



## **Ordinary Meeting**

**Council Chambers**  
**Date: 15 March 2017**  
**Time: 9:00am**

## **MINUTES**

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## **MEMBERS IN ATTENDANCE**

**Members Present:** Cr T Gilmore (Mayor), Crs, E Brown, K Davies, M Graham, A Pedersen, and L Wyatt.

## **APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS**

Moved by Cr Davies

Seconded by Cr Graham

"That Cr Toppin be granted a leave of absence from the Council Meeting held today 15 March 2017."

**CARRIED**

## **BEREAVEMENTS/CONDOLENCES**

A minute's silence was observed as a mark of respect for those residents who passed away during the previous month.

## **DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/ CONFLICTS OF INTEREST**

There were no Material Personal Interests or Conflicts of Interest declared by any Councillor or Senior Council Officer in relation to the items of business listed on the Agenda.

## **CONFIRMATION OF MINUTES**

Moved by Cr Pedersen

Seconded by Cr Wyatt

"That the Minutes of the Ordinary Council Meeting held on 15 February 2017 be confirmed as true and correct."

**CARRIED**

## **BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS**

Nil

**CORPORATE AND COMMUNITY SERVICES****REGIONAL LAND USE PLANNING****ITEM-1                      EXTENSION TO RELEVANT PERIOD - LANDGOLD PTY LTD - MATERIAL CHANGE OF USE - MOTEL - LOT 1 RP725711 - CNR KENNEDY HIGHWAY, MAREEBA CONNECTION ROAD & KENNEALLY ROAD, MAREEBA - MCU/08/0063**

Moved by Cr Wyatt

Seconded by Cr Graham

- "1. That in relation to the application to extend the relevant period for the following development approval:

APPLICATION		PREMISES	
APPLICANT	Landgold Pty Ltd	ADDRESS	Cnr Kennedy Highway, Mareeba Connection Road & Kenneally Road, Mareeba
DATE REQUEST FOR EXTENSION OF RELEVANT PERIOD LODGED	31 January 2017	RPD	Lot 1 on RP725711
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Motel		

and in accordance with the Sustainable Planning Act 2009,

- (A) The relevant period be extended for *one (1) year from 9 February 2017 to 9 February 2018.*
2. A Notice of Council's decision be issued to the applicant/ Department of Infrastructure, Local Government and Planning, State Assessment and Referral Agency (SARA) via email [CairnsSARA@dilgp.gov.au](mailto:CairnsSARA@dilgp.gov.au) (reference: SPD-0217-033781) advising of Council's decision."

**CARRIED**



**ITEM-2                                      EXTENSION TO RELEVANT PERIOD - M & C SORBELLO  
- RECONFIGURING A LOT - SUBDIVISION (1 INTO 2  
LOTS) LOT 1 RP735873 - 3576 KENNEDY HIGHWAY,  
MAREEBA - REC/08/0029**

Moved by Cr Brown

Seconded by Cr Pedersen

- “1. That in relation to the application to extend the relevant period for the following development approval:

APPLICATION		PREMISES	
APPLICANT	M Sorbello	ADDRESS	3576 Kennedy Highway, Mareeba
DATE REQUEST FOR EXTENSION OF RELEVANT PERIOD LODGED	27 January 2017	RPD	Lot 1 on RP735873
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 2 Lots)		

and in accordance with the Sustainable Planning Act 2009,

- (A) The relevant period be extended for *one (1) year from 9 February 2017 to 9 February 2018.*
2. A Notice of Council's decision be issued to the applicant/ Department of Infrastructure, Local Government and Planning, State Assessment and Referral Agency (SARA) via email [CairnsSARA@dilgp.gov.au](mailto:CairnsSARA@dilgp.gov.au) (reference: SPD-0217-034012) advising of Council's decision”.

**CARRIED**

**ITEM-3                                      CHANGE OF DEVELOPMENT APPROVAL - S RIZVI & P FREEMAN - RECONFIGURING A LOT - SUBDIVISION (1 INTO 4 LOTS AND COMMON PROPERTY) - LOT 1 NR7238 - 1063 KOAH ROAD, KOAH - DA/16/0009**

Moved by Cr Davies

Seconded by Cr Graham

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

APPLICATION		PREMISES	
APPLICANT	S Rizvi & P Freeman	ADDRESS	1063 Koah Road, Koah
DATE REQUEST FOR CHANGE TO DEVELOPMENT APPROVAL LODGED	27 January 2017	RPD	Lot 1 on NR7238
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 4 lots and Common Property)		

and in accordance with the Sustainable Planning Act 2009,

(A) Condition 4.1.1 of Council's Negotiated Decision Notice issued on 3 June 2016 be amended as follows:

4.1.1 The shared access driveway within the common property is to be constructed to a gravelled standard for the full length of the common property, to the satisfaction of Council's delegated officer.

The driveway will:

- have a minimum width of four (4) metres;
- be formed with one-way cross fall to cater for stormwater drainage such that any stormwater runoff is contained within the common property; and
- have a landscaped buffer along either side of the driveway, which will be planted out with drought hardy dry tropical native shrubs, such as *Callistemon pachyphyllus*, *Callistemon recurvus*, *Acacia leptocarpa*, *Acacia simsii*, *Melaleuca viridifolia*, *Melaleuca linariifolia*.

2. A Notice of Council's decision be issued to the applicant advising of Council's decision."

**CARRIED**

### ITEM-4

**CHANGE OF DEVELOPMENT APPROVAL - RODEO  
ACRES PTY LTD - RECONFIGURING A LOT -  
SUBDIVISION (1 INTO 8 LOTS) LOT 12 SP146292 -  
MAREEBA-DIMBULAH ROAD, MAREEBA - DA/16/0019**

Moved by Cr Wyatt

Seconded by Cr Brown

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

APPLICATION		PREMISES	
APPLICANT	Rodeo Acres Pty Ltd	ADDRESS	Mareeba - Dimbulah Road, Mareeba
DATE REQUEST FOR CHANGE TO DEVELOPMENT APPROVAL LODGED	17 February 2017	RPD	Lot 12 on SP146292
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 8 Lots)		

and in accordance with the Sustainable Planning Act 2009,

- (A) The approved plan/s of Council's Decision Notice issued on 26 July 2016 be amended as follows:

The approved plans and/or documents for this development approval area listed in the following table:

<i><b>Plan/Document Number</b></i>	<i><b>Plan/Document Title</b></i>	<i><b>Prepared by</b></i>	<i><b>Dated</b></i>
Sketch 1013-2 E	Lot Layout - Option 2	Trinity Engineering and Consulting	5 July 2016
<b>Sketch 1013-2 G</b>	<b>Lot Layout - Option 2</b>	<b>Trinity Engineering and Consulting</b>	<b>17 February 2017</b>

- (B) Condition 3.14 of Council's Decision Notice issued on 26 July 2016 be amended as follows:

### 3.14 Lot Layout and Building Envelopes

*Lot layout and building envelopes shall be generally in accordance with the approved plan, in particular:*

- (a) *The approved building envelope plan is Drawing No. Sketch 1013-2 G. Prior to endorsement of the survey plan, the approved building envelope area must be defined by survey markers set at each corner, to the satisfaction of Council's delegated officer.*

- (b) *All habitable buildings must be located within the approved building envelope area.*

2. A Notice of Decision on Request to Change a Development Approval be issued to the applicant and Department of Infrastructure, Local Government and Planning, State Assessment and Referral Agency (SARA) via email [CairnsSARA@dilqp.gov.au](mailto:CairnsSARA@dilqp.gov.au) (reference: SPD-0217-034162) advising of Council's decision."

**CARRIED**

**ITEM-5                      APPLICATION    FOR    COMMERCIAL    OTHER    -  
SUBSIDIARY ON PREMISES LIQUOR LICENCE -  
SPRINGMOUNT RACEWAY PTY LTD - LOT 113 ON  
SP214842 - SPRINGMOUNT ROAD, ARRIGA**

Moved by Cr Graham

Seconded by Cr Wyatt

"That Council advise the Office of Liquor and Gaming Regulation of the Department of Justice and Attorney General that Council has no objection to the granting of a Commercial Other - Subsidiary on Premises Licence to Springmount Raceway Pty Ltd on land described as Lot 113 on SP214842, situated at Springmount Road, Arriga subject to the standard trading conditions."

**CARRIED**

**ITEM-6                      K NETHERY - APPLICATION FOR ADVERTISING SIGN -  
LOT 60 SP233811 - BURKE DEVELOPMENTAL ROAD,  
CHILLAGOE**

Moved by Cr Brown

Seconded by Cr Pedersen

"That Council approve the application made by K Nethery for the erection of an advertising sign on Lot 60 on SP233811, situated near culvert 290 on the Burke Development Road, Chillagoe, subject to:

1. The facts and circumstances as set out in the application and supporting information being adhered to, except where modifications to the proposal result from the application of the following conditions.
2. The applicant obtaining a Development Permit for Building Works, prior to the erection of the advertising sign.
3. The approval shall be valid for a period of one (1) year. The sign owner will have to reapply for a permit on a yearly basis, when Council will reassess the billboard and decide whether to approve or refuse the display of the sign.
4. No part of the advertising sign is permitted to encroach on the State controlled road reserve (Burke Developmental Road).
5. A minimum of \$10,000,000 public liability insurance is maintained for the advertising sign until the advertising sign is removed.



**ITEM-10                      WATER AND WASTEWATER GROUP FEES & CHARGES**  
**2017/2018**

Moved by Cr Brown

Seconded by Cr Davies

"That Council adopt the Water and Waste Fees & Charges for the 2017/2018 financial year, attached to these Minutes as Appendix 2."

**CARRIED**

**ITEM-11 FINANCIAL STATEMENTS FOR PERIOD ENDING 28 FEBRUARY 2017**

Moved by Cr Wyatt

Seconded by Cr Davies

"That Council note the financial report for the period ending 28 February 2017."

**CARRIED**

## ITEM-12 NDRRA PROCUREMENT

Moved by Cr Wyatt

Seconded by Cr Davies

"That Council resolves for the continuation of contracts TMSC2015-29 and TMSC2015-30, as awarded in January 2016, on the condition that security deposits are returned to Council prior to commencement of works."

