4. Footpath condition assessment	Council
5. Road safety audit	TMR
6. Speed review	TMR

Other opportunities for improvements that have been identified include reconfiguring the high kerbs, provision of pedestrian crossing facilities on Council-controlled streets and additional seating, shade and lighting in some locations.

Council has installed several steps to assist pedestrians to navigate the high kerbs, primarily in Byrnes Street, over a period of many years. Unfortunately, these steps have a number of limitations. Vehicles parked in angle-parking bays obstruct access to the steps, which are only able to be used to access the footpath by pedestrians who exit or enter a vehicle parked immediately in front of the step. The steps only benefit a small sub-set of people; they do not improve access people who require mobility aids such as walking frames and rollers, and they are not safely accessible for prams. These steps also impede stormwater flows in an already unsatisfactory drainage system, therefore installation of additional steps to service all parking bays is not recommended.

Stormwater Drainage

There is presently insufficient underground stormwater drainage infrastructure to adequately service the Mareeba CBD, with much of the stormwater being transported via the kerb and channel before being directed into underground systems east and west of Byrnes Street. In some locations in the CBD, stormwater inundates the footpath and traffic lanes during even the most minor rainfall events, which further reduces safety and accessibility for pedestrians.

This has been a long-standing issue and has been further exacerbated by a reconfiguration of the stormwater system at corner of Byrnes Street and Rankin Street by TMR, which occurred during construction of the traffic lights around 2019. Council officers have been in discussions with TMR in an effort to have them reinstate the existing drainage path, however this is yet to be actioned by TMR. Notwithstanding, even if TMR return the drainage to its pre-2019 flow paths, there still appears to be insufficient capacity in the CBD stormwater drainage network which needs to be addressed.

Council officers are presently undertaking an assessment of the existing stormwater network to document size and condition of the existing infrastructure. This information can be used to model the current drainage network and identify where upgrades and/or new infrastructure is needed.

Mareeba CBD Public Toilets

At the Council meeting of 17 May 2023, Council resolved that the construction of the new toilet block in the CBD be put on hold and a Report be prepared for Council making recommendations for its exact placement given the safety concerns.

As a result of the Council resolution, works have been placed on hold and officers have undertaken a review of the safety implications of the planned location of this facility, which was to be constructed in the Post Office Car Park.

The review found that whilst this location offered some advantages, being relatively close to water, sewer and power, being close to car parking and somewhat visible from Byrnes Street, the proposal presents several safety concerns, including pedestrian interaction with vehicles within the car park, limited footpath connectivity and poor lighting. Other disadvantages include loss of car parking and amenity concerns.

Other locations within the CBD were explored, however all viable options present similar safety and amenity concerns or are not located near the necessary utility services.

It is therefore proposed to not construct a new toilet facility in Mareeba CBD at this time, and consider the provision of public toilet, including a detailed review of the existing CWA Women's Restrooms facility as part of the design for the Mareeba CBD accessibility and drainage improvements.

It is known that providing safe, accessible and inclusive public toilets is critical to ensure community participation in towns and cities. Toilet planning and provision should be guided by urban planning strategies, user-responsive design principles to ensure they are well-positioned, safe, accessible and maintainable. This approach supports individual and collective health and economic outcomes while delivering inclusive public spaces and ensuring user dignity. Accordingly, provision of toilets to service Mareeba CBD is recommended to be undertaken in the context of broader planning of accessibility improvements needed in Mareeba CBD.

The contract for design and construction of the Mareeba CBD Toilets in the Post Office Car Park has already been awarded to local builder Karl Srhoj Building following a Request for Quotation process. Construction was programmed to commence in early May 2023; however, commencement was delayed as the contractor's design was not finalised prior to the scheduled construction start date. Whilst this work has been placed on hold, there would be substantial financial implications if Council were to cancel the contract with the builder.

Officers have identified that the toilet facility proposed would be suitable to be constructed in an alternate location, on Mason Street, near the Hort Street intersection, as part of the Bicentennial Lakes Revitalisation – Southern Precinct. As part of that project, a new play area, barbecues, picnic shelters and toilet block are proposed, with the final design nearing completion following public consultation earlier this year.

In the meantime, Council would continue to operate the existing Mareeba CBD public toilet facilities at the CWA Women's Rest Rooms site. Council has engaged a property agent to find assist with finding a suitable commercial lessee for the property. Depending on the outcome, it may affect whether Council is able to continue to operate a public toilet facility on all or part of that site in the longer term, or if an alternate location needs to be sought.

RISK IMPLICATIONS

Financial

It is proposed to provide a budget allocation in the 2023/24 Capital Works Program for a project to review and design Mareeba CBD Pedestrian Accessibility and Stormwater Drainage Improvements. Presently no funding has been allocated for future construction works associated with any upgrades, which would need to be costed based as part of the proposed design project. Implementation works would likely need to be staged and funded through grant assistance.

Infrastructure and Assets

The last significant Mareeba CBD revitalisation occurred over 20 years ago and was primarily confined to Byrnes Street. The existing drainage and footpath infrastructure is generally inadequate and in need of renewal and upgrade, which cannot continue to be deferred.

Political and Reputational

As the improvements proposed are extensive and high-impact, thorough engagement throughout the design process is recommended to ensure the upgrades are fit-for-purpose and meet the needs of the community.

Health and Safety

The existing drainage and accessibility issues are impacting the safety of the public and need to be addressed.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Any new works would need to meet current engineering standards, and in particular, the *Disability Discrimination Act 1992 (DDA)*.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

It is proposed to provide an allocation in the 2023/24 Capital Works Program for a project to review and design Mareeba CBD Pedestrian Accessibility and Stormwater Drainage Improvements.

LINK TO CORPORATE PLAN

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

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

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

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

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

IMPLEMENTATION/COMMUNICATION

If Council proceeds with the design project, a comprehensive stakeholder engagement and communication strategy would be developed to ensure community input into the design.

9.3 T-MSC2023-05 REGISTER OF PREQUALIFIED SUPPLIERS - OCCASIONAL PLANT HIRE 2023/24

Date Prepared: 3 May 2023

Author: Manager Technical Services

Attachments:

1. **Contractor Details List 2023/24** [↓](#)
2. **Zone Map 2023/24** [↓](#)

EXECUTIVE SUMMARY

The purpose of this report is to recommend Council empanel contractors onto its Prequalified Suppliers register, for the Occasional Plant Hire T-MSC2023-05 for the 2023/24 financial year.

Council invited submissions from suitably qualified and experienced contractors for consideration of inclusion on the Pre-qualified Supplier Register for Occasional Plant Hire 2023/24. The submission period closed 2:00pm Tuesday, 28 March 2023.

RECOMMENDATION

That Council empanels the contractors listed in the documentation attached to this report for the purpose of providing a Register of Pre-qualified Suppliers for Occasional Plant Hire during the 2023/24 financial year.

BACKGROUND

Council invited submissions from suitably qualified and experienced contractors for consideration of inclusion on the Register of Pre-qualified Suppliers for Occasional Plant Hire 2023/24, which closed at 2:00pm Tuesday, 28 March 2023. Council received 113 submissions.

Included with the report is a list of contractor names (Attachment 1) that are recommended to be empanelled, within various 'Zones' across the Council Area (Attachment 2), as suitable providers under the terms and conditions of the Register of Prequalified Suppliers documentation.

In accordance with Section 232 of the *Local Government Regulation 2012* titled "Exception for register of pre-qualified suppliers", Council may enter into an arrangement without first inviting tenders or quotations if it is entered with a supplier from a register of pre-qualified suppliers only where a register of pre-qualified suppliers has been determined by Council resolution.

A register of pre-qualified suppliers of particular goods or services may be established only if:

- (i) the preparation and evaluation of invitations each time the goods or services are needed would be costly; or
- (ii) the capability or financial capacity of the supplier of the goods or services is critical; or
- (iii) the supply of the goods or services involves significant security considerations; or
- (iv) a precondition of an offer to contract for the goods or services is in compliance with particular standards or conditions decided by Council; or
- (v) the ability of local business to supply the goods or services needs to be identified or developed.

A Pre-Qualified supplier is a supplier who has been assessed by the local government as having the technical, financial, and managerial capability necessary to perform contracts on time and in accordance with agreed requirements.

Only those contractors who are listed in the panel of pre-qualified suppliers can be used for the purpose of providing occasional plant hire. This does not exclude other contractors from being engaged on a job-by-job basis should empanelled contractors not be available, provided they have been engaged under the conditions and provisions of Council's Procurement Policy.

RISK IMPLICATIONS

Nil

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Procurement Policy, Local Government Regulation 2012.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

To ensure cost effective selection of contractors to undertake occasional work for Council.

LINK TO CORPORATE PLAN

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

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

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

IMPLEMENTATION/COMMUNICATION

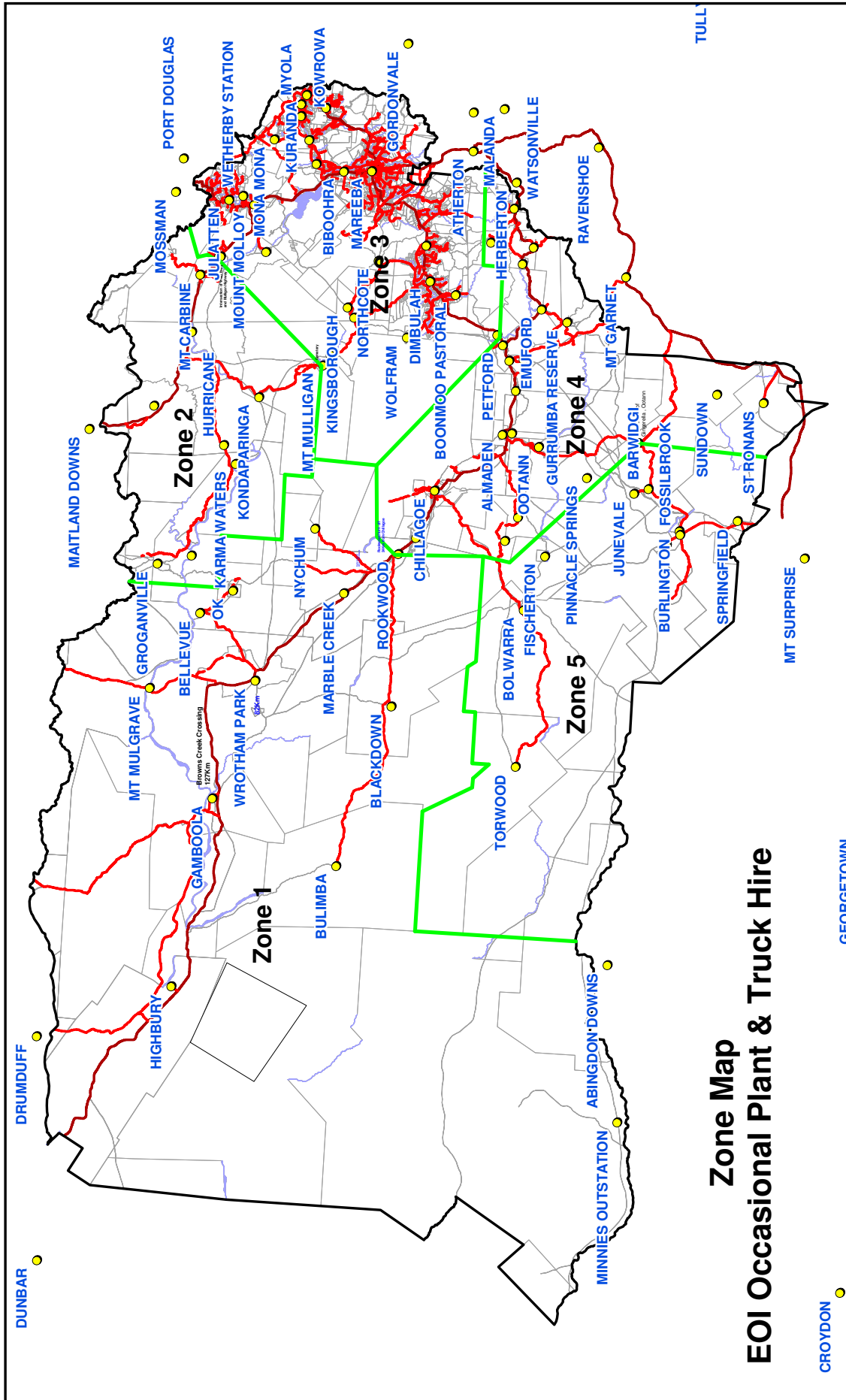
The empanelled list of contractors will be notified in writing.

Register of Pre-Qualified Suppliers for the Supply of Occasional Plant Hire 2023-2024

T-MS2023-05

Business Name	Contact Person	Postal Address	Town
A & B Civil Contracting	Adam Parnell	7 Anzac Avenue	MAREEBA QLD 4880
AC & KL Pedersen	Alan Pedersen	PO BOX 2	MT MOLLOY QLD 4871
Advanced Civil Earthworks	Ricky Donnelly	PO BOX 413	CLIFTON BEACH QLD 4879
ALJ & CA Evans	Tom Evans	PO BOX 101	MAREEBA QLD 4880
ANS Contracting	Anthony Walker	PO BOX 134	MUTCHILBA QLD 4872
Arkey Haulage Pty Ltd	Steven Arkey	PO BOX 2331	MAREEBA QLD 4880
Arthy Mining & Civil Contractors P/L	Gavin Arthy	44 Cardinia Boulevard	SPEEWAH QLD 4881
Atherton Location Services	Bronson Jue Sue	PO BOX 758	ATHERTON QLD 4883
Augusto Cersani	Augusto Cersani	60 Royes Street	MAREEBA QLD 4880
Aussie Drill Kings P/L	Devan Russell	PO BOX 232	NORTH CAIRNS QLD 4878
AW & SJ Hughes/ Customise Rural Network	Ashley Hughes	Torwood Station, 2 Bolwarra Rd	CHILLAGOE QLD 4871
B & L Dozer Hire	Bryan Rains	PO BOX 1910	MAREEBA QLD 4880
Beau Conway's Excavator & Bobcat Hire	Beau Conway	PO BOX 1049	PORT DOUGLAS QLD 4877
BJS Plumbing & Civil Contracting	Bronson Jue Sue	PO BOX 758	ATHERTON QLD 4883
Bolwarra Enterprises Pty Ltd	Keoni Kidner	PO BOX 1336	ATHERTON QLD 4883
Bono's Excavations	Dennis Bonadio	PO BOX 1390	ATHERTON QLD 4883
Brooks Hire Service Pty Ltd	Simon Kroehn	30 Coulson Way	CANNINGVALE WA 6155
Bubu Excavations P/L	Raymond Baird (boydie)	PO BOX 767	MOSSMAN QLD 4873
Cheshire Contractors	Shannon Cheshire	PO BOX142	BUNGALOW QLD 4870
Coates Hire Operations P/L	Bradley Smith	37-45 Mudgee Street	KINGSTON QLD 4114
Copine Contracting	Robbie Weedon	PO BOX 611	MAREEBA QLD 4880
CQB Services P/L	Maryjane Mussumeci	PO BOX 1732	MAREEBA QLD 4880
D & D Backhoe Hire	Dale Peebles	PO BOX 1341	MAREEBA QLD 4880
D & J Fitzgerald	Dennis Fitzgerald	PO BOX 2011	MAREEBA QLD 4880
DanTam & Sons P/L	Tammy O'Doherty	PO BOX 581	COOKTOWN QLD 4895
Davis Transport P/L	Geoff Davis	PO BOX 1393	MAREEBA QLD 4880
DJ & DS McLean	Des McLean	PO BOX 701	GORDONVALE QLD 4865
Doug McCormack	Doug McCormack	PO BOX 179	MOSSMAN QLD 4873
Eclipse Hire	Sarah Brindhouse	PO BOX 798	EDMONTON QLD 4869
Edmonds Transpoert & Earthmoving	Anthony Edmonds	PO BOX 104	MT MOLLOY QLD 4871
EJ Grader Hire Services P/L	Eric Jonkers	38 MarsdenStreet	MT SHERIDAN QLD 4868
Elite Earthmoving Machinery Training Services Nth Qld Pty Ltd	Brett Portelli	PO Box 72	DIMBULAH QLD 4872
Ellis Profiling QLD P/L	Mathew Van Soest	PO BOX 123	NARANGBA QLD 4504
Erroll Fitzgerald	Erroll Fitzgerald	PO Box 109	RAENSHOE QLD 4888
Far North Towing	Lenny Grasso	PO Box 589	MAREEBA QLD 4880
Far Northern Concrete Pumping	Rebecca Gray	PO BOX 416	MAREEBA QLD 4880
FDH Equip Pty Ltd	Rod Whipp	14 Svendsen Street	BUNGALOW QLD 4870
fgf Bitumen Pty Ltd	Warren Massingham	PO BOX 6665	CAIRNS QLD 4870
Flexihire Pty Ltd	Roman Lakomy	PO BOX 29	BRISBANE MARKET QLD 4106
Freelance Freighters	Chris McDonald	PO BOX 1779	ATHERTON QLD 4883
G & M Civil Contracting	Greg Gilmore	PO BOX 248	COOKTOWN QLD 4895
Gavin Lynch	Gavin Lynch	PO BOX 254	MT MOLLOY QLD 4871
GFM Trees Pty Ltd	John Madderom	PO BOX 487	BUNGALOW QLD 4870
GGG Watercarts Pty Ltd	Gavin Smith	PO BOX 1582	MAREEBA QLD 4880
Global Hire Services Pty Ltd	Chris Barnett	PO BOX 522	AITKENVALE QOL 4814
Gordon Rasmussen	Gordon Rasmussen	PO BOX 222	MT MOLLOY QLD 4871
Gregg Construction Pty Ltd	Ken Gregg	PO BOX 186	MAREEBA QLD 4880
Gunther Civil Pty Ltd	Michelle King	PO BOX 819	ATHERTON QLD 4883
Harry's Backhoe Hire	John Harron	15636 Kennedy Highway	SILVER VALLEY QLD 4872
Hastings Deering (Australia) Limited	Russell Hocking	PO Box 942	CAIRNS QLD 4870
Hercules Heavy Earthmoving	Phil Bundesen	268 Habana Wharf Road	HABANA QLD 4740
HMBT P/L	Bruce Craven	PO BOX 132	MAREEBA QLD 4880
Howard Plumb Family Trust	Howard Plumb	PO BOX 837	GORDONVALE QLD 4865
Howlett Plant Hire	Dane Howlett	PO BOX 2798	MAREEBA QLD 4880
Ikin Civil	Dale Ikin	PO BOX 2191	MAREEBA QLD 4880
J & R Grego Group	John Grego	PO BOX 15	FRESHWATER QLD 4870
J Martin's Haulage Pty Ltd	Jamie Martin	PO BOX 46	DIMBULAH QLD 4872
JA Slashing	Joseph Agius	PO BOX 43	REDLYNCH QLD 4870
James Trimble Backhoe Hire	James Trimble	PO BOX 35	ATHERTON QLD 4883
JDI Earthworks & Machinery Hire	Casey Jakobs	63-65 Reynolds Road	OAK BEACH QLD 4877
KBN Holdings	Vincent Bowyer/Wendy Kozicka	PMB 6	CAIRNS MC QLD 4892
Kelly's Crane Hire Pty Ltd	Alice Kelly	PO BOX 585	MOSSMAN QLD 4873
King Hire & Trailers	Jason King	160 Hillveiw Rescent	WHITFIELD QLD 4870
Kuranda Backhoe Hire	Jeffrey Kapteyn	PO BOX 1019	KURANDA QLD 4881
Kuranda Landscape Supplies & Raw Materials	Warren Green	PO BOX177	KURANDA QLD 4881
L & C Bensted	Locky Bensted	PO BOX 573	MAREEBA QLD 4880
Lamont Transport	Willaim & Gail Lamont	PO BOX 197	DIMBULAH QLD 4872
M & C Zillfleisch	Michael Zillfleisch	R/N 9 SIDES ROAD	JULATTEN QLD 4871
M & G Ag Services	Brady Stewart	PO BOX 1393	MAREEBA QLD 4880
M.T.B.H. Cartage Pty Ltd	Timothy Perkins	PO BOX 345	MAREEBA QLD 4880
MAK Diesel & Earthmoving	Dan Bebbington	556A Ingham Road	MOUNT LOUISA QLD 4814
Mareeba Concrete Company	Sheridan Weir	PO BOX 890	MAREEBA QLD 4880
Mareeba Crane Hire	Dale Peebles	PO BOX 1341	MAREEBA QLD 4880
Mareeba Mowing & Slashing	Janelle Smithwick	PO BOX 2339	MAREEBA QLD 4880

