



Ordinary Meeting

Council Chambers

Date: 19/04/2017

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 15 March 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 RJ MCNAB - ROL - SUBDIVISION (1 INTO 2 LOTS) - LOT 3 RP836311 - 323 MALONE ROAD, MAREEBA - DA/17/0007**

Moved by Cr Pedersen

Seconded by Cr Brown

"That Council wishes to approve the application and request that officers prepare a report outlining conditions for approval."

CARRIED**ITEM-2 M GALLO - MCU - SUBDIVISION (2 INTO 34 LOTS) LOT 2 SP276695 & LOT 139 SP179170 - 446 RAY ROAD & GEORGE FABRIS ROAD, MAREEBA - DA/15/0043**

Moved by Cr Pedersen

Seconded by Cr Toppin

1. That in relation to the following development application:

APPLICATION		PREMISES	
APPLICANT	M Gallo	ADDRESS	446 Ray Road & George Fabris Road, Mareeba
DATE LODGED	17 September 2015	RPD	Lot 1 on SP276695 & Lot 139 on SP179170
TYPE OF APPROVAL	Preliminary Approval and Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use for Preliminary Approval to vary the effect of the Mareeba Shire Planning Scheme 2004 (SPA Section 242) and Development Permit for Reconfiguring a Lot - Subdivision (2 Lots into 34 Lots)		

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

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

(A) **REFUSED DEVELOPMENT:** Material Change of Use for Preliminary Approval to vary the effect of the Mareeba Shire Planning Scheme 2004 (SPA s242) and Development Permit for Reconfiguring a Lot - Subdivision (2 lots into 34 lots)

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

That Council consider the following:

1. The proposed development is in conflict with the following Strategic Framework Strategies:
 - (c) *The rural area provides for a wide range of agricultural and horticultural uses with opportunities for economic development with the expansion of agriculture and value adding to primary industry.*
 - (e) *Create an urban form that maintains a high quality living environment, that reflects the distinct cultural and lifestyle values and the local area, suitable to sustainable living through;*
 - *Compact urban form*
 - *efficient use of natural resources*
 - *efficient use of infrastructure*
 - (m) *Good Quality Agricultural Land within the Mareeba Shire is conserved and protected from fragmentation in accordance the SPP 1/92.*
2. The proposed development is in conflict with Part 3, 3.1 Desired Environmental Outcomes, (3):
 - (d) *Good quality agricultural land is conserved and protected from fragmentation and alienation.*
 - (e) *Agricultural and forestry resources, mining, extractive activity in the rural sector are encouraged, facilitated and protected.*
 - (f) *The amenity and safety of land uses adjoining industrial estates and agricultural areas adjoining urban centres are protected from potential noise and air pollution.*
 - (i) *The efficient use, extension and safe operation of infrastructure are maximised, including roads, rail, aerodromes, water and sewerage systems.*
 - (l) *Residential uses are consolidated in identified urban nodes, including the existing townships and settlements and the rural landscape is protected from encroachment of urban uses.*
 - (q) *The establishment of new industries such as value adding agricultural industries as well as ecotourism and tradeable services beyond agriculture.*
 - (r) *The identification and protection of the amenity of noise sensitive development and liveability of residential areas.*
3. The proposed development is in conflict with Part 4, Division 14, 4.77 Overall Outcomes for Rural Zone Code, (2):
 - (a) *that caters for a range of primary industries including forestry and aquaculture to contribute to the economic well-being of the Mareeba Shire;*

- (b) *where agricultural production and the raising of animals are protected from incompatible land uses;*
 - (c) *where Good quality agricultural land is protected from fragmentation and alienation, not developed for purposes other than agricultural and support uses, and is protected from incompatible land uses in accordance with SPP1/92;*
 - (d) *in which agricultural uses and works are located, designed and managed to maximise the efficient use and operation of infrastructure including the MDIA channel infrastructure;*
 - (f) *that excludes residential uses unless these uses are primarily ancillary and necessary to agricultural uses;*
 - (g) *where a distinct boundary between the towns of Mareeba, Kuranda and Dimbulah is clear so that those towns do not extend beyond identified boundaries;*
 - (j) *that allows for rural value adding industries where appropriately located;*
 - (k) *where GQAL is conserved for agricultural uses that are dependent on the quality of agricultural land;*
 - (q) *makes effective use of the land and of the services provided to enable the functioning of the zone.*
- 4. The proposed development is in conflict with Part 4, Division 14, 4.78 Building Siting, Scale and Amenity, Specific Outcome Rural Zone Code:
 - S2 *Agricultural activities are protected from incompatible land uses.*
 - PS2.2 *Non agriculture or agriculture-intensive uses which adjoin any agriculture or agriculture-intensive uses are protected from spray drifts by the maintenance of a separation distance of 300 metres between the agriculture or agriculture-intensive uses and the non agriculture or agriculture-intensive uses.*
 - S10 *Uses not dependent upon good quality agricultural land are not located on Good Quality Agricultural Land identified on Agricultural Land Quality Maps S2 to S5, unless there is an overriding need and no alternative sites.*
- 5. The proposed development is in conflict with Part 4, Division 14, 4.80 Reconfiguring a Lot, Specific Outcome Rural Zone Code:
 - S1 *The viability of the farming industry throughout the Shire and including Good Quality Agricultural Land, and future opportunities for farming pursuits are not compromised.*
 - PS1.1 *Allotments to have a minimum area of 60 hectares and road frontage of 300 metres within the area identified on Agricultural Land Quality Maps S2, S3, S4 and S5;*

6. The proposed development is in conflict with Part 4, Division 4, 5.11 Overall Outcome for the Airport and Aviation Facilities Overlay Code (2):
 - (a) *Adverse effects on the safety and operational efficiency of operational airspace and the functioning of aviation facilities are avoided.*
7. The proposed development is in conflict with Part 4, Division 8, 4.77 Overall Outcomes for Rural Residential Zone Code, (2):
 - (c) *where the need to maintain a distinct boundary between the zone and rural areas, and that Rural Residential development does not extend beyond the Rural Residential zone boundaries as identified by the zoning maps;*
 - (i) *which makes effective use of land and the services provided to enable the functioning of the zone.*
8. The proposed development is in conflict with Part 4, Division 8, 4.46 Reconfiguring a Lot, Specific Outcome Rural Residential Zone Code:

S10 Lots created for rural residential purposes in the vicinity of and identified on Agricultural Land Quality Maps S2 to S5 must ensure that potential impacts from agricultural activities do not adversely affect community health, safety, amenity and the continuing use of the agricultural land resource.

PS10 Lot layout is consistent with State Planning Policy 1/92: Development and Conservation of Agricultural Land and its supporting Planning Guidelines: Separating Agricultural and Residential Land Uses.
9. The proposed development is in conflict with land use policies 1.3.1, 1.3.2, 1.3.3, 2.4.1, 2.4.2, 2.6.1, 4.6.1, 4.6.2, 5.4.2, 5.4.3, 7.6.1 and 8.1.3 of the Far North Queensland Regional Plan 2009-2031.
10. That there are insufficient planning grounds to justify approval of the application, despite the identified conflicts."

CARRIED

ITEM-3 TM, DJ & DR GALLO - MCU - SUBDIVISION (2 INTO 47 LOTS) LOT 137 & 138 SP179170 - RAY ROAD, MAREEBA - DA/15/0042

Moved by Cr Pedersen

Seconded by Cr Wyatt

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

APPLICATION		PREMISES	
APPLICANT	TM, DJ & DR Gallo	ADDRESS	Ray Road, Mareeba
DATE LODGED	16 September 2015	RPD	Lot 137 & 138 on SP179170
TYPE OF APPROVAL	Preliminary Approval and Development Permit		
PROPOSED DEVELOPMENT	Material Change of Use - Preliminary Approval to vary the effect of the Mareeba Shire Planning Scheme 2004 (SPA Section 242) and Development Permit for Reconfiguring a Lot - Subdivision (2 Lots into 47 Lots)		

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

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

(A) **REFUSED DEVELOPMENT:** Material Change of Use - Preliminary Approval to vary the effect of the Mareeba Shire Planning Scheme 2004 (SPA Section 242) and Development Permit for Reconfiguring a Lot - Subdivision (2 Lots into 47 Lots)

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

That Council consider the following:

1. The proposed development is in conflict with the following Strategic Framework Strategies:
 - (c) *The rural area provides for a wide range of agricultural and horticultural uses with opportunities for economic development with the expansion of agriculture and value adding to primary industry.*
 - (e) *Create an urban form that maintains a high quality living environment, that reflects the distinct cultural and lifestyle values and the local area, suitable to sustainable living through;*
 - *Compact urban form*
 - *efficient use of natural resources*
 - *efficient use of infrastructure*
 - (m) *Good Quality Agricultural Land within the Mareeba Shire is conserved and protected from fragmentation in accordance the SPP 1/92.*