**CARRIED**

## INFRASTRUCTURE SERVICES

## ITEM-13 MAREEBA AIRPORT DEVELOPMENT GUIDELINES

Moved by Cr Davies

Seconded by Cr Graham

"That:

1. Council adopt the Mareeba Airport Development Guidelines attached to this report as Appendix 1;
2. Council note the indicative leasing charges of \$9.00 per square metre for leases less than 500m<sup>2</sup> and \$6.00 per square metre for leases with an area of 500m<sup>2</sup> or more that will be utilised in the negotiation and preparation of draft leases for sites in the new Aviation Industrial Park, with lessees being made aware that these charges may be subject to change once the Council's Airport Business and Financial Plan has been finalised."

**CARRIED**

**ITEM-14                      INFRASTRUCTURE        SERVICES        -        PROJECT  
PRIORITISATION APPRAISAL CRITERIA**

Moved by Cr Wyatt

Seconded by Cr Brown

"That Council adopt the Project Prioritisation Tool (PPT) criteria and risk assessment methodology for prioritising Infrastructure Services capital works projects."

**CARRIED****ITEM-15                      NEW MAREEBA AIRPORT AVIATION INDUSTRIAL PARK  
- LEASE APPLICATION PROCESS**

Moved by Cr Pedersen

Seconded by Cr Wyatt

"That authority be delegated to the Mayor and Chief Executive Officer to approve applications for leases in the new Mareeba Airport Aviation Industrial Park."

**CARRIED****ITEM-16                      LONG TERM ASSET MANAGEMENT PLAN**

Moved by Cr Davies

Seconded by Cr Graham

"That Council adopt the Long Term Asset Management Plan, attached to these Minutes as Appendix 3".

**CARRIED****ITEM-17                      INFRASTRUCTURE SERVICES - MONTHLY REPORT -  
FEBRUARY 2017**

Moved by Cr Pedersen

Seconded by Cr Brown

"That Council receive and note the Infrastructure Services, Monthly Activities report for the month of February 2017."

**CARRIED**

## PROJECTS

### **ITEM-18                      TIMBER      BRIDGE      RENEWALS      -      QUOTE CONSIDERATION PLAN**

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council adopt the Timber Bridge Renewals - Quote Consideration Plan for the engagement of a bridge specialist to provide design, construction and certification of the rehabilitation works associated with the Timber Bridge Renewals under the Work for Queensland Program as detailed in this report."

**CARRIED**

### **ITEM-19                      TENDER TMSC2017-04 MAREEBA AIRPORT UPGRADE - CONSTRUCTION OF AIRSIDE INFRASTRUCTURE**

Moved by Cr Brown

Seconded by Cr Wyatt

"That Council delegate authority to the Mayor and Chief Executive Officer to enter into, negotiate, finalise after consultation with Councillors, the Contract for the Mareeba Airport Upgrade: Construction of Airport Infrastructure."

**CARRIED**

### **ITEM-20                      TENDER EVALUATION TMSC2017-01 MAREEBA WATER PLANT MOTOR CONTROL CENTRE REPLACEMENT UPGRADE**

Moved by Cr Brown

Seconded by Cr Wyatt

- "1. That Council award Tender TMSC2017-01 Mareeba Water Plant MCC Replacement Upgrade to Babinda Electrics for a total value of \$243,121.00 (exclusive of GST).
2. That Council approve the extra funding of \$137,433.10 required out of Depreciation Reserves Funds required to complete the electrical upgrade works at the Mareeba Water Plant."

**CARRIED**



## TECHNICAL SERVICES

### ITEM-22 MT MULLIGAN ROAD RESERVES

Moved by Cr Pedersen

Seconded by Cr Brown

"That Council consider providing funds in the forthcoming budget for the opening of new road reserves and alignments from the existing road reserves in the Mt Mulligan Town Centre to the Cemetery and turnaround area near the old Smelter Chimney, plus connection to the Kondaparinga Road."

**CARRIED**

### ITEM-23 MAREEBA SWIMMING POOL AND KURANDA AQUATIC CENTRE LEASE

Moved by Cr Davies

Seconded by Cr Graham

"That Council approve the non-conforming tender and proposed entrance fees (outlined in Attachment B of this report) submitted by June and Sydney Cotter T/A Cotter's Aquatic Swim and Fitness to:

1. lease the Mareeba Pool for \$13,000 (excluding GST) for the first year with additional CPI increases for the remaining two (2) years;
2. manage the Kuranda Aquatic Centre where Council provide an amount of \$65,000 (excluding GST) for the first year with additional CPI increases for the remaining two (2) years."

**CARRIED**

## WATER & WASTE

### ITEM-24 CONTRACTURAL MATTER - REGIONAL REMOVAL & BENEFICIAL REUSE OF BIOSOLIDS

Moved by Cr Brown

Seconded by Cr Pedersen

"That Council:

1. Award Contract FNQ009 Regional Removal & Beneficial Reuse of Biosolids to Arkwood (Gloucester) Pty Ltd based on the schedule of rates provided for three (3) years from 1 July 2017 to 30 June 2020 with the option to extend for two (2) x 12 months;
2. Delegate authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate, finalise and execute any and all matters associated with these arrangements.

**CARRIED**

**ITEM-25                                      TENDER EVALUATION TMSC2017-02 HASTIE ROAD  
SEWER RISING MAIN**

Moved by Cr Davies

Seconded by Cr Pedersen

"That Council award Tender TMSC2017-02 Hastie Road Sewer Rising Main to BJS Plumbing & Civil Contracting for a total value of \$623,853.00 (exclusive of GST)."

**CARRIED****CLOSURE OF MEETING**

Moved by Cr Davies

Seconded by Cr Pedersen

"That in accordance with Section 275(1)(e) and (h) of the Local Government Regulation 2012, the meeting be closed to the public at 9:43am to discuss matters relative to contracts to be made by Council."

**CARRIED****OPENING OF MEETING**

Moved by Cr Graham

Seconded by Cr Brown

"That the meeting be opened at 9:46am."

**CARRIED****ITEM-21                                      MAREEBA WASTEWATER TREATMENT PLANT  
UPGRADE - VARIATIONS TO CONTRACT TMSC2015-13**

Moved by Cr Davies

Seconded by Cr Wyatt

"That Council approve the variations to Contract TMSC2015-13 Mareeba Wastewater Treatment Plant - Design and Construction as included in this report."

**CARRIED****BUSINESS WITHOUT NOTICE****ADHOC-1                                      SALTWATER / ESTUARINE CROCODILES**

Moved by Cr Wyatt

Seconded by Cr Pedersen

"That Council write to the Minister for Environment Heritage and Protection outlining concerns regarding saltwater / estuarine crocodiles in the area."

**CARRIED**

**ADHOC-2****MAREEBA CENOTAPH - MISSING NAME OF VETERAN**

Moved by Cr Graham

Seconded by Cr Davies

"That Council Officers further investigate the possibility that the name of veteran is missing on the Cenotaph in Mareeba."

**CARRIED****NEXT MEETING OF COUNCIL**

The next meeting of Council will be held at 9:00am on Wednesday 19 April 2017

There being no further business, the meeting closed at 9:55am.

.....  
Cr Tom Gilmore  
Mayor

## APPENDIX 1 - ITEM-9 ANIMAL MANAGEMENT, LOCAL LAWS AND ENVIRONMENTAL HEALTH FEES & CHARGES 2017/2018

Cost Recovery Fees 2017/2018	Per	R=Regulatory C=Commercial O=Other	GST STATUS	Fees 2017/2018
<b>Environmental Health</b>				
<b>Note:</b> Where an application fee is paid for an <b>annual approval or annual licence on or after 1 April</b> the fees set for the following financial year are to be used and an extended expiry is to be applied to the particular approval.				
<b>Searches</b>				
Record Search	search	R	NO GST	<b>\$75.00</b>
Physical Inspection (Sale Search)	inspection	R	NO GST	<b>\$300.00</b>
<b>Food Act *</b>				
Design & Fit out (without plan assessment)	application	R	NO GST	<b>\$300.00</b>
Design & Fit out (with plan assessment)	application	R	NO GST	<b>\$410.00</b>
Temporary Food Business (1 event)	application	R	NO GST	<b>\$130.00</b>
Application High Risk Food Business *	application	R	NO GST	<b>\$730.00</b>
Application Medium Risk Food Business *	application	R	NO GST	<b>\$585.00</b>
Application Low Risk Food Business *	application	R	NO GST	<b>\$280.00</b>
Application Renewal High Risk Food Business *	application	R	NO GST	<b>\$600.00</b>
Application Renewal Medium Risk Food Business *	application	R	NO GST	<b>\$320.00</b>
Application Renewal Low Risk Food Business *	application	R	NO GST	<b>\$220.00</b>
* based on the Priority Classification System for Food Business				
Application for Restoration of Food Licence	application	R	NO GST	<b>\$95.00</b>
Application for Amendment of Food Licence	application	R	NO GST	<b>\$105.00</b>
Application for Replacement of Food Licence	application	R	NO GST	<b>\$70.00</b>
Inspections - for non-compliance, improvement	inspection	R	NO GST	<b>\$300.00</b>
Inspections - by request	inspection	R	NO GST	<b>\$280.00</b>
Food Safety Program Accreditation of Program by a Council Food Safety Auditor	premise	R	NO GST	<b>\$705.00</b>
Non-Conformance Audit of a Food Safety Program by a Council Food Safety Auditor	premise	R	NO GST	<b>\$380.00</b>
Amendment of Accredited Food Safety Program	premise	R	NO GST	<b>\$320.00</b>
<b>Personal Appearance Services</b>				
Design & Fit out (with plan assessment)	application	R	NO GST	<b>\$430.00</b>
Application for Licence	application	R	NO GST	<b>\$425.00</b>
Application for Renewal of Licence	licence	R	NO GST	<b>\$255.00</b>
Inspection non higher risk	licence	R	NO GST	<b>\$215.00</b>
Re-inspection non higher risk	licence	R	NO GST	<b>\$145.00</b>
Application to Transfer Licence	licence	R	NO GST	<b>\$210.00</b>
Replacement Licence	licence	R	NO GST	<b>\$70.00</b>
Application for Amendment of Licence	licence	R	NO GST	<b>\$230.00</b>

