Ordinary Meeting

**Council Chambers
Date: 12 October 2016
Time: 9:00am**

MINUTES

MEMBERS IN ATTENDANCE

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

APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS

Nil

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 Davies   Seconded by Cr Wyatt

"That the Minutes of the Ordinary Council Meeting held on 21 September 2016 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   **PJ GIBBS - RECONFIGURING A LOT - SUBDIVISION (1 INTO 4 LOTS) LOT 17 SP219912 - 244 KANERVO ROAD, KOAH - DA/15/0045**

Moved by Cr Pedersen   Seconded by Cr Brown

"That the matter be brought back to Council with conditions for approval."

        CARRIED

ITEM-2   **REQUEST FOR VARIATION OF OPERATING HOURS FOR GINGERELLA QUARRY - M & G CRUSHING AND MATERIALS PTY LTD - MCU - EXTRACTIVE INDUSTRY - LOT 1 LD117 - 72 GINGERELLA ROAD, BARWIDGI - DA/14/0059**

Moved by Cr Pedersen   Seconded by Cr Toppin

"That:

1.   In relation to the request by M & G Crushing and Materials Pty Ltd for a variation of the hours of operation under Condition 3.6 of development approval DA/14/0059, Council approve the hours of operation of between 6:00am to 6:00pm, each day.

2.   Advice of Council's decision be issued to the applicant and Department of Infrastructure, Local Government and Planning, State Assessment and Referral Agency (SARA) via email CairnsSARA@dilgp.gov.au (reference: SDA-114--015999) advising of Council's decision."

        CARRIED

ITEM-3   **APPLICATION FOR PERMIT TO OCCUPY - LOT 2 ON AP5904, LOCALITY OF CHEWKO**

Moved by Cr Toppin   Seconded by Cr Graham

"That Council offer no objection to the issue of a permit to occupy over Lot 2 on AP5904, situated on Chewko Road, Locality of Chewko for grazing purposes, subject to the permit holder erecting a fit for purpose livestock fence to contain livestock, and further, that the Bunny Seary Lookout be excluded from the fenced area."

        CARRIED

GOVERNANCE AND COMPLIANCE

ITEM-4   **APPLICATION FOR APPROVAL TO KEEP STOCK IN AN URBAN AREA**

Moved by Cr Brown   Seconded by Cr Toppin

"That Council grants an 'Approval to Keep Stock in an Urban Area' to allow for the keeping of horses by Gail Bradshaw and Tom Smith on land described as Lot 2 RP735977 and Lots 10-11 RP738086, subject to their adherence to the conditions detailed on the Approval."

(A) COUNCIL'S CONDITIONS

    (a)   <u>Applicant's Conditions of Approval</u>

1. The Applicant must provide a signed letter to Council from each property owner on which horses are to be kept advising of that property owner's consent for horses to be kept on their property. In the event that the consent of a property owner is ever withdrawn, then this Approval for keeping of horses on that property will cease.

2. The Applicant must provide a Medical Certificate from a qualified medical practitioner (as part of the annual application for renewal process) which provides evidence of her continuing treatment which prevents her from driving or otherwise being able to care for the horses if they were to be relocated.

3. This Approval only relates to the keeping of horses on the properties noted in the Schedule and is not transferable to any other property. Should there be any changes to the configuration of the land on which the horses are kept or any changes to the configuration of adjoining land, then this Approval will be withdrawn.

4. Approval is only granted for those horses that are identified on the Schedule of the initial Approval. The horses identified on the schedule must be microchipped. Also, approval is not transferable to any other horse.

5. This Approval is not an approval for the purpose of breeding or any commercial enterprise involving horses.

6. The approval holder must comply with the detailed conditions and minimum standards for keeping animals, enclosure requirements and air quality and noise control measures as set out in the attachment hereto.

7. Horses must be kept in accordance with the requirements of any existing code of practice.

    (b)   Approval to keep stock in an urban area

1. Minimum Standards for Keeping of Animals

The approval holder or any person responsible for the premises must:

1.1. Ensure the enclosure/s in which the animals are kept is cleaned regularly, and waste is disposed of in such a manner as not to create a nuisance to adjoining properties or be injurious or prejudicial to health; and

1.2. Take all reasonable steps to prevent the animals from making a noise or disturbance that causes a nuisance or disturbance to the occupiers of neighbouring properties; and

1.3. Ensure that any enclosure is which the animals are kept is properly maintained in

1.3.1. a clean and sanitary condition; and
1.3.2. an aesthetically acceptable condition; and

1.4. Ensure that the animals are wormed and vaccinated in accordance with the recommendations of the national veterinary association.