2. The proposed development is in conflict with Part 3, 3.1 Desired Environmental Outcomes, (3):
 - (d) *Good quality agricultural land is conserved and protected from fragmentation and alienation.*
 - (e) *Agricultural and forestry resources, mining, extractive activity in the rural sector are encouraged, facilitated and protected.*
 - (f) *The amenity and safety of land uses adjoining industrial estates and agricultural areas adjoining urban centres are protected from potential noise and air pollution.*
 - (i) *The efficient use, extension and safe operation of infrastructure are maximised, including roads, rail, aerodromes, water and sewerage systems.*
 - (l) *Residential uses are consolidated in identified urban nodes, including the existing townships and settlements and the rural landscape is protected from encroachment of urban uses.*
 - (q) *The establishment of new industries such as value adding agricultural industries as well as ecotourism and tradeable services beyond agriculture.*
 - (r) *The identification and protection of the amenity of noise sensitive development and liveability of residential areas.*
3. The proposed development is in conflict with Part 4, Division 14, 4.77 Overall Outcomes for Rural Zone Code, (2):
 - (a) *that caters for a range of primary industries including forestry and aquaculture to contribute to the economic well-being of the Mareeba Shire;*
 - (b) *where agricultural production and the raising of animals are protected from incompatible land uses;*
 - (c) *where Good quality agricultural land is protected from fragmentation and alienation, not developed for purposes other than agricultural and support uses, and is protected from incompatible land uses in accordance with SPP1/92;*
 - (d) *in which agricultural uses and works are located, designed and managed to maximise the efficient use and operation of infrastructure including the MDIA channel infrastructure;*
 - (f) *that excludes residential uses unless these uses are primarily ancillary and necessary to agricultural uses;*
 - (g) *where a distinct boundary between the towns of Mareeba, Kuranda and Dimbulah is clear so that those towns do not extend beyond identified boundaries;*
 - (j) *that allows for rural value adding industries where appropriately located;*

- (k) where GQAL is conserved for agricultural uses that are dependent on the quality of agricultural land;*
 - (q) makes effective use of the land and of the services provided to enable the functioning of the zone.*
 - 4. The proposed development is in conflict with Part 4, Division 14, 4.78 Building Siting, Scale and Amenity, Specific Outcome Rural Zone Code:
 - S2 Agricultural activities are protected from incompatible land uses.*
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 - 5. The proposed development is in conflict with Part 4, Division 14, 4.80 Reconfiguring a Lot, Specific Outcome Rural Zone Code:
 - S1 The viability of the farming industry throughout the Shire and including Good Quality Agricultural Land, and future opportunities for farming pursuits are not compromised.*
 - PS1.1 Allotments to have a minimum area of 60 hectares and road frontage of 300 metres within the area identified on Agricultural Land Quality Maps S2, S3, S4 and S5;*
 - 6. The proposed development is in conflict with Part 4, Division 4, 5.11 Overall Outcome for the Airport and Aviation Facilities Overlay Code (2):
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 - S10 Lots created for rural residential purposes in the vicinity of and identified on Agricultural Land Quality Maps S2 to S5 must ensure that potential impacts*
-

from agricultural activities do not adversely affect community health, safety, amenity and the continuing use of the agricultural land resource.

PS10 Lot layout is consistent with State Planning Policy 1/92: Development and Conservation of Agricultural Land and its supporting Planning Guidelines: Separating Agricultural and Residential Land Uses.

9. The proposed development is in conflict with land use policies 1.3.1, 1.3.2, 1.3.3, 2.4.1, 2.4.2, 2.6.1, 4.6.1, 4.6.2, 5.4.2, 5.4.3, 7.6.1 and 8.1.3 of the Far North Queensland Regional Plan 2009-2031.
10. That there are insufficient planning grounds to justify approval of the application, despite the identified conflicts."

CARRIED

**ITEM-4 NEGOTIATED DECISION NOTICE - M MCKEEN - ROL -
SUBDIVISION (1 INTO 2 LOTS) LOT 1 SP154474 - 25
COPLAND ROAD, KOAH - DA/16/0033**

Moved by Cr Pedersen

Seconded by Cr Wyatt

"It is recommended that:

- "1. In relation to the written representations made by M McKeen (the applicant) regarding conditions of the following development approval:

APPLICATION		PREMISES	
APPLICANT	M McKeen	ADDRESS	25 Copland Road, Koah
DATE REQUEST FOR NDN LODGED	25 January 2017	RPD	Lot 1 on SP154474
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 2 Lots)		

and in accordance with the Sustainable Planning Act 2009, the following

- (A) Condition 4.1 must remain as per Council's Decision Notice issued on 21 December 2016.
- (B) Condition 4.3 as per Council's Decision Notice issued on 21 December 2016 be deleted.
- (C) Condition 4.4 as per Council's Decision Notice issued on 21 December 2016 be amended as follows:

4.4 Copland Road road reserve

**ITEM-7 ADOPTED INFRASTRUCTURE CHARGES RESOLUTION
(NO.1) 2017**

Moved by Cr Toppin

Seconded by Cr Brown

"That Council under section 630 of the Sustainable Planning Act 2009 adopt Adopted Infrastructure Charges Resolution (No.1) 2017 to have effect on and from 1 July 2017."

CARRIED

GOVERNANCE AND COMPLIANCE

ITEM-8 DELEGATIONS UPDATE

Moved by Cr Graham

Seconded by Cr Wyatt

"That:

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

CARRIED

**ITEM-9 DEVELOPMENT AND GOVERNANCE QUARTERLY
REPORT JANUARY TO MARCH 2017**

Moved by Cr Wyatt

Seconded by Cr Graham

"That Council receive and note the quarterly report of the Development and Governance Group for January to March 2017."

CARRIED

ITEM-10 **OPERATIONAL PLAN QUARTERLY REPORT MARCH 2017**

Moved by Cr Toppin

Seconded by Cr Davies

"That Council receive and note the progress report on implementation of the 2016/17 Operational Plan for the January to March 2017 quarter."

CARRIED

**ITEM-11 SOLAR PV SYSTEM INSTALLATION PROGRESS
REPORT**

Moved by Cr Toppin

Seconded by Cr Brown

"That Council note the progress report on the Design, Supply, and Installation of two Solar Photovoltaic Systems."

CARRIED**FINANCE****ITEM-12 FINANCIAL STATEMENTS FOR PERIOD ENDING 31
MARCH 2017**

Moved by Cr Wyatt

Seconded by Cr Pedersen

"That Council note the financial report for the period ending 31 March 2017."

CARRIED**ITEM-13 LIBRARY SERVICES FEES AND CHARGES 2017 - 18**

Moved by Cr Brown

Seconded by Cr Toppin

"That Council adopt the schedule of 2017/18 fees and charges for the Mareeba Shire Library Service, attached to these Minutes as Appendix 1."

CARRIED**ITEM-14 2017- 18 FEES AND CHARGES FOR CEMETERIES**

Moved by Cr Graham

Seconded by Cr Davies

"That Council adopt the 2017/18 Fees and Charges for Cemeteries, attached to these Minutes as Appendix 2."

CARRIED**ITEM-15 2017/2018 FEES AND CHARGES FOR URBAN AND
REGIONAL PLANNING**

Moved by Cr Toppin

Seconded by Cr Wyatt

"That Council adopt the 2017/18 Fees and Charges for Urban and Regional Planning, attached to these Minutes as Appendix 3."

CARRIED

COMMUNITY WELLBEING

ITEM-16 REGIONAL ARTS DEVELOPMENT FUND 2017-18

Moved by Cr Toppin

Seconded by Cr Davies

"That Council:

1. Submit an expression of interest to Arts Queensland for the RADF 2017-2018 grant to build cultural tourism activities in the shire; and
2. Co-contribute \$23,000 to the RADF 2017/18 program as outlined in this report; and
3. Approve the RADF Advisory Committee recommendations to fund seven projects for a total of \$38,560 under the RADF 2016-2017 Community Grant Round."

CARRIED

ITEM-17 TABLELAND MEN'S SHED MAREEBA

Moved by Cr Davies

Seconded by Cr Wyatt

"That Council approve a request by the Tablelands Men's Shed Mareeba for a cash donation of \$15,290 under the Community Partnerships Program to relocate a demountable shed should the State Government agree to hand the shed over."

CARRIED

INFRASTRUCTURE SERVICES

ITEM-18 INFRASTRUCTURE SERVICES - MONTHLY REPORT - MARCH 2017

Moved by Cr Davies

Seconded by Cr Graham

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

CARRIED

ITEM-19 PETITION FOR SCRUB STREET KURANDA SEALING

Moved by Cr Wyatt

Seconded by Cr Pedersen

"That Council receive the petition and refer to officers for a report."

CARRIED

TRAFFIC ADVISORY COMMITTEE - MINUTES OF MEETING HELD 21 MARCH 2017

Moved by Cr Pedersen

Seconded by Cr Davies

"That Council note the minutes of the Traffic Advisory Committee Meeting held 21 March 2017."

CARRIED

MAREEBA AIRPORT - ASSIGNMENT OF LEASE D (REFUELLING FACILITY)

Moved by Cr Pedersen

Seconded by Cr Brown

"That Council approve the assignment of Lease D at the Mareeba Airport from Andrew Robert Crouch to IOR Aviation Pty Ltd, subject to the following conditions:

1. The assignee (IOR Aviation Pty Ltd) entering into a Deed containing a covenant as per Clause 2.08.1 of the existing lease to observe, fulfil and comply with all of the covenants, conditions and stipulations contained within the existing lease;
2. All lease fees, rates and charges levied in respect of Lease D to be paid and up to date as at the date of assignment;
3. The current lessee and/or assignee being responsible for payment of all costs associated with the assignment of the lease. "

CARRIED

WORKS

INVASIVE PLANTS AND ANIMALS SURVEILLANCE PROGRAM

Moved by Cr Wyatt

Seconded by Cr Pedersen

"That Council, pursuant to section 235 of the *Biosecurity Act 2014*, authorises for the Chief Executive Officer to carry out the surveillance program for invasive biosecurity matter called 'Mareeba Shire Council Invasive Plants and Animals Surveillance Program' within the Mareeba Shire Council local government area

And further, that Council writes to the State Government expressing our disappointment at the continued devolution of responsibility to Local Government without any funding."