<b>Local Laws Activities</b>				
<b>Accommodation Facilities</b>				
Caravan parks - initial	application	R	NO GST	<b>\$415.00</b>
Caravan parks - renewal	application	R	NO GST	<b>\$300.00</b>
Camping Grounds - initial	application	R	NO GST	<b>\$415.00</b>
Camping Grounds - renewal	application	R	NO GST	<b>\$300.00</b>
Transfer of ownership	application	R	NO GST	<b>\$300.00</b>
<b>Operation of temporary entertainment events</b>				
Operation of temporary entertainment events	application	R	NO GST	<b>\$585.00</b>
<b>Remedial Notices</b>				
Overgrown properties	notice	R	NO GST	<b>Cost + \$170</b>
<b>Commercial Use of Local Government Controlled Areas and Roads (LGCARs) schedule 6</b>				
Outdoor dining application	application	R	NO GST	<b>\$270.00</b>
Outdoor dining renewal	year	R	NO GST	<b>\$160.00</b>
Goods on footpath application	application	R	NO GST	<b>\$270.00</b>
Goods on footpath renewal	year	R	NO GST	<b>\$160.00</b>
Application for Approval - Commercial use LGCARs	application	R	NO GST	<b>\$270.00</b>
Application for Renewal of Approval - Commercial use LGCARs	year	R	NO GST	<b>\$160.00</b>
Amendment of Commercial Use of Roads Approval	application	R	NO GST	<b>\$100.00</b>
<b>Installation of advertising device - Schedule 8</b>				
Advertising Device Application	application	R	NO GST	<b>\$265.00</b>
Advertising Device Renewal Application	year	R	NO GST	<b>\$145.00</b>
<b>Busking</b>				
Application (annual)	application	R	NO GST	<b>\$115.00</b>
Application to renew	year	R	NO GST	<b>\$90.00</b>
Application (3 monthly)	3 monthly	R	NO GST	<b>\$30.00</b>
Public Liability Buskers Insurance	person	O	NO GST	<b>\$15.00</b>
<b>Recovery of Abandoned Vehicles</b>				
Recovery of abandoned vehicles	vehicle	R	NO GST	<b>cost + \$170</b>
<b>Temporary Parking Permit</b>				
Temporary parking permit	application	R	NO GST	<b>\$175.00</b>
<b>Release of Impounded Items</b>				
Release of impounded sign	sign	R	NO GST	<b>\$65.00</b>
Release of second and subsequent impounded signs	sign	R	NO GST	<b>\$25.00</b>
Release of miscellaneous impounded items	item	R	NO GST	<b>\$65.00</b>
<b>Gates &amp; Grids</b>				
Application for approval gates & grids	application	R	NO GST	<b>\$350.00</b>
Application for renewal of approval gates & grids	year	R	NO GST	<b>\$50.00</b>
Fee for re-inspection of gate or grid	inspection	R	NO GST	<b>\$190.00</b>
Transfer of Gate / Grid (Change of Owner)	application	R	NO GST	<b>\$50.00</b>

Cost Recovery Fees 2017/2018	Per	R=Regulatory C=Commercial O=Other	GST STATUS	Fees 2017/2018
<b>Animal Management</b>				
<b>Note:</b> Where an application fee is paid for an annual approval or annual licence on or after 1 April the fees set for the following financial year are to be used and an extended expiry is to be applied to the particular approval.				
<b>Registration</b>				
Pups under 6 months	animal	R	NO GST	\$0.00
Entire male/female	animal/annum	R	NO GST	\$100.00
Entire male/female owned by pensioner	animal/annum	R	NO GST	\$100.00
Desexed male/female	animal/annum	R	NO GST	\$18.00
Desexed male/female owned by pensioner	animal/annum	R	NO GST	\$18.00
Replacement Tag	tag	R	NO GST	\$8.00
Entire Dog (owned by a member of a recognised kennel club)	animal/annum	R	NO GST	\$46.00
Assistance Dog	animal/annum	R	NO GST	\$0.00
Working Dogs	animal/annum	R	NO GST	\$0.00
<b>Pro rata calculations to apply to initial dog registration fees as follows:</b>				
1 July to 30 September, <b>no fee reduction</b>	animal	R	NO GST	
1 October to 31 December, <b>25 % fee reduction</b>	animal	R	NO GST	
1 January to 31 March, <b>50 % fee reduction</b>	animal	R	NO GST	
1 April to 1 June, <b>pay full fee but maintain the 15 month registration</b>	animal	R	NO GST	
<b>Registration for Regulated Dogs (Dangerous, Menacing)</b>				
Initial Fee (Includes 1 regulated sign)	animal	R	NO GST	\$400.00
Renewal fee	animal	R	NO GST	\$210.00
Regulated Dog Tag - replacement	tag	R	NO GST	\$15.00
Additional regulated sign (1 required at each entry point)	sign	R	NO GST	\$45.00
<b>Approvals Animal Keeping</b>				
Approval to Keep Excess Animals - Initial Application	application	R	NO GST	\$235.00
Approval to Keep Excess Animals - Renewal Application	application	R	NO GST	\$190.00
Amendment of Approval	application	R	NO GST	\$190.00
Regulated Dog Permit (Restricted Breed) Initial Fee	application	R	NO GST	\$400.00
Regulated Dog Permit (Restricted Breed) Renewal Fee	application	R	NO GST	\$210.00
<b>Impounding of Animals</b>				
<b>Cats &amp; Dogs</b>				
Sustenance fee for care of animal (after 24 hours)	animal	R	NO GST	\$20.00
Sustenance fee for seized dogs per day	animal	R	NO GST	\$20.00
<b>Dogs</b>				
Registered dog 1st pickup and returned to owner if contactable	animal	R	NO GST	Free
Registered dog 1st impounded and release	animal	R	NO GST	\$87.00
Unregistered dog or second release of registered dog (to be registered on release if required)	animal	R	NO GST	\$220.00
<b>Cats</b>				
Cat or kitten with microchip 1st release	animal	R	NO GST	\$87.00
Cat or Kitten with no microchip or 2nd or subsequent release of microchipped cat	animal	R	NO GST	\$165.00
<b>Stock</b>				
One animal	animal	R	NO GST	\$375.00
Second and subsequent animals	animal	R	NO GST	\$180.00
Sustenance fee for care of animal (after 24 hours)	animal	R	NO GST	Cost
Contractors, Driving and Transport (per movement)	impoundment	O	NO GST	Cost
Advertising	impoundment	O	NO GST	Cost
Loan of Dog / Cat traps - no charge	trap	O	NO GST	
<b>Poultry and Small Stock</b>				
One bird	bird	R	NO GST	\$75.00
Second and subsequent bird	bird	R	NO GST	\$15.00
One small stock (Sheep & Goat)	animal	R	NO GST	\$75.00
Second and subsequent small stock	animal	R	NO GST	Remove
Sustenance fee for care of animal	animal	R	NO GST	Cost
<b>Hire of stock yards</b>				
Up to 7 head	day	C	GST	\$100.00
More than 7 head	animal/day	C	GST	\$16.00
Sustenance	animal/day	C	GST	at cost
Labour hire	hour/person	C	GST	\$70.00

## APPENDIX 2 - ITEM-10WATER AND WASTEWATER GROUP FEES & CHARGES 2017/2018

	Fee	Per	GST STATUS	2017/18 Proposed Fees
<b>Waste Fees</b>				
	<b>Domestic Waste</b>			
<b>F0080</b>	Up to 1m3 (trailer or utility load)* With Exception Mareeba 2m3.	trailer or utility load	GST	No Charge
	* excludes regulated waste (eg tyres, asbestos). Greater than 1m3 /load will be charged at commercial rates and may be directed to Mareeba WTS at the Operator's discretion. A fee will be charged for unsorted waste.			
<b>F0566</b>	Matresses	each		No Charge
	* Non-shire residents to be charged at commercial rates.			\$ 75.00
<b>F0001</b>	Sorting fee - Required if mixed load requires sorting by Council staff. PER M3	cubic metre	GST	\$ 115.00
<b>F0081</b>	Green waste			No Charge
	<b>Mulch Purchase</b>			
<b>F0082</b>	Box trailer load - self load		GST	\$ 12.00
<b>F0083</b>	Box trailer load - machine to load			\$ 16.00
<b>F0084</b>	Purchases greater than 500m3 (in one instance)			\$10.00 per m3
<b>F0567</b>	Minimum fee commercial waste - weigh bridge charge	Each		\$ 10.00
	<b>Recyclables (Commercial)</b>			
<b>F0085</b>	Includes HDPE, PET, Aluminium and steel cans, glass, other packaging items labelled as recyclable.	tonne	GST	\$ 10.00
	<b>Scrap Metal - Commercial and Domestic</b>			
<b>F0086</b>	Car bodies - must have fluids and tyres removed - EACH	each	GST	No Charge
<b>F0087</b>	Car Bodies with fluids and or tyres	each	GST	\$ 50.00
<b>F0088</b>	Motor bikes - must have fluids and tyres removed - EACH	each	GST	No Charge
<b>F0564</b>	Motor bikes - with fluids and or tyres	each	GST	\$ 15.00
<b>F0089</b>	White goods - fridges/freezers must be degassed (sorting fee will apply if goods are in fridges or freezers)	each	GST	\$ 115.00
<b>F0574</b>	White goods, air conditioners and gas bottles not de-gassed \$25.00	each	GST	\$ 25.00
<b>F0090</b>	Air conditioners - must be degassed	each	GST	No Charge
<b>F0091</b>	Gas bottles - must be degassed	each	GST	\$ 5.00
	<b>Commercial Waste Mareeba Waste Management Facility</b>			
<b>F0092</b>	MSW - Municipal Solid Waste	tonne	NIL	\$ 90.00
<b>F0093</b>	C&I - Commercial and Industrial (Incl plastic fluming)	tonne	NIL	\$ 75.00
<b>F0094</b>	C&D - Construction and Demolition	tonne	NIL	\$ 75.00
<b>F0095</b>	Concrete	tonne	NIL	\$ 20.00
<b>F0096</b>	Green waste	tonne	GST	No charge
<b>F0565</b>	<b>Dead Animals</b>			