2. Enclosure Requirements

2.1. The size of the area to be suitably fenced is to be appropriate to the species and breed of the animals to be enclosed, so as to effectively enclose the animals within the property at all times.

2.2. Suitably fenced means a fence which is constructed of strong and firm materials and designed in such a way as to prevent the animals from attacking a person or escaping over, under or through the fence.

2.3. In any case, a part of a building or structure that does not have openings through which an animal may escape may form part of the enclosure in lieu of fencing.

2.4. Where gates form part of the enclosure, they must be kept closed and latched except when in actual immediate use.

3. Air Quality

3.1. All areas associated with the animal keeping activity must be managed to minimise nuisance and impacts caused by odour, dust or particulate matter at any sensitive place.

3.2. No odour associated with the animal keeping activity determined to be strong or very strong (4 to 5 intensity on German Standard VDI 3882 (1) (1992)) by Council's delegated officer is to impact upon any nearby sensitive receptor at any time, when assessed every 10 seconds over a 20 minute assessment period in one (1) location at the sensitive receptor. The odour will impact if it is determined to be present more than 25% of the 20 minute assessment period or detected at a strong or very strong intensity level more than 30 times during the 20 minute assessment period.

3.3. When instructed by Council, the approval holder must commission an odour/dust assessment to monitor and investigate any complaint of a nuisance. The monitoring will establish if the animal keeping activity complies with the relevant standards for odour and dust conditions determined in accordance with the Environmental Protection Policy (Air) 2008, and the monitoring data, analysis of that data and a

report must be provided within 10 business days of completion of the investigation, to the satisfaction of Council's delegated officer. Where the odour/dust assessment determines that the animal keeping activity is not in compliance with the Environmental Protection Policy (Air) 2008, it must recommend mitigation measures to bring the activity into compliance.

3.4. Any recommendations or mitigation measures outlined in the odour/dust assessment must be implemented where practically possible within 20 business days of receiving the report findings, to the satisfaction of Council's delegated officer.

4. Noise Control

4.1. The animal keeping activity must be managed in such a way as to prevent offensive noise levels being emitted beyond the boundaries of the subject site, as determined by Council's delegated officer.

4.2. When instructed by Council, the approval holder must commission a noise monitoring assessment to monitor and investigate any complaint of a nuisance. The monitoring will establish if the animal keeping activity complies with the relevant standards for noise output determined in accordance with the Environmental Protection Policy (Noise) 2008, and the monitoring data, analysis of that data and a report must be provided within 10 business days of completion of the investigation, to the satisfaction of Council's delegated officer. Where the noise monitoring assessment determines that the animal keeping activity is not in compliance with the Environmental Protection Policy (Noise) 2008, it must recommend mitigation measures to bring the activity into compliance.

4.3. Any recommendation or mitigation measures outlined in the noise monitoring assessment must be implemented where practically possible within 20 business days of receiving the report findings, to the satisfaction of Council's delegated officer.

These conditions may be modified or the Approval withdrawn at Council's discretion following due notice.

CARRIED

FINANCE

ITEM-5 **COUNCIL REPORT - FINANCIAL STATEMENTS FOR PERIOD ENDING 30 SEPTEMBER 2016**

Moved by Cr Pedersen   Seconded by Cr Davies

"That Council note the financial report for the period ending 30 September 2016."

CARRIED

ITEM-6   **COUNCIL MEETING RELATED PARTY POLICY**

The Mayor advised that this item has been held over to a future meeting.

COMMUNITY WELLBEING

ITEM-7   **PRIORITY PROJECTS FOR GRANT APPLICATIONS**

Moved by Cr Toppin   Seconded by Cr Wyatt

"That Council endorse the priority projects listed in this report for submission to Department of Local Government, Infrastructure and Planning for grants and subsidies support."

CARRIED

ITEM-8   **MAREEBA SHIRE COUNCIL LIBRARY SERVICE STRATEGIC PLAN 2016-2020**

Moved by Cr Wyatt   Seconded by Cr Graham

"That Council adopt the Mareeba Shire Council Library Service Strategic Plan 2016-20, attached to these minutes as Appendix 1."

CARRIED

INFRASTRUCTURE SERVICES

PROJECT MANAGER

ITEM-9   **MAREEBA AIRPORT UPGRADING - SEPTEMBER 2016 PROGRESS REPORT**

Moved by Cr Davies   Seconded by Cr Graham

"That Council note the September 2016 progress report on the Mareeba Airport Upgrading."