Business Name	Contact Person	Postal Address	Town
Mareeba Transport	Colin Parsons	26 Reynolds Street	MAREEBA QLD 4880
Marrin Pty Ltd	Ronald Jack	204R Syndicate Road	MOSSMAN QLD 4873
MC Group QLD Pty Ltd	Michael Connolly	PO BOX 748	MOSSMAN QLD 4873
MDB Excavations P/L	Michael Brook	1985 Kennedy Highway	SPEEWAH QLD 4881
Mission Beach Backhoe	Steven Robertson	3 COVE COURT	WONGALING BEACH QLD 4852
MPDT	Timothy Carbis	PO BOX 349	MOSSMAN QLD 4873
Mt Mulgrave Pastoral Co.	Luke Kingsley	PMB 59	CAIRNS QLD 4870
N R Truck Hire Pty Ltd	Neil Petersen	PO BOX 2174	MAREEBA QLD 4880
Northern Bulk Haulage Pty Ltd	Craig Anthony Callaghan	C/- Fairlight Station PMD 18 CMC	LAURA QLD 4892
Northire	Brenton Apps	19 Keeble Street	MAREEBA QLD 4880
Norveg	Scott Forrest	PO BOX 437	BABINDA QLD 4861
NQ Wastetrans Pty Ltd	Tim Fitzgerald	PO BOX 1380	ATHERTON QLD 4883
Oz Earthmoving Pty Ltd	Lex Grehan	PO BOX 1344	WALKAMIN QLD 4872
PF & PL Arkey	Paul Arkey	PO BOX 1854	MAREEBA QLD 4880
Phillip James Pilcher	James Pilcher	962 Greenmount Hirstvale Road	ASCOT QLD 4359
RAKS Earthmoving	Ron Petersen	PO BOX 1001	WALKAMIN QLD 4872
RC & KR Mahoney	Karen Mahoney	PO BOX 229	MALANDA QLD 4885
Robinson Civil Constructions FNQ Pty Ltd	Caytlyn Mead	PO BOX 271	HERBERTON QLD 4887
Ross Andreassen P/L	Ross Andreassen	PO BOX 895	PORT DOUGLAS QLD 4877
S & K Civil Contracting	Sam Trimble	PO Box 624	ATHERTON QLD 4883
SA Ahlers & SG Ahlers	Stephen Ahlers	P.M.B Lakeland	VIA CAIRNS QLD 4871
SAW Civil Profiling Pty Ltd	Grant Turner	PO BOX 577	HERBERTON QLD 4887
Shane Simpson	Shane Simpson	PO BOX 14	CHILLAGOE QLD 4871
Sherrin Rentals Pty Ltd	Rodney Cordery	63 Main Beach	PINKENBA QLD 4008
SJ Porter & PJ Porter	Shirley & Phil Porter	PO BOX 317	DIMBULAH QLD 4872
ST Contracting	Scott Twyford	PO BOX 872	TOLGA QLD 4880
Stabilised Pavements of Australia Pty Ltd	Patrick Rooke	PO BOX 7890	CARBUTT QLD 4814
STJ Earthmoving	Tom Smith	PO BOX 163	MAREEBA QLD 4880
Suck It Vactron Trucks Pty Ltd	Kasey Pell	PO BOX 120	MAREEBA QLD 4880
Taylor's Treelopping Pty Ltd	Christine Taylor	PO BOX 375	TOLGA QLD 4880
Thuriba Civil Pty Ltd	Russell/Janelle Saunders	Thuriba Station, 1631 Mullers Rd	WOWAN QLD 4702
TJ Slashing	Jack Pedersen	PO BOX 2762	MAREEBA QLD 4880
TLP Earthmoving Pty Ltd	Leigh-Anne Prior	PO BOX 134	MUTCHILBA QLD 4872
TM & C White Grader Hire	Carmen Henning-White/Trevor White	PO BOX 154	MOSSMAN QLD 4873
W & J Truck Hire	Wayne Finch	PO BOX 73	MONT MOLLOY QLD 4871
W.H.E	Jarod Wiggins	PO BOX 461	MAREEBA QLD 4880
Watto's Earthmoving & Machinery Hire Pty Ltd	Josh Watson	PO BOX 860	TOLGA QLD 4880
Whiterock Earthmoving Pty Ltd	Bradley Brook	11 Coolabah Close	WHITEROCK QLD 4868
WP & MD Dal Santo	Walter Dal Santo	PO BOX 93	DIMBULAH QLD 4872
Non Conforming Contractors (Nil Documentation)			



9.4 LONG TERM ASSET MANAGEMENT PLAN 2023-24 TO 2032-33

Date Prepared: 9 June 2023
Author: Assets & Projects Support Officer
Attachments: 1. LTAMP 2023-24 to 2032-33 [↓](#)

EXECUTIVE SUMMARY

Council adopted its first Long Term Asset Management Plan in March 2017, which is reviewed annually. This report provides the next Long-Term Asset Management Plan for Council's review and adoption in accordance with the *Local Government Act 2009* s104.

RECOMMENDATION

That Council adopts the Long Term Asset Management Plan 2023-24 to 2032-33.

BACKGROUND

Council manages assets with a current replacement cost of \$825 million, to deliver services for the ongoing prosperity, liveability and sustainability of the Shire.

The assets include transport; water; wastewater; waste; community housing; aviation and industrial facilities; office buildings and depots; parks and gardens; plant and fleet. Striking an optimal balance between affordability, levels of service and risk management of these assets is key to achieving Council's Corporate Vision of, "A growing, confident and sustainable Shire".

The Long-Term Asset Management Plan (LTAMP) has been developed in accordance with the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*, referencing the International Infrastructure Management Manual (IIMM). It is consistent with the Long Term Financial Plan 2023-24 to 2032-33 with the objective of maintaining financial and infrastructure capital over the long term.

The LTAMP demonstrates how Council will meet its legislative requirements in relation to asset management over the next 10 years. The plan provides background information around asset management and our legislative requirements as well as an overview of our strategic framework, asset management principles and community aspirations, the state of our assets, service levels, future demand, lifecycle management, a financial summary and an assessment of our asset management maturity. The plan then provides strategies to ensure the sustainable management of assets in our asset register.

The strategies, together with the Long Term Financial Plan are intended to ensure officers can provide informed advice to assist in Council's expenditure decisions. This will support an optimal balance between affordability, levels of service and risk management in the pursuit of ongoing prosperity, liveability and sustainability for the people of the Mareeba Shire.

This version includes updated strategies for sustainable management of assets, updated estimated capital and operational expenditure and an updated "state of the assets" summary. The updates ensure that the Long Term Asset Management Plan remains part of and consistent with the long term financial forecast, the asset register and the Corporate Plan.

RISK IMPLICATIONS**Financial**

The LTAMP will improve Council's financial and infrastructure capital sustainability.

Infrastructure and Assets

This plan sets the framework for management of infrastructure and assets.

Legal and Compliance

A Long-Term Asset Management Plan is required under the *Local Government Act 2009* and *Local Government Regulation 2012*.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

A Long Term Asset Management Plan is required under the following legislation:

Local Government Act 2009

s4 (2) The local government principles are—

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and

s104 Financial management systems

(5)(a) The system of financial management established by a local government must include—

- (i) a 5-year corporate plan that incorporates community engagement;
- (ii) a long-term asset management plan;
- (iii) a long-term financial forecast;
- (iv) an annual budget including revenue statement;
- (v) an annual operational plan.

Local Government Regulation 2012

s167 Preparation of long-term asset management plan

- (1) A local government must prepare and adopt a long-term asset management plan.
- (2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- (3) The period stated in the plan must be 10 years or more.

s168 Long-term asset management plan contents

A local government's long-term asset management plan must—

- (a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government's asset register and the infrastructure of the local government; and

(b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and

(c) be part of, and consistent with, the long-term financial forecast.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

The Long-Term Asset Management Plan Ten (10) Year Capital Expenditure Forecast is consistent with the Long-Term Financial Plan and informs annual Capital budgets.

Is the expenditure noted above included in the current budget?

Capital Budgets are informed by the Long-Term Asset Management Plan Ten (10) Year Capital Expenditure Forecast and the Long-Term Financial Plan.

Operating

The Long-Term Asset Management Plan Ten (10) Year Operational Expenditure Forecast is consistent with the Long-Term Financial Plan and informs annual Operational budgets.

Is the expenditure noted above included in the current budget?

Operational Budgets are informed by the Long-Term Asset Management Plan Ten (10) Year Operational Expenditure Forecast and the Long-Term Financial Plan.

LINK TO CORPORATE PLAN

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

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

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

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

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

IMPLEMENTATION/COMMUNICATION

This plan will be published on Council's website and the adopted strategies put in place to ensure the sustainable management of the assets in conjunction with Council's Annual Operational Plan.



Long Term Asset Management Plan

For the period 2023-24 to 2032-33





Long Term Asset Management Plan 2023-24 to 2032-33

DOCUMENT REVISION HISTORY

This document is Version 2.4, of the Long-Term Asset Management Plan and covers the period 2024-2033.

Date	Version	Revision details
March 2017	1.0	Long Term Asset Management Plan 2017-2026 adopted by Council.
August 2018	2.0	Long Term Asset Management Plan second release and major update. Includes updated Enterprise Risk Management Framework and incorporation of Asset Management Policy into the body of the LTAMP.
October 2019	2.1	Long Term Asset Management Plan Version 2.1. Minor update including updated Long-Term Financial Plan capital renewal and upgrade figures for the period 2020-2029.
June 2021	2.2	Long Term Asset Management Plan Version 2.2. Minor update including: 1. Section 4 State of the Assets data updated. 2. Section 8 Financial Summary updated. 3. Section 10 Asset Management Strategies updated.
May 2022	2.3	Long Term Asset Management Plan Version 2.3. Minor update including: 1. Executive Summary Current Replacement Cost updated. 2. Section 4 State of the Assets data updated and capital expenditure for asset service delivery now included. 3. Section 8 Financial Summary updated. <ul style="list-style-type: none"> • 2032 Mareeba WTP Upgrades are noted as being addressed in the Water Asset Management Sub Plan. • Waste capital expenditure is on hold while the Regional Waste Plan is developed. 4. Section 10 Asset Management Strategies updated.
May 2023	2.4	Long Term Asset Management Plan Version 2.3. Minor update including: 1. Cover page dates updated (page 1). 2. Section 1 Executive Summary dates updated (page 4). 3. Section 3 Overview MSC Corporate Plan dates updated (page 6). 4. Section 4 Overview data updated and Capital and Operational expenditure for asset service delivery updated (page 10). 5. Section 8 Financial Summary 10-year forecast charts for Capital and Operational expenditure updated (page 17). 6. Section 10 Asset Management Strategies Table 10 1.1 Council’s current commitments comment updated (page 20) and Table 11 2.2 Actions comment updated (page 21). 7. Photos updated (pages four, five, eight and twelve.)

Next Review Date:	June 2024
Date Adopted:	



Long Term Asset Management Plan 2023-24 to 2032-33

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1. Executive Summary

Mareeba Shire Council (MSC) manages assets with a current replacement cost of \$825 million¹, to deliver fundamental services for the ongoing prosperity, liveability and sustainability of the shire. The assets include transport; water; wastewater; waste; community housing; aviation and industrial facilities; office buildings and depots; parks and open spaces; plant and fleet. Striking an optimal balance between affordability, levels of service and risk management of these assets is key to achieving Council's Corporate Vision of, "A growing, confident and sustainable Shire".

The Long-Term Asset Management Plan (LTAMP) has been developed in accordance with the requirements of the Local Government Act 2009 and Local Government Regulation 2012, referencing the International Infrastructure Management Manual (IIMM). It is consistent with the Long Term Financial Plan 2023-24 to 2032-33 with the objective of maintaining financial and infrastructure capital over the long term.

The LTAMP demonstrates how Mareeba Shire Council will meet its legislative requirements in relation to asset management over the next ten years. The plan provides background information around asset management and our legislative requirements as well as an overview of our strategic framework, asset management principles and community aspirations; the state of our assets, service levels, future demand, lifecycle management, a financial summary and an assessment of our asset management maturity. The plan then provides strategies to ensure the sustainable management of assets in our asset register.

The strategies together with the Long Term Financial Plan are intended to ensure officers can provide frank and transparent advice to inform Council's expenditure decisions. This will support an optimal balance between affordability, levels of service and risk management in the pursuit of ongoing prosperity, liveability and sustainability for the people of the Mareeba Shire.



Photo 1 Mareeba Township and Northern Section Bi-Centennial Lakes

¹ Figure as at 30 June 2022

2. Legislation

This document has been prepared to demonstrate how Mareeba Shire Council intends to meet the asset management requirements of the *Local Government Act 2009* ('The Act') and the *Local Government Regulation 2012*. According to the Act, local governments must establish a system of financial management that includes a long-term asset management plan (*Local Government Act 2009.s104*).

Under the *Local Government Regulation 2012.s167-168*:

S167

- (1) Councils must prepare and adopt a long-term asset management plan.
- (2) The long-term asset management plan continues in force for the period stated in the plan unless the local government adopts a new long-term asset management plan.
- (3) The period stated in the plan must be 10 years or more.

And;

S168

The contents of the long-term asset management plan must:

- (a) provide for strategies to ensure the sustainable management of the assets mentioned in the local government’s asset register and the infrastructure of the local government; and
- (b) state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- (c) be part of, and consistent with, the long-term financial forecast.



Photo 2 Mareeba Eastern Catchment Park Amaroo Stage 1

Long Term Asset Management Plan 2023-24 to 2032-33

3. Overview

Strategic Framework

There are several planning documents that help Council achieve the community’s desired outcomes. This plan is prepared under the guidance of the Corporate Plan, Community Plan, Local Government Infrastructure Plan and Long Term Financial Plan. This Long-Term Asset Management Plan establishes our asset management principles together with our current practices; and develops strategies to ensure the sustainable management of our assets. The plan also provides the estimated capital expenditure for renewal, upgrade and extension of assets for the period 2023-24 to 2032-33 and is consistent with the long-term financial forecast.



Figure 1 Our Asset Management Strategic Framework

Long Term Asset Management Plan 2023-24 to 2032-33

Asset Management Principles

Council aims to strike an optimal balance between affordability, levels of service and risk management to maintain our financial and infrastructure capital over the long term and support Council's Vision of "A growing, confident and sustainable Shire".

Where possible, funding will provide some flexibility for Council to assess and plan priority projects. However, where there are funding constraints, statutory obligations for safety across each asset class should take precedence.

Our principal focus areas for asset management are:

1. Understand the risk profile associated with Mareeba Shire Council's asset portfolio;
2. Correlate agreed service levels with available funds to justify planned expenditure to the community and government stakeholders;
3. Affordability for the whole community;

so that Council can:

4. Ensure infrastructure and financial capital sustainability by:
 - o Understanding the business consequences of reducing capital or maintenance budgets over a ten-year period; and
 - o Facilitating appropriate project prioritisation and deferral to meet budget constraints

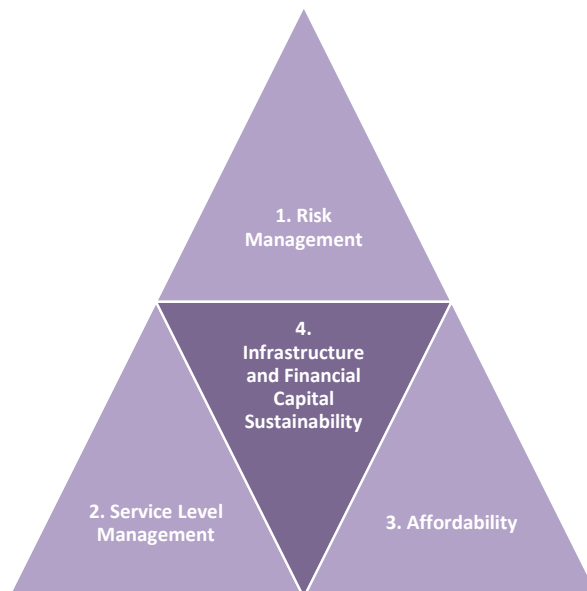


Figure 2 Asset Management Principles

Long Term Asset Management Plan 2023-24 to 2032-33

Community Aspirations

Council engages with the community through reference groups, user groups and through Councillor representation.

Requests for maintenance and capital works are investigated and prioritised for consideration and scheduling as part of our maintenance works and potentially as a capital works proposal. Capital works proposals are assessed against a multi-criteria and risk assessment framework that is approved by Council on an annual basis prior to the Capital Works planning period.

Our community's aspirations have been through community meetings and grouped into the areas of Transport Networks, Water Waste and Wastewater, Community Facilities, Parks Opens Spaces and Trails and Aviation Facilities & Industrial Estates. These aspirations are summarised in Figure 3.

Transport networks

- Are well maintained and upgraded with adequate capacity for future population , economic growth and enhanced community safety in a rural and remote shire.

Water, waste and wastewater

- Infrastructure meets the needs of our growing population and is managed sustainably.

Community facilities

- Support our growing and diverse population and enable safe, active, healthy, vibrant lifestyles.

Parks, open spaces and trails

- Foster health and wellbeing in our rural and remote towns and districts.

Aviation facilities and industrial estates

- Meet increased demand contribute to jobs and economic growth.