	Fee	Per	GST STATUS	2017/18 Proposed Fees
<b>F0565</b>	Small animal - each - (cat, small dog, possum - disposed as wet waste)	each	GST	\$ 5.00
<b>F0565</b>	Medium animal -each -(wallaby, large dog, calf, goat, pig - disposed as wet waste)	each	GST	\$ 20.00
	<b>Regulated Waste</b>			
<b>F0097</b>	Batteries	each	GST	No charge
<b>F0098</b>	Oil (excludes cooking oils)	Litre	NIL	50c
	<b>Asbestos NOT accepted at any MSC Landfill or Waste Transfer Site</b>			
	<b>Paint (wet) will not be accepted</b>			
	<b>Regulated Waste</b>			
	<b>EACH - Tyre</b>			
<b>F0100</b>	Passenger	each	GST	\$ 8.00
<b>F0101</b>	Light truck	each	GST	\$ 11.00
<b>F0102</b>	truck	each	GST	\$ 25.00
<b>F0103</b>	Super Single	each	GST	\$ 50.00
<b>F0104</b>	Solid Small - Up to 0.3m high	each	GST	\$ 18.00
<b>F0105</b>	Solid Medium - 0.3m - 0.45m	each	GST	\$ 28.00
<b>F0106</b>	Solid Large - 0.45 - 0.6m	each	GST	\$ 35.00
<b>F0107</b>	Solid XL - Greater than 0.6m	each	GST	\$ 50.00
<b>F0108</b>	Tractor Small - Up to 1m high	each	GST	\$ 77.00
<b>F0109</b>	tractor large - 1m - 2m	each	GST	\$ 130.00
<b>F0110</b>	Fork Lift small - Up to 0.3m high	each	GST	\$ 10.00
<b>F0111</b>	Fork Lift Medium -.3m - 0.45m	each	GST	\$ 19.00
<b>F0112</b>	Fork Lift Large - 0.45m - 0.6m	each	GST	\$ 28.00
<b>F0113</b>	Grader	each	GST	\$ 100.00
<b>F0114</b>	Motor Cycle	each	GST	\$ 6.00
<b>F0115</b>	Earth Mover Small - Up to 1m high	each	GST	\$ 103.00
<b>F0116</b>	Earth Mover Medium - 1m - 1.5m	each	GST	\$ 227.00
<b>F0117</b>	Earth mover large - 1.5m - 2m	each	GST	\$ 450.00
<b>F0118</b>	Passenger with rim	each	GST	\$ 10.00
<b>F0119</b>	Light Truck with rim	each	GST	\$ 16.00
<b>F0120</b>	Truck with rim	each	GST	\$ 32.00
<b>F0121</b>	Bobcat	each	GST	\$ 12.00
	<b>Wheelie Bin Purchase</b>			
<b>F0122</b>	120 litre	each	GST	\$ 68.00
<b>F0124</b>	240 litre	each	GST	\$ 89.00
<b>F0125</b>	wheels - each	each	GST	\$ 27.00
<b>F0126</b>	Axel	each	GST	\$ 27.00
<b>F0127</b>	Pins	each	GST	\$ 8.00
<b>F0128</b>	Lids	each	GST	\$ 33.00
	<b>Water &amp; Wastewater Fees &amp; Charges</b>			
	<b>Water</b>			
<b>F0130</b>	Water Service Connection Including Meter - 20mm ø per m	Meter	NO GST	\$ 1,140.00
<b>F0131</b>	Meter Size - 25mm	Meter	NO GST	\$ 1,525.00
<b>F0132</b>	Meter Size - 32mm - Short Meter	Meter	NO GST	\$ 1,900.00
<b>F0133</b>	Meter Size - 40mm - Short Meter	Meter	NO GST	\$ 2,310.00
<b>F0134</b>	Meter Size - 50mm - Short Meter	Meter	NO GST	\$ 2,675.00



	Fee	Per	GST STATUS	2017/18 Proposed Fees
<b>F0135</b>	Oversize Connection - Quotation Fee	quote	NO GST	\$ 635.00
<b>F0136</b>	New Meter Installation Only - 20mm ø per m	Meter	NO GST	\$ 550.00
<b>F0137</b>	New Meter Installation Only - 25mm ø per m	Meter	NO GST	\$ 565.00
<b>F0138</b>	New Meter Installation Only - 32mm ø per m	Meter	NO GST	\$ 835.00
<b>F0139</b>	New Meter Installation Only - 40mm ø per m	Meter	NO GST	\$ 960.00
<b>F0140</b>	New Meter Installation Only - 50mm ø per m	Meter	NO GST	\$ 1,040.00
<b>F0141</b>	Fit Approved Lock and Supply Key	lock	NO GST	\$ 205.00
<b>F0142</b>	Renewal of Water Service 20mm	application	NO GST	\$ 945.00
<b>F0579</b>	Renewal of Water Service 25mm	application	NO GST	\$ 1,265.00
<b>F0580</b>	Renewal of Water Service 32mm	application	NO GST	\$ 1,385.00
<b>F0581</b>	Renewal of Water Service 40mm	application	NO GST	\$ 1,670.00
<b>F0582</b>	Renewal of Water Service 50mm	application	NO GST	\$ 1,700.00
<b>F0143</b>	Replacement Meter 20mm	meter	NO GST	\$ 550.00
<b>F0584</b>	Replacement Meter 25mm	meter	NO GST	\$ 565.00
<b>F0585</b>	Replacement Meter 32mm	meter	NO GST	\$ 835.00
<b>F0586</b>	Replacement Meter 40mm	meter	NO GST	\$ 960.00
<b>F0587</b>	Replacement Meter 50mm	meter	NO GST	\$ 1,040.00
<b>F0144</b>	Disconnection of Water Service at Owners Request	application	NO GST	\$ 180.00
<b>F0145</b>	Reconnection after Requested Disconnection 20mm	application	NO GST	\$ 550.00
<b>F0588</b>	Reconnection after Requested Disconnection 25mm	application	NO GST	\$ 565.00
<b>F0589</b>	Reconnection after Requested Disconnection 32mm	application	NO GST	\$ 835.00
<b>F0590</b>	Reconnection after Requested Disconnection 40mm	application	NO GST	\$ 960.00
<b>F0591</b>	Reconnection after Requested Disconnection 50mm	application	NO GST	\$ 1,040.00
<b>F0146</b>	Reconnection (after breach of water regulations or non payment) - 20mm	application	NO GST	\$ 550.00
<b>F0592</b>	Reconnection (after breach of water regulations or non payment) - 25mm	application	NO GST	\$ 565.00
<b>F0593</b>	Reconnection (after breach of water regulations or non payment) - 30mm	application	NO GST	\$ 835.00
<b>F0594</b>	Reconnection (after breach of water regulations or non payment) - 40mm	application	NO GST	\$ 960.00
<b>F0595</b>	Reconnection (after breach of water regulations or non payment) - 50mm	application	NO GST	\$ 1,040.00
<b>F0148</b>	Water Testing	Not Available		Not available
<b>F0149</b>	Meter/Service Testing (to be refunded if meter/service found to be faulty)	test	NO GST	\$ 330.00
<b>F0150</b>	Final Water Meter Reading request	reading	NO GST	\$ 90.00
<b>F0151</b>	Hydrant flow & pressure test	test	NO GST	\$ 250.00
<b>F0575</b>	Install Lockable Stop Valve			#REF!
<b>F0570</b>	Locations - Mareeba	location		\$ 176.00
<b>F0571</b>	Locations - Dimbulah/Kuranda	location		\$ 506.00
<b>F0572</b>	Locations - Mount Molloy	location		\$ 506.00
<b>F0573</b>	Locations- Chillagoe	location		\$ 825.00
<b>F0596</b>	Automatic Meter Reading Device - MRC	Device	NO GST	\$ 350.00
<b>F0597</b>	Automatic Meter Reading Device - ADC with flying lead	Device	NO GST	\$ 350.00
	<b>Wastewater</b>			
<b>F0152</b>	Connection to Councils Sewerage System Based on 1.5m tapping and standard 1.5m from property boundary and 150mm join	connection	NO GST	\$ 1,875.00
<b>F0153</b>	Build over Council sewerage System	application	NO GST	\$ 315.00

	Fee	Per	GST STATUS	2017/18 Proposed Fees
<b>F0578</b>	Hire of Fogging Crew (day hire)	Labour per hour + materials maximum of 4 hours	GST	\$ 1,075.00
<b>F0577</b>	Hire of Sewer Trailer	Labour per hour + materials maximum of 4 hours	GST	\$ 515.00
	<b>Trade Waste Application</b>			
<b>F0634</b>	Application for Trade Waste first year	year	NO GST	\$ 140.00
	<b>Trade Waste Approvals</b>			
<b>F0154</b>	Category One Charge (Low Volume; Low Strength) <500 KL waste per year (Minimum flat fee)	year	NO GST	\$ 140.00
<b>F0155</b>	Category Two Charge (High Volume : Low Strength) >500KL waste per year (minimum flat fee)	year	NO GST	\$ 450.00
<b>F0156</b>	Category Three Charge (High Volume ; High Strength) - Category 3 charges are calculated on an individual case basis.	year	NO GST	\$ 2,500.00
<b>F0157</b>	Sampling of Grease Arrestor (per test)	test	NO GST	\$ 335.00
<b>F0158</b>	Sample - Tested strength of BOD5 by weight	test	NO GST	\$ 325.00
<b>F0159</b>	Sample - Tested strength of Suspended Solids by weight	test	NO GST	\$ 315.00
	<b>Permit for Food Waste Disposal Units :</b>			
	<b>TRC Sewerage Area</b>			
<b>F0160</b>	Category A - < 400 Watt rating (per year)	year	NO GST	\$ 1,235.00
<b>F0161</b>	Category B - 401 to 700 Watt rating (per year)	year	NO GST	\$ 3,700.00
<b>F0162</b>	Category C - 701 to 1000 Watt rating (per year)	year	NO GST	\$ 4,940.00
<b>F0163</b>	Category D - 1001 to 1500 Watt rating (per year)	year	NO GST	\$ 7,415.00
<b>F0164</b>	Category E - 1501 to 2000 Watt rating (per year)	year	NO GST	\$ 8,645.00
<b>F0165</b>	Category F - > 2000 Watt rating (per year)	year	NO GST	\$ 9,990.00
<b>F0166</b>	Search Fee - Query what Trade waste Service is on the property	search	NO GST	\$ 208.00
	<b>Waste Discharge</b>			
<b>F0167</b>	Grease trap waste Mareeba	litre	GST	
<b>F0168</b>	Septic effluent waste Mareeba	KL	NO GST	\$ 52.00
<b>F0170</b>	Liquid Waste - Anything other than grease trap or septic - Mareeba	KL	NO GST	\$ 52.00
	<b>Standpipes</b>			
<b>F0171</b>	Hire of Standpipe - Short Term (less than two (2) weeks) \$250 Deposit. Maximum 7 day hire period (minimum charge of \$50.00)	Per hire	NO GST	\$10.00 per day
<b>F0172</b>	Hire of Standpipe - Long Term (greater than two (2) weeks up to six (6) months) \$750 Deposit	Per Hire	NO GST	\$5.00 per day
<b>F0620</b>	Standpipe Management System - Electronic Key	Per Hire	NO GST	\$50.00