CARRIED

ITEM-10   **TMSC2015-13 MAREEBA WASTEWATER TREATMENT PLANT PROGRESS SEPT 2016**

Moved by Cr Pedersen   Seconded by Cr Wyatt

"That Council note the September 2016 progress report on the Mareeba Wastewater Treatment Plant."

CARRIED

ITEM-11   **TENDER EVALUATION TMSC2016-11 OAKEY CK BRIDGE**

Moved by Cr Pedersen   Seconded by Cr Wyatt

"That Council accept the tendered Kenmac Constructions Pty Ltd lump sum offer of $ 354,167 inclusive of GST, for Contract TMS2016-11 the refurbishment and concrete upgrade of Oakey Creek Bridge on Springmount Road."

CARRIED

ITEM-12   **PROPOSED CONSTRUCTION OF A COLUMBARIUM WALL AT THE DIMBULAH CEMETERY**

Moved by Cr Wyatt   Seconded by Cr Graham

"That Council approve the obtaining of quotes from registered builders to construct a columbarium wall at the Dimbulah Cemetery, prior to Council deciding whether to proceed."

CARRIED

TECHNICAL SERVICES

ITEM-13   **TRAFFIC ADVISORY COMMITTEE - MINUTES OF MEETING HELD 20 SEPTEMBER 2016**

Moved by Cr Toppin   Seconded by Cr Graham

"That Council notes the Traffic Advisory Committee Meeting Minutes of 20 September 2016, and resolves to:

1. In respect to Item 16.09-03, write to Mrs Shirley Osbourne seeking a proposal from them regarding the access from Mareeba-Dimbulah Road to Chircan Road."

CARRIED

WATER & WASTE

ITEM-14   **WATER ALLOCATIONS TEMPORARY LEASE**

Moved by Cr Wyatt   Seconded by Cr Graham

"That Council commence a tender process for the temporary lease transfer of the seven (7) lots of 100 megalitres medium priority water allocations for an initial maximum period of 12 months. The tender should provide for the option for portions smaller than 100 megalitres to be tendered for."

CARRIED

CHIEF EXECUTIVE OFFICER

PETITION

ITEM-15   GROW MAREEBA PROJECT PETITION

Moved by Cr Toppin   Seconded by Cr Wyatt

"That Council receive and note the petition."

CARRIED

LAND PURCHASE

ITEM-16   PURCHASE OF LOTS IN MT MULLIGAN

Moved by Cr Pedersen   Seconded by Cr Wyatt

"That Council accepts the offer from the Department of Housing and Public Works to purchase Lots 305,306 and 307 McLeod St and Lot 308 Wason St, Mt Mulligan."

CARRIED

ADHOC-1   MT MULLIGAN ROAD RESERVES

Moved by Cr Pedersen   Seconded by Cr Davies

"That a Report be prepared for Council in relation to road reserves in Mt Mulligan."

CARRIED

GENERAL BUSINESS

ADHOC-2   WET TROPICS AUTHORITY COMMUNITY CONSULTATIVE COMMITTEE

Moved by Cr Wyatt   Seconded by Cr Davies

"That Council supports and endorses Cr Toppin's nomination for the Wet Tropics Authority Community Consultative Committee."

CARRIED

ADHOC-3   **SEALING OF CHILLAGOE ROAD**

Moved by Cr Davies   Seconded by Cr Toppin

"That Council write to the Minister for Transport and Main Roads requesting that Burke Developmental Road be sealed between Dimbulah and Chillagoe."

CARRIED

NEXT MEETING OF COUNCIL

The next meeting of Council will be a Special Meeting to be held at 9:00 am on Wednesday 26 October 2016.

There being no further business, the meeting closed at 9:33 am.