Figure 3 Community Aspiration Summary



Photo 3 Graham Fraine, Director-General Regional Development, Manufacturing and Water, Mayor Toppin, Councillor Wyatt and Councillor Mlikota at Mareeba Water Treatment Plant

Long Term Asset Management Plan 2023-24 to 2032-33

Asset Management Governance

Asset Management is an issue for everyone across the organisation. A team approach reduces the risk of silos being created and ensures that specialist skills are brought together effectively.

A multi-disciplinary asset management team has been established with the following responsibilities:

Councillors

- Act as custodians of community assets;
- Set and approve asset management plans with linkage to Council’s Corporate Plan;
- Set levels of service, risk and cost standards based on the community’s needs, legislative requirements and Council’s ability to fund;
- Ensure asset investment decisions consider whole of life costs and balance the investment in new/upgraded assets with the required investment in asset renewal to meet specified levels of service; and
- Ensure appropriate resources for asset management activities are made available.

Chief Executive Officer and Executive Management Team

- Provide strategic direction and leadership;
- Review existing policies and develop new policies related to asset management; and
- Monitor and review performance of Council’s managers and staff in achieving the asset management strategy.

Managers and Staff

- Work collaboratively to develop and implement asset management plans;
- Deliver levels of service to agreed risk and cost standards; and
- Manage infrastructure assets in consideration of long term sustainability.

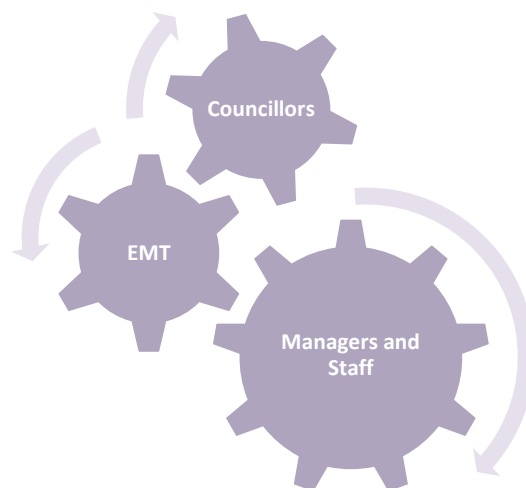


Figure 4 Asset Management Governance

4. State of the Assets

Council generates approximately \$38.5M in net rates and utility charges and owns approximately \$825M² (Current Replacement Cost) of assets that are managed to deliver services to the community. Council also receives other funding including grants which brings our total operating revenue to approximately \$52.5M. The following tables provide a snapshot of our assets, and service delivery profile including an operational budget of \$32.9M for service delivery and capital budget of \$22.2M.

Table 1 Assets and Service Delivery Snapshot

Service	Assets	#	Operational Budget 2023-24	Capital Budget 2023-24
Transport	Roads	2304 km	8,092,358	\$7,671,000
	Footpaths	49.12km		
	Kerb & channel	236.4 km		
	Drainage	44.2 km		
	Street Lighting	N.a	\$190,000	
	Street Cleaning	N.a	\$879,778	
	Bridges	81	\$1,297,275	
	Major Culverts	130		
	Minor Culverts	3071		
Facilities	Depots	9	\$463,327	\$2,930,000
	Caravan Parks	2	\$270,176	
	Commercial Buildings	1	\$167,982	
	Council Buildings	53	\$251,073	
	Aquatic Facilities	3	\$935,530	
	Community Housing	108	\$66,426	
	Industrial Estates	1	\$34,055	
	Aerodromes	3	\$755,556	
	General Facilities		\$1,470,609	
	Public Halls	14		
	Public Toilets	28		
	Water³	Treatment Plants	4	
Water Reservoirs		15	\$2,128,219	
Pump Stations		14		
Water Mains		260 km		
Wastewater³	Treatment Plants	2	\$2,624,272	\$5,686,000
	Reticulation		\$1,301,627	
	Pump Stations	30		
	Length sewerage mains	134.95 km		
	Manholes	1862		
Plant & Fleet	Plant and Fleet	206	\$2,441,485	\$1,232,000
Waste	Landfills and trenches	1	\$376,037	\$110,000
	Waste Transfer Stations	10	\$3,637,858	
Parks & Open Spaces	Parks & Rec Reserves	222 ha	\$1,721,504	\$1,555,000
	Cemeteries	10	\$118,838	\$385,000
TOTAL			\$32,902,037	\$22,201,228

² Figure as at 30 June 2022

³ Asset data as at 30 June 2022



Long Term Asset Management Plan 2023-24 to 2032-33

Table 2 Capital Replacement, Residual Value and Depreciation 2022

Asset Class	Current Replacement Cost	Residual Value	Depreciated Replacement Cost	Annual Depreciation Expense
Transport	\$507,422,468	-	\$351,834,167	\$4,340,204
Facilities	\$93,763,121	-	\$67,443,905	\$1,423,541
Water	\$92,118,278	-	\$57,382,556	\$1,002,230
Wastewater	\$97,385,334	-	\$64,094,405	\$1,171,182
Land	\$13,382,447	-	\$13,382,447	-
Fleet	\$7,246,542	\$1,334,000	\$2,920,031	\$327,517
Waste	\$9,373,006	-	\$5,009,244	\$120,616
Other (IT, Office Equipment, Telecommunications)	\$1,402,367	-	\$515,144	\$75,962
Parks & Open Spaces	\$2,513,022	-	\$1,723,642	\$75,633
WIP	-	-	\$36,050,592	-
Total⁴	\$824,606,584		\$600,356,133	\$8,536,883

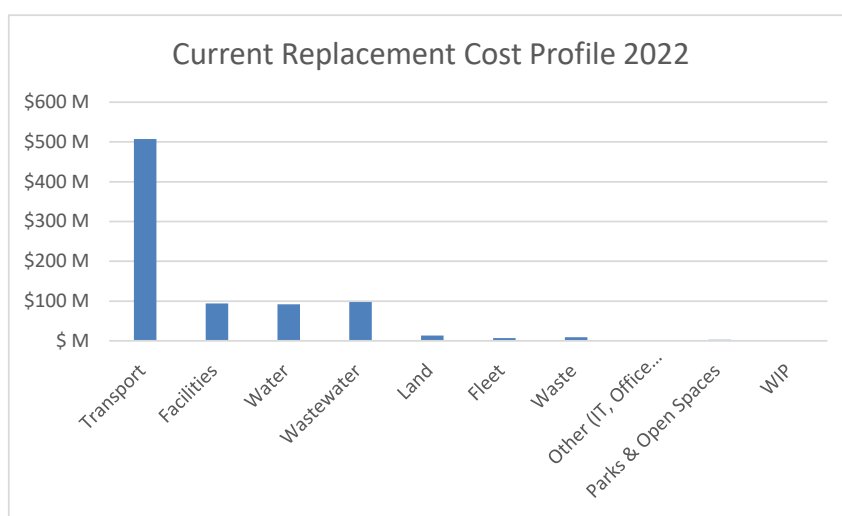


Figure 5 Asset Replacement Cost Profile 2022

⁴ Figures as at 30 June 2022

5. Service Levels

"Levels of service are the outputs a customer receives from Council. Level of Service statements describe what Council is intending to deliver, commonly relate to service attributes such as quality, reliability, responsiveness, sustainability, timeliness, accessibility and cost and *should be written in terms the end user can understand and relate to*". (IPWEA, 2011)

Documentation of levels of service are being developed through the asset management plan development for individual asset classes. The maturity of these levels of service documents vary between asset classes and are prioritised for improvement through annual asset management maturity assessments and the Operational Plan planning process.

Desired levels of service have been adopted by Council in MSC's Local Government Infrastructure Plan (Jacobs Pty Ltd, 2018).

We can maintain current levels of service for the next ten years based on current knowledge and projections in the Long-Term Financial Plan. However, caution is required when making capital investment decisions to avoid creating funding pressure from allocating funding to new projects, instead of maintaining and renewing existing assets (IPWEA, 2011). Further asset data verification and analysis has been prioritised by Council in the Operational Plan to confirm and formalise our current asset knowledge.



Photo 4 Mareeba Rail Trail Upgrade Stage 1

6. Future Demand

Demand Forecast

Population growth and ultimate residential development capacity are provided within the Local Government Infrastructure Plan (LGIP) and supporting documents. These were prepared in accordance with the requirements of the *Planning Act 2016* to assist Council's in its long-term asset and financial planning. (Jacobs Pty Ltd, 2018).

Table 3 Existing and Projected Population

Priority Infrastructure Area (PIA)	Existing and projected population			
	2016	2021	2026	2031
Chillagoe	188	195	203	212
Dimbulah	372	386	402	419
Kuranda	1,906	1,978	2,062	2,146
Mareeba	8,902	9,241	9,631	10,022
Total PIA	11,368	11,801	12,299	12,798
Total outside PIA	10,189	10,804	11,263	11,724
Total for area of Planning Scheme	21,557	22,605	23,562	24,522

(Jacobs Pty Ltd, 2018)

Demand Management

Demand for new services is managed through a combination of managing existing assets, upgrading existing assets, providing new assets to meet demand, including conditions on development applications to build new infrastructure and demand management. Demand management practices include non-asset solutions, insuring against risks and managing failures (NAMS and IPWEA, 2011). An example of how Mareeba uses non-asset demand management solutions is enacting water restrictions and encouraging water conservation methods during periods of drought.

Asset Planning

The LGIP establishes assumptions about future growth and urban development including the assumptions of demand for each trunk infrastructure network, the priority infrastructure areas and the desired standards of service for each trunk infrastructure network the desired standard of performance. Schedules of works for existing and future trunk infrastructure have been developed for water supply, wastewater, storm water, transport, public parks and land for community facilities (Jacobs Pty Ltd, 2018). The LGIP Schedules of Works inform the capital works planning processes and development approval conditions.



7. Lifecycle Management

Background Data

MSC uses Technology One to store asset data. Council has well developed asset registers including most core asset data such as asset ID, description, replacement value, depreciation, year of installation and essential financial reporting information.

“Asset condition is a measure of the asset's physical integrity. Information on asset condition underpins effective, proactive asset management programs by enabling prediction of maintenance, rehabilitation and renewal requirements. Asset condition is also critical to the management of risk, because it is linked to the likelihood that the asset will physically fail.” (IPWEA, 2011).

Condition assessments are currently managed differently depending on asset class and asset criticality. Condition assessments are scheduled to meet regulatory requirements and inform the capital renewal planning process. In addition to defect identification, an overall condition rating is assigned to the asset which is used to inform the capital renewal prioritisation process.

Table 4 Condition Rating Criteria

Score	Score Description	Criteria
1	Very Good	Approximately 0 - 20% of useful life consumed.
2	Good	Approximately 20 - 40% of useful life consumed.
3	Fair	Approximately 40 - 60% of useful life consumed.
4	Poor	Approximately 60 - 80% of useful life consumed.
5	Very Poor/Unsafe	Approximately 80 - 100% of useful life consumed.

(Mareeba Shire Council, 2020)

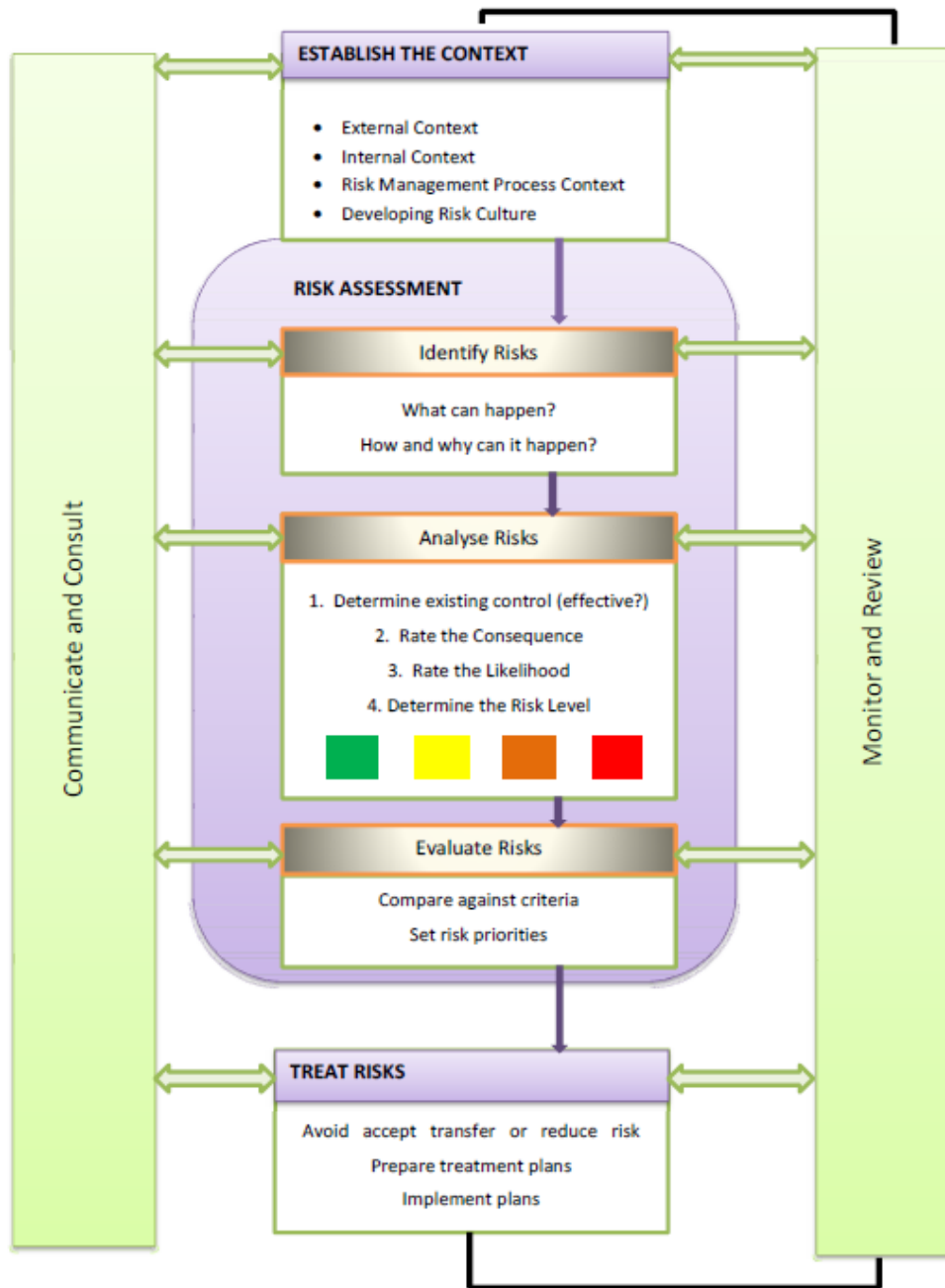
MSC has prioritised asset data verification, including condition assessment and defect identification, as a primary strategic focus area for improvement and this has been captured as an initiative in the Operational Plan.

Risk Management

Asset risks are managed using Council's Enterprise Risk Management Framework, Policy and Process. AS/NZS ISO 31000 defines risks as events that may cause failure to achieve objectives. Risk management involves identifying risks, evaluating them and managing the risks. Mareeba Shire has completed initial network level risk assessments for each asset class and has used this to inform the development of the Project Prioritisation Tool.

In addition, for each capital project proposal, a basic risk assessment of the current situation to the Council and the community is completed. This shows the risk of 'doing nothing'. Risk is assessed by combining the likelihood of a risk occurring and the consequence of the risk should the event occur. This is consistent with the AS NZS ISO 31000:2009 Risk Management Standard.

Table 5 Summary of Council's Risk Management Process



(AS/NZS ISO 31000:2009)



Long Term Asset Management Plan 2023-24 to 2032-33

Critical Assets

Critical assets are those which are the most important for delivering the required service, and/or have the highest consequences, but not necessarily a high likelihood, of failure (IPWEA, 2011). The failure impact factors currently considered in our risk management framework include Health and Safety, Environment, Financial, Service Delivery/IT, Infrastructure and Assets, Legal/Compliance and Political/Reputation (Mareeba Shire Council, 2019).

Critical assets are a primary focus of the individual asset management plans for prioritised risk treatment. For Mareeba Shire Council it is proposed that critical assets could include the assets identified in Table 6.

Table 6 Examples of Possible Critical Assets

Asset Class	Critical Assets	Likelihood of Failure	Consequence of Failure	Risk Rating
Transport	Bridges and Major Culverts	Rare	Catastrophic	Moderate
Water	Treatment Plants	Possible	Major	Significant
	Reservoirs	Possible	Major	Significant
	Trunk Mains	Possible	Major	Significant
Wastewater	Treatment Plants	Rare	Major	Moderate
	Pump Stations	Possible	Major	Significant
	Trunk Mains	Unlikely	Major	Moderate
Facilities	Aviation Facilities	Rare	Catastrophic	Moderate
Parks and Open Spaces	Playground Equipment	Unlikely	Major	Moderate
Waste	Mareeba Landfill	Unlikely	Major	Moderate

Operations and Maintenance Plans

"Maintenance includes all actions necessary for keeping an asset as near as possible to its original condition but excluding rehabilitation or renewal. Maintenance slows down deterioration and delays the need for rehabilitation or replacement. It ensures that Council can continue delivering the required level of service." (IPWEA, 2011)

Operations and Maintenance planning processes are tailored for each asset class to comply with relevant legislation and regulations. Operations and maintenance works are progressively being incorporated into the TechnologyOne Works Order module so that planned maintenance can be scheduled and tracked, and defects and unplanned maintenance can be recorded and analysed.

Capital Investment Decisions

MSC's Project Prioritisation Tool (PPT) is used to apply Council's adopted decision criteria to all potential projects. The PPT uses both a multicriteria analysis and risk assessment to inform capital investment decisions. This assessment is combined with remaining useful life, condition data and the LGIP Schedules of Works to form the basis of the 10 year works plan for each asset class. Projects are entered in the PPT from a variety of sources including condition assessments, asset register renewal data, community and Councillor requests. Council's initiative to verify asset data (see Table 10 Strategy One: Develop our asset knowledge) will improve the quality of information available to inform our capital investment decisions.

8. Financial Summary

"Financial and asset management should complement each other rather than there being a separation between the activities. Outputs from asset management strategies and activities should flow into financial management processes and vice versa. Much more financial information is typically required to properly manage assets than might be required to comply with regulatory or accounting standards" (IPWEA, 2011) .

Mareeba Shire's Long Term Financial Plan presents a point in time forecast, and whilst it complies with accounting standards and regulation, there is an identified opportunity to improve and ensure a seamless connection between the asset management strategies and activities and the long-term financial plan. The central component of this improvement process is to undertake asset data verification, and this has been committed to by Council in the annual Operational Plan.

The Water Capital Expenditure Forecast increase in 2032 is for planned upgrades to the Mareeba Water Treatment Plant and these are addressed in the Water Asset Management Sub Plan. Waste capital expenditure is on hold while the Regional Waste Plan is developed.