	Fee	Per	GST STATUS	2017/18 Proposed Fees
<b>F0147</b>	Water Supply from Fire Hydrants (other than for fire-fighting purposes) KL	KL	NO GST	\$1.45



# TRANSPACIFIC SERVICE CONTRACT

[www.transpaciflo.com.au](http://www.transpaciflo.com.au)

Contract No: 13979

Permanent Contract <input checked="" type="checkbox"/> Temporary Contract <input type="checkbox"/> Commencement Date: 12/6/2014		<input type="checkbox"/> Transpacific Industries Pty Ltd <input type="checkbox"/> Mann Waste Management Pty Ltd <input type="checkbox"/> Transwaste Technologies Pty Ltd <input type="checkbox"/> Halden/De Oll Pty Ltd <input type="checkbox"/> H2O Resource Recovery Pty Ltd <input type="checkbox"/> Australian Terminal Services Pty Ltd		ABN 60 010 745 383 ABN 62 102 473 450 ABN 88 078 935 109 ABN 95 066 383 364 ABN 74 057 294 265 ABN 56 092 392 633						
Contract Term: 36 months (36 months applies, subject to clauses 7 & 17 overleaf)		Branch Name:		Branch Phone No:						
Contract End Date: 11/6/2017 (And thereafter automatically renewed in accordance with clause 7)										
THE CUSTOMER (THE LEGAL ENTITY) (YOU, YOUR)		ABN:								
TRADING NAME (IF DIFFERENT TO ABOVE)										
INVOICE ADDRESS (ADDRESS TO WHICH INVOICE IS TO BE SENT) Name: Murrumbidgee Regional Council P.O. Box 154 Murrumbidgee Post Code: 4880 Telephone No: 1300 308 401 Fax No: Contact Name: Position: Mobile No: Email Address: E Invoicing <input type="checkbox"/> Y <input type="checkbox"/> N		SITE ADDRESS (ADDRESS FOR LOCATION OF EQUIPMENT (THE PREMISES)) Name: Murrumbidgee Regional Council Abn Pond Treatment Plant Murrumbidgee Post Code: Telephone No: 40864721 Fax No: Contact Name: Morris Hamill Position: Mobile No: 408675901 Email Address: E Invoicing <input type="checkbox"/> Y <input type="checkbox"/> N								
SERVICE DETAILS										
WASTE/RECYCLABLES		FREQUENCY		FEES (Exclusive of GST and subject to adjustment per clause 4 overleaf)		FEES				
Waste Type (Refuse)	Weight/Volume			Transport	Unit	Service Rate Per Unit	Disposal Charges	Fuel Levy	Environmental Levy	EPA Certificate
GR	Highly Toxic	on call					60-100L			
Waste types (a) Recyclable Waste - waste which may be beneficially reused or recycled. (b) General Waste - solid wastes which do not undergo environmentally significant physical, chemical or biological transformations once landfilled and which do not include the following waste types (c) to (g). (c) Putrescible Waste - degradable wastes including food wastes, garden wastes and household wastes and which do not include the following waste types (d) to (g). (d) Medical/Sanitary Waste - waste (excluding radioactive waste) produced by a hospital, clinic, medical or related practice or waste collected from designated sanitary hygiene units. (e) Hazardous Waste - solid, liquid or gaseous wastes (other than Waste described in paragraph (d)) which through toxicity, carcinogenicity, mutagenicity, teratogenicity, flammability, explosivity, chemical reactivity, corrosivity, infectiousness or other biologically damaging properties may present danger to the life or health of living organisms when released into the environment and which do not include the following waste types (f) and (g). (f) Prescribed or Other Waste - any waste which does not fit within paragraphs (a) to (e) or which requires special treatment or handling, the type and manner of treatment being prescribed in this Contract. (g) Liquid Waste - liquid or semi-liquid wastes which do not include Waste Types described in paragraphs (a) through to (f).										
SPECIAL REQUIREMENTS / OTHER DETAILS						ACCESS TIMES				
						DATE OF FIRST SERVICE				
						INVOICE CYCLE				
PAYMENT METHOD (TERM 30 DAYS NET) All payments by credit card will incur a surcharge at a rate notified to you by us from time to time.						CREDIT REFERENCES / PAYMENT DETAILS / BANK ACCOUNT DETAILS (BSB & ACCOUNT NO.)				
CASH <input type="checkbox"/> EXISTING ACCOUNT <input type="checkbox"/>										
CHEQUE <input type="checkbox"/> NEW ACCOUNT <input checked="" type="checkbox"/>										
CREDIT CARD <input type="checkbox"/> DIRECT DEBIT <input type="checkbox"/>										
CONTRACT ACCEPTANCE I hereby declare the above information to be true and correct. I have read and understood the Terms and Conditions overleaf and accept that failure by the Customer to meet those terms and conditions may result in breach of contract.										
SIGNED BY: [Signature]						PURCHASE ORDER No. (if applicable):				
POSITION: [Signature]						SIGNED BY: [Signature] (Authorised Representative) POSITION: [Signature]				
PRINT NAME: [Signature]						PRINT NAME: [Signature]				
For and on behalf of Supplier of Services and/or Equipment (VIE, US, OUP)						For and on behalf of the Customer - (YOU, YOUR)				
Date: 12/6/2014						Date: 12/06/14				

## APPENDIX 3 - ITEM-16 LONG TERM ASSET MANAGEMENT PLAN



# Long Term Asset Management Plan

2017—2027

**DOCUMENT REVISION HISTORY**

This document is Version 6, 2/02/2017 of the Long Term Asset Management Plan 2017 - 2027.

Date	Officer Name	Revision details	Issued to	Reviewed	Approved
31/10/2016	J Perkowicz	Initial draft	AM Broad Group	3/11/2016	n.a
8/11/2016	J Perkowicz	1. Executive Summary added 2. Document structural changes 3. Formatting improvements	EMT		
29/11/2016	J Perkowicz	Added optimisation as an action for capital investment decision making to Strategy Two.	EMT	29/11/2016	n.a
7/12/2016	J Perkowicz	Adjustments made from EMT feedback	AM Core Group	08/12/2016	n.a
9/12/2016	J Perkowicz	Adjustments made from AM Core Group Feedback.	Council Workshop	25/01/2017	n.a
2/02/2017	J Perkowicz	Feedback from Manager Community Development included.	Council		

Review Date:	October 2018
Date Adopted:	Not yet adopted

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## EXECUTIVE SUMMARY

The effective and efficient management of the Mareeba Shire Council's \$345M assets is crucial to the ongoing prosperity, liveability and sustainability of the shire. The assets include transport; water; wastewater; waste; community, 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 for the maintenance, replacement and renewal of these assets is key to achieving Council's Corporate Vision of:

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

This Long Term Asset Management Plan has been developed to demonstrate how Mareeba Shire Council will meet its legislative requirements in relation to asset management over the next ten years. The plan outlines the policy and legislative requirements, summarises the current situation and provides improvement strategies. The plan 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) 2011. It is consistent with the Long Term Financial Plan with the objective of maintaining financial and infrastructure capital over the long term.

Based on the requirements of the legislation and the IIMM, this plan assesses our current asset management maturity and provides strategies to ensure the sustainable management of Council's assets. Two overarching strategies are proposed to address identified gaps and progress the maturity of Mareeba Shire Council's management of assets.

The first strategy is to improve our knowledge base and refine our asset management requirements. The key action in this strategy is to develop and annually review individual asset management plans for each of Council's major asset classes. This will be supported by additional actions to improve our management of service levels, demand management, condition assessment and prioritise critical assets for targeted risk management.

The second strategy is to mature our asset lifecycle management processes. The actions to achieve this strategy will include incorporating whole of life costing into the capital works programming process, further developing the use of the Queensland Treasury Corporation Project Decision Framework and incorporating capital expenditure projections into the long term financial plan and annual budgeting processes.

These two 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; and in doing so 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.

## Long Term Asset Management Plan 2017 - 2027



Table 1 Asset Management Strategies

Strategy*	Action	Desired Outcome
<b>Strategy One: Improve our Knowledge Base and Refine Requirements</b>	Further develop and annually review individual Asset Management Plans across the organisation.	Improve our asset management maturity.
	Develop a rating system to define levels of service .	Ensure that service levels are written in terms the end user can understand and relate to.
	Identify if there are non-asset solutions to modify future impacts such as demand management.	Better utilisation of existing assets and reduction in capital expenditure where possible.
	Progressively improve planned condition and defect inspection programs.	Improve understanding of the existing assets to facilitate better decision making.
	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.
<b>Strategy Two: Mature our Asset Lifecycle Management</b>	Fully incorporate whole of life costing and optimisation into capital investment decision making.	To ensure all aspects of financial sustainability are considered in the capital works planning process.
	Further develop the use of QTC's Project Decision Framework.	To improve decision making on major projects to ensure the proposed solution delivers the best outcome to the community when the whole of life costs of the capital project is considered.
	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.
	Ensure the Long Term Financial Plan continues to form the basis for the annual budgets.	Long term financial planning drives budget deliberations.

\*The strategies in Table 1 are to be developed into a detailed action plan and Gantt Chart.



## PURPOSE

This document has been prepared to demonstrate how Mareeba Shire Council intends to meet the requirements of the Local Government Act 2009 and the Local Government Regulation 2012 in relation to long term asset management for the purpose of maintaining financial and infrastructure capital over the long term. In 2012 asset management plans for Transport and Buildings were developed. These documents are due for review with remaining asset classes to also be included.

## LEGISLATIVE REQUIREMENTS

### Local Government Act 2009 (Current as at 20 November 2015)

#### ***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 (Current as at 19 March 2016)

#### ***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.

## STRATEGIC FRAMEWORK

There are a number of planning documents that help Council achieve the community's desired outcomes. This plan is supported and informed by other legislated financial management and planning documents including:-



## ASSET MANAGEMENT PLANNING FOR COMMUNITY ASPIRATIONS

Community aspirations identified by Mareeba Shire Council's community engagement include:

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.