CARRIED

WATER & WASTE

ITEM-23 TRADE WASTE POLICY 2016-2017 AMENDED

Moved by Cr Graham

Seconded by Cr Davies

"That Council adopt the draft Trade Waste Policy and Trade Waste Management Plan, as attached to these Minutes as Appendix 4."

CARRIED

ITEM-24 TENDER EVALUATION - TMSC2017-09 & TMSC2017-10 WATER CHEMICALS

Moved by Cr Toppin

Seconded by Cr Brown

"That Council:

1. award contract TMSC2017-09, Separable Portion 1, Supply & Delivery of Sodium Hypochlorite to Ionics Australasia Pty Ltd T/A Elite Chemicals for a period of three and a half (3½) years from 1 June 2017 to 30 November 2020 with the option to extend by a further two (2) x twelve (12) months at an estimated annual contract value of \$90,333 (exclusive of GST); and
2. award contract TMSC2017-10, Separable Portion 2, Supply & Delivery of Liquid Alum to Cleveland Bay Chemical Company Pty Ltd for a period of three and a half years (3½) from 1 June 2017 to 30 November 2020 with the option to extend by a further two (2) x twelve (12) months at an estimated annual contract value of \$125,173 (exclusive of GST); and
3. delegate authority to the Chief Executive Officer in accordance with Government Act 2009 to negotiate, finalise and execute any and all matters in relation to these arrangements."

CARRIED

CHIEF EXECUTIVE OFFICER

MEDIA AND EVENTS

ITEM-25 ADVERTISING SPENDING POLICY

Moved by Cr Davies

Seconded by Cr Graham

"That Council adopt the Advertising Spending Policy, attached to these Minutes as Appendix 5."

CARRIED

ITEM-26 WHEELBARROW RACE 2017 SPONSORSHIP

Moved by Cr Brown

Seconded by Cr Toppin

"That Council enter and fund a Council team in the 2017 Wheelbarrow Race."

CARRIED

ORGANISATIONAL DEVELOPMENT

ITEM-27

AUDIT COMMITTEE INDEPENDENT CHAIRPERSON - EOI

Moved by Cr Wyatt

Seconded by Cr Pedersen

"That Council invites Expressions of Interest from suitably qualified professionals to fulfil the role of Audit Committee Independent Chairperson."

CARRIED

BUSINESS WITHOUT NOTICE

Nil

NEXT MEETING OF COUNCIL

The next meeting of Council will be held at 9:00 am on Wednesday 17 May 2017.

There being no further business, the meeting closed at 9:47 am.

.....
Cr Tom Gilmore
Mayor

APPENDIX 1 - ITEM-13 LIBRARY SERVICES FEES AND CHARGES 2017/2018

Library Fees & Charges 2017 / 2018		Per	Fees 2017 / 18
<u>Lost charge</u> - Cost value of item plus notice charge & administration fee			
<u>Damaged item charges</u> - Items deemed unusable			
<u>Visitor membership fee</u>			
<u>Replacement CD/DVD cover/cases</u>			
<u>Replacement membership card</u>			
<u>Library Bags</u>			
<u>Book Sale Non-fiction / Jigsaws / DVD & CD</u>			
Fiction			
Junior books			
Magazines			
<u>Photocopying</u> Black & White, A4 per side			
Black & White, A3 per side			
<u>Printing</u> Black & White, per A4 page			
Colour, per A4 page			
<u>Internet Research</u> National & State Library online Databases			
<u>USB Stick</u>			
<u>WIFI</u>			
Full PC Use: The first hour of Full PC use is free, the following fees then apply, depending on PC availability.			
Library Member			
Library Member + Concession Card Seniors, Veterans, Health Care			
Non-Library members, per 1/2 hr or part thereof			
Non-Library members, per hour or part thereof			
<u>Inter Library Loan ILL</u> University Loan charge			
Processing Charge for uncollected items			
Freight			

APPENDIX 2 - ITEM-14 2017/18 FEES AND CHARGES FOR CEMETERIES

3

Mareeba Shire Council Cemeteries Fees and Charges			
Fee Name	Per		Fees 2017/18 (GST inc)
Reservation			
Reservation - Grave, Above Ground Vault	Plot		\$565.00
Reservation Child ¹ - Grave, Above Ground Vault	Plot		\$282.00
Reservation - Mausoleum Wall	Plot		\$8,100.00
Reservation - Mausoleum Free Standing	Plot		\$3,870.00
Reservation - Niche (Single)	Niche		\$357.00
Reservation - Niche (Double)	Niche		\$419.00
Interment (In addition to reservation fee ²)			
Interment - Grave	Plot		\$1,641.00
Interment Child ¹ - Grave	Plot		\$820.00
Interment - Above Ground Vault, Mausoleum Wall, Mausoleum Free Standing	Plot		\$532.00
Interment - Ashes (Niche; includes installation of plaque)	Niche		\$390.00
Interment - Ashes (In ground)	Plot		\$390.00
Interment Surcharge			
Interment Surcharge (Weekends and public holidays)	Interment		\$1,245.00
Plaque			
Cost of plaque including freight	Plaque		POA
Plaque Installation - Lawn Cemetery	Plaque		\$174.00
Plaque Installation - Niche (if not installed at interment)	Plaque		\$174.00
Shelter Hire			
Hire of shelter - Weekdays excluding public holidays	Shelter		\$117.00
Hire of second shelter - Weekdays excluding public holidays	Shelter		\$79.00
Hire of shelter - Weekends and public holidays	Shelter		\$204.00
Hire of second shelter - Weekends and public holidays	Shelter		\$139.00
Chair Hire			
Hire of chairs - Weekdays excluding public holidays (per 10)	Per 10		\$89.00
Hire of chairs - Weekends and public holidays (per 10)	Per 10		\$116.00
Miscellaneous			
Construction of a memorial	Plot		\$296.00
Exhumation	Plot		At cost
Removal of slab or headstone	Plot		At cost
Concrete Pillars	Pillar		\$262.00
¹ Child - Less than 9 years old.			
² Second and subsequent interments do not incur a reservation fee.			

APPENDIX 3 - ITEM-15 2017/2018 FEES AND CHARGES FOR URBAN AND REGIONAL PLANNING

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
Urban & Regional Planning					
General					
F0173		Town Planning Sign for public notification	sign	IGST	\$55.00
Planning Certificates					
F0174		Limited Planning & Development Certificate	certificate	NO GST	\$150.00
F0175		Standard Planning & Development Certificate	certificate	NO GST	\$500.00
F0176		Full Planning & Development Certificate - Vacant Site	certificate	NO GST	\$1,475.00
F0177		Full Planning & Development Certificate - Developed Site	certificate	NO GST	\$2,040.00
Planning Schemes					
		Hard copy of Planning Scheme			
F0178		Mareeba Shire Planning Scheme 2004	copy	NO GST	\$130.00
		Mareeba Shire Council Planning Scheme 2016	copy	NO GST	FOA
		CD copy of Planning Scheme			
F0179		Mareeba - \$25.00	copy	NO GST	\$25.00
Application - General					
F0180		Pre-lodgement meeting and written pre-lodgement advice (Note: if a development application is submitted within 12 months of the pre-lodgement enquiry, the pre-lodgement enquiry fee will be discounted from the application fee, subject to the development application being substantially consistent with the pre-lodgement enquiry.)	application	NO GST	\$535.00
Application Fees					
		Note: if the development application is submitted within 12 months of a pre-lodgement enquiry, the pre-lodgement enquiry fee will be discounted from the development application fee, subject to the development application being substantially consistent with the pre-lodgement enquiry.			
Compliance Assessment					
F0181		Application for Compliance Permit under Schedule 18 of SPA regulations	application	NO GST	\$895.00
F0182		Application for Compliance Certificate	application	NO GST	\$360.00

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
F0183	Application for Building Work assessable against the Planning Scheme-	Boundary Dispensation Overlay Assessment Concurrence Agency Assessment Oversize Sheds	application	NO GST	\$435.00
	Material Change of Use				
		Adult Store - Code	application	NO GST	\$1,500.00
		Adult Store - Impact	application	NO GST	\$2,570.00
		Agricultural supplies store - Code	application	NO GST	\$1,500.00
		Agricultural supplies store - Impact	application	NO GST	\$2,570.00
		Air services - Code	application	NO GST	\$6,185.00
		Air services - Impact	application	NO GST	\$7,855.00
		Animal husbandry - Code	application	NO GST	\$1,500.00
		Animal husbandry - Impact	application	NO GST	\$2,570.00
		Animal keeping - Code	application	NO GST	
		All except kennel			\$1,500.00
		Kennel			\$4,010.00
		Animal keeping - Impact	application	NO GST	
		All except kennel			\$2,570.00
		Kennel			\$6,030.00
		Aquaculture - Code	application	NO GST	
		Less than 5 hectares			\$1,500.00
		5 hectares or greater			\$4,010.00
		Aquaculture - Impact	application	NO GST	
		Less than 5 hectares			\$2,570.00
		5 hectares or greater			\$6,030.00
		Bar - Code	application	NO GST	\$1,500.00
		Bar - Impact	application	NO GST	\$2,570.00
		Brothel - Code	application	NO GST	\$1,500.00
		Brothel - Impact	application	NO GST	\$2,570.00