Table 7 Ten-Year Capital Expenditure Forecast (\$,000)

Asset Class	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Buildings	2,930	1,093	1,122	1,151	1,182	1,194	1,223	1,253	1,283	1,314
Plant & equipment	1,800	885	910	931	955	977	1,003	1,029	1,055	1,081
Roads, drainage & bridges	7,671	9,184	9,451	9,721	9,986	10,274	10,515	10,772	11,037	11,311
Parks and Open Spaces	2,020	1,237	79	81	83	85	87	89	5,311	778
Water	2,632	7,518	4,394	7,161	4,359	3,977	5,684	5,644	36,359	4,135
Wastewater	5,686	7,162	2,862	7,814	2,206	2,939	3,162	2,939	4,270	4,000
Waste⁵	-	-	-	-	-	-	-	-	-	-
Total	22,739	27,079	18,818	26,859	18,771	19,446	21,674	21,726	59,315	22,619

Table 8 Ten-Year Operational Expenditure Forecast (\$,000)⁶

Asset Class	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Buildings	4,415	4,525	4,639	4,754	4,873	4,995	5,120	5,248	5,379	5,514
Plant & equipment	2,441	2,502	2,565	2,629	2,694	2,762	2,831	2,902	2,974	3,048
Roads, drainage & bridges	10,459	10,720	10,988	11,263	11,545	11,833	12,129	12,432	12,743	13,062
Parks and Open Spaces	1,840	1,886	1,933	1,981	2,031	2,082	2,134	2,187	2,242	2,298
Water	5,806	5,951	6,100	6,252	6,409	6,569	6,733	6,902	7,074	7,251
Wastewater	3,926	4,024	4,125	4,228	4,334	4,442	4,553	4,667	4,783	4,903
Waste	4,014	4,114	4,217	4,323	4,431	4,541	4,655	4,771	4,891	5,013
Total	32,901	33,724	34,567	35,431	36,317	37,224	38,155	39,109	40,087	41,089

⁵ Waste capital expenditure is on hold until the Regional Waste Plan is developed.

⁶ Includes Depreciation Expense

9. Asset Management Maturity

Our Asset Management Continuous Improvement Process is outlined in Figure 6 Asset Management Continuous Improvement Process (IPWEA, 2018).

The first step is to assess asset management performance. Council officers assess and review our asset management processes and documentation on an annual basis and identify improvement actions. The annual maturity assessment is based on the core Asset Management Plan Structure in the International Infrastructure Management Manual and is consistent with the Institute of Public Works Engineering Australia (IPWEA) NAMS.PLUS guidelines. The second step is moderation by the relevant Senior Management Team members, and then reporting to EMT so that priorities and methodology for improvements can be agreed.

The maturity assessment and improvement actions are captured in the TechnologyOne Database, including historical information, so that progression and improvements can be tracked. Key priorities are included in the Operational Plan (step three), so that delivery of the improvements (step four) can be monitored through formal corporate processes by Council (step five).

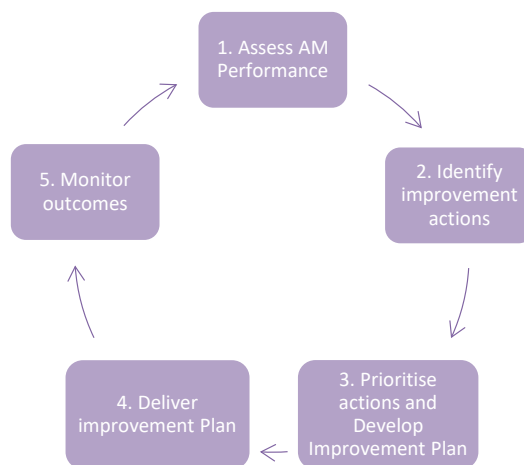


Figure 6 Asset Management Continuous Improvement Process (IPWEA, 2018).

Our goal is to work towards 'Core' asset management maturity, and strategies have been developed to commence this improvement progress. An Asset Management Plan at a 'Core' level of maturity contains asset data including: condition and performance information, description of services, service levels, critical assets, future demand forecasts, asset management processes, a ten-year financial forecast and a three-year improvement plan. This is considered the level of information needed to enable Council to meet the required level of service in the most cost-effective manner, through management of assets for present and future customers. It allows Council to look at the lowest long-term cost rather than short term savings when making decisions. (IPWEA, 2011)

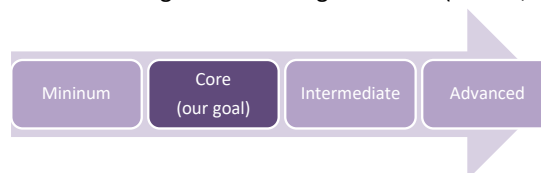


Figure 7 Asset Management Improvement Maturity Index (IPWEA, 2011)



Long Term Asset Management Plan 2023-24 to 2032-33

The Asset Management Plan Structure is detailed in Table 8 (IPWEA, 2011) and questions have been developed to ascertain our progress.

Table 9 Asset Management Plan Structure and Maturity Review Questions

1. Levels of Service	
Customer research and expectations	<ul style="list-style-type: none"> • Customer request (CR) history used? • Community Plan information used?
Strategic and corporate goals	<ul style="list-style-type: none"> • Do strategic and corporate goals reflect service delivery?
Legislative requirements	<ul style="list-style-type: none"> • Referenced and being implemented?
Current levels of service (what we provide now)	<ul style="list-style-type: none"> • Documented? • Financial analysis complete? • Target KPIs? • Measured and reported?
Desired levels of service	<ul style="list-style-type: none"> • Desired levels of service (what the community would like).
2. Future Demand	
Demand drivers	<ul style="list-style-type: none"> • Considered? Documented?
Demand forecast	<ul style="list-style-type: none"> • Are upgrades reactive or planned? Are PIP assets planned and budgeted?
Demand impact on assets	<ul style="list-style-type: none"> • Demand analysis predicts changes in utilisation. Impacts of new & upgraded assets on existing assets considered?
Demand management plan	<ul style="list-style-type: none"> • Any demand management processes in place or documented?
Asset programs to meet demand	<ul style="list-style-type: none"> • Is there a long-term asset upgrade/new program identified to meet projected demand? • Are any major projects identified formally or informally to meet expected demand increases?
3. Lifecycle Management	
Background Data	<ul style="list-style-type: none"> • How current, reliable and complete is data (age, condition, capacity, performance, historical data). • How easy is it to retrieve data in the format you require?
Risk Management Plan	<ul style="list-style-type: none"> • Network level risk assessment complete? • Critical assets and any other high-risk assets identified? • Risk mitigation plan in place for these assets? • Priority on critical assets for renewal over other asset renewals or upgrades?
Routine Operations and Maintenance Plan	<ul style="list-style-type: none"> • Reactive or planned maintenance? • Documented or captured in works orders? • Maintenance cost forecasts informing the LTFFP?
Renewal Plan	<ul style="list-style-type: none"> • Has a 10-year forecast been prepared using: • Asset useful lives checked against operational knowledge? • Network level risk assessment informs asset renewals? • Asset renewal plan documented? • Or are renewals funded reactively (when they are failing)?
Creation/Acquisition/Upgrade Plan	<ul style="list-style-type: none"> • Has a 10-year forecast been prepared based on demand analysis, condition assessment and risk management? • Is the forecast optimised based on whole of life costing (including operating and maintenance expenditure), or are upgrades proposed in an ad-hoc manner? • Is there any process in place to determine the cumulative consequences of asset growth?
Disposal Plan	<ul style="list-style-type: none"> • Has an assessment of no longer required assets been completed and plans made to dispose or decommission?
Service Consequences and Risks	<ul style="list-style-type: none"> • Have service consequences and risks associated with budget constraints (inability to complete identified projects) and been documented?
4. Financial Summary	
Financial Statements and Projections	<ul style="list-style-type: none"> • Financial reporting shows historical trends and current position for operational / maintenance / renewal / upgrade / expansion costs.
Funding Strategy	<ul style="list-style-type: none"> • Has 10-year renewal and upgrade forecast been matched to available funding? • Have any methods of raising additional revenue or managing risks been identified for unfunded projects
Valuation Forecasts	<ul style="list-style-type: none"> • As per accounting standards.
Financial Assumptions	<ul style="list-style-type: none"> • As per accounting standards.
Forecast Reliability and Confidence	<ul style="list-style-type: none"> • Reviews of useful life, residual method and depreciation method are carried out and documented annually. • All assets with remaining life of < 2 years are reviewed against forward works programs and useful/remaining life adjusted to recognise projected remaining life (in progress). • Asset reporting functionality
5. Improvement and Monitoring	
Asset Management Maturity	<ul style="list-style-type: none"> • Basic, core or advanced?
Improvement Program	<ul style="list-style-type: none"> • Any informal or documented improvements in place?
Monitoring and Review	<ul style="list-style-type: none"> • Are procedures monitored for compliance or reviewed for improvement?
Performance Measures	<ul style="list-style-type: none"> • Are identified KPI's collected, monitored and used for improvements?

Long Term Asset Management Plan 2023-24 to 2032-33

10. Asset Management Strategies

Two strategies have been developed to mature Mareeba Shire Council's asset management processes and implement an integrated risk-based plan that delivers an optimal balance between affordability and levels of service.

Table 10 Strategy One: Develop our asset knowledge

Improvement Action	Desired Outcome	Council's Current Commitments	Corporate Plan Goal - Line of Sight
1.1 Further develop and annually review individual Asset Management Plans across the organisation.	Individual asset management sub plans workshopped with Council.	Operational Plan Project to continue to review Asset Management Sub Plans across asset classes	FIN1 Long-Term Financial Plan that supports effective and sustainable financial management Maintain and enhance long-term financial plans. All decisions should support Council's strategic direction of financial sustainability.
1.2 Develop sustainable and fair levels of service and performance monitoring framework with a clear line of sight to Corporate Goals.	Ensure that service levels are written in terms the end user can understand and relate to.	Include in asset management sub plans referencing and informing Long Term Financial Plan and Forecast.	TC1 Sustainable Infrastructure for the future Maintain Council infrastructure that sustains industry and development and supports future growth of the region. Where possible develop infrastructure to mitigate against future severe weather events.
1.3 Improve our ability to forecast, manage and plan for new assets to meet future demand.	Better utilisation of existing assets and reduction in capital expenditure where possible.	Include in asset management sub plans referencing and informing the Local Government Infrastructure Plan (LGIP).	TC14 Public spaces and facilities Encourage partnerships with community, private sector and government to better utilise council facilities and spaces. EAE1 Environmentally responsible and efficient waste and wastewater management Promote the minimisation of waste the community creates.
1.4 Verify data in asset registers.	To maintain and improve confidence in asset register data.	Continue improving data verification.	TC1 Sustainable Infrastructure for the future Maintain and enhance Asset Management Plans.
1.5 Progressively improve planned condition and defect inspection programs.	Improve understanding of the existing assets to facilitate better decision making.	Continue improving condition assessments and defect identification using TechnologyOne mobility and defect capture modules.	TC1 Sustainable Infrastructure for the future Maintain and enhance Asset Management Plans Operate, maintain and renew existing Council infrastructure in accordance with Long Term Asset Management Plan. Maintain Council infrastructure that sustains industry and development and supports future growth of the region.
1.6 Review all asset classes to confirm and document critical assets and high-level business risks for all asset classes.	Allow Council to understand its overall risk exposure and plan to manage risk to acceptable levels.	Review and refine as asset management sub plans are developed.	GOV2 Strong focus on compliance and enterprise risk Enterprise risk management process is commonly understood across the organisation to manage risk identification and cost effectively control identified risks



Long Term Asset Management Plan 2023-24 to 2032-33

Table 11 Strategy Two: Mature our Asset Lifecycle Management

Action	Desired Outcome	Actions	Corporate Plan Goal - Line of Sight
2.1 Increase use of whole of life costing and optimisation for capital investment decision making.	To ensure all aspects of financial sustainability are considered in the capital works planning process.	Continue including whole of life cost as a criterion in the Project Prioritisation Tool and as a focus for investments	FIN1 Long-Term Financial Plan that supports effective and sustainable financial management All decisions should support Council's strategic direction of financial sustainability
2.2 Review and improve capital project acceptance criteria, multicriteria analysis and risk-based decision framework in the Project Prioritisation Tool (PPT).	To continually improve decision making on all projects and to ensure the best outcome for the whole community is achieved.	Annually reviewed and adopted by Council prior to Capital Works proposal identification.	GOV2 Strong focus on compliance and enterprise risk Enterprise risk management process is commonly understood across the organisation to manage risk identification and cost effectively control identified risks.
2.3 Refine Operational Strategies.	Effective asset utilisation and readiness for incident response.	Ensure operational plans and processes are identified and included in asset management sub plans. Refine and develop new plans if gaps are identified for improvement.	TC1 Sustainable Infrastructure for the future Operate, maintain and renew existing Council infrastructure in accordance with Long Term Asset Management Plan.
2.4 Refine Maintenance Strategies including Levels of Service and Intervention Levels, workplans for planned and unplanned maintenance.	To deliver the required functionality and performance by retaining an asset as near as practicable to its original condition (excluding rehabilitation and renewal).	Review and refine service levels when asset management sub plans are developed and reviewed, optimising with affordability, risk management and long term financial and infrastructure sustainability.	TC1 Sustainable Infrastructure for the future Maintain Council infrastructure that sustains industry and development and supports future growth of the region.
2.5 Update the Long Term Financial Plan covering ten years incorporating asset management plan capital and operational/maintenance expenditure projections with a sustainable funding position.	Sustainable funding model to provide Council services.	Update the Long Term Financial Forecast annually with consideration to the updated capital and operational expenditure forecasts developed in each asset management sub plan.	FIN1 Long-Term Financial Plan that supports effective and sustainable financial management Maintain and enhance long-term financial plans
2.6 Ensure the Long Term Financial Plan continues to form the basis for the annual budgets.	Long term financial planning drives budget deliberations.	Implement annually during the budgeting process. Ongoing improvements to be included in the LTFP with new information from asset management sub plans.	FIN1 Long-Term Financial Plan that supports effective and sustainable financial management All decisions should support Council's strategic direction of financial sustainability

11. References

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9.5 INFRASTRUCTURE SERVICES, CAPITAL WORKS MONTHLY REPORT - MAY 2023

Date Prepared: 18 May 2023

Author: Manager Assets and Projects

Attachments:

1. **Capital Works Highlights - May 2023** [↓](#)
2. **Capital Works Summary - May 2023** [↓](#)

EXECUTIVE SUMMARY

The purpose of this report is to provide an update on capital works projects undertaken by the Infrastructure Services Department during the month of May 2023.

RECOMMENDATION

That Council receives the Infrastructure Services Capital Works Monthly Report for the month of May 2023.

BACKGROUND

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

RISK IMPLICATIONS**Financial**

The capital works program is tracking within budget.

Infrastructure and Assets

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

FINANCIAL AND RESOURCE IMPLICATIONS**Capital**

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

LINK TO CORPORATE PLAN

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

IMPLEMENTATION/COMMUNICATION

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Project Name: Mareeba Splash Park and Pool Heating

Program: Parks and Open Spaces

Background

Council received \$1.5M funding from the Queensland Government to construct a Splash Park in Mareeba. Council identified that the optimised location for the Splash Park is within the Mareeba Sports and Aquatic Centre. This location allows for the lowest ongoing operational expense to the community and gives visitors a more interactive experience by leveraging the existing Children’s Pool and 50m Pool as part of the Splash Park experience. \$1.5M is funded by the Department of State Development, Infrastructure, Local Government and Planning to provide the Splash Park and upgrades to existing infrastructure at the Mareeba Aquatic Centre. A further \$150,000 of the \$195,075 project cost to install a heating system, is funded by the Active Gameday Projects Fund from the Department of Tourism, Innovation and Sport’s (Sport and Recreation). The remaining funds will be contributed by Mareeba Shire Council.

Scope of Work

The facility will be a new zero-depth, zero-height splash play area that will include various unique water spray areas with interactive play elements and shade structures. As part of the upgrade, a heating system will also be installed for the pool and the front entry gardens and pathways will be refreshed.



Mareeba Aquatic Centre Splash Park Render

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Progress Update

The Splash Park and heating installation are nearing completion and are currently being commissioned. Expected completion in June 2023. Project funded by the Queensland Government.



Splash Park



Splash Park Filtration Shed



Infrastructure Services Capital Works Report Project Highlights – May 2023



Project Name: Anzac Park Mareeba

Program: Parks and Open Spaces

Background

Mareeba Shire has multiple war memorial sites, displays and historical places of interest which honour those in our community who served Australia and Council recognised the need to revitalise Anzac Park as the focal point for veterans, serving members of the Australian Defence Force and community. Businesses in Mareeba's CBD have been asking for changes to improve safety and reduce anti-social behaviour in the main street, and the revitalisation of Anzac Park should contribute to these aims.

Scope of Work

The parkland will incorporate up-lighting to highlight some of the features including the cannons and the trees, removal of the fountain, footpath renewal and planting of additional trees. The project will also see the addition of a named archway at the rear of the park.

Progress Update

Construction fencing has been installed, redundant infrastructure has been demolished and removed. Coloured tree lighting has been tested and electrical and irrigation trenches are complete ready for concreting work to commence.



Anzac Park Mareeba Night Time Artist Impression, Front View Render



Anzac Park Mareeba Day Time Artist Impression, Back View Render

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Anzac Park Mareeba Tree Coloured Lighting Test



Anzac Park Mareeba Construction Works

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Project Name: Riverside Caravan Park, Mareeba. Amenities Block Upgrade

Program: Facilities

Background

The Riverside Amenities Block has reached the end of its useful life and functionality and safety issues were identified. A condition assessment determined that refurbishment was unviable, and a full replacement is required.

Scope of Work

This project will deliver a new concrete block amenities block suitable for a caravan park with epoxy coated concrete floors. The design layout will be equivalent to the existing ablution block and is to include seven (7) single shower cubicles, one (1) disable bathroom and a laundry room. The project includes the provision of a temporary amenities block for the duration of the works.

Progress Update

Works for the delivery of the new Amenities block are now complete and the park are currently utilising the new facility which includes eight (8) showers and one (1) laundry room.



Riverside Caravan Park Amenities block western elevation

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Riverside Caravan Park Amenities block eastern elevation



Disabled shower internal

Infrastructure Services Capital Works Report Project Highlights – May 2023



Project Name: Euluma Creek Road – Widen and Seal CH 9.35-10.13

Program: Rural Roads

Background

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

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

Scope of Works

The existing 5m wide bitumen section is to be realigned and widened to a sealed width of 8m with drainage infrastructure extended accordingly.

Progress Update

During May culvert extensions were completed and the pavement widening commenced. Wet weather continues to hamper progress and at the time of reporting alternate sealing dates were being discussed with the bitumen sealing contractor. The original sealing date was relinquished due to saturated pavements and with the end of the financial year fast approaching it will be difficult to lock in a second date prior to the end of June.