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Cr Tom Gilmore
Mayor

APPENDIX 1 - ITEM-8 MAREEBA SHIRE COUNCIL LIBRARY SERVICE STRATEGIC PLAN 2016-2020

Mareeba Shire Library Service Strategic Plan

2016 – 2020

GOALS	STRATEGIES	TARGETS
GOAL 1 **Technology** Evaluate a range of digital and virtual resources which can be offered free to library members to offset distance, isolation and rural disadvantage by providing access to information through technology	**Strategy 1.1** Develop and promote digital library services to increase customer use and borrowing	**Target 1.1** Identify possible new digital services with community input to produce a report which informs purchasing and collection management decisions
	Strategy 1:2 Investigate the demand for online magazines across different sectors of the community	**Target 1.2** Evaluate borrowing statistics and assess the increasing use of digital titles against a possible decline in hardcopy borrowing Measurable through Spydus reporting module and customer feedback
ECON1- Corporate Plan Economic growth potential & promotion of growth	**Strategy 1:3** Introduce equipment loans with appropriate policies and staff and customer training	**Target 1.3** Write policy and procedure for the lending of equipment and create a demand for digital technologies to use at home and in the library Measurable by increasing equipment bookings on the online booking system.
GOAL 2 **Service orientation** Review and develop policy and procedures which act as a bridge to connect clients and services	**Strategy 2.1** Develop a procedure manual to reflect systems up-grade and to provide reliable but adaptive guidelines for consistency of service	**Target 2.1** Policy control domain- Standardised policy to support staff in providing confident, efficient and consistent customer service across locations.
GOV3 & GOV5 **Corporate Plan** ICT Strategy focus on Cloud solutions	**Strategy 2.2** Increase organisational agility to reflect the fluidity of Cloud based Library Management System	**Target 2.2** Semi-control domain-costing for an annual staff meeting to exchange information and discuss issues across branches and work for consensual tailored procedure which also reflects site specific environmental factors
	Strategy 2.3 Develop flexible procedures which reflect library culture of problem solving to maximise positive customer service	**Target 2.3** Customer environment- Investigate options to minimise barriers to membership and ensure the customer has maximum access to services and resources.

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GOAL 3 **Training** Develop an external & internal training plan using resources available online **GOV5- Corporate Plan** Identify training and skills needs	**Strategy 3.1** Utilise *lynda.com* an online education company offering video courses in software, creative, and business skills **Strategy 3.2** Create promotional flyers and how to use information targeting *internal library staff and Council officers *Library customers	**Target 3.1** Conduct training courses to maximise the use and benefit of new technologies by staff Staff Training • Teaching Future-Ready Students with Kevin Brookhouser • Learn the three literacies that students need to master for tomorrow's jobs—entrepreneurship, video production, and coding • Using whiteboards • Why go paperless, and best practices
GOAL 4 **Automate** Measure business performance to improve efficiency and effectiveness **GOV5- Corporate Plan** Review & document internal processes	**Strategy 4.1** Monitor circulation desk process using a time use survey to determine the amount of time spent on specific tasks **Strategy 4.2** Analyse productivity against costing of technology to determine potential savings **Strategy 4.3** Investigate a move from a direct service to a self-service model and utilize desk staff in training and consultative reference work and customer education interactions for the OPAC, self-service machines and digital literacy **Strategy 4.4** Review data collection to ensure only relevant statistics are collected	**Target 4.1** Adjust desk rostering to suit new workflow along with performance metrics **Target 4.2** Determine alternate time use strategies and patterns of service for circulation staff **Target 4.3** Automate repetitive business processes to reduce non-professional tasks and increase consultation and readers advisory **Target 4.4** Ensure that the data collected is useful and meets compliance standards for internal and external stakeholders

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GOAL 5 **Grant Funding** Access grants for program delivery to meet customer needs and Queensland Public Library Standards and Guidelines **GOV1- Corporate Plan** Long term asset management & Financial strategies	**Strategy 5.1** Build on the robotics and coding training provided through the Vision 2017 grant and provide coding experiences in the community **Strategy 5.2** Investigate suitable locations for relocated central library service in order to provide a workable venue for training and programs and co-location with complementary services	**Target 5.1** Invite community groups and service providers to participate in grant funded training to magnify the reach of coding and robotics knowledge **Target 5.2** Increase ability to offer grant funded programs and purchase technological resources by exploring, identifying and assessing options for new Library premises in Mareeba
GOAL 6 **Online Presence** Implement online engagement strategies to inform customers and the community about council and library services **GOV3 & GOV5 Corporate Plan** ICT Strategy focus on Cloud solutions	**Strategy 6.1** Develop Council's website with dedicated Library web pages with links to Facebook and Pinterest **Strategy 6.2** Utilise Facebook to engage with and direct community and customers to Council's website for information about library services, programs and activities.	**Target 6.1** Include a "Library News" section on Council's website to promote library activities across branches in a seamless and coordinated manner. **Target 6.2** Partner with community services producing e-newsletters to include library news and promote services and programs. **Target 6.3** Facebook and the Council website will allow for frequent customer updates to showcase new library services and resources **Target 6.4** Pinterest can be used as a reader recommendation platform for readers advisory by providing current book lists information and reading suggestions, in addition to the educational information from writers blogs and writing tips.

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