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
		Bulk landscape supplies - Code	application	NO GST	\$1,500.00
		Bulk landscape supplies - Impact	application	NO GST	\$2,570.00
		Caretaker's accommodation - Code	application	NO GST	\$1,040.00
		Caretaker's accommodation - Impact	application	NO GST	\$1,675.00
		Car wash - Code	application	NO GST	
		Up to 250 sq.m GFA			\$1,500.00
		251 sq.m or greater			\$4,010.00
		Car wash - Impact	application	NO GST	
		Up to 250 sq.m GFA			\$2,570.00
		251 sq.m or greater			\$6,030.00
		Cemetery - Code	application	NO GST	\$1,500.00
		Cemetery - Impact	application	NO GST	\$2,570.00
		Child care centre - Code	application	NO GST	\$1,500.00
		Child care centre - Impact	application	NO GST	\$2,570.00
		Club - Code	application	NO GST	\$1,500.00
		Club - Impact	application	NO GST	\$2,570.00
		Community care centre - Code	application	NO GST	\$1,500.00
		Community care centre - Impact	application	NO GST	\$2,570.00
		Community residence - Code	application	NO GST	\$1,040.00
		Community residence - Impact	application	NO GST	\$1,675.00
		Community use - Code	application	NO GST	\$1,500.00
		Community use - Impact	application	NO GST	\$2,570.00
		Crematorium - Code	application	NO GST	\$1,500.00
		Crematorium - Impact	application	NO GST	\$2,570.00
		Cropping - Code	application	NO GST	\$1,500.00
		Cropping - Impact	application	NO GST	\$2,570.00
		Detention facility - Code	application	NO GST	\$4,010.00
		Detention facility - Impact	application	NO GST	\$6,030.00
		Dual occupancy - Code	application	NO GST	\$1,040.00
		Dual occupancy - Impact	application	NO GST	\$1,675.00
		Dwelling house - Code	application	NO GST	\$1,040.00
		Dwelling house - Impact	application	NO GST	\$1,675.00
		Dwelling unit - Code	application	NO GST	\$1,040.00
		Dwelling unit - Impact	application	NO GST	\$1,675.00
		Educational establishment - Code	application	NO GST	\$4,010.00
		Educational establishment - Impact	application	NO GST	\$6,030.00

Fees and Charges Schedule 2017-18 (1.74%)

Item	Fee	Per	GST STATUS	Fees 2017/2018
	Emergency services - Code	application	NO GST	\$1,500.00
	Emergency services - Impact	application	NO GST	\$2,570.00
	Environmental facility - Code	application	NO GST	\$1,040.00
	Environmental facility - Impact	application	NO GST	\$1,675.00
	Extractive industry - Code	application	NO GST	\$4,010.00
	Extractive industry - Impact	application	NO GST	\$6,030.00
	Food and drink outlet - Code	application	NO GST	\$1,500.00
	Food and drink outlet - Impact	application	NO GST	\$2,570.00
	Function facility - Code	application	NO GST	\$1,500.00
	Function facility - Impact	application	NO GST	\$2,570.00
	Funeral parlour - Code	application	NO GST	\$1,500.00
	Funeral parlour - Impact	application	NO GST	\$2,570.00
	Garden centre - Code	application	NO GST	\$1,500.00
	Garden centre - Impact	application	NO GST	\$2,570.00
	Hardware and trade supplies - Code	application	NO GST	
	Up to 1,000 sq.m GFA			\$1,500.00
	1,001 sq.m to 2,500 sq.m GFA			\$4,010.00
	greater than 2,500 sq.m GFA			\$6,185.00
	Hardware and trade supplies - Impact	application	NO GST	
	Up to 1,000 sq.m GFA			\$2,570.00
	1,001 sq.m to 2,500 sq.m GFA			\$6,030.00
	greater than 2,500 sq.m GFA			\$7,855.00
	Health care services - Code	application	NO GST	
	Up to 250 sq.m GFA			\$1,500.00
	251 sq.m or greater			\$4,010.00
	Health care services - Impact	application	NO GST	
	Up to 250 sq.m GFA			\$2,570.00
	251 sq.m or greater			\$6,030.00
	High impact industry - Code	application	NO GST	
	Up to 500 sq.m GFA			\$1,500.00
	501 sq.m to 5,000 sq.m GFA			\$4,010.00
	greater than 5,000 sq.m GFA			\$6,185.00
	High impact industry - Impact	application	NO GST	
	Up to 500 sq.m GFA			\$2,570.00
	501 sq.m to 5,000 sq.m GFA			\$6,030.00
	greater than 5,000 sq.m GFA			\$7,855.00
	Home based business - Code	application	NO GST	\$1,040.00
	Home based business - Impact	application	NO GST	\$1,675.00

Fees and Charges Schedule 2017-18 (1.74%)

Item	Fee	Per	GST STATUS	Fees 2017/2018
	Hospital - Code	application	NO GST	\$6,185.00
	Hospital - Impact	application	NO GST	\$7,855.00
	Hotel - Code	application	NO GST	\$4,010.00
	Hotel - Impact	application	NO GST	\$6,030.00
	Indoor sport and recreation - Code	application	NO GST	\$1,500.00
	Indoor sport and recreation - Impact	application	NO GST	\$2,570.00
	Intensive animal industry - Code	application	NO GST	\$4,010.00
	Intensive animal industry - Impact	application	NO GST	\$6,030.00
	Intensive horticulture - Code	application	NO GST	\$1,500.00
	Intensive horticulture - Impact	application	NO GST	\$2,570.00
	Landing - Code	application	NO GST	\$1,500.00
	Landing - Impact	application	NO GST	\$2,570.00
	Low impact industry - Code	application	NO GST	
	Up to 500 sq.m GFA			\$1,500.00
	501 sq.m to 5,000 sq.m GFA			\$4,010.00
	greater than 5,000 sq.m GFA			\$6,185.00
	Low impact industry - Impact	application	NO GST	
	Up to 500 sq.m GFA			\$2,570.00
	501 sq.m to 5,000 sq.m GFA			\$6,030.00
	greater than 5,000 sq.m GFA			\$7,855.00
	Major electricity infrastructure - Code	application	NO GST	\$1,500.00
	Major electricity infrastructure - Impact	application	NO GST	\$2,570.00
	Major sport, recreation and entertainment facility - Code	application	NO GST	POA
	Major sport, recreation and entertainment facility - Impact	application	NO GST	POA

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
		Marine industry - Code	application	NO GST	\$1,500.00
		Marine industry - Impact	application	NO GST	\$2,570.00
		Market - Code	application	NO GST	\$1,040.00
		Market - Impact	application	NO GST	\$1,675.00
		Medium impact industry - Code	application	NO GST	
		Up to 500 sq.m GFA			\$1,500.00
		501 sq.m to 5,000 sq.m GFA			\$4,010.00
		greater than 5,000 sq.m GFA			\$6,185.00
		Medium impact industry - Impact	application	NO GST	
		Up to 500 sq.m GFA			\$2,570.00
		501 sq.m to 5,000 sq.m GFA			\$6,030.00
		greater than 5,000 sq.m GFA			\$7,855.00
		Motor sport facility - Code	application	NO GST	POA
		Motor sport facility - Impact	application	NO GST	POA
		Multiple dwelling - Code	application	NO GST	
		3 to 10 units			\$1,500.00
		11 to 25 units			\$4,010.00
		More than 25 units			\$6,185.00
		Multiple dwelling - Impact	application	NO GST	
		3 to 10 units			\$2,570.00
		11 to 25 units			\$6,030.00
		More than 25 units			\$7,855.00
		Nature-based tourism - Code	application	NO GST	POA
		Nature-based tourism - Impact	application	NO GST	POA
		Nightclub entertainment facility - Code	application	NO GST	\$1,500.00
		Nightclub entertainment facility - Impact	application	NO GST	\$2,570.00
		Non-resident workforce accommodation - Code	application	NO GST	\$1,500.00
		Non-resident workforce accommodation - Impact	application	NO GST	\$2,570.00

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
		Office - Code	application	NO GST	
		Up to 250 sq.m GFA			\$1,500.00
		251 sq.m or greater			\$4,010.00
		Office - Impact	application	NO GST	
		Up to 250 sq.m GFA			\$2,570.00
		251 sq.m or greater			\$6,030.00
		Outdoor sales - Code	application	NO GST	\$1,500.00
		Outdoor sales - Impact	application	NO GST	\$2,570.00
		Outdoor sport and recreation - Code	application	NO GST	\$1,500.00
		Outdoor sport and recreation - Impact	application	NO GST	\$2,570.00
		Outstation - Code	application	NO GST	\$1,040.00
		Outstation - Impact	application	NO GST	\$1,675.00
		Park - Code	application	NO GST	\$1,040.00
		Park - Impact	application	NO GST	\$1,675.00
		Parking station - Code	application	NO GST	\$1,040.00
		Parking station - Impact	application	NO GST	\$1,675.00
		Permanent plantation - Code	application	NO GST	\$1,500.00
		Permanent plantation - Impact	application	NO GST	\$2,570.00
		Place of worship - Code	application	NO GST	\$1,500.00
		Place of worship - Impact	application	NO GST	\$2,570.00
		Port services - Code	application	NO GST	\$1,500.00
		Port services - Impact	application	NO GST	\$2,570.00
		Relocatable home park - Code	application	NO GST	
		Up to 10 dwellings			\$1,500.00
		11 to 25 dwellings			\$4,010.00
		More than 25 dwellings			\$6,185.00
		Relocatable home park - Impact	application	NO GST	
		Up to 10 dwellings			\$2,570.00
		11 to 25 dwellings			\$6,030.00
		More than 25 dwellings			\$7,855.00
		Renewable energy facility - Code	application	NO GST	\$6,185.00
		Renewable energy facility - Impact	application	NO GST	\$7,855.00
		Research and technology industry - Code	application	NO GST	\$1,500.00
		Research and technology industry - Impact	application	NO GST	\$2,570.00