Pavement profiling and filling



RCP extension



Driveway crossover



Wet weather is hampering progress

Infrastructure Services Capital Works Report Project Highlights – May 2023



Project Name: Wolfram Road, Dimbulah - Road Widening Ch 8550 - Ch 10000

Program: Rural Roads

Background

Various sections of Wolfram Road, Dimbulah are single lane bitumen seal and are very prone to edge wear and edge drop. Commercial traffic using Wolfram Road has increased from 5.6% in 2008 to 15.4% in 2020. A wider sealed road will improve road safety, provide transport efficiencies and cater for increased traffic volumes.

Scope of Works

The scope of works includes the widening of Wolfram Road from Ch 8550 to Ch 10000 to a sealed width of 7.5m, the extension of existing culverts to cater for the wider road, the replacement of several existing headwalls, the installation of subsoil drains and the cleaning and re-shaping of existing table and cut-off drains.

Progress Update

Practical completion of this project was reached 31 May with the application of the 10mm aggregate second coat seal. The line marking component will be installed mid-June.



Unsuitable subgrade replacement



Rock wick drain installation



Pavement widening



Second coat bitumen sealing

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Project Name: Bicentennial Lakes Gravity Sewer Main Upgrade

Program: Wastewater

Background

All works associated with the construction of a sewer gravity main upgrade, inclusive of a water main relocation to enable the works, to service Mareeba. The gravity sewer main installation is located within Bicentennial Lakes, Mareeba. The alignment connects at Rankin St and discharges upstream of the pump station at Byrnes St. Works for the gravity sewers will generally be limited to the road reserve between the edge of road and property boundary. The water main relocation is located at Keeble St and Jacobsen St, Mareeba. Works for the water main relocation will generally be limited to the road reserve between the edge of road and property boundary.

Scope of Works

Installation of new 450mm gravity trunk sewer main, sewer manholes and connections and relocation and upgrading of water mains located at Keeble Street and Jacobsen Street and connections and valving.

Progress Update

Works commenced mid-May and are progressing well with the contractor achieving 30 to 40 metres of pipe installation per day along Strattmann Street.



Strattmann Street installation of the new 450mm diameter gravity sewer main

**Infrastructure Services Capital Works Report
Project Highlights – May 2023**



Project Name: Smart Water Metering Replacement Program

Program: Water

Background

Council introduced a Taggle Automated Meter Reading (AMR) System for water meters in 2015. The AMR devices have a useful life of around 7 years and therefore require replacement. New technologies have since been released and Council is working to replace its water meter network across the region with new, fully integrated smart meters. This will allow Council to have improved data quality for billing and water monitoring purposes. Works will take place in a staged rollout, in all water benefited areas.

Scope of Works

Replacement of older water meter devices to new fully integrated smart meters to allow more reliable data and monitoring in Mareeba, Chillagoe, Dimbulah, Mt Molloy and Kuranda.

Progress Update

Works have been progressing over the last 12 months, with works scheduled to continue until completion. A bulk order has recently been placed and installs have commenced as part of the latest rollout.



A new fully integrated smart meter that was recently installed in Kuranda.

Infrastructure Services Capital Works Summary Report - May 2023



Project Description	Project Stage	Comments
Program: 01 Rural and Urban Roads Reseal Program (Renewal)		
22/23 Reseal & Asphalt Program	Construction	Reseal component completed. Latest advice from RPQ is line marking will commence in June. Quotations have closed for an asphalt mill/fill project on Ceola Drive & the work will be delivered late June/July. A line marking program is being prepared for quotation purposes & will be called once RPQ have completed their portion of the reseal line marking. The proposed asphalt mill/fill project for Rankin Street has been placed on hold for the time being due to potential underground storm water construction from the proposed new shopping centre site to Basalt Gully.
BETTERMENT Co-Contribution	Procurement	Tenders called, submissions significantly exceeded budget, scope required for review.
Program: 02 Gravel Resheet		
22/23 Gravel Resheet Program	Construction	Resheeting of Wetherby Road will recommence once annual cane road maintenance grading is complete & northern grading crew is reestablished in the Julatten area.
Program: 03 Urban Streets		
TIDS Rankin/Walsh St Roundabout	Design	Consultancy continues, anticipate calling quotations for detailed design June 2023. Water main replacement to commence in late June.
Program: 04 Rural Roads		
TIDS Euluma Ck Rd Ch 9.350-10.130 Rehab	Construction	Pavement works currently being undertaken. Sealing was due to be completed 13/06/2023, however, wet weather will delay this.
TIDS Ootann Rd Section 1&2 Widen & Seal	Design	Stage 2 design being finalised.
TIDS Springmount Rd Widen & Seal	Construction	Works will recommence late June early July. EOT from HVSP until 30/11/2023 approved. Full TIDS component has been approved & claimed.
R2R Bilwon Rd Rehab & Culverts	Construction	Site establishment 05/06/2023. EOT from R2R to the end of August 2023 has been approved.
R2R Wolfram Rd Stage 3 Priority Sections	Construction	Project sealed 31/05/2023. Line marking installation late June, resources dependent.
Program: 05 Bridges		
Granite Ck Mba Replace Footbridge Deck	Procurement	Carryover 23/24 FY.
Palm Cl Mba Replace Footbridge Boards	Procurement	Carryover 23/24 FY.
Bicentennial Lakes F/bridge Safety Upgr	Procurement	Work will be done in conjunction with Bi Lakes upgrade.
Bullaburrah Ck Rd C'way Relieving Slab	Not Commenced	Carry over to 23/24.
Clohesy River Barron St Inspect & Design	On Hold	Draft Report received, review underway.
Bolton Rd Inspect/Design/Repl Girders	On Hold	Draft Report received, review underway.
Barron Riv. Bridge Oakforest Rd Insp/Des	Planning	Preparing RFQ for design to replace bridge deck and approx. 70m of road construction across the Barron River.
Barron River Cwy Henry H Dr Repl Slabs	Not Commenced	Carry over to 23/24.
Program: 06 Drainage		
22/23 Minor Culvert & C/ways Renewal	Construction	Replacement RCP at Nine Mile Road Julatten & repair of storm water drop box at Apollo Close Mareeba in the upcoming weeks
MBA Amaroo Drainage Upgrades	Design	Design underway.
MBA Hastings Dr Replace Concrete Pipe	Construction	Investigations January to February 2023.
Program: 07 Traffic Facilities		
Mareeba Aerodrome Signage	Completed	Signs and plaque construction complete.
Mareeba Aerodrome Safety & Repairs	Construction	Lighting expenses to be transferred from operational ledger. Fire safety works still on going.
Program: 08 Parking		

12/06/2023

2 of 517

Infrastructure Services Capital Works Summary Report - May 2023



Project Description	Project Stage	Comments
Borzi Park Mba Carparking Masterplan	Design	Concepts prepared and under review.
MBA Heritage Centre Carpark Extension	Design	Concepts prepared and under review.
Program: 09 Footpaths		
22/23 Shire Wide Footpath Renewal Prog	Planning	Works program currently in development.
22/23 Walking Network Upgrade Program	Planning	Program to be developed in conjunction with the walking network plans.
Program: 10 Parks and Gardens		
LRCIP2 Mba Byrnes Street Medians	Construction	Street bin proposal out for public consultation.
DIM Parks Refresh	Procurement	RFT submission received for pump track and boundary fence line. Evaluation of submission commenced.
KDA Centenary Park Playground Upgrade	Construction	Construction of playground complete. Refurbishment of stonework and pathways is currently being planned.
MBA Bicentennial Lakes (Southern) D&C	Design	Survey complete. Design being finalised.
MBA Byrnes St Medians	Not Commenced	Project to be programmed for after March 2024.
MBA Anzac Memorial Pk L'scaping & Safety	Construction	Construction commenced.
MBA Byrnes St Traffic Islands (BP)	Not Commenced	Commence project after March 2024.
MBA Connection Rd/Byrnes St Intersection	Not Commenced	Commence project after March 2024.
MBA Costin St Medians	Not Commenced	Leave irrigation off. Trees are now established enough to not require irrigation on a regular basis. Potential to reconfigure irrigation to cater for street trees only in the future.
KDA Anzac Park Landscaping	Design	Design options prepared. Public consultation to commence in July 2023.
KDA Coondoo Street Refurb	Design	Aurecon have submitted the application to Ergon for a price to upgrade Lower Coondoo St to LED lights. Aurecon have supplied the specification for Council to request quotes for the upgrade of Upper Coondoo St. Public consultation to commence in July 2023.
KDA CBD Planter Boxes & Gardens	Not Commenced	Public consultation to commence in July 2023.
DIM Avenue of Trees Irrigation	Construction	Programmed for June 2023.
IRV Bill Newburn Park Refresh	Planning	The play equipment and park furniture requirement has been finalised and the budget increased accordingly. PM to seek quotes for the supply and installation of the approved park infrastructure.
MBA Eastern Catchment Park Amaroo St1	Construction	Playground completed, public consultation has commenced for masterplan.
Roscommon Park -Renew Exercise Equipment	Planning	Exercise equipment supply only quotes received and being assessed. Installation requirements and scope of works being assessed in relation to remaining budget.
Program: 11 Water		
Mba WTP Study for Upgrade of WW System	Construction	Works have been progressing well though this one though it will end up being carried over.
BOR6 MWTP Filtration Upgrade	Construction	Project works set out underway with designers working finish the design by early to mid July. Contractor is commencing mobilisation preliminary works.
MBA Clear Water Booster Pump Station	Procurement	Post tender negotiations completed with report for consideration to Council 21 June.
22/23 Water Pipe Renewal Program	Construction	Small section of works to be completed by 30 June and then project can be closed out.
22/23 Water Telemetry/SCADA Upgrades	Construction	Works all but completed with IT to acquire some hardware for the water reticulation during June then project can be closed out.
KDA WTP Auto Backwash on 3 Filter Cells	Planning	Treatment operations staff to liaise with suitably qualified person for the implementation works.
22/23 Smart Meters Replacement	Construction	Reticulation staff well advanced in delivering the works.
22/23 Hydrant Renewal Program	Construction	Reticulation staff will have this work completed by 30 June.

Infrastructure Services Capital Works Summary Report - May 2023



Project Description	Project Stage	Comments
MBA WTP Raw Water Pumps & Electrics	Procurement	Post tender negotiations completed with report for consideration to Council 21 June.
22/23 Valve Replacement Program (Retic)	Construction	Reticulation staff will have this work completed by 30 June.
BOR6 22/23 Water Forward Design Program	Design	Project has been delayed to the extended wet season and will be completed by end of July.
MBA Additional Pressure Reduction Valves	Planning	Locations of RPV's have been modelled and calculated during booster pump station design works and will have to be surge vessels at the treatment plant and centenary park booster station. They will be installed when the new water booster station project at the Mareeba WTP is being done.
MBA Deommision Basalt St Elevated Tank	Planning	Project cannot commence until the new water booster station project has been commissioned and suggest this project will need to be carried forward to the 2023-2024 capital program.
MBA Decommission Granite Ck Pump Station	Planning	Project cannot commence until the new water booster station project has been commissioned and suggest this project will need to be carried forward to the 2023-2024 capital program.
WTP Minor Infrastructure Replacements	Construction	Inclement weather held up works and as soon as things dry out the works will recommence as soon as possible. Suggest works may not be completed until end of July.
MBA WTP Clarifier Infra Process Improv.	Design	This project is contingent on the outcomes of the process assessment currently underway.
Program: 12 Wastewater		
New Sewer Pump Stn Standby Generators x2	Construction	Electrical contractor currently working to complete the electrical installation works. Once completed commissioning will be finalized.
Granite Ck Mba Sewerage Pump Stn Refurb	Completed	Project finalisation delayed due to contractor not providing as constructed drawings and their final claim was submitted late and also in dispute, hoping to close this out by June 30.
MBA Bi-Lakes Sewer Main Capacity	Construction	Project works commenced with contractor making good progress to date.
22/23 New Standby Generator Program	Construction	Amaroo SPS electrically connected and the Dural CI SPS Elec works underway, once completed the telemetry works will commence
22/23 MBA Sewer CCTV & Relining	Construction	Works have been progressing however the large diameter line in Lloyd St is not 525mm as in our GIS its 490mm diameter and the contractor needs to order in morerelining material to do the works there so this will slow the completion date.
KDA TP RAS System Submersible Pumps	Procurement	Pump has been removed form site for overhauling.
Minor WW Pump Station Refurbishments	On Hold	Project to be carried forward to 2023-2024 capital Program.
22/23 WW Forward Works Design Program	Design	Design works are underway and should be completed by end of June.
Program: 13 Waste		
MWF Construct New Landfill Cells	Design	Civil design complete and waiting on the finalisation of the electrical design.
MBA/KDA Transfer Station Security Improv	Construction	Critical equipment supply chain issues holding the completion of this project.
Program: 15 Fleet		
GPS Vehicle Management System	Procurement	On hold pending review of Fleet Program.
Fleet Refurb Truck Mounted Water Tank	Cancelled	Project cancelled, look to replace water tank with a purpose built water truck in the 24/25 plant replacement budget.
Fleet Replace #621 Single Cab Tipper	Procurement	Purchase order raised July 2022. Currently supplier can not give a delivery date, once truck arrives the truck has to go to the body fabricator.
Fleet Replace #675 Crew Cab Tipper	Procurement	Purchase order raised July 2022. Currently supplier can not give a delivery date, once truck arrives the truck has to go to the body fabricator.
Fleet Replace #623 Crew Cab Tipper	Procurement	Purchase order raised July 2022. Currently supplier can not give a delivery date, once truck arrives the truck has to go to the body fabricator.
Fleet Replace #6253 Road Broom	Procurement	Purchase order raised September 2022. Currently the supplier can not give a delivery date.
Program: 16 Depots and Council Offices		

Infrastructure Services Capital Works Summary Report - May 2023



Project Description	Project Stage	Comments
Rankin St MSC Admin Office Refurb	Construction	Works complete.
Kowa St MSC Depot Emergency Generator	Design	Options under review.
Program: 17 Community Buildings		
Aquatic Facility Upgrades & Splash Park	Construction	Splash Pad colour and artwork complete. Splash Park commissioning and handover to commence. Small pool heater operational. Some issues encountered with commissioning 50m pool heater.
Dimb/Mba/Kda Pools Chloring Dosing Impr	Procurement	Only one response received from RFQ. Now in discussions with Council's plumbers to see if they have capacity to carry out works.
Mba PCYC Shire Hall Part Roof Replacemnt	Completed	Defects have been rectified and awaiting invoice.
MBA Women's Restroom Refurb	On Hold	Council resolved to engage MPO to assist with finding tenants for structure. Held over contacting MPO until Tender for Post Office Carpark resolved. Will seek engagement of MPO by 30 March 2023.
MBA Riverside CPark Amenities Replace	Construction	Works 98% complete. Final certification received. Laundry exhaust and mirrors only to be completed.
22/23 Shire Toilet Facility Repl Program	Construction	Works planned for June/July.
MBA Community Hub Signage & Seating	Design	Concept design under assessment.
DIM CPark Shower Septic Modifications	Construction	Septic system connected. Earth works not completed. Contractor advises completion by 9/06/2023.
MBA New CBD Toilet Facilities	On Hold	Project on hold.
22/23 Facilities Refurbishment Program	Planning	Planning and scoping commenced.
MBA Aquatic Cnt Entrance Upgrade & Paint	Construction	Front entrance mural complete.
KDA Community Prec. Toilet Refurb	Construction	Painting contract awarded. Works to commence June.
KDA Aquatic Cnt 25m Pool Auto Fillers	Procurement	Equipment assessment completed, works identified and replacement components being sought.
KDA Aquatic Cnt 25m Pool Cleaner	Procurement	Refurbishment of Cleaner a possibility rather than full replacement, works/quotations being finalised. Works will be completed prior 30 June 2023.
KDA Aquatic Cnt 25m Pool Aquaris Upgrade	Procurement	Equipment assessment completed, quotations underway.
22/23 MBA Roof Replacement Program	Completed	Works now completed.
MBA Timber Fascia Replacement	Cancelled	Project on hold. Timber fascia's not required at this time. Possible minor maintenance works to be delivered by Mareeba Community Housing Company.
22/23 DIM Bathroom Renewal Progam	Construction	Works to be completed internally by Council tradesman.
22/23 DIM Town Hall A/C/Solar/Lighting	Procurement	Requests for quote prepared.
Program: 18 Non-Infrastructure Items		
Kuranda New Cemetery	Procurement	Tenders for Construction called 5 May 2023 and to be awarded June 2023.
DIM Cemetery Lawn Plaque on Beam	Construction	Programmed for June 2023.
MBA MIP Expansion	Planning	Consultancy progressing, draft master plan being finalised.
Program: 20 KIAC		

9.6 INFRASTRUCTURE SERVICES, TECHNICAL SERVICES OPERATIONS REPORT - MAY 2023

Date Prepared: 18 May 2023
Author: Manager Technical Services
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to outline Council's Fleet, Design, Soils Lab, Survey, Quality, GIS, Facilities and Investigation Services activities undertaken by Infrastructure Services during the month of May 2023.

RECOMMENDATION

That Council receives the Infrastructure Services, Technical Services Operations Report for May 2023.

BACKGROUND

Technical Services

Design, quality and investigations:

Investigation activities undertaken in May included:

Activity	Current Requests	Closed Requests
Road Infrastructure Review	67	13
Drainage Investigations	25	4
NHVR Permit Applications	0	17
Traffic Count Surveys	0	9
Parks Investigations	3	1
Miscellaneous <i>e.g.</i> Planning; Local Laws	27	16
Before You Dig Requests	72	72

Soil Laboratory:

Council's Soil Laboratory provides NATA-accredited soil and material testing for internal and external services. Testing undertaken on internal Council projects includes Euluma Creek Road, and Wolfram Road, Bilwon Road Prestart completed 31 May 2023.

The laboratory continues to seek further external clients, with capacity for additional external works being available.

Asset Inspections:

Facility asset condition and defect inspections continue, and a review of internal Facility processes/practices is underway to seek efficiency improvements.

Ongoing improvements to GIS data associated with water, sewerage, roads, underground stormwater and kerbs asset data sets continues as information is received from all areas of Council.