## GUIDING PRINCIPLES FOR DECISIONS ON CAPITAL INVESTMENT

Sustainability	• Maintaining existing essential infrastructure before investing in new and upgraded assets.
Optimisation	•Achieving the optimal balance between affordability, levels of service and risk management.
Transparency	•Making informed decisions based on the available asset information.
Teamwork	•A whole of Council approach to Asset Management.
Liveability	•Considering the prosperity and liveability of communities.

## ASSET MANAGEMENT POLICY

Review Date:	4 November 2017
Date Adopted:	4 November 2015

### Policy Statement

The Mareeba Shire Council will use the International Infrastructure Management Manual (IIMM) and the newly developed ISO55000 International Standard for Asset Management to develop and improve Council's asset management strategy, plans and systems.

To achieve this, Mareeba Shire Council will:

- Develop and implement an integrated risk-based asset management strategy that delivers an optimal balance between affordability and levels of service.
- Use a multi-disciplinary and cooperative approach to develop and implement asset management plans considering the services and the associated service levels, costs and risks.
- Set rates and charges at a level that ensures assets can be maintained at their agreed service level in accordance with the asset management plans and long term financial plan.
- Systematically review, update and report on the performance of the asset management plans and long term financial plan including the underlying assumptions, discount rates and growth rates.
- Communicate progress towards achieving best practice asset management to internal and external stakeholders.

### Roles and Responsibilities

#### *Council*

- Act as custodians of community assets
- Set and approve asset management policy 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
- 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
- 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
- Manage infrastructure assets in consideration of long term sustainability

## OUR ASSETS

Mareeba Shire Council generates approximately \$26M in net rates and utility charges and owns approximately \$345M (Written Down Value) of assets that are managed to deliver services to the community as outlined in Table 2 Asset and Service Delivery Snapshot.

Our assets are recorded and financially managed using the specialist database Technology One.

Table 2 Asset and Service Delivery Snapshot

Service	Assets	#	O&M Costs 2015/16
Transport	<b>Roads (03.020)</b>	2308 km	\$3,154,286
	Footpaths	38.9 km	
	Kerb & channel	118.5 km	
	Drainage	40 km	
	<b>Bridges (03.030)</b>	81	\$375,024
	Major Culverts	130	
	Minor Culverts	2270	
Water	Treatment Plants (20,21,22,24.013)	4	\$2,733,012
	<b>Reticulation (20,21,22,23,24.014)</b>		\$1,541,545
	Reservoirs - Number - Drinking Water Storage Vol	13 26.2 ML	
	Pump Stations	17	
	Water Mains	232.8 km	
Wastewater	Treatment Plants (10,11.012)	2	\$967,515
	<b>Reticulation (10,11.013)</b>		\$1,608,115
	Pump Stations	29	
	Length sewerage mains	133.5 km	
	Manholes	1697	
Facilities	Depots (02.117)	9	\$337,737
	Caravan Parks (05.333)	2	\$56,796
	Public Halls (05.334)	14	\$310,884
	Council Buildings (05.335)	53	\$1,087,439
	Community Housing (05.336)	108	\$727,419
	Mareeba Leagues Club (05.337)	1	\$135,199
	Swimming Pools (05.338)	3	\$489,243
	Industrial Estates (05.339)	1	\$24,841
	Aviation Facilities (03.089)	4	\$244,007
	TV Stations (05.341)	2	\$62,928
	Public Toilets (05.342)	28	\$184,776
Parks and Open Spaces	Parks & Rec Reserves (03.061)	150 ha	\$1,612,064
	Cemeteries (03.066)	10	\$160,581
Waste	Landfills and trenches (04.114)	3	\$1,614,998
	Waste Transfer Stations (04.117)	8	\$1,305,941
Plant & Fleet	Plant and Fleet (03.100)	196	\$2,411,248
<b>TOTAL</b>			<b>\$21,145,598</b>

## OUR TEAM

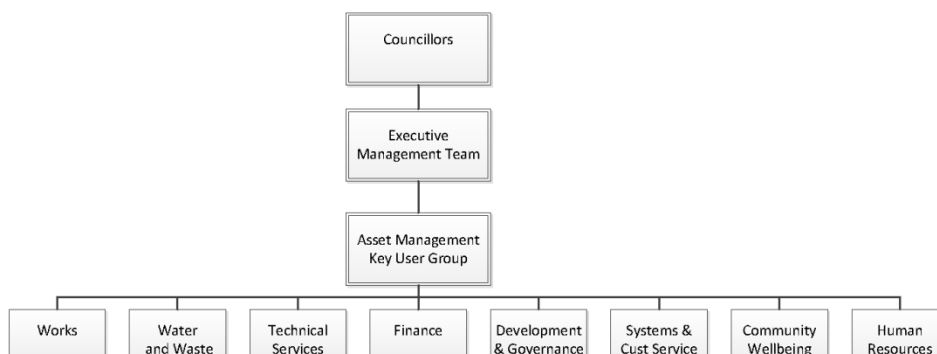
Asset Management is an issue for everyone across the organisation. A team approach reduces the risk of silos being created and ensures that specialist skills are brought together effectively.

A multi-disciplinary asset management team has been established which includes representatives from across the organisation. This team meets monthly to identify gaps in our asset management process and assign responsibility for improving on Mareeba Shire's asset management practices. Smaller specialist function teams are responsible for the implementation of the asset management processes and improvements.

The Strategic Project Officer and Manager Finance report to the Executive Management Team who provide leadership and act as Steering Committee for the development and implementation of asset management plans and improvements.

Mareeba Shire Council Asset Management Team

December 2016



## Current Situation

This section identifies the current asset management processes and describes how Mareeba Shire Council is delivering services to the community.





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## UNDERSTANDING AND DEFINING REQUIREMENTS

Using the Local Government Regulation 2012 and the IIMM 2011 as a foundation, this section of the Asset Management Plan identifies our current status in terms of setting levels of service, forecasting future demand requirements, establishing our base asset knowledge, assessing asset condition and managing risk. This is consistent with the framework established by the IIMM 2011.

### Levels of Service

"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*".<sup>1</sup>

The existing Level of Service documentation covers the asset classes of Buildings (now known as Facilities), Transport, Water and Wastewater. This documentation is summarised in Appendix B Existing Service Level Documentation.

The Water and Wastewater service standards are consistent with national industry benchmarking standards, are compliant with the Water Supply (Safety and Reliability Act) 2008 and are also the subject of third party external audits.

Service levels for Parks, Open Spaces and Waste have not yet been documented. A Waste Strategy is currently being developed which will inform the development of formalised service levels for waste.

### Water and Wastewater Service Standards

#### *Water and Wastewater Customer Service Standards*

Mareeba Shire Council is a registered service provider for Water and Wastewater and is required to prepare and publish Customer Service Standards that meet the prescribed requirements including Key Performance Indicators (KPIs) and targets that are reported on to the regulator in accordance with the *Water Supply Safety and Reliability Act ss113 - 120*. Council has previously adopted these Water and Wastewater Customer Service Standards and they are available on the Council website at <https://msc.qld.gov.au/water-and-wastewater/> and summarised briefly in Appendix B.

#### *Drinking Water Quality Management Plan*

Mareeba Shire Council is a drinking water service provider under the *Water Supply Safety and Reliability Act ss 92 - 101*. Council has an approved Drinking Water Quality Management Plan (DWQMP), which is available on the website <https://msc.qld.gov.au/water-and-wastewater/>. The legislation and plan effectively set service standards for our drinking water supply that meets the Australian Drinking Water Guidelines.

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<sup>1</sup> International Infrastructure Management Manual International Edition 2011.



**Long Term Asset Management Plan 2017 - 2027**

**Forecasting Future Demand**

The [Mareeba Shire Council Planning Scheme](#), which was adopted on 15 June 2016. The planning scheme sets out Mareeba Shire Council's intention for the future development in the planning scheme area, over the next ten years. Part Four of the Planning Scheme is the Priority Infrastructure Plan (PIP). The purpose of the PIP is to: (a) Integrate and coordinate land use planning and infrastructure planning; and (b) Ensure that Trunk Infrastructure is planned and provided in an efficient and orderly manner.

The existing and planned trunk infrastructure for water supply, wastewater, stormwater, transport, parks and land for community facilities informs the long term asset management planning documentation and the long term financial plan.

Future demand is taken into account when identifying and prioritising projects in the capital works planning processes and also managed through maintenance management planning which ensures existing assets achieve their maximum life.

In addition to the PIP there are a number of key asset planning documents that are used which are documented in Table 3 Key Asset Planning Documents.

**Table 3 Key Asset Planning Documents**

Service/Asset Class	Planning Document
All	Project Prioritisation Tool
Transport	Mareeba Shire Council Road Hierarchy
	FNQ Regional Road Group Local Roads of Regional Significance Statements of Intent
Water	Aurecon - Service Reservoir Assessments - Kuranda, Mount Molloy and Chillagoe 2014
	Drinking Water Quality Management Plan
	Jacobs Mareeba Water Storage Investigation 2016
	Priority Infrastructure Plan
Wastewater	Priority Infrastructure Plan
Facilities	Maintenance Management Framework Policy for the Maintenance of Queensland Government Buildings
	Cemeteries Policy
Waste	Waste Strategy (currently under development)
Plant & Fleet	Plant and Fleet Renewals Planning

**Long Term Asset Management Plan 2017 - 2027****Establishing Base Asset Knowledge**

A good asset database is the foundation for enabling most asset management functions.<sup>2</sup>

Mareeba Shire Council uses Technology One to store asset data. Council currently 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. Projects are currently underway to increase the use of the Technology One database systems to capture condition data and improve planned maintenance activities. A GIS system called MapInfo is used to for spatial asset data management and in some cases, this is linked to TechOne.

**Asset Condition Assessment and Defect Identification**

"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."<sup>3</sup>

Planned 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. A project to improve the capture and storage of condition data using Technology One is currently underway, initially targeting bridges with plans to extend the process to the other asset classes. Customer requests are also a key indicator of asset condition.

**Risk Management**

Mareeba Shire manages risk using methodology consistent with the AS/NZS ISO 31000 2009 Risk Management Standards, the International Infrastructure Management Manual (IIMM) 2011 and the [MSC Risk Management Framework](#). 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 network level risk assessments for each asset class as part of the Project Prioritisation Tool (PPT) which informs the capital works programming process and maintenance activities.