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
		Residential care facility - Code	application	NO GST	
		<i>Up to 20 rooms/beds</i>			\$1,500.00
		<i>21 to 100 rooms/beds</i>			\$4,010.00
		<i>greater than 100 rooms/beds</i>			\$6,185.00
		Residential care facility - Impact	application	NO GST	
		<i>Up to 20 rooms/beds</i>			\$2,570.00
		<i>21 to 100 rooms/beds</i>			\$6,030.00
		<i>greater than 100 rooms/beds</i>			\$7,855.00
		Resort complex - Code	application	NO GST	POA
		Resort complex - Impact	application	NO GST	POA
		Retirement facility - Code	application	NO GST	\$6,185.00
		Retirement facility - Impact	application	NO GST	\$7,855.00
		Roadside stall - Code	application	NO GST	\$1,040.00
		Roadside stall - Impact	application	NO GST	\$1,675.00
		Rooming accommodation - Code	application	NO GST	
		<i>Up to 20 rooms/beds</i>			\$1,500.00
		<i>21 to 100 rooms/beds</i>			\$4,010.00
		<i>greater than 100 rooms/beds</i>			\$6,185.00
		Rooming accommodation - Impact	application	NO GST	
		<i>Up to 20 rooms/beds</i>			\$2,570.00
		<i>21 to 100 rooms/beds</i>			\$6,030.00
		<i>greater than 100 rooms/beds</i>			\$7,855.00

Fees and Charges Schedule 2017-18 (1.74%)

Item	Fee	Per	GST STATUS	Fees 2017/2018
	Rural industry - Code	application	NO GST	\$1,500.00
	Rural industry - Impact	application	NO GST	\$2,570.00
	Rural workers' accommodation - Code	application	NO GST	\$1,500.00
	Rural workers' accommodation - Impact	application	NO GST	\$2,570.00
	Sales office - Code	application	NO GST	\$1,040.00
	Sales office - Impact	application	NO GST	\$1,675.00
	Service industry - Code	application	NO GST	
	Up to 250 sq.m GFA			\$1,500.00
	251 sq.m or greater			\$4,010.00
	Service industry - Impact	application	NO GST	
	Up to 250 sq.m GFA			\$2,570.00
	251 sq.m or greater			\$6,030.00
	Service station - Code	application	NO GST	\$4,010.00
	Service station - Impact	application	NO GST	\$6,030.00
	Shop - Code	application	NO GST	
	Up to 1,000 sq.m GFA			\$1,500.00
	1,001 sq.m to 2,500 sq.m GFA			\$4,010.00
	greater than 2,500 sq.m GFA			\$6,185.00
	Shop - Impact	application	NO GST	
	Up to 1,000 sq.m GFA			\$2,570.00
	1,001 sq.m to 2,500 sq.m GFA			\$6,030.00
	greater than 2,500 sq.m GFA			\$7,855.00
	Shopping centre - Code	application	NO GST	
	Up to 1,000 sq.m GFA			\$1,500.00
	1,001 sq.m to 2,500 sq.m GFA			\$4,010.00
	greater than 2,500 sq.m GFA			\$6,185.00
	Shopping centre - Impact	application	NO GST	
	Up to 1,000 sq.m GFA			\$2,570.00
	1,001 sq.m to 2,500 sq.m GFA			\$6,030.00
	greater than 2,500 sq.m GFA			\$7,855.00
	Short-term accommodation - Code	application	NO GST	
	Up to 20 rooms/beds			\$1,500.00
	21 to 100 rooms/beds			\$4,010.00
	greater than 100 rooms/beds			\$6,185.00

Fees and Charges Schedule 2017-18 (1.74%)

Item	Fee	Per	GST STATUS	Fees 2017/2018
	Short-term accommodation - Impact	application	NO GST	
	<i>Up to 20 rooms/beds</i>			\$2,570.00
	<i>21 to 100 rooms/beds</i>			\$6,030.00
	<i>greater than 100 rooms/beds</i>			\$7,855.00
	Showroom - Code	application	NO GST	\$1,500.00
	Showroom - Impact	application	NO GST	\$2,570.00
	Special industry - Code	application	NO GST	POA
	Special industry - Impact	application	NO GST	POA
	Substation - Code	application	NO GST	\$1,500.00
	Substation - Impact	application	NO GST	\$2,570.00
	Telecommunications facility - Code	application	NO GST	\$1,500.00
	Telecommunications facility - Impact	application	NO GST	\$2,570.00
	Theatre - Code	application	NO GST	\$1,500.00
	Theatre - Impact	application	NO GST	\$2,570.00
	Tourist attraction - Code	application	NO GST	POA
	Tourist attraction - Impact	application	NO GST	POA
	Tourist park - Code	application	NO GST	\$1,500.00
	Tourist park - Impact	application	NO GST	\$2,570.00
	Transport depot - Code	application	NO GST	\$1,500.00
	Transport depot - Impact	application	NO GST	\$2,570.00
	Utility installation - Code	application	NO GST	\$1,500.00
	Utility installation - Impact	application	NO GST	\$2,570.00
	Veterinary services - Code	application	NO GST	\$1,500.00
	Veterinary services - Impact	application	NO GST	\$2,570.00
	Warehouse - Code	application	NO GST	\$1,500.00
	Warehouse - Impact	application	NO GST	\$2,570.00
	Wholesale nursery - Code	application	NO GST	\$1,500.00
	Wholesale nursery - Impact	application	NO GST	\$2,570.00
	Winery - Code	application	NO GST	\$1,500.00
	Winery - Impact	application	NO GST	\$2,570.00

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
	Undefined Use				Fee as determine by the Manager Development & Governance or Senior Planner
	Inconsistent Use				Normal Fee plus 50%
	Reconfiguration				
F0193		Reconfiguration up to 2 Lots, all boundary realignments and access easement	application	NO GST	\$995.00
F0194		Reconfiguration up to 3 - 10 Lots	application	NO GST	\$1,700.00
F0195		Reconfiguration up to 11 - 25 Lots	application	NO GST	\$5,130.00
F0196		Reconfiguration up to 26 - 50 Lots	application	NO GST	\$7,395.00
F0197		Reconfiguration up to >50 Lots	application	NO GST	\$11,830.00
	Preliminary Approval				
31		Applications involving a s242 Preliminary Approval			Normal fee plus \$7,720.00
	Combined Applications				
32		The fee shall be the combined total of all applicable fees unless otherwise determined by the Manager Development & Governance or Senior Planner			POA
	Application Requiring Fee Determination				
33		Any development application which is deemed to be complex, unusual or of significant scale and likely to require significant additional assessment inputs (including the use of external consultants) will have an application fee determined based on expected costs to Council. Expected costs will include both internal and external assessment costs. Applicants should confirm during pre-lodgement discussions whether the application requires a fee determination.			POA

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
	Consultant Fees				
		The cost of external consultant's fees for any further assessment or advice required by Council in consideration of any application or submission and/or technical report may be charged to the Applicant. The Applicant will be notified of Council's intent to refer the Application to a consultant following receipt of a response to Information Request (or earlier). If Council elects to recover the cost of the consultant the consultant's costs must be paid prior to the final determination of the Application.			POA
	Survey Plans				
F0198		Application for Compliance Assessment for Endorsement of Survey Plan (Base Fee)	application	NO GST	\$565.00
F0199		Endorsement of Survey Plan per lot fee (in addition to base fee) - based on DNRM valuation roll maintenance fee	lot	NO GST	\$35.00
F0200		Re-endorsement of a survey plan	application	NO GST	\$245.00
F0201		Endorsement of CMS/Easement/Covenant	document	NO GST	\$325.00
	Superseded Applications				
F0202		Application under a Superseded Planning Scheme for exempt or self assessable development	application	NO GST	\$585.00
		<i>the application fee for a Superseded Application is an additional cost is to be added to application fee for the MCU/Ro/OW</i>			
F0203		Application under a Superseded Planning Scheme for Code or Impact	application	NO GST	\$900.00
	Extension of Relevant Period				
F0206		Extension of Relevant Period	application	NO GST	Charge is 35% of current prescribed fee. Minimum fee \$500.00
	Application to Change Development Approval				
F0208		Application to change Development Approval after appeal period ends	application	NO GST	Charge is 50% of current prescribed fee. Minimum fee \$500.00
F0212		Application to change Development Approval after appeal period ends - Court Order	application	NO GST	\$2,940.00 plus all legal costs including GST

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
	Application to Change a Compliance Certificate / Permit				
F0213		Application to change a Compliance Certificate	application	NO GST	\$280.00
F0214		Application to change a Compliance Permit	application	NO GST	\$715.00
	Application to Change Development Application				
47		Additional fee to be paid based on % of current application fee:			
F0206		- if prior to issue of Information Request - 25%	application	NO GST	25%
F0217		- if prior to the Decision Making period - 50%	application	NO GST	50%
F0217		- in Decision Making stage, but prior to report being completed - 75%	application	NO GST	75%
F0218		- after report is completed - 100%	application	NO GST	100%
	Refund of Development Application - withdrawn application				
48		Refund based on % of application fee paid:			
F0219		- if prior to issue of Information Request - 75%	application	NO GST	75%
F0220		- if prior to the Decision Making period - 50%	application	NO GST	50%
F0221		Refund of Development Application - lapsed application Application lapsed as not properly made application (s266 of SPA) - refund 80% of application fee paid		NO GST	80% of application fee paid
	Application to Cancel Development Approval				
F0222		Application to cancel Development Approval	application	NO GST	\$95.00
	Lapsed Application				
F0223		Lapsed application or approval - no refund applies in any other circumstance			Nil
	Operational Works				
	Operational Works Application				
F0224		Application for works on Council road reserve involving an access (where associated with a MCU or RoL approval)	application	NO GST	\$250.00
		Application for Advertising Sign	application	NO GST	\$1,005.00
		Application for Clearing of Vegetation	application	NO GST	\$435.00