Operational Works and Subdivisions

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

Locality	Subdivisions Name	Status
Kuranda	Jumrum Rainforest Estate Stage 1, Fallon Road	Under construction
Mareeba	Amaroo Stage 13	Under construction
Mareeba	Prestige Gardens Stage 1-6	Under construction
Mareeba	Emerald End Road & Country Road	Under construction
Mareeba	Amaroo Stage 12	On-maintenance
Mareeba	7 Haren Street	On-maintenance
Koah	123 Fantin Road (Two Chain Road)	On-maintenance
Mareeba	Kenneally Estate Stage 4	Off-maintenance
Mareeba	The Edge Stage 3	Off-maintenance
Mareeba	Amaroo Stage 11	Off-maintenance
Mareeba	Mareeba Roadhouse and Accommodation Park, Williams Close	On-maintenance - Monitoring
Kuranda	112 Barnwell Road widening	Monitoring

Disaster Recovery Funding Arrangements (DRFA)

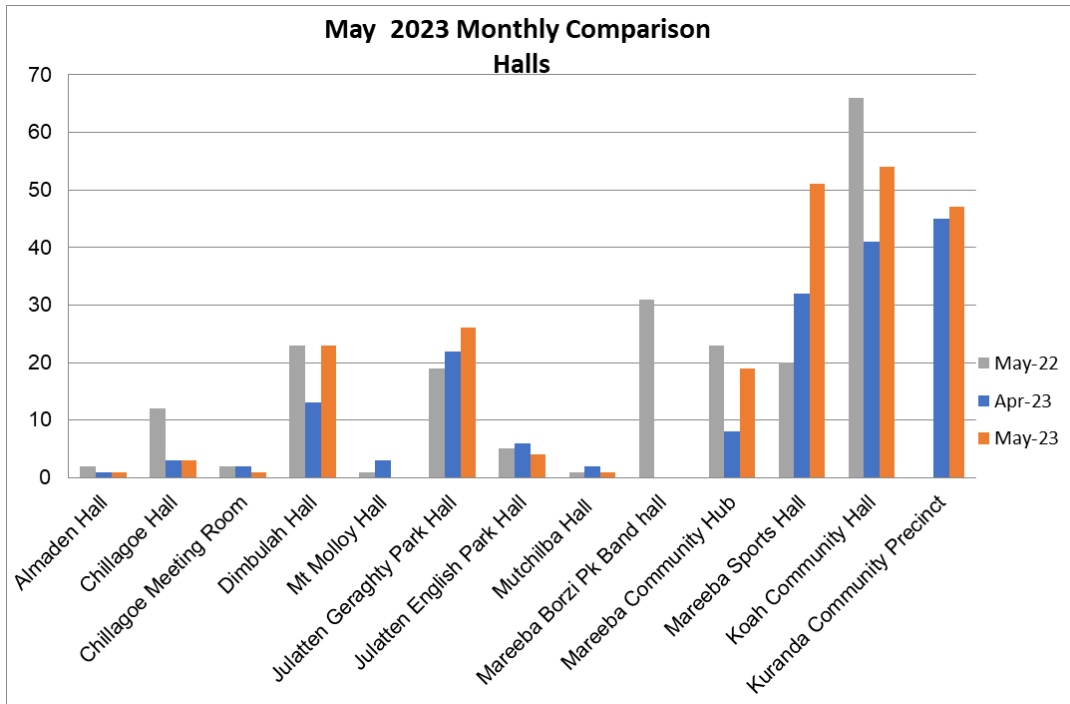
The DRFA is jointly funded by the Commonwealth and Queensland governments to help alleviate the costs of relief and recovery activities undertaken in disaster-affected communities by delivering recovery activities to return affected eligible assets back to pre-event condition. The status of declared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

Program	Status
2022 DRFA	Mareeba Shire activated DRFA assistance measures linked Far North Queensland Low Pressure Trough, that occurred 1 – 7 February 2022. Contracts awarded for works and pre-starts are being organised.
2022 Betterment	Tenders have been received and are under evaluation for the delivery of works after the wet season. A report on award will be provided to Council for consideration.
Fallon Road	Geotechnical works to stabilise the embankment of Fallon Road continue, with works to be completed prior to June 30, 2023.
2023 DRFA	Activation for DRFA assistance occurred for the Northern and Central Queensland Monsoon and Flooding Event, 20 December 2022 – 30 April 2023. Emergent response activities continue, further information on activities completed is provided in the Infrastructure Services – Works Section Activity Report.

Facilities

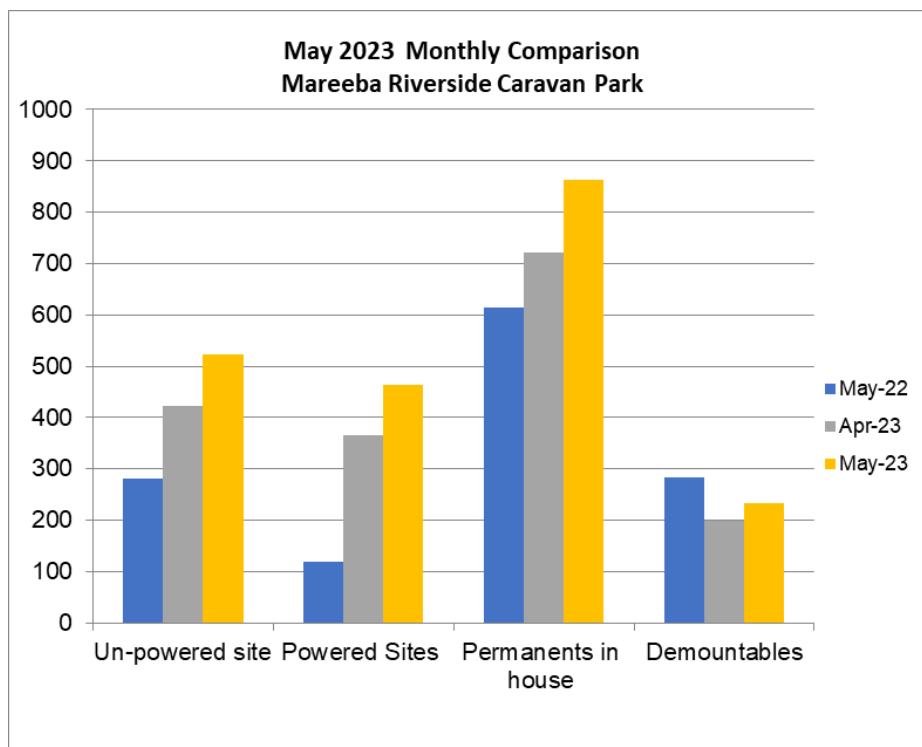
Community Halls:

Maintaining safe and efficient access to Council’s Community Halls is recognised as an important aspect for the community’s ongoing wellbeing. An increase in facility overall usage was noted against the previous month, a comparison with May 2022 period indicates a general ongoing strengthening in usage.

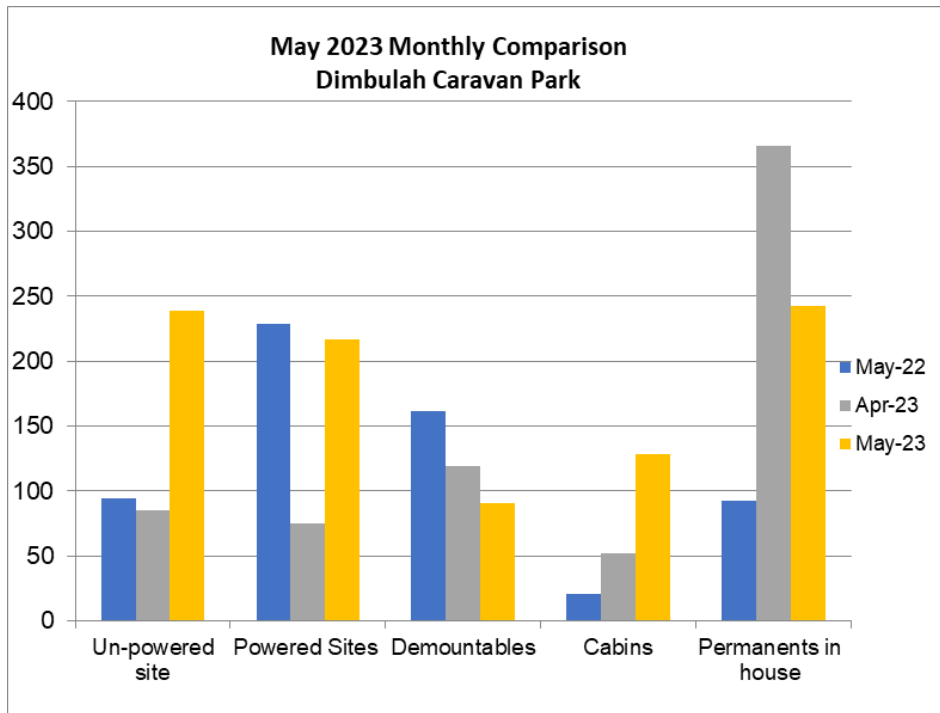


Caravan Parks:

Mareeba Riverside Caravan Park tenant numbers have remained strong across all sectors, there has been an increase in farm workers seeking accommodation during May. Works to replace the Ablution Building have now been completed.

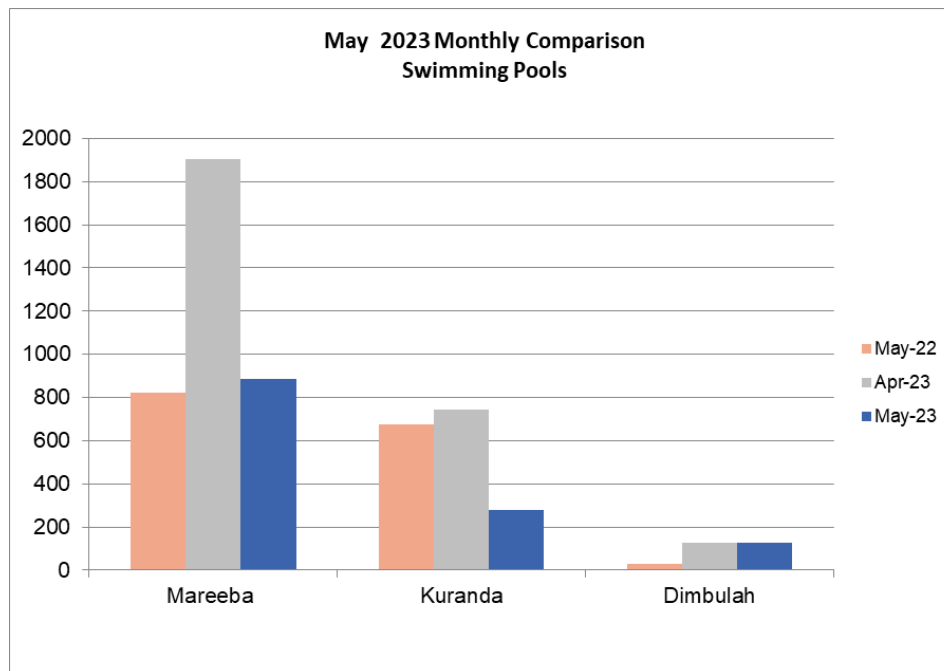


Dimbulah Caravan Park tenant numbers have generally improved and are expected to continue to strengthen. Capital works for the renewal of the septic trenches have now been completed.



Aquatic Centres

Attendance numbers have shown indications of a potential winter slowdown when compared to the April numbers, however with the anticipated completion of the Mareeba Splash Park and heating project, improvements are anticipated.



Vandalism & Graffiti:

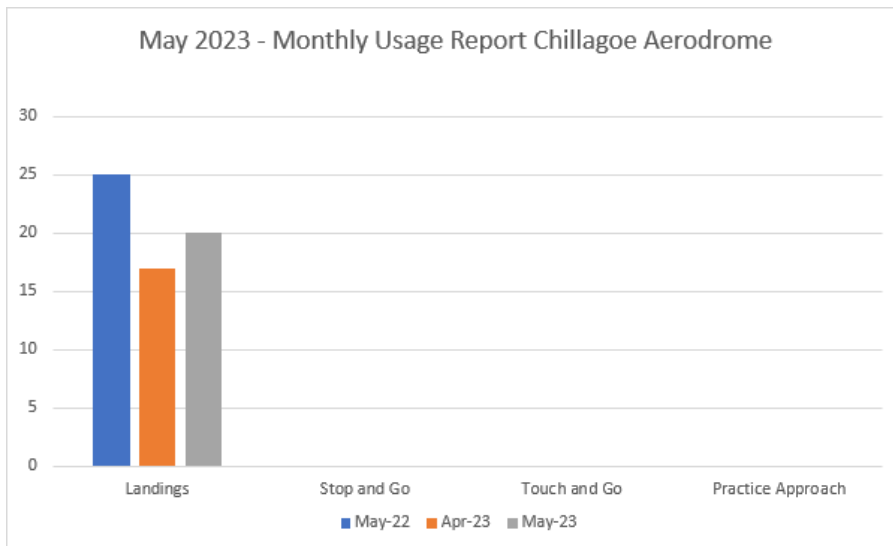
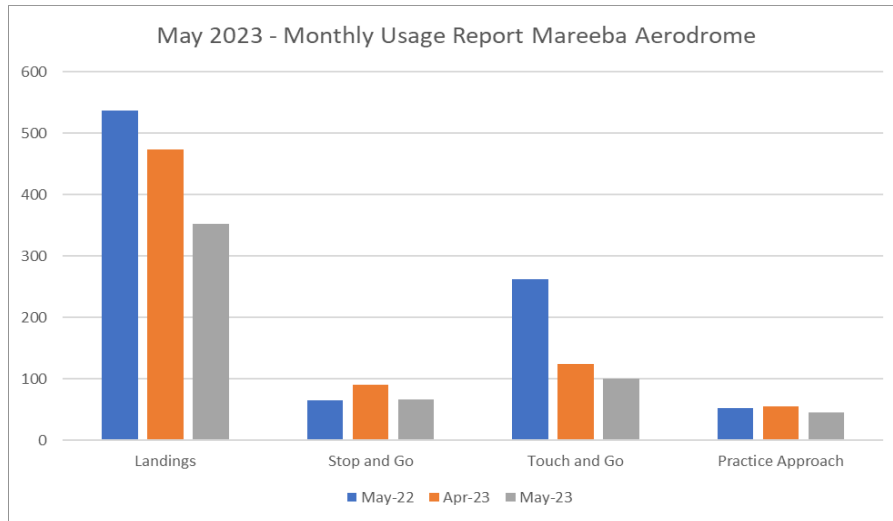
During May, seven (7) reports of vandalism/graffiti were recorded for Council facilities, with annual costs provided below;

Financial Year	Actuals	Comments – May 2023
2015/16	\$ 2,134.00	<ul style="list-style-type: none"> • Mareeba CWA Toilets – Vandalism x2 • Dimbulah Memorial Park Toilets – Vandalism x1 • Dimbulah Memorial Hall – Vandalism x1 • Mareeba Arnold Park Toilets – Vandalism x2 • Mareeba Rotary Park Toilets – Vandalism x1
2016/17	\$ 16,546.00	
2017/18	\$ 23,948.00	
2018/19	\$ 14,851.00	
2019/20	\$ 14,211.18	
2020/21	\$ 62,199.62	
2021/22	\$ 48,301.12	
2022/23	\$31,229.69	

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

Aerodromes:

The data recorded below is current for the month of May, however there is usually a lag of some data for each current month from the service provider, which continues to be updated into the next month.



FINANCIAL AND RESOURCE IMPLICATIONS***Operating***

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

LINK TO CORPORATE PLAN

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

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

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

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

9.7 T-MSC2023-13 NEW KURANDA CEMETERY - TENDER EVALUATION

Date Prepared: 12 June 2023
Author: Project Manager Civil
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the tenders received for T-MSC2023-13 New Kuranda Cemetery.

RECOMMENDATION

That the Council awards Tender T-MSC2023-13 New Kuranda Cemetery to Ikin Civil for the amount of \$678,408.70 (excl GST).

BACKGROUND

The existing Kuranda Cemetery has been approaching capacity for a number of years necessitating the requirement for Council to acquire a suitable location for the establishment of a new community burial facility. The property located on Kuranda Heights Road became available and was purchased for the purpose of becoming the preferred location for the new facility.

The tendered scope of works includes:

- Earthworks
- Roadworks
- Stormwater Drainage
- Water Supply/ Connection
- Carparking
- Landscaping
- Toilet Block
- Concrete works including: kerbs, pathways, beams

Tenders Received

Tenders closed on 30 May 2023 and four (4) submissions were received. A summary of the tender prices at opening is provided in *Table 1* below;

Table 1: Tendered Price at opening

Tenderer	Tendered Price (excluding GST)
Ikin Civil	\$678,408.70
3D Civil Pty Ltd	\$711,991.00
MC Group	\$1,031,482.63
Terranovus Civil	\$676,399.94

Tender Evaluation

The tender submissions were assessed for compliance with standard contract requirements and consideration to the individual tenderers ability to deliver the specified scope of works. Evaluation of the tenders also considered any stated exclusions, clarifications and the proposed construction timelines indicated in the schedules of work provided.

Tenders were assessed in accordance with the evaluation criteria stated in the tender documentation and as provided in *Table 2* below;

Table 2: Evaluation Criteria

Criteria	Weighting
Tendered Price	40%
Relevant Skills and Experience	15%
Key Personnel	10%
Demonstrated Understanding	25%
Local Content	10%
Total	100%

Each tender was evaluated and scored against the criteria, with the criteria scores then weighted to provide a total weighted score for each submission. Additionally, each tender has been assessed for conformance, compliance and discrepancies, against the requested response schedules.

All tenders were conforming and provided the necessary compliance documentation with all tenderers assessed as capable of completing the works to a satisfactory standard.

MC Group listed a number of departures including no allowance for survey and the exclusion of solar and service connections to the new toilet block. The required inclusion of these works would effectively increase MC Group’s final project cost significantly.

A summary of the Tender assessment, incorporating the evaluation against conformance, price and non-priced base criteria, resulted in the ranking of submissions displayed in *Table 3* below.

Table 3: Tender Evaluation Summary

Tenderer	Score (100%)	Rank
Ikin Civil	95	1
3D Civil Pty Ltd	86	3
MC Group	73	4
Terranovus Civil	88	2

Ikin Civil is a Mareeba-based contractor with the demonstrated capacity and capability to complete the project.

RISK IMPLICATIONS**Environmental**

The works are being undertaken to an environmentally sensitive area and as such the successful contractor will be required to implement all necessary protection measures.

Infrastructure and Assets

The existing Kuranda Cemetery is approaching capacity and construction of the new cemetery is required to meet the community's needs.

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Tenders were invited in accordance with Council's Procurement Policy.

FINANCIAL AND RESOURCE IMPLICATIONS**Capital*****Is the expenditure noted above included in the current budget?***

Yes. There is a Capital Works project in the current budget for construction of the new Kuranda Cemetery. The tender is within the budget allocation for the project.

Operating

When developed, future operational costs will be incurred due to maintenance of the new asset.

LINK TO CORPORATE PLAN

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

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

IMPLEMENTATION/COMMUNICATION

Tenderers to be notified of the outcome of this report.

9.8 T-MSC2023-03 MAREEBA WATER TREATMENT PLANT RAW WATER PUMP STATION UPGRADE

Date Prepared: 26 May 2023
Author: Manager Water and Waste
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the tenders received for T-MSC2023-03 Mareeba Water Plant Raw Water Pump Station Upgrade.

RECOMMENDATION

That the Council awards Tender T-MSC2023-03 Mareeba Water Plant Raw Water Pump Station Upgrade to A & B Civil Contracting Pty Ltd for the amount of \$1,063,056.00 (excl GST).

BACKGROUND

Council received \$475,524.00 in grant funding for T-MSC2023-03 Mareeba Water Plant Raw Water Pump Station Upgrade through the Queensland Government Local Government Grants and Subsidies program (LGGSP). Council is responsible for the remaining contribution to the project, which under the funding agreement is \$317,016.00.