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 and a copy of the risk assessment tables are provided in Appendix A.

**LIFECYCLE MANAGEMENT**

Using the Local Government Regulation 2012 and IIMM 2011 this section of the Long Term Asset Management Plan identifies our current status in terms of asset lifecycle management. This includes decision making techniques, developing operational, maintenance and capital investment strategies

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<sup>2</sup> International Infrastructure Management Manual International Edition 2011.

<sup>3</sup> International Infrastructure Management Manual International Edition 2011.

**Long Term Asset Management Plan 2017 - 2027**

and plans to inform a financial and funding strategy. This is consistent with the framework established by the IIMM 2011.

**Decision Making Techniques**

Like most Councils, Mareeba Shire Council has limited funds available for Capital Works projects. To address this issue, the International Infrastructure Management Manual (IIMM 2011) provides a number of decision making techniques for prioritising projects including benefit cost analysis (BCA), multi-criteria analysis and risk based decisions. In February 2015, Council adopted the PPT appraisal criteria, which uses a combination of multi-criteria analysis and risk assessment.

**Queensland Treasury Corporation (QTC) Project Decision Framework**

Queensland Treasury Corporation (QTC) has developed a Project Decision Framework, which aims to provide an overarching system through which decision making for new projects can be disciplined, robust and in the best interests of the community. It has a deliberate and specific focus on the investment of time required at the start of a project in order to maximise cost efficiencies, optimise resource allocation and achieve positive community outcomes while minimising risks and uncertainties. It places emphasis on asking the question 'should we do this project?' rather than 'can we do this project?'.

The QTC Project Decision Framework is included within the PPT and it adds value to the process by providing a decision point for further investigation into whether the proposed solution delivers the best outcome to the community when the whole of life costs of the capital project proposal are considered.

Incorporating the QTC Project Decision Framework has the additional benefit of improving Mareeba Shire Council's competitiveness when applying for external grant funding, particularly from the Queensland Government. In many grant guidelines, the QTC Project Decision Framework is now included in the assessment criteria.

**Operation and Maintenance**

"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." <sup>4</sup>

Mareeba Shire's assets are currently maintenance in compliance with legislation and regulations.

**Capital Investment Decisions**

A Project Prioritisation Tool (PPT) is used to apply the criteria to all potential projects. Annual Capital Works planning is based on the PPT and it is proposed to use a combination of tools including the PPT and the Asset Register useful life information as the basis for the 10 year works plan for each asset class. Projects are entered into the PPT from a variety of sources including condition assessment, asset register renewal data, community and Councillor requests.

**Financial Forecast**

"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

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<sup>4</sup> International Infrastructure Management Manual International Edition 2011.

**Long Term Asset Management Plan 2017 - 2027**


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"<sup>5</sup>.

Mareeba Shire's Long Term Financial Plan presents a point in time forecast, and whilst it does comply with accounting standards and regulation, without rigorous AMPS, 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.

**Table 4 Ten Year Capital Expenditure Forecast**

Capital Expenditure Forecast (\$000)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Buildings	1,087	900	927	955	983	1,013	1,043	1,075	1,107	1,140
Plant & equipment	942	532	548	564	581	598	616	682	652	671
Roads, drainage & bridges	8,589	7,156	7,360	7,579	7,804	8,035	8,273	8,519	8,771	9,032
Water	1,755	1,390	1,270	965	1,455	1,735	630	630	700	1,565
Sewerage	5,758	1,590	1,330	1,350	1,940	2,134	1,480	1,385	1,330	1,935
Parks and Gardens	320	66	69	71	72	75	77	79	82	83
Waste	7,305	100	101	105	108	112	115	119	123	127
<b>Total</b>	<b>25,756</b>	<b>11,733</b>	<b>11,605</b>	<b>11,589</b>	<b>12,943</b>	<b>13,702</b>	<b>12,235</b>	<b>12,489</b>	<b>12,765</b>	<b>14,553</b>

**Table 5 Ten Year Operational Expenditure Forecast**

Operational Expenditure Forecast (\$000)	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Buildings	3,661	3,771	3,884	4,001	4,121	4,244	4,372	4,503	4,638	4,777
Plant & equipment	2,411	2,484	2,558	2,635	2,714	2,795	2,879	2,966	3,054	3,146
Roads, drainage & bridges	3,529	3,635	3,744	3,857	3,972	4,091	4,214	4,341	4,471	4,605
Water	4,275	4,403	4,535	4,671	4,811	4,955	5,104	5,257	5,415	5,577
Sewerage	2,576	2,653	2,732	2,814	2,899	2,986	3,075	3,168	3,263	3,361
Parks and Gardens	1,773	1,826	1,881	1,937	1,995	2,055	2,117	2,180	2,246	2,313
Waste	2,921	3,009	3,099	3,192	3,288	3,386	3,488	3,592	3,700	3,811
<b>Total</b>	<b>21,146</b>	<b>21,780</b>	<b>22,433</b>	<b>23,106</b>	<b>23,800</b>	<b>24,514</b>	<b>25,249</b>	<b>26,006</b>	<b>26,787</b>	<b>27,590</b>

<sup>5</sup> International Infrastructure Management Manual International Edition 2011.

## Proposed Strategies

This section provides strategies 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.



## STRATEGY ONE: IMPROVING OUR KNOWLEDGE BASE AND REFINING REQUIREMENTS

This strategy provides an initial gap analysis against the IIMM 2011 to identify opportunities for improvement in setting levels of service, forecasting future demand requirements, establishing our base asset knowledge, assessing asset condition and managing risk.

### Levels of Service

The current levels of service documentation for Buildings and Transport (Appendix B Existing Service Level Documentation) are identical across the Shire, without regard for the benefit that the community receives from achieving that service level. However, in practice, Council cannot and does not treat service levels as uniform without regard of the community benefit. This approach is demonstrated by the Project Prioritisation Tool (PPT) which prioritises potential projects using criteria that vary between asset classes but broadly assesses the current condition, the project benefits, and the number of users that will benefit from the project.

Levels of service are a critical component of an asset management plan as they are highly influential on long term financial sustainability. They can also become complicated over the different assets that Council manages in delivering services to the community.

It is therefore proposed to adopt a rating system to define levels of service similar to the systems.

Table 6 Proposed Levels of Service Example

Rating	Definition	Level of Service	Footpath Example
1	Very high criticality Very high utilisation Very high economic value Very high risk rating	<ul style="list-style-type: none"> <li>Frequent proactive maintenance to ensure very high level of presentation and function at all times</li> <li>Reactive maintenance given high priority</li> </ul>	<ul style="list-style-type: none"> <li>CBD Footpaths (all towns)</li> </ul>
2	High criticality High utilisation High risk rating	<ul style="list-style-type: none"> <li>Regular proactive maintenance to ensure high standard of presentation and function</li> <li>Reactive maintenance given high priority</li> </ul>	<ul style="list-style-type: none"> <li>Footpaths around schools, hospitals, shopping precincts and high profile parks.</li> <li>Arterial and collector road footpaths.</li> </ul>
3	Medium criticality Medium profile Medium utilisation Medium risk rating	<ul style="list-style-type: none"> <li>Occasional proactive maintenance to satisfactory standard of presentation and function</li> <li>Reactive maintenance given medium priority</li> </ul>	<ul style="list-style-type: none"> <li>All other formed paths</li> </ul>
4	Low criticality Low utilisation Low risk rating	<ul style="list-style-type: none"> <li>Some proactive maintenance activities undertaken</li> <li>Primarily reactive maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Unformed paths</li> </ul>
5	Very low profile and utilisation	<ul style="list-style-type: none"> <li>Generally only reactive maintenance</li> </ul>	N.a



**Long Term Asset Management Plan 2017 - 2027****Water and Wastewater Service Standards***Water and Wastewater Customer Service Standards*

As a registered service provider for water and wastewater, Council will still be required to prepare and publish Customer Service Standards that meet prescribed requirements including Key Performance Indicators (KPIs) and targets that are reported on to the regulator *Water Supply Safety and Reliability Act ss113 - 120*. Refer to <https://msc.qld.gov.au/water-and-wastewater/> and Appendix B.

There are now a new set of mandatory performance indicators which will be the subject of regular third party audits. The water and wastewater asset management plans will describe in more detail the processes in place to ensure auditable data is being captured.

*Drinking Water Quality Management Plan*

Mareeba Shire Council is a drinking water service provider under the *Water Supply Safety and Reliability Act ss 92 - 101*. Council has an approved drinking water quality management plan (DWQMP), which is available on the website <https://msc.qld.gov.au/water-and-wastewater/>. The legislation and plan effectively set service standards for our drinking water supply that meets the Australian Drinking Water Guidelines. The Technology One works order system and the Long Term Asset Management Plan should seamlessly integrate with the DWQMP to facilitate good management and auditable processes.

**Forecasting Future Demand**

There are no current proposed changes to forecasting future demand. This component of the Long Term Asset Management Plan is well developed and backed by statutory documentation. The asset management plans for each asset class should identify if there are non-asset solutions to increased future demand such as demand management and better utilisation of existing assets.

**Asset Condition Assessment**

It is proposed to further improve our Asset Condition Assessment Programs by progressively improving planned inspection programs. The challenge will be to find the right balance of condition assessment and planned inspections to match the resources available to complete the assessments. The first priority will be those assets identified as critical and further described in the next section.

The use of Technology One is currently being improved for bridges, water and sewerage assets to schedule and record the outcomes of condition assessment and maintenance activities. Over time all asset classes will use Technology One as a key planning and recording tool for maintenance management.

**Critical Assets and Risk Management**

In addition to and complementary to the [MSC Risk Management Framework](#), it is proposed that the individual asset management plans will:

1. Identify critical assets and business risks;
2. Understand overall risk exposure; and
3. Plan to manage risk to acceptable levels.

*Critical Assets*

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#### Long Term Asset Management Plan 2017 - 2027



Critical assets are those which are the most important for delivering the required service, and/or have the highest consequences of failure.<sup>6</sup> The failure impact factors currently considered in our risk management framework include injury, service interruption, environment, finance and reputation.

For Mareeba Shire Council it is proposed that some examples of critical assets could include the assets identified in Table 7 Examples of Possible Critical Assets.