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
		Operational Works Application (Op Works associated with RoL for more than 5 lots)			
F0225		Base Fee	application	NO GST	\$1,440.00
F0226		Plus amount per lot	lot	NO GST	\$125.00
F0227		Other Operational Works Application (including associated with RoL up to 5 lots)	application	NO GST	1.5% of cost (min \$223 max \$10,000)
		Reassessment of Engineering Plans			
		As a result of substantially amended plans			
F0228		Base Fee	application	NO GST	\$790.00
F0229		plus amount per Lot	lot	NO GST	\$70.00
		Checking of Landscape Plans (associated with Op Works)			
		(i) Landscape plans submitted by Landscape Architect or Landscape Designer and who will:			
		(a) submit a conforming statement of compliance; and			
		(b) undertake a final inspection; and			
F0230		(c) submit as constructed landscaping plans (where required)	application	NO GST	\$505.00
F0231		(ii) Landscape plans submitted and not in accordance with (i) above	application	NO GST	\$1,700.00
		Checking of Street Lighting Plans (associated with Op Works)			
F0232		Base Fee	application	NO GST	\$350.00
F0233		Plus amount per Lot	lot	NO GST	\$15.00
		Construction Monitoring (Op Works associated with RoL for			
F0234		Base Fee	application	NO GST	\$1,440.00
F0235		Plus amount per Lot	lot	NO GST	\$260.00
F0236		Construction Monitoring of other Operational Works (including associated with RoL	application	NO GST	1.5% of cost (min \$223 max \$10,000)
F0237		Re-inspection of Outstanding works and/or Early Plan Sealing Inspection	application	NO GST	\$650.00
F0238		Bonds for Construction Security and Defects Liability	application	NO GST	5% of value of works (minimum \$1,000)

Fees and Charges Schedule 2017-18 (1.74%)

Item		Fee	Per	GST STATUS	Fees 2017/2018
F0239	Bonds for Outstanding Works and Early Plan Sealing		application	NO GST	150% of Value of Works Being Bonded
Developers Contributions					
		Parking			
		Vehicle space provided by Council off street			
86		Kuranda town - Business and Village zone	space	NO GST	\$9,515.00
		Kuranda town - other areas	space	NO GST	\$2,375.00
87		Mareeba town - Commercial, Business and Industry zone	space	NO GST	\$6,030.00
		Mareeba town - other areas	space	NO GST	\$2,375.00
88		Other Towns	space	NO GST	POA
89		Parks Contribution	charge	NO GST	\$4,500.00
90		Drainage	charge	NO GST	\$4,500.00
91		Roads	charge	NO GST	\$4,500.00
		Water/Sewerage Contribution			
		Mareeba			
92		Water contribution	charge	NO GST	\$4,500.00
93		Sewerage contribution	charge	NO GST	\$4,500.00
		Kuranda (Refer to Maps)			
94		Water for District/Area	charge	NO GST	
		(Note: EDC = Equivalent Domestic Connection)			
95		Water for Kuranda LLZ	charge	NO GST	\$5,570.00
96		Water for Warril HLZ	charge	NO GST	\$8,975.00
97		Water for Mason HLZ	charge	NO GST	\$7,645.00
98		Sewerage for Area 1	charge	NO GST	\$4,500.00
99		Sewerage for Area 2	charge	NO GST	\$4,500.00
100		Sewerage for Area 3	charge	NO GST	\$7,535.00
101		Sewerage for Area 4	charge	NO GST	\$6,945.00
		Chillagoe			
102		Water contribution	charge	NO GST	\$4,500.00
		Dimbulah			
103		Water contribution	charge	NO GST	\$4,500.00
		Mt Molloy			
104		Water contribution	charge	NO GST	\$4,500.00

APPENDIX 4 - ITEM-23 TRADE WASTE POLICY 2016-2017 AMENDED



Policy for Discharge of Liquid Trade Waste to Sewers and the Sewage Treatment System

(TRADE WASTE POLICY)

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1. INTRODUCTION

Mareeba Shire Council provides a sewerage system for the transport and treatment of domestic sewage. Payment for this service is collected through sewerage charges on each property.

Council must meet all legislative and environmental requirements relating to the disposal and reuse of effluent and sludge from its sewerage system. In particular:

1. Under the *Environmental Protection Act 2004*, discharges to receiving waters are required to be treated to a standard set down in licences which will maintain or enhance water quality and environmental values. Under the Act, Council is also held responsible for any pollution from stormwater outfalls under its control; hence this system must only be used for the disposal of uncontaminated stormwater runoff.
2. Under the *Water Supply (Safety and Reliability) Act 2008* and the *Environmental Protection Policy (EPP (Water))*, Mareeba Shire Council is also required to fully assess the effect of trade waste on the sewerage system and the environment before issuing a trade waste approval.
3. The discharge of trade waste to storm water drainage is prohibited under the *Local Government Act 2009*.

Domestic sewage consists mostly of water which, after treatment to reduce biodegradable material, suspended solids and nutrients, can be disposed of in accordance with licence requirements.

Liquid waste generated by industry, small business, and commercial enterprises is referred to as trade waste. The *Water Supply (Safety and Reliability) Act 2008* prohibits the unauthorised discharge of wastes, other than domestic sewage, into the sewerage system.

Trade waste may have an organic strength many times that of domestic sewage and may overload the treatment facility. Trade waste may also contain a variety of exotic substances such as heavy metals, organic solvents and chlorinated organics which sewerage systems are not designed to treat. These substances may:

- pose a serious risk to the safety and health of sewerage workers;
- damage the fabric of the sewerage system;
- inhibit biological treatment processes;
- accumulate in sludge;
- pass through Council's treatment plants untreated resulting in environmental contamination

Council's policy is to accept biodegradable waste into the sewerage system provided that the system is of adequate capacity to effectively collect, transport and treat the waste. As trade waste imposes an additional load on the sewerage system, trade waste charges apply. Payment for this service is collected through a special rate charges on each property.

Council may consider the acceptance of trade waste containing toxic or hazardous substances and non-degradable pollutants to sewer only after the waste has been pre-treated by on-site "best practicable treatment" to ensure sewer admission limits are not exceeded.

2. DEFINITIONS

Approval (Trade Waste Approval)	A written authority issued by Council under the <i>Water Supply (Safety and Reliability Act) 2008</i> that authorises the discharge of trade waste into the Council sewer reticulation network.
Arrestor / Interceptor	means a device used to intercept a substance in sewage, waste water or trade waste and prevent its discharge into a sewer, septic tank, waste water disposal system or other treatment device.
Best Practicable Treatment	The management of the activity to achieve minimisation of the activity's harm through cost-effective measures assessed against industry benchmarks for the activity.
Biosolids	The treated solids (sludge), mainly organic, produced by sewage treatment
Domestic Sewage	Household wastewater that contains, or may contain, faecal, urinary or other human waste.
Effluent	The liquid discharged following a wastewater treatment process.
Premises	A lot as defined in section 1.3.5 of the <i>Sustainable Planning Act 2009</i> , and includes a lot that has a building situated on it, or that is wholly or partly contained in, or that wholly or partly contains, a building.
Premises Group	The land comprised in 2 or more premises all the owners of which have mutual rights and obligations under the <i>Body Corporate and Management Act 1997</i> (BCCMA) or the <i>Building Units and Group Titles Act 1980</i> (BUGTA) for the purpose of their respective ownerships, and includes the common property forming part of <ul style="list-style-type: none"> a) if the premises are lots included in a community titles scheme under BCCMA – the scheme land for the scheme; or b) if the premises are lots under BUGTA – the parcel of which the premises form part.
Prohibited substances	A substance prescribed in Schedule 1 of the <i>Water Supply (Safety and Reliability) Act 2008</i> and s79 of the <i>Local Government Act 2009</i> .
Owner	As defined in the <i>Local Government Act 2009</i> .
Authorised Agent	Person or firm appointed by the owner to act on their behalf.
Sewage	means household and commercial wastewater that contains, or may contain, faecal, urinary or other human waste.
Sewerage	means a sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage.
Sewerage System	(a) sewage treatment; or (b) the collection and transmission of sewage through infrastructure; or (c) the disposal of sewage or effluent.



Stormwater Drainage	means a drain, channel, pipe, chamber, structure, outfall or other work used to receive, store, transport or treat stormwater.
Trade Waste	Water-borne waste from business, trade or manufacturing premises, other than— (a) waste that is a prohibited substance; or (b) human waste; or (c) stormwater.
Trade Waste Generator	Any person, owner, occupier, company, or body whose activity produces or has the potential to produce trade waste. Used interchangeably with 'Generator'
Technical Officer (Trade Waste)	A person appointed by the Council to carry out inspections of premises from which trade wastes are being discharged or proposed to be discharged to its sewerage system. The term includes an Technical Officer (Trade Waste) appointed by the Council in an acting capacity for the time being to carry out such inspections. A person appointed by Council to oversee the disposal of trade waste in accordance with Council's trade waste policy and waste management plan and provide advice on acceptable methods of disposal of trade waste, including legal, economic and environmental aspects.