The upgrading of the Raw Water Pump Station has two (2) critical elements it needs to achieve, to lift the priority infrastructure out of the flood zone and to provide improved operational functionality when delivering water to the clarifiers and through the filtration process. Council has advised tenderers that the works are required to be practically complete by 12 January 2024.

Tenders for T-MSC2023-03 Mareeba Water Plant Raw Water Pump Station Upgrade closed at 10:00am, Wednesday 26 April 2023.

Five (5) conforming submissions and one (1) non-conforming submission were received as follows;

Tenderer	Tendered Price (GST excl)
A & B Civil Contracting Pty Ltd	\$1,063,056.00
fgf Developments Pty Ltd	\$1,776,504.00
SNG Engineering Pty Ltd	\$1,866,128.00
Strategic Builders Pty Ltd	\$1,772,986.28
Bama Civil Pty Ltd	\$2,052,076.00
Terra Ferma Pty Ltd (Non-Conforming)	\$10,950.00

The non-conforming tenders from Terra Ferma Pty Ltd was deemed to have not satisfied the project requirements.

Tenders were reviewed in accordance with the evaluation criteria stated in the tender documentation and are outlined below.

Criteria	Criteria Weighting (%)
Relevant experience	15
Demonstrated Understanding	20
Key Personnel Skills and Experience	15
Tenderers Resources	10
Price	40

Tenders were assessed on conformance, price and non-price-based criteria.

The tender price is scored using a formula dependent on the tendered price and the median of all conforming tendered prices.

For the assessment of non-price-based criteria, the tenders were scored on a scale between zero (0, unable to be scored) and ten (10, excellent) for each criterion.

The weighting was applied to each criteria's score and a total score for each tender was calculated.

Through the assessment of tenders, each submission received a weighted score for each of the listed criteria. The submissions had a high variance in terms of pricing and demonstration of relevant experience.

A summary of the tender assessment for each tender is summarised below.

Tenderer	Tender Price (GST excl)	Score (100%)	Rank
A & B Civil Contracting Pty Ltd	\$1,063,056.00	100	1
fgf Developments Pty Ltd	\$1,776,504.00	97	2
SNG Engineering Pty Ltd	\$1,866,128.00	88	4
Strategic Builders Pty Ltd	\$1,772,986.28	90	3
Bama Civil Pty Ltd	\$2,052,076.00	80	5

A&B Civil Contracting received the highest score overall. A&B Civil Contracting are a Cairns based business which has previous relevant experience with water and wastewater infrastructure upgrade projects. Based on the tender assessment, it is recommended to award the tender the A&B Civil Contracting.

RISK IMPLICATIONS

Infrastructure and Assets

The upgrading of the Raw Water Pump Station has two (2) critical elements it needs to achieve; to lift the priority infrastructure out of the flood zone and to provide improved operational

functionality when delivering water to the clarifiers and through the filtration process. The current pump station equipment is aged and inefficient by current standards.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Council has allocated funding under the 2022/23 capital budget which is supplemented by a grant from the Queensland State Government.

Is the expenditure noted above included in the current budget?

Yes.

LINK TO CORPORATE PLAN

Community: An engaged community which supports and encourages effective partnerships to enhance the liveability of the shire and the wellbeing of residents in communities which are resilient and prepared for unforeseen events.

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

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

IMPLEMENTATION/COMMUNICATION

Tenderers to be notified of the outcome of this report. The works will be located within the confines of the water treatment plant on Kowa Street and will generally not affect the general public.

9.9 T-MSC2023-01 MAREEBA WATER TREATMENT PLANT BOOSTER PUMP STATION PROJECT

Date Prepared: 26 May 2023
Author: Manager Water and Waste
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an assessment of the tenders received for T-MSC2023-01 Mareeba Water Plant Booster Pump Station Upgrade.

RECOMMENDATION

That the Council awards Tender T-MSC2023-01 Mareeba Water Plant Booster Pump Station Upgrade to fgf Developments Pty Ltd for the amount of \$5,414,106.00 (excl GST).

BACKGROUND

Council received \$1,600,000.00 in grant funding for T-MSC2023-01 Mareeba Water Plant Booster Pump Station Upgrade through the Federal Governments Black Summer Bushfire Recovery Grants Program (BSBRGP). Councils' contribution to the project under the funding agreement is \$1,482,950.00.

The upgrading of the existing Water Pump Station has two (2) critical elements it needs to achieve; to lift the firefighting capacity in the Mareeba Township area as there are significant and ongoing pressure issues on the western side of the township, and to ensure Council meets the minimum required water pressure standards to its residents due to increased residential developments particularly on the eastern side and to the southern side of Mareeba.

The project will upgrade the clear water pump station at the Mareeba township Kowa Street water treatment plant (WTP). The works to be completed are:

- Structural design and certification of new Mareeba BPS building and associated building services works (HVAC, Fire Protection and Building Hydraulics)
- Procurement of pumps, generators and VSD's;
- Construction of the Booster Pump Station including the provision of pumps, switchboards, generator and surge vessels;
- Connection of the new pump station to existing trunk water infrastructure;
- Site civil, pavements, conduits and drainage, and site reinstatement works;
- Construction of concrete slab mounted surge vessel on inlet to Centenary Park BPS and associated pipeworks; and
- Commissioning of the Booster Pump Station for Council operation.

Council has advised tenderers that the works are required to be practically complete by 31 March 2024.

Tenders for T-MSC2023-01 Mareeba Water Plant Raw Water Pump Station Upgrade closed at 10:00am, Wednesday 26 April 2023.

Three (3) conforming submissions were received as follows.

Tenderer	Tendered Price (GST excl)
fgf developments Pty Ltd	\$6,112,716.00
SNG Engineering Pty Ltd	\$5,880,935.00
Strategic Builders Pty Ltd	\$6,095,662.57

All three (3) tenders were substantially over the approved budget. To assist with reducing the project costs, the project designers identified some project scope reductions as part of the post-tender clarification and negotiation process.

Of the three (3) tenderers, Council officers shortlisted the two (2) locally based contractors, fgf Developments and Strategic Builders. SNG Engineering Pty Ltd, whilst being the lowest tenderer, are a Sydney based company with limited operations in Australia, and to date limited experience with this type of project, and a level of risk extends from this.

The shortlisted tenderers were provided with the revised design and both companies were invited to identify further project costs savings with the overall aim to reduce the project costs.

Tenders were reviewed in accordance with the evaluation criteria stated in the tender documentation and are outlined below.

Criteria	Criteria Weighting (%)
Relevant experience	15
Demonstrated Understanding	20
Key Personnel Skills and Experience	15
Tenderers Resources	10
Price	40

Tenders were assessed on conformance, price and non-price-based criteria.

The tender price is scored using a formula dependent on the tendered price and the median of all conforming tendered prices.

For the assessment of non-price-based criteria, the tenders were scored on a scale between zero (0, unable to be scored) and ten (10, excellent) for each criterion.

The weighting was applied to each criteria’s score and a total score for each tender was calculated.

Through the assessment of tenders, each submission received a weighted score for each of the listed criteria. The submissions had a high variance in terms of pricing and demonstration of relevant experience.

A summary of the tender assessment for each tender is summarised below.

Tenderer	Commentary	Tender Price (GST excl)	Score (100%)	Rank
fgf developments Pty Ltd	Revised price post tender negotiations	\$5,414,106.00	100%	1
Strategic Builders Pty Ltd	Revised price post tender negotiations	\$5,967,352.57	74%	2

fgf developments is a locally based business which has previous relevant experience with water and wastewater infrastructure upgrade projects. fgf developments provided post tender correspondence detailing cost saving initiatives with a total saving of \$698,610 which was assessed as acceptable. Based on the tender assessment, it is recommended to award the tender to fgf Developments.

RISK IMPLICATIONS

Infrastructure and Assets

The existing high lift water pump station is aging and inefficient by current standards. There is no redundancy in the current system to allow for future development growth and to maintain minimum water pressure standards which poses a significant risk to the water security of the Mareeba township if it is not upgraded.

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Council has allocated funding under the 2022/23 capital budget which is supplemented by a grant from the Federal Government.

Is the expenditure noted above included in the current budget?

Yes.

LINK TO CORPORATE PLAN

Community: An engaged community which supports and encourages effective partnerships to enhance the liveability of the shire and the wellbeing of residents in communities which are resilient and prepared for unforeseen events.

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

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

IMPLEMENTATION/COMMUNICATION

Tenderers to be notified of the outcome of this report. The works will be located within the confines of the water treatment plant on Kowa Street and will generally not affect the general public.

9.10 INFRASTRUCTURE SERVICES, WATER AND WASTE OPERATIONS REPORT - MAY 2023

Date Prepared: 18 May 2023
Author: Manager Water and Waste
Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to summarise Council’s Water and Waste activities undertaken by the Infrastructure Services Department during the month of May 2023.

RECOMMENDATION

That Council receives the Infrastructure Services, Water and Waste Operations Report for May 2023.

BACKGROUND

Water and Wastewater Treatment:

All treatment plants are generally performing satisfactorily. Water demand was varied across all schemes. Rainfall in most catchments resulting in decreased consumption per connection.

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

Water Treatment	Mareeba	Kuranda	Chillagoe	Dimbulah	Mt Molloy*
Water Plant average daily production (kL)	7,185	822	341	345	92
Number of Connections	4,385	982	157	272	137
Average daily water consumption per connection (L)	1,639	837	2,172	1,268	814

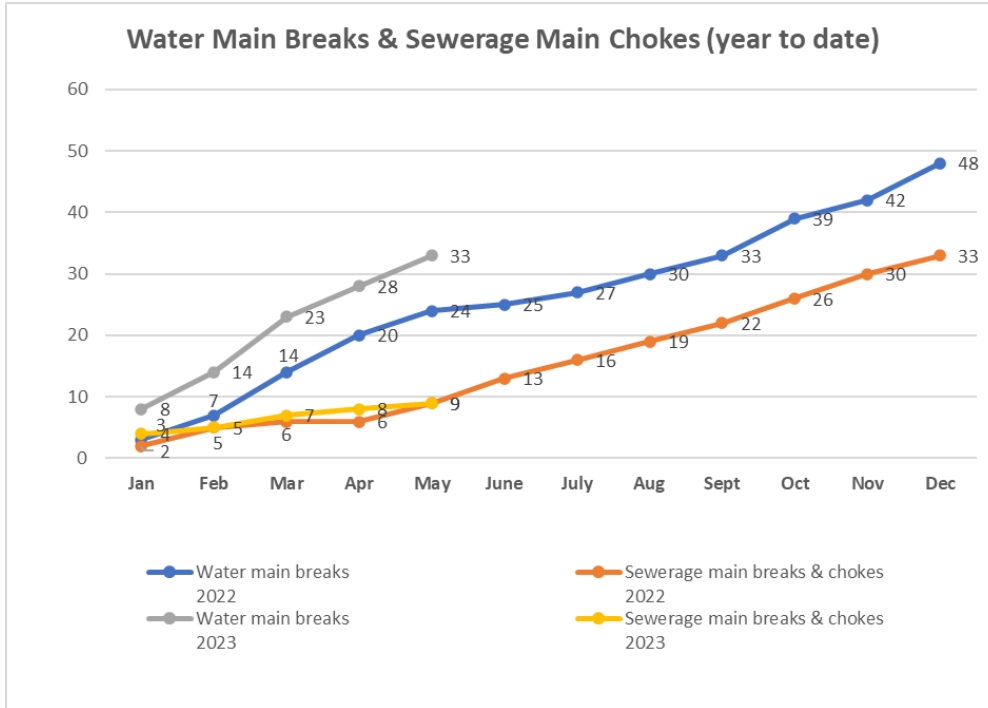
* Mt Molloy is an untreated, non-potable water supply

Wastewater Treatment	Mareeba	Kuranda
Wastewater Plant average daily treatment (kL)	2,525	255
Number of Connections	3,424	346
Average daily inflow per connection (L)	738	737

Water and Wastewater Reticulation:

Council's water reticulation crew attended to five (5) water main breaks, and one (1) sewer main breaks/chokes this month, and average response times were within targets set out in Council's customer service standard for water services.

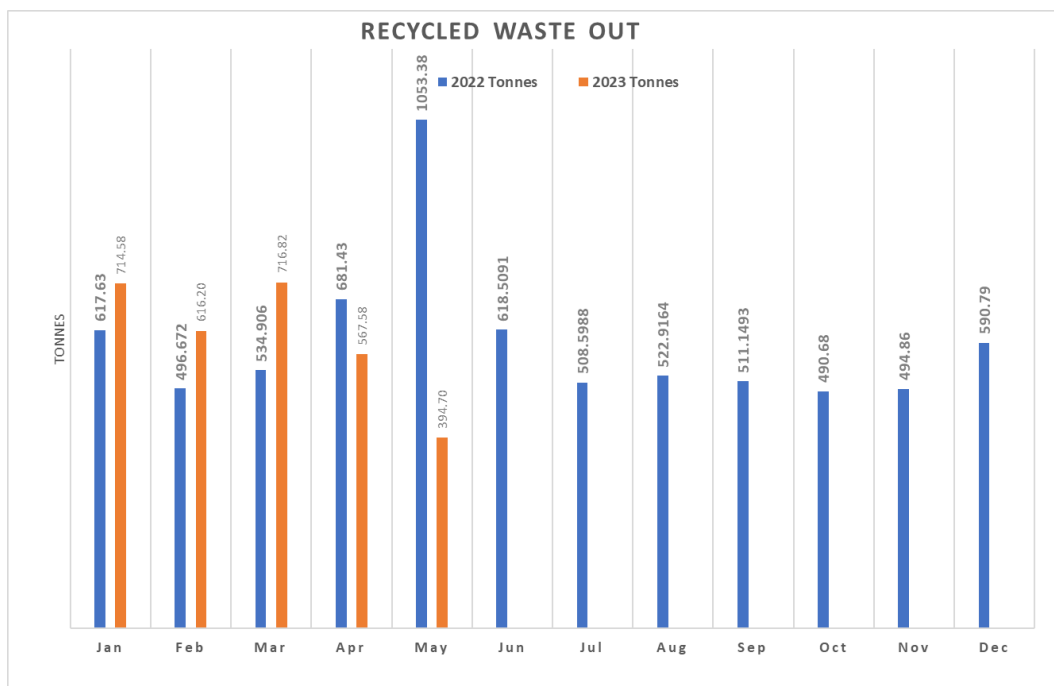
Monthly statistics are shown on the water reticulation main breaks and sewerage main breaks and chokes:

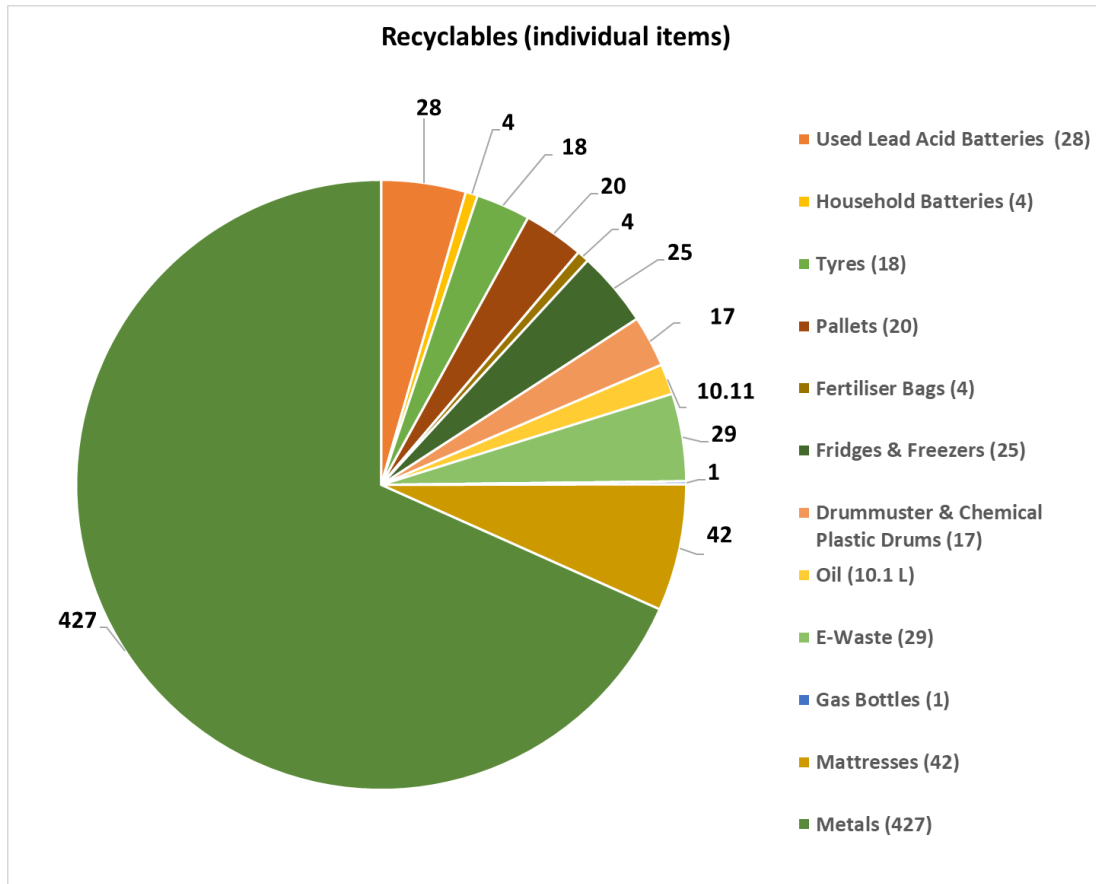


Waste Operations:

Recycling

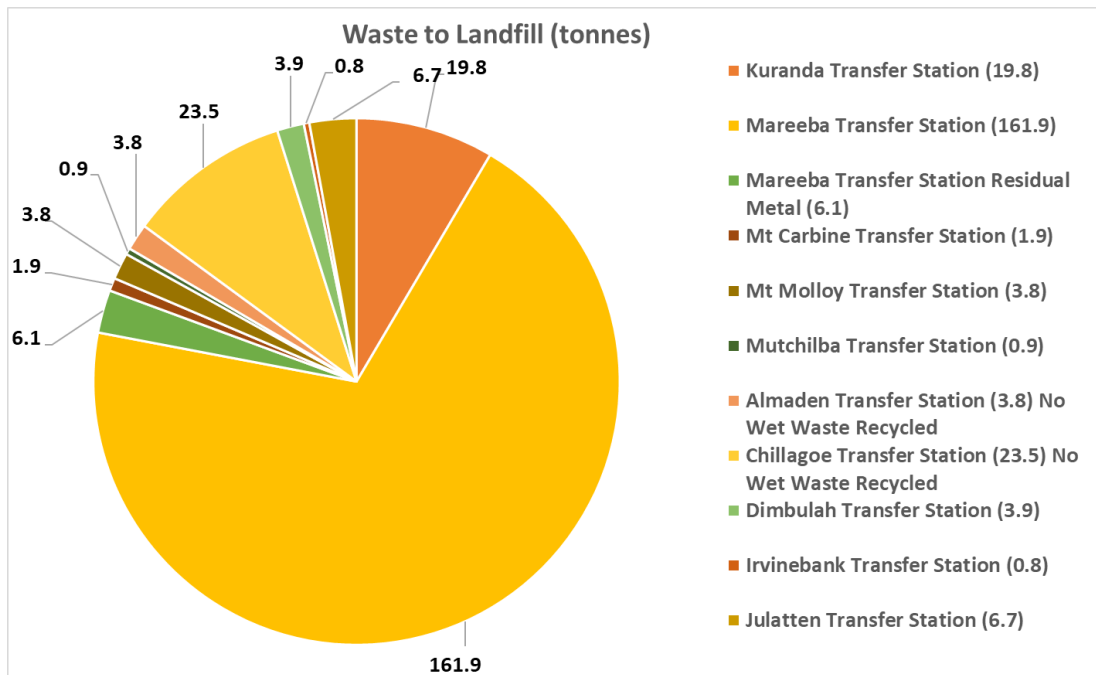
Waste material collected at each of the waste transfer stations are either deposited directly to the Springmount Waste Facility, recycled, or transported to the Veolia Advanced Resource Recovery Facility (ARRF) in Cairns for processing.