**Table 7 Examples of Possible Critical Assets**

Asset Class	Critical Assets	Failure Impact	Likelihood	Consequence	Risk Rating
Transport	Bridges and Major Culverts	<ul style="list-style-type: none"> <li>Injury</li> <li>Service Interruption</li> </ul>	Rare	Catastrophic	High
Water	Treatment Plants	<ul style="list-style-type: none"> <li>Health</li> <li>Service Interruption</li> </ul>	Possible	Major	High
	Reservoirs	<ul style="list-style-type: none"> <li>Health</li> <li>Service Interruption</li> </ul>	Unlikely	Major	Medium
	Trunk Mains	<ul style="list-style-type: none"> <li>Health</li> <li>Environment</li> <li>Service Interruption</li> </ul>	Unlikely	Major	Medium
Wastewater	Treatment Plants	<ul style="list-style-type: none"> <li>Health</li> <li>Environment</li> </ul>	Rare	Major	High
	Pump Stations	<ul style="list-style-type: none"> <li>Health</li> <li>Environment</li> <li>Service Interruption</li> </ul>	Possible	Major	High
	Trunk Mains	<ul style="list-style-type: none"> <li>Health</li> <li>Environment</li> <li>Service Interruption</li> </ul>	Unlikely	Catastrophic	High
Facilities	Aviation Facilities	<ul style="list-style-type: none"> <li>Safety</li> <li>Service Interruption</li> </ul>	Rare	Catastrophic	High
Parks and Open Spaces	Playground Equipment	<ul style="list-style-type: none"> <li>Injury</li> </ul>	Unlikely	Major	Medium
Waste	Mareeba Landfill	<ul style="list-style-type: none"> <li>Health</li> <li>Environment</li> <li>Safety</li> </ul>	Unlikely	Major	Medium

#### Risk Management

The management of these critical assets will be outlined in the individual asset class asset management plans. Broadly, the risk management strategies involve scheduled inspection programs, condition assessments and programmed maintenance associated with the condition assessments. The corporate asset management database Technology One is currently being improved to allow for programmed works orders to record this information. To date, the Works Order System has been implemented for Water, Wastewater and Bridges. The implementation of this is in its early stages and it is being regularly reviewed to check that the Technology One Works Orders are delivering the required outcomes in terms of asset maintenance, risk management and transparency of these processes.

#### STRATEGY TWO: MATURING OUR ASSET LIFECYCLE MANAGEMENT

This strategy provides an initial gap analysis of our operational, maintenance and capital investment strategies to mature our financial planning and ensure financial sustainability. This is consistent with the framework established by the IIMM 2011.

<sup>6</sup> International Infrastructure Management Manual International Edition 2011.



**Long Term Asset Management Plan 2017 - 2027****Operation and Maintenance**

The opportunity exists to make operational and maintenance practices more transparent by expanding the use of Technology One to schedule and record maintenance activities. This will be explored further in the individual asset management plans.

**Capital Investment Decisions**

Mareeba Shire's project decision making processes are relatively mature with a fully developed PPT that uses a combination of multi-criteria analysis and risk assessment to prioritise projects for funding. It is proposed to improve the renewal program based on condition and risk management improvements from Strategy One. It is further proposed to build on this decision making process by incorporating whole of life cost (WOLC) considerations and optimisation modelling into the decision making mix. WOLC tools for this are provided by the Queensland Treasury Corporation (QTC) and outlined below. Optimisation of capital investment decisions could involve seeking independent expert advice where necessary.

**Queensland Treasury Corporation (QTC) Project Decision Framework**

Mareeba Shire is in the very early stages of using the QTC Project Decision Framework. Council is embedding the QTC Project Decision Framework within its current PPT. This adds value to the process by providing a decision point for further investigation into whether the proposed solution delivers the best outcome to the community when the whole of life costs of the capital project proposal are considered.

It is proposed that through the asset management planning process, capital projects that require further investigation can benefit from the QTC Project Decision Framework templates and documentation using a project size related scaled approach.

**Financial Forecast and Financial Sustainability**

The Local Government Act 2009 defines financial sustainability as being, "able to maintain financial capital and infrastructure capital over the long-term". Councils need to set aside enough depreciation to fund the capital renewal programs without eroding the physical asset base. The major recurrent sources of finance available to councils are rates, fees and charges, and grants. Spending more each year than is earned from these sources results in deficits.

It is proposed to develop and annually review individual asset management plans for Transport, Water, Wastewater, Facilities, Parks and Open Spaces, Waste and Fleet. Long term financial planning will be integrated with long term asset renewals, upgrades and proposed new asset acquisitions. The next long term financial plan to be adopted will incorporate asset management plan expenditure projections with a sustainable funding position outcome. This will also allow the capital works planning process to be streamlined to incorporate Year One of the Long Term Financial Plan.

Where adjustments are made due to new and updated information, the Long Term Financial Plan and the asset management planning documentation will be updated to reflect the changes.

## APPENDIX A CAPITAL PROJECT PRIORITISATION RISK MANAGEMENT FRAMEWORK

## Long Term Asset Management Plan 2017 - 2027


**Project Prioritisation Risk Management Framework**
**For all Asset Classes**

Source: The following information and tables have been sourced from the IPWEA NAMS PLUS 3 Asset Management Manual, referencing AS/NZS ISO 31000:2009 Risk Management Standard

"What could happen if Council does nothing?"

**Likelihood Ratings**

Likelihood	Descriptor	Probability of occurrence
Rare	May occur in rare circumstances	More than 20 years
Unlikely	Could occur at some stage	Within 10-20 years
Possible	Might occur at some stage	Within 3-5 years
Likely	Will probably occur at most times	Within 2 years
Almost Certain	Is expected to occur at most times	Within 1 year

**Consequence Ratings**

Consequence	Injury	Service Interruptions	Environment	Finance	Reputation
Insignificant	Nil	< 4 hours	Nil	< \$20k	Nil
Minor	First Aid	Up to 1 day	Minor short term	\$20k-\$100k	Minor Media
Moderate	Medical Treatment	1 day - 1 week	Wide short term	\$100k-\$500k	Moderate Media
Major	Disability	1 week - 1 month	Wide long term	\$500k-\$1M	High Media
Catastrophic	Fatality	More than 1 month	Irreversible long term	> \$1M	Censure/Inquiry

**Risk Ratings**

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Medium	Medium	High
Possible	Low	Medium	High	High	High
Likely	Medium	Medium	High	High	Very High
Almost Certain	Medium	High	High	Very High	Very High

**Risk Rating and Action Priorities**

Level of Risk	Action required timing
Very High Risk	Immediate corrective action
High Risk	Prioritised action required (i.e. make safe and include in current/next capital works program)
Medium Risk	Planned action required (i.e. make safe and include in forward capital works programs)
Low Risk	Manage by routine procedures

## APPENDIX B EXISTING SERVICE LEVEL DOCUMENTATION

#### Existing Service Levels for Buildings

Key Performance Measure	Level of Service	Performance Measure
Accessibility	Provide adequate physical access to facilities.	Nº of community facilities upgraded to comply with the Disability Discrimination Act 1992.
Function	Facility meets user/service requirements.	Average Nº of bookings or visits per month. Public halls Swimming pools Caravan parks
		% of community facilities are inspected as required.
		% of community facilities routinely maintained.
	Convenient opening hours (if open to public).	Nº of reported complaints from community facility users.
Safety	Ensure buildings/facilities are safe and do not cause a hazard to customers.	Nº of reported safety incidents (per annum).
Quality	Facilities provide a good quality experience for all users.	% of community facilities are cleaned as planned.
Sustainability	Facilities are managed with respect to future generations.	Nº of community facilities that have 'Energy Management Plans'

### Existing Service Levels for Transport

Key Performance Measure	Level of Service	Performance Measure
Quality/Condition	<p>Well maintained and suitable road network that provides for a smooth and comfortable ride.</p> <p>Bridges and Major culverts structures are structurally sound and "fit for purpose".</p> <p>Footpaths and cycle facilities are in a safe condition and are "fit for purpose".</p> <p>Kerb &amp; Channelling is in good condition and "fit for purpose".</p>	<ul style="list-style-type: none"> <li>- % length of Sealed roads surfaces in a satisfactory condition or better (Condition score 3 and above).</li> <li>- % length of Sealed road pavements in a satisfactory condition or better (Condition score 3 and above).</li> <li>- % length of Unsealed roads in a satisfactory condition or better (Condition score 3 and above).</li> <li>- % of Bridges &amp; in Major Culverts in a satisfactory condition or better (Condition score 3 and above).</li> <li>- % length of Footpaths &amp; Cycle facilities in a satisfactory condition or better (Condition score 3 and above).</li> <li>- % length with Kerb &amp; Channel Culverts in satisfactory condition and better (Condition score 3 and above).</li> </ul>
Amenity	Kerb & Channelling is clean and free of debris.	- % length swept in accordance with schedule.
Accessibility	<p>Roads - All weather access available across the constructed road network (urban and rural).</p> <p>Bridges - All weather access available throughout the formed road network (urban and rural).</p> <p>Provide Footpaths, Cycleways and Kerb &amp; Channels in accordance with Council hierarchy standards.</p>	<ul style="list-style-type: none"> <li>- Outage/closure days.</li> <li>- Average restoration time after event subsides.</li> <li>- Restoration time after event subsides.</li> <li>- % of bridges with loading restrictions.</li> <li>- % of structures meeting minimum flooding compliance</li> <li>- % Footpaths meets hierarchy specification.</li> <li>- % Kerb &amp; Channel meets hierarchy specification.</li> </ul>

#### Existing Levels of Service for Water and Wastewater

Performance Indicator	Performance Measure	Target	QG/NPR/SWIM Code
Total water main breaks	Per 100km of water main	25	QG4.5/A8/AS8
Total sewerage main breaks and chokes	Per 100km sewerage main	15	QG4.6/A14/AS39
Incidence of unplanned interruptions – water	Per 1000 properties	5	QG4.7/C17/CS17
Average response time for water incidents (bursts & leaks)	Minutes	60	QG4.8/ - /CS37
Average response time for sewerage incidents (including main breaks and chokes)	Minutes	60	QG4.9/ - /CS33
Water quality complaints	Per 1000 properties	10	QG4.10/C9/CS9
Total water and sewerage complaints	Per 1000 properties	100	QG 4.11/ C13/CS13

The full Water and Wastewater Customer Service standards are available on Council's website:  
<https://msc.qld.gov.au/water-and-wastewater/>