3. POLICY OBJECTIVES

The objectives of Council in controlling the discharge of trade waste to sewerage are:

- To provide an environmentally responsible liquid waste disposal system for domestic, commercial and industrial waste in a manner which safeguards public health.
- To prevent harm or injury to sewerage employees.
- To safeguard the sewerage system against damage, blockage or surcharging.
- To exclude non-biodegradable and potentially harmful substances that may:
 - lead to non-compliance with the conditions of Mareeba Shire Council's environmental authority issued by DEHP;
 - cause the treatment process to fail;
 - render effluent or sludge unacceptable for reuse or disposal;
 - cause physical damage to infrastructure; or
 - cause any other detriment to the environment
- To equitably recover the cost of services to commerce and industry including the cost of conveyance, treatment and damage to the sewerage system.
- To provide operational data on the volume and composition of industrial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems.

- To conform with the National Water Quality Management Strategy *Guidelines for Sewerage Systems, Acceptance of Trade Wastes (Industrial Wastes)*, Agriculture and Resource Management Council of Australia and New Zealand and Australian and New Zealand Environment and Conservation Council, November 1994.
- To encourage waste minimisation.
- To promote water conservation.

4. CONTROL OF TRADE WASTE

It is an offence under the *Local Government Act 2009* to discharge waste, other than uncontaminated storm water either directly or indirectly to a storm water drain. As such, trade waste must be directed to Council's sewer reticulation network.

It is an offence under the *Water Supply (Safety and Reliability) Act 2008* to discharge trade waste to the sewer unless approved, through the issuing of a Trade Waste Approval (Approval), by Council. An Approval is a written authority from Council for the discharge of trade waste to the sewer and states the requirements and conditions under which discharge is allowed. There are three categories of Approvals:

- Category 1 Approval (Low Volume: Low Strength)
- Category 2 Approval (High Volume: Low Strength)
- Category 3 Approval (Any Volume: High Strength)

A person who is or is proposing to generate trade waste and discharge to the Council sewer reticulation network, must make a written application to the Council in the approved form and the application must be accompanied by the Trade Waste application fee. The application must be signed by the Owner or duly Authorised Agent and the Generator and must be lodged at the following times in respect of any premises where trade waste is generated or likely to be generated:

- during the processing of a Building Application for new premises or extensions intended for industrial and / or commercial usage;
- At or about the same time that an application for a Food Licence for a premises is lodged with Council;
- change in tenancy of such premises;
- shop fit-outs of such premises;
- during the processing of an application to strata title such premises;
- existing premises where trade waste is generated, and no permit or agreement has been issued;
- change of ownership of such premises (trade waste permits are not transferrable).

Applicants for Category 3 Approvals must request a pre-lodgement meeting to discuss the application with the Trade Waste Officer.

In assessing applications, Council will consider the conditions of its Environmental Authority in regard to the Wastewater Treatment Plant effluent quality. Council is also required by the *Water Supply (Safety & Reliability) Act 2008* to assess any proposal to discharge trade waste into the sewer after considering a number of criteria including the effect of trade waste discharges on the

sewerage system before issuing approvals. Council may issue an Approval with conditions after consideration of these factors.

Further information about the control of trade waste, making application, fees and charges and Council standards about trade waste discharge may be found in the Council's **Trade Waste Management Plan**.

Where a waste is deemed to be non-sewerable, an Approval will not be issued, and alternative arrangements for disposal of wastes will have to be made. Advice on treatment and disposal options for non-sewerable waste may be obtained from Council's Technical Officer (Trade Waste) or the Queensland Government's lead environmental regulatory department.

A summary of legislation relevant to trade waste discharge to the sewer is given in Appendix 1 for the benefit of applicants. This is not, nor is it intended to be, a complete listing of all legislation pertaining to the discharge of trade waste.

4.1 TRADE WASTE APPROVAL EXEMPTIONS

Some Trade Waste customers are assessed as low risk and discharge small volumes of wastewater to the sewer that do not represent any additional loading to the sewerage system. These customers may be authorised by Mareeba Shire Council to discharge to the sewer subject to the customer installing specific standards of pre-treatment and meeting any other requirements. The onus is on the Generator to demonstrate that the discharge has no additional loading on the sewerage system. Any exemption granted does not absolve the Generator or Owner of a Premise from fulfilling obligations under any relevant Acts or Regulations. Trade waste charges do not apply to these Generators.

Mareeba Shire Council reserves the right to reassess the facts and circumstances of any businesses or individuals that receive an exemption with the view to determining whether an Approval and Charges are applicable or if the Generator or an Owner of a Premises has caused an offence under a relevant Act or Regulation.

5. DEALINGS WITH PARTICULAR WASTES

Prohibitions or special conditions may apply to certain wastes. The Trade Waste Management Plan outlines MSC expectations in dealings with:

- Liquid waste contractors
- Food disposal units
- commercial swimming pools / ornamental pools
- medical, clinical, veterinary and infectious wastes
- containment of toxic / hazardous substances
- discharge of liquid from buses, aircraft and vessels
- landfill leachate
- discharge from open areas

6. SEWER ADMISSION STANDARDS

Any waste discharges to Council's sewer shall be at all times compliant with the Trade Waste Sewer Admission Limits as set out in the Trade Waste Management Plan unless otherwise specified in the Approval. These limits are subject to periodic review.

The sewer admission limits, unless otherwise specified in the Approval, are absolute maximums.

The dilution of trade waste with water to achieve compliance with the sewer admission limits is prohibited.

The trade waste stream and the domestic waste stream should, where ever practicable, discharge separately to the sewer. Where there is a common discharge pipe, allowance for the domestic component will be made to estimate the actual trade waste component strength and volume.

Compliance with the sewer admission limit or authorised limits shall be ascertained at the nominated location on the Approval or at the closest point of discharge to the sewer upstream of where the sewer is joined by any sewer transporting domestic type waste.

DISCHARGE CATEGORIES

All trade waste accepted to the sewer will be classified according to the following three categories for the purposes of approval, control and charging.

- | | |
|--------------------|---|
| Category 1: | <ul style="list-style-type: none">• Low strength / low volume discharges:<ul style="list-style-type: none">▪ COD less than 600mg/L, and▪ Suspended Solids less than 300 mg/L▪ Volume less than 500 kl/annum▪ Charge - Flat fee |
| Category 2: | <ul style="list-style-type: none">• Low strength / high volume discharges:<ul style="list-style-type: none">▪ COD less than 600mg/L, and▪ Suspended solids less than 300 mg/L▪ Volume greater than 500 kl/annum▪ Charge – Flat fee; |
| Category 3: | <ul style="list-style-type: none">• High strength / any volume discharges:<ul style="list-style-type: none">▪ COD greater than 600 mg/L, or▪ Suspended solids greater than 500 mg/L▪ Volume any▪ Charge – Flat fee |

Acceptance of waste under any category is conditional on the waste meeting Council's Sewer Admission Limits unless otherwise specified in the Approval.

It is the responsibility of the trade waste generator to install, operate and maintain "best practicable treatment" facilities to ensure sewer admission limits are not exceeded.

In the event of a significant change in the strength or volume of a waste approved under Category 1 or Category 2, the waste will be treated as a Category 3 waste for the purposes of charging and monitoring and the Trade Waste Generator will be required to submit a new application for the higher level Trade Waste Category.

7. TRADE WASTE APPROVALS

7.1 Category 1 And Category 2 Approvals

Trade Waste Generators must apply for a Trade Waste Approval. Trade Waste Generators must obtain the consent of the Property Owner or Authorised Agent. Upon successful application, both the Property Owner or Authorised Agent and the trade waste generator, when the Owner is not the Generator, of a premise from which waste classified as Category 1 or Category 2 is being discharged, shall be issued with a Trade Waste Approval which shall remain in force for the specified period unless cancelled sooner.

Trade waste permits are not transferable.

The Trade Waste Approval states the terms and conditions the Owner or Authorised Agent and the Generator must observe to discharge trade waste to Council's sewerage system. These include, but are not limited to:

- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;
- the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge;
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for estimation or measurement of discharge volume in agreement with Council;
- provisions for measurement and sampling of discharge prior to entry to the sewer;
- details of any pre-treatment required;
- conditions for maintenance of and removal of waste from pre-treatment equipment, including the contractor to be used;
- records to be kept concerning the cleaning and maintenance of pre-treatment equipment;
- the powers of Council to enter premises in relation to any matter with regard to trade waste control;
- termination conditions;
- penalties for non-compliance;
- the obligations of the owner and generator with respect to the payment of charges, fees, and penalties; and
- any other condition considered by Council to be reasonable.

7.2 Category 3 Approval

A Trade Waste Generator of category 3 Trade Waste must apply for a category 3 Trade Waste Approval. Trade Waste Generators must obtain the consent of the Property Owner or Authorised Agent. Both the Property Owner or Authorised Agent and the trade waste Generator, when the Owner is not the Generator, of premises from which waste classified as Category 3 is being discharged, shall be required to attend an application prelodgement meeting with Council to discuss an applicant's proposal and Council's acceptance criteria and likely conditions that may be imposed through the Approval. The Approval is renewable annually.

Trade Waste Approvals are not transferable.