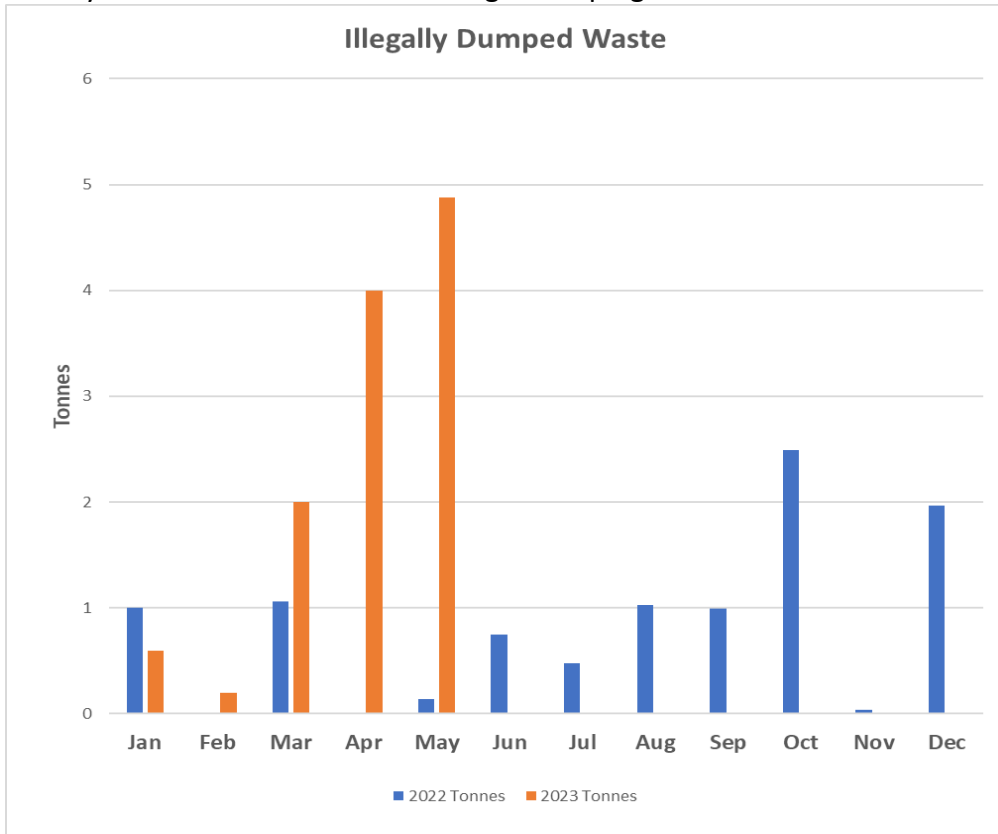
Waste to Transfer Stations

Transfer Station dry waste is transported off site to the Springmount Waste Facility and for the month of May 233 tonnes was landfilled.



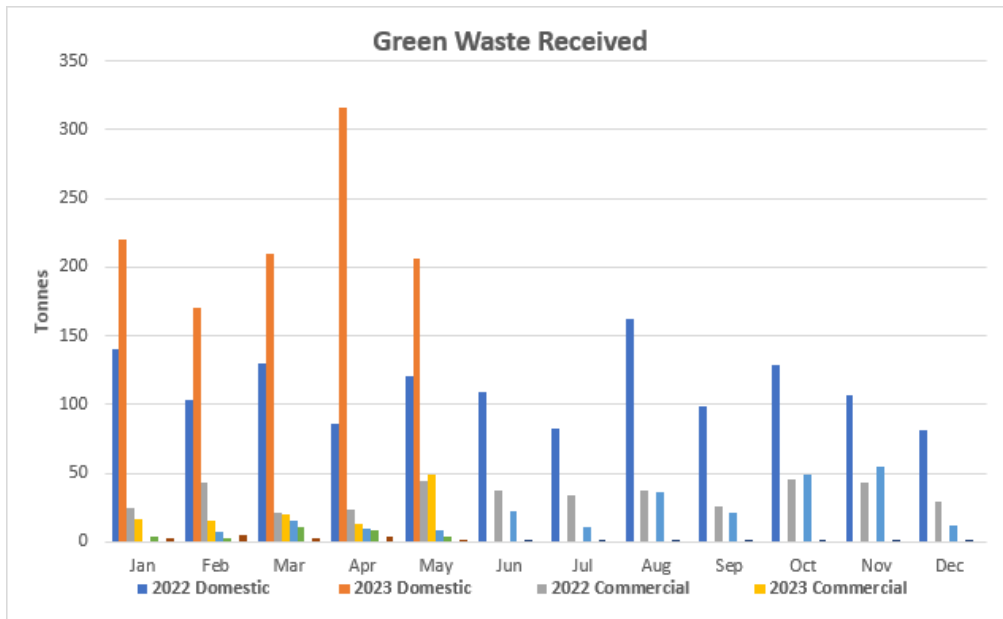
Illegally Dumped Waste

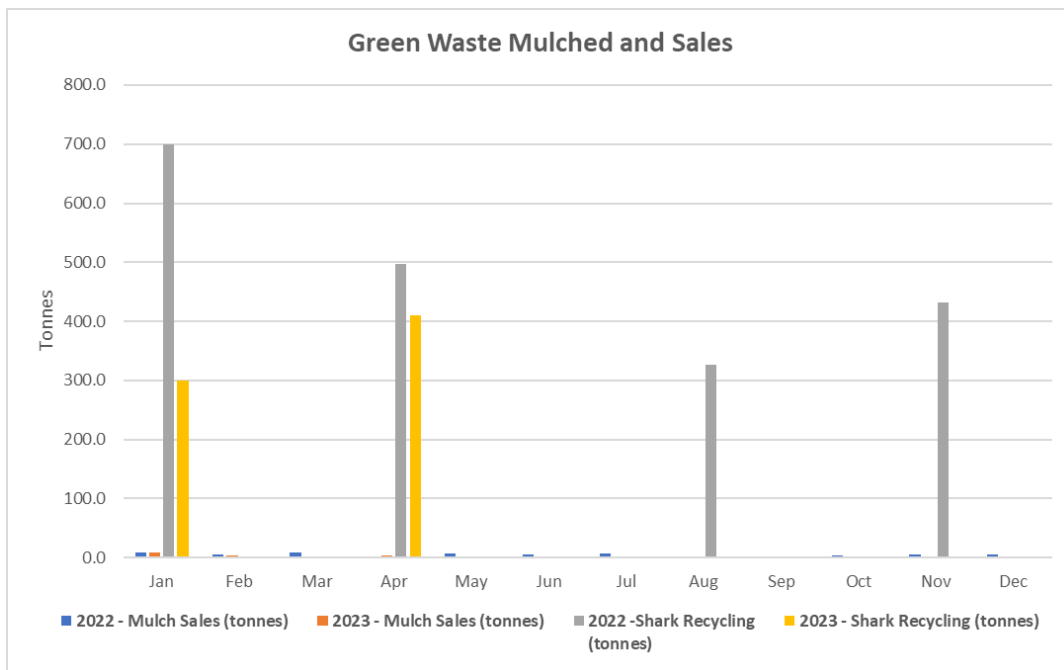
There were 4.8 tonnes of illegally dumped waste recorded through Waste Transfer Stations during the month of May. This does not include the illegal dumping on TMR Roads.



Green Waste

During May, Council received a total of 260 tonnes of green waste with Kuranda recording 0.2 tonnes of green waste from locations registered as being potentially contaminated with Electric Ants.





RISK IMPLICATIONS

Environmental

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

LEGAL/COMPLIANCE/POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

LINK TO CORPORATE PLAN

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

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

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

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

IMPLEMENTATION/COMMUNICATION

Nil

9.11 INFRASTRUCTURE SERVICES, WORKS SECTION ACTIVITY REPORT - MAY 2023**Date Prepared:** 12 June 2023**Author:** Manager Works**Attachments:** Nil**EXECUTIVE SUMMARY**

The purpose of this report is to summarise Council's Transport Infrastructure, Parks and Gardens and Land Protection operational activities undertaken by Infrastructure Services during the month of May 2023.

RECOMMENDATION

That Council receives the Infrastructure Services, Works Progress Report for the month of May 2023.

BACKGROUND**Transport Infrastructure**Emergent Works

Mareeba Shire Council is eligible for DRFA funding following the activation of the shire under the Northern and Central Queensland Monsoon and Flooding 20 December 2022 to 30 April 2023 event.

The extension of the event period means that DRFA emergent works will now be eligible for repair until 29 July 2023.

During May, the Works Group has undertaken emergent work on the following roads within the shire.

Road	Location	Road	Location
Armstrong Road	Mona Mona	Lappa Mt Garnet Road	Petford
Austin Road	Mona Mona	Masons Road	Kuranda
Barron Falls Road	Kuranda	Mt Spurgeon Road	Mt Carbine
Bilwon Road	Biboohra	Roiko Road	Mareeba
Black Mountain Road	Kuranda	Strathleven Road	Gamboola
Bolwarra Road	Crystalbrook	Wolfram Road	Dimbulah
Braund Road	Dimbulah	Euluma Creek Road	Julatten
Brickley Street	Dimbulah	Ganyan Drive	Speewah
Clohesy River Road	Koah	Hodzic Road	Biboohra
Crystalbrook Road	Crystalbrook	Jeffrey Road	Kuranda

Unsealed Road Maintenance Grading

Road	Locality	Road	Locality
Ootann Road	Barwidgi	Mt Perseverance Road	Julatten
Adil Road	Mareeba	Nine Mile Road	Julatten
Bolwarra Road	Crystalbrook	Peters Road	Mareeba
Collins Weir Road	Mutchilba	Pickford Road	Mareeba
Eastern Street	Chillagoe	Rubina Terrace	Irvinebank
Georgetown Road	Chillagoe	Smelter Road	Chillagoe
Gordon Street	Irvinebank	Wetherby Road	Julatten
Jessie Street	Irvinebank	Zillmanton Road	Chillagoe
Lockwood Road	Mareeba	School of Arts Street	Almaden
MacDonald Street	Irvinebank	Cowan Road	Mareeba
McIver Road	Mareeba	Fisher Road	Mareeba
McLeans Bridge Road	Julatten	Pont Street	Chillagoe
Mt Mulligan Road	Dimbulah		

General Maintenance

Activity	Area
Slashing/Mowing	Dimbulah, Kuranda, Koah, Mt Molloy, Julatten, Mareeba
Herbicide Spraying	Mareeba, Mutchilba, Dimbulah, Mt Molloy, Julatten, Kuranda, Speewah, Koah
Drain Cleaning	Kuranda, Mareeba

Customer Requests

During the month of May, the Works Group received 119 Customer Requests (CRs) with 175 resolved (resolved requests include those received prior to May 2023). The table below shows the number of requests lodged per Works Section for the month.

Month	Roads	Parks and Gardens	Pest Management
May	88	25	6

At the time of reporting, the Works Group had 89 open requests.

TMR Routine Maintenance Performance Contract (RMPC)

During May, slashing operations were carried out on the Mareeba – Dimbulah Road and the Burke Developmental Road (BDR) and a maintenance grade was carried out on the short, unsealed section of the BDR, just west of Almaden to coincide with the annual Great Wheel Barrow Race.

A medium formation grade was completed on the Herberton – Petford Road, between Watsonville and Irvinebank, and the gravel resheeting of a 1km section commenced west of the Hales Siding turnoff.

Parks and Open Spaces

As the frequency of maintenance mowing is dropping with the onset of cooler, drier weather, a brush cutting and herbicide spraying program was the predominate Parks and Open Spaces activity undertaken in the Mareeba area during May. Mary Andrews Park, Ralph Leinster Park, Stadhams Park, Mareeba Cemetery, Bicentennial Lakes and the Mareeba Pioneer Cemetery were all completed.

Sporting fields will continue to be serviced twice weekly or weekly, depending on usage, as well as the Off Leash Dog Park in Mareeba.

Other activities undertaken in May included.

- Mow and maintain Biboohra township
- Minor repairs to Centenary Park softfall in Kuranda
- Replacement of safety caps at the Amaroo Park playground
- Slashing of Mooraridji Park, Eales Park and Shaban Park
- Chillagoe, Almaden and Mt Molloy fire breaks have been installed
- Mow and maintain Mareeba Cemetery and Pioneer Cemetery
- Burials: Mareeba x 5

Fire Management

- Provision of traffic control services for a fuel reduction burn undertaken by the Mt Molloy Rural Fire Service on Saturday May 20
- Installation of bare earth fire breaks at Chillagoe and Almaden

Land Protection

Parthenium Weed: Inspections were carried out on 13 sites. All landholders are complying with their biosecurity obligation. Land Protection staff continue to monitor one (1) site every two (2) weeks with the other 12 every three (3) weeks.

Department of Main Roads (external funded): Mareeba Shire Council's annual roadside sprayed herbicide program on state controlled roads for the Department of Transport and Main Roads continued throughout May targeting pest weeds listed in the Mareeba Shire Community Biosecurity Plan. The Mulligan Highway was treated for Gamba Grass, Rubber vine and Caltrop.

Siam weed has been found during roadside inspections. One (1) site was a single plant on the Kennedy Highway at Speewah and another larger site was detected on the Burke Developmental Road approximately 5 km east of Petford. Both sites were mapped and treated.



Siam weed on the Burke Developmental Road

Wild Dogs: Baiting has been carried out on seven (7) properties totalling 366,500 hectares, one (1) on the upper Mitchell River and six (6) on the Walsh and Lynd River Catchments.

Feral Pigs: One landholder currently has a council trap on loan and is targeting feral pigs on his property east of Mareeba. These pigs have been in issue lately with a number of them being struck by cars on the Kennedy Highway. To date, eight (8) pigs have been trapped and destroyed at this location.

Mareeba Field Day: Mareeba Shire Council’s Land Protection Section had a stall at the Rotary FNQ Field Day. This was a great opportunity to help raise awareness of invasive plants and animals. The public had an opportunity to speak with officers first hand on any issues they have and to be made aware of pests that are a growing problem in the shire.



FINANCIAL AND RESOURCE IMPLICATIONS***Operating***

All operational works are funded by the section specific 2022/23 maintenance budgets.

LINK TO CORPORATE PLAN

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

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

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

IMPLEMENTATION/COMMUNICATION

Nil

10 CONFIDENTIAL REPORTS

Nil

11 BUSINESS WITHOUT NOTICE

12 NEXT MEETING OF COUNCIL

13 FOR INFORMATION

13.1 SUMMARY OF NEW PLANNING APPLICATIONS & DELEGATED DECISIONS FOR THE MONTH OF MAY 2023
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Date Prepared: 1 June 2023

Author: Senior Planner

Attachments: Nil

Please see below information.

Summary of new Planning Development Applications and Delegated Decisions for May 2023

New Development Applications					
Application #	Lodgement Date	Applicant/ Address	Property Description	Application Type	Status
MCU/23/0010	19/05/2023	K Millett and J Casino C/- Emergent Building Approvals 685 Speewah Road Speewah	Lot 621 on SP176565	MCU Dwelling House (Secondary Dwelling)	Decision Stage
OPW/23/0001	10/05/2023	K J McDowell C- Scope Town Planning 12B Morton Street Kuranda	Lot 3 on SP213770	Vegetation Clearing Assessable against the Mareeba Shire Council Planning Scheme 2016 Environmental Significance Overlay and Hill and Slope Overlay	Decision Stage
RAL/23/0004	17/05/2023	S & A Grist C/- Innovate Urban 1 Copland Road Koah	Lot 672 on SP295201	ROL (1 Lot into 3 Lots)	Referral Stage

Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
MCU/23/0007	9/05/2023	J and C Eldred C/- Scope Town Planning	397 Speewah Road Speewah	Lot 2 on RP718600	MCU Animal Keeping (Equine training facility)
MCU/23/0010	23/05/2023	K Millett and J Casino C/- Emergent Building Approvals	685 Speewah Road Speewah	Lot 621 on SP176565	MCU Dwelling House (Secondary Dwelling)
OPW/23/0001	23/05/2023	K J McDowell C- Scope Town Planning	12B Morton Street Kuranda	Lot 3 on SP213770	OPW Vegetation Clearing Assessable against the Mareeba Shire Council Planning Scheme 2016 Environmental Significance Overlay and Hill and Slope Overlay

Negotiated Decision Notices issued under Delegated Authority					
Application #	Date of Decision Notice	Applicant	Address	Property Description	Application Type
Nil					

Change to Existing Development Approval issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

Referral Agency Response Decision Notices issued under Delegated Authority					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

Extensions to Relevant Period issued					
Application #	Date of Decision	Applicant	Address	Property Description	Application Type
Nil					

Survey Plans Endorsed					
Application #	Date	Applicant	Address	Property Description	No of Lots
REC/07/0052	5/05/2023	Hockey Machinery Sales Pty Ltd C/- Twine Surveys Pty Ltd	Summer Street Mareeba	Lots 82 & 100 on SP334790 (Cancelling Lot 100 on SP334788)	2
RAL/22/0022	23/05/2023	MGA Investments C/- RPS AAP Consulting Cairns	3609 Mulligan HWY Mount Molloy	Lots 101 – 103 on SP340637 (Cancelling Lot 1 on SP223151)	3
RAL/22/0016	26/05/2023	J & V Xhafer C/ - Freshwater Planning	100 Blacks Road Mareeba	Lots 71 & 72 on SP334798 (Cancelling Lot 7 on SP117678)	2
RAL/22/0015	12/05/2023	J Cunnington	7-9 Santowski Crescent Mount Molloy	Lots 1 & 2 on SP334795 (Cancelling Lot 268 on DA403)	2