The Trade Waste Approval states the terms and conditions the Owner or Authorised Agent and the Generator must observe to discharge trade waste to Council's sewerage system. These include but are not limited to:

- location of the premises and nature of the occupancy;
- the quality of waste that may be discharged;
- the quantity of waste that may be discharged;
- the rate of discharge – maximum instantaneous, maximum daily;
- hours of the day, days of week discharge is allowed;
- details of self-regulation monitoring program
 - sampling point
 - the frequency of sampling
 - the method of sample collection and type of sample to be collected
 - analyses required
 - laboratory to be used
 - data transfer and availability to Council;
- type, design and location of flow measuring equipment and requirements for calibration
- methods to be used for estimation of data lost due to the failure of sampling program or flow measurement instrumentation;
- provision for measurement and sampling of discharge volume and quality prior to entry to the sewer in agreement with Council;
- pre-treatment processes to be used;
- conditions for maintenance of, and removal of waste from, pre-treatment equipment;
- records to be kept concerning the cleaning and maintenance of pre-treatment equipment and disposal of waste;
- the powers of Council to enter premises in relation to any matter with regard to trade waste control;
- the obligation of the Owner or Authorised Agent and the Generator concerning any variations to operation or treatment processes that may affect discharge quantity or quality including change of business type;
- the obligations of the Owner or Authorised Agent and the Generator on termination of an Agreement by expiry, discontinuance of discharges, change of ownership or generator, or non-compliance with Agreement conditions;
- the obligations of the Owner or Authorised Agent and the Generator with respect to the payment of charges, fees, and penalties;
- penalties for non-compliance;
- a force majeure clause;
- the conditions by which any difference or dispute between Council, the Owner or Authorised Agent and the Generator arising from the terms of the Agreement which are not resolved to their mutual satisfaction may be submitted to arbitration; and
- any other conditions relevant to the particular discharge agreed to.

8. TRADE WASTE CHARGES AND FEES

The minimum charge to be levied in respect of trade waste for the ensuing financial year will be determined by Council resolution passed before or at the same time as the budget in any financial year.

Trade Waste Generator and/or Owner or Authorised Agent will be invoiced annually, and the amount thereof shall be a debt due by the Trade Waste Approval Holder, and if not paid within 30

days after service of the demand, Council may issue a Show Cause Notice to the Trade Waste Approval Holder seeking reasons as to why the Approval should not be cancelled.

As a condition of renewal, it is a requirement that premises supply their previous year's annual servicing history to Council. Approvals will not be issued without first receiving this information.

Trade waste fees and charges for the current financial year are listed in Council's Prescribed Fees and Charges. These are available through Council's website.

A description of relevant fees may be found in the Trade Waste Management Plan.

9. DISCRETIONARY POWER

Notwithstanding the provisions of this policy, given the complexity of many industrial wastes and the need to protect Council's sewerage system, staff and the environment, acceptance of any given trade waste to sewer shall always be at the discretion of Council.

10. COMPLIANCE AND ENFORCEMENT

MSC's approach to ensuring compliance with this Trade Waste Policy is to:



A compliance inspection may happen in response to either a complaint or incident, or it can be part of MSC's proactive inspection schedule.

To help Trade Waste Generators comply with their Trade Waste Approval, this Policy combined with the Trade Waste Management Plan will set clear expectations about acceptable standards of performance, and MSC will issue easy to understand guidance material and information about how to meet those expectations to permit holders.

For those individuals or organisations who choose not to comply with their obligations, MSC will be consistent in taking prompt enforcement action to in order to protect Council infrastructure,

human health and the environment. This action will demonstrate to responsible Approval holders, and the broader community, that there are consequences for poor performance.

In addition, MSC will consider the performance of Trade Waste Generators when developing its compliance activities each year. This information is combined with a risk rating for particular trade waste categories to ensure that the department's proactive activities are targeted.

Further information about Council's Compliance and Enforcement Program in relation to Trade Waste may be found in the Trade Waste Management Plan.

10.1 Termination of Approval

Failure by the owner and / or trade waste generator to comply with the conditions of their Approval or the requirements of any written notices issued pursuant to their Approval may result in the Approval being terminated by Council.

Terms and conditions of an Approval in respect of any matter occurring before the termination, including the payment of charges owing, shall continue to have force and effect after the termination of the Approval.

10.2 Penalties

Council may issue notices, including penalty infringement notices or prosecute any person who commits a breach of the *Water Supply (Safety & Reliability) Act 2008* or who refuses or neglects to comply with any direction or requirement by Council pursuant to the *Water Supply (Safety & Reliability) Act 2008*.

11. REFERENCE TO COUNCIL

In this policy, reference to Council means any person appointed or authorized by Council to act on behalf of Council as the case may be.

APPENDIX 1 - Selected Legislation Relevant To Trade Waste

Local Government Act 2009

Water Supply (Safety and Reliability) Act 2008

Plumbing and Drainage Act 2002

Standard Plumbing and Drainage Regulation 2003

Environmental Protection Act 1994

- Environmental Protection Regulation 2008
- Environmental Protection (Water) Policy 2009

Council Local Laws

APPENDIX 5 - ITEM-25 ADVERTISING SPENDING POLICY**ADVERTISING SPENDING POLICY**

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Author:	Elisa Tatti	Review Officer:	Corporate Communications Officer

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Version #2: March 2017

Advertising Spending Policy**1. POLICY INTENT**

This policy is to provide for the control of expenditure on advertisements placed by Council in various media.

The objectives of this policy are:

- (a) to meet the requirements of Section 197 of the Local Government Regulation 2012;
- (b) the advertising is to provide information or education to the public; and
- (c) the information or education is provided in the public interest.

2. SCOPE

The policy applies to any paid advertisement or notice in any media to promote goods or services (including facilities) provided by the Council.

The policy does not apply to advertising for the acquisition or disposal of property, plant and equipment used, or to be used by, the Council in its business or to advertising for the recruitment of Council staff.

The policy does not apply to advertising for tenders or expressions of interest under the Council's policy on Procurement or under s177 of the Local Government (Finance, Plans and Reporting) Regulation 2012.

The policy does not apply to reports published in the media where no payment is made for the report.

3. BACKGROUND/SUPPORTING INFORMATION

Advertising should be used where the purpose of the Council or the public interest is advanced. It should not be used to promote the particular achievements or plans of particular councillors or groups of councillors. In particular, advertising should not be used to influence the voters in an election. It should also not be used for any purpose intended to provide material personal gain for a councillor or Council staff member.

4. POLICY STATEMENT

The Local Government Regulation 2012 defines advertising as "is promoting an idea, goods or services to the public for the payment of a fee."

Advertising Spending Policy**1 Policy on advertising expenditure**

The Council may incur expenditure for advertising only if -

- 1.1 the advertising is for providing information or education to the public; and
- 1.2 the information or education is provided in the public interest; and
- 1.3 the advertising falls into one of the categories set out in 2.

2 Acceptable uses of Council funds for advertising

- 2.1 To advise the public of a new or continuing service, program or facility provided by the Council;
- 2.2 To advise the public about changes to an existing service, program or facility provided by the Council;
- 2.3 To increase the use of a service, program or facility provided by the Council on a commercial basis with a view to profit;
- 2.4 To change the behaviour of people in the Council's area for the benefit of all or some of the community or to achieve the objectives of the Council;
- 2.5 To advise the public of the time, place and content of scheduled meetings of the Council;
- 2.6 To advise the public of the decisions made by the Council at its meetings;
- 2.7 To advise the public of due dates for payment of rates and charges and renewal of licences and permits;
- 2.8 To advise the public on proposed community events, progress on Council works, services and projects and other matters of public interest;
- 2.9 To request comment on proposed policies or activities of the Council;
- 2.10 To advertise matters required by legislation to be advertised;
- 2.11 To promote the region from a tourism and economic development perspective.

3 Restrictions on advertising

The Council must not:

- 3.1 During the period of three months preceding an election of the local government other than a by-election; or
- 3.2 During the period after the date of a by-election is advertised until the day of the election:
 - 3.2.1 Place advertisements relating to future plans unless, and only to the extent that, those plans have been formally adopted by the Council;
 - 3.2.2 Advertise the activities of the Council otherwise than in the manner and form it is customary for the Council to advertise its activities;
 - 3.2.3 Place advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election; or
- 3.3 Bear the cost of advertisements featuring one or more councillors or containing quotations attributed to individual councillors. Note: This does not preclude councillors appearing in unpaid publicity or other publicity where the cost is not borne by the Council.

4 Approval of advertising expenditure

Advertising Spending Policy

All expenditure on advertising must be approved by the Chief Executive Officer or the appropriately authorised Officer. The approving officer must ensure that:

- 4.1 The expenditure is in accordance with this policy;
- 4.2 The cost of the advertisement is appropriate for the number of people it is intended to inform and provides a commensurate benefit to the Council or to the public;
- 4.3 The cost is available in the relevant budget item and meets the usual requirements for expenditure approvals.

Implementation

The Chief Executive Officer is responsible for implementing the policy.

Controls

Where it is considered by a member of the public, a councillor or a Council staff member that the provisions of this policy have been breached and that Council funded advertisements have been used for individual political purposes or financial gain or for a purpose that is not in the interests of the Council or the public, the matter will be dealt with in accordance with the procedures set out in the Council's General Complaints Process. If the matter is considered to be a serious misuse of Council funds, the matter will be reported to the Crime and Corruption Commission by the Chief Executive Officer.

5. REVIEW

It is the responsibility of the Chief Executive Officer to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

6. DISTRIBUTION REGISTER

Date	Issue No.	Copy No.	Issued To	Copy Type

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