



Ordinary Meeting

Council Chambers
Date: 17 February 2016
Time: 9:00am

AGENDA

THE ORDINARY MEETING OF THE MAREEBA SHIRE COUNCIL WILL BE HELD AT COUNCIL CHAMBERS, ON WEDNESDAY, 17 FEBRUARY 2016 AND THE ATTENDANCE OF EACH COUNCILLOR IS REQUESTED.

PETER FRANKS
CHIEF EXECUTIVE OFFICER

ORDER OF BUSINESS

MEMBERS IN ATTENDANCE

APOLOGIES/LEAVE OF ABSENCE/ABSENCE ON COUNCIL BUSINESS

BEREAVEMENTS/CONDOLENCES

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CORPORATE AND COMMUNITY SERVICES

REGIONAL LAND USE PLANNING

ITEM-1 APPLICATION FOR RENEWAL OF TERM LEASE 209996 - LOT 7 ON DA298, PARISH OF MAR

MEETING: Ordinary

MEETING DATE: 17 February 2016

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

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The Department of Natural Resources and Mines (DNRM) is considering the renewal of Term Lease 209996 over land described as Lot 7 on DA298, Parish of Mar, situated on the Mulligan Highway, south of Mount Molloy.

Term Lease 209996, for grazing purposes, commenced on 1 July 1997 for a term of 20 years (expires 30 June 2017).

Lot 7 on DA298 is Reserve 7031 for Camping and Water Purposes with Council maintaining the historic trusteeship. Because of the reserve tenure, DNRM has sought Council's advice in relation to the following:

- (i) Confirmation that the reserve is still required for its gazetted (camping and water) purpose;*
- (ii) If the reserve is still required, would Council be prepared to offer the current lessee a Trustee Lease or Trustee Permit over the subject area;*
- (iii) If a Trustee Lease or Trustee Permit is not an option, Council's views or requirements to the granting of a new Term Lease over the subject area.*

OFFICER'S RECOMMENDATION

"That Council advise the Department of Natural Resources and Mines that it offers no objection to the Department granting a new Term Lease for grazing purposes over Lot 7 on DA298. Noting that it is still required for its gazetted (camping and water) purpose and Council does not wish to offer a Trustee Lease or Trustee Permit."

BACKGROUND

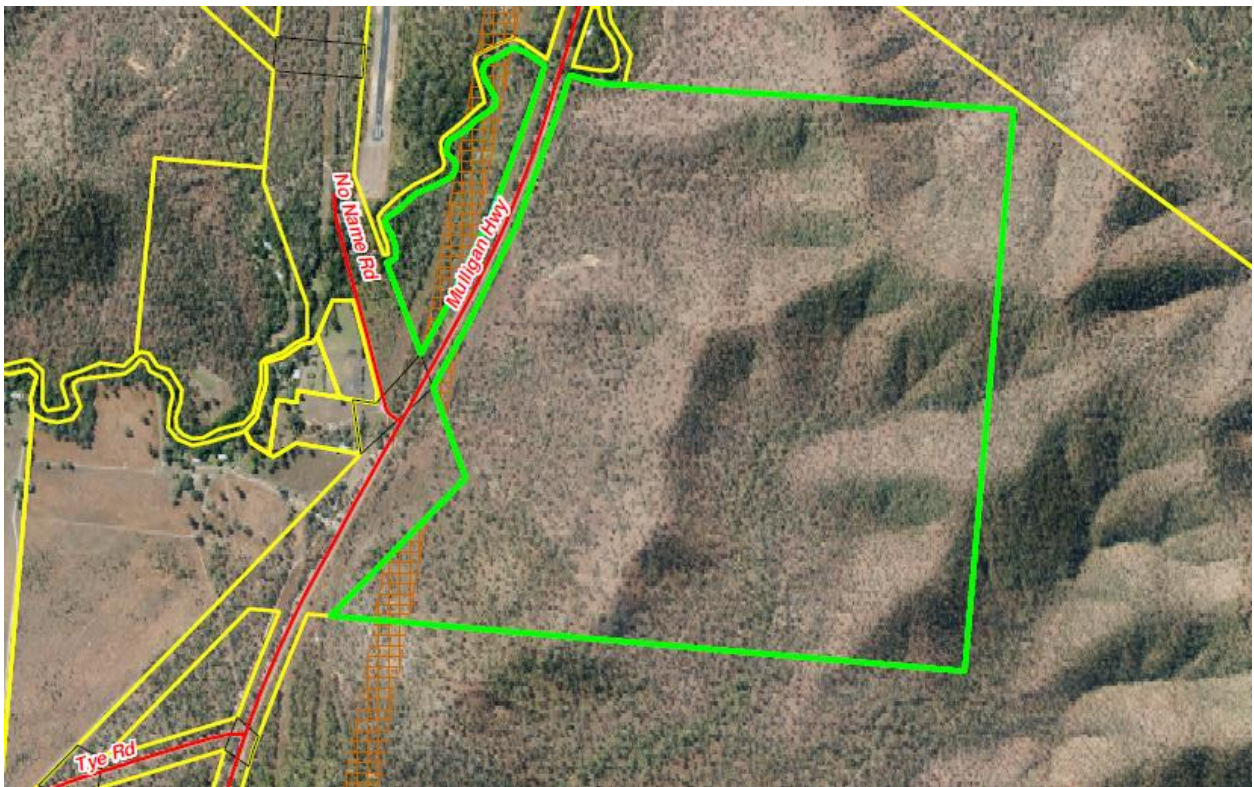
DNRM is currently considering the renewal of Term Lease 209996 over land described as Lot 7 on DA298, Parish of Mar.

The subject land is Reserve 7031 (camping and water purposes) having an area of 157.473 hectares and is situated on the Mulligan Highway, Mount Molloy immediately to the south of the Little Mitchell River. Council is the trustee of this reserve.

Term Lease 209996, for grazing purposes, commenced on 1 July 1997 for a term of 20 years (expires 30 June 2017). There are no known building improvements on the subject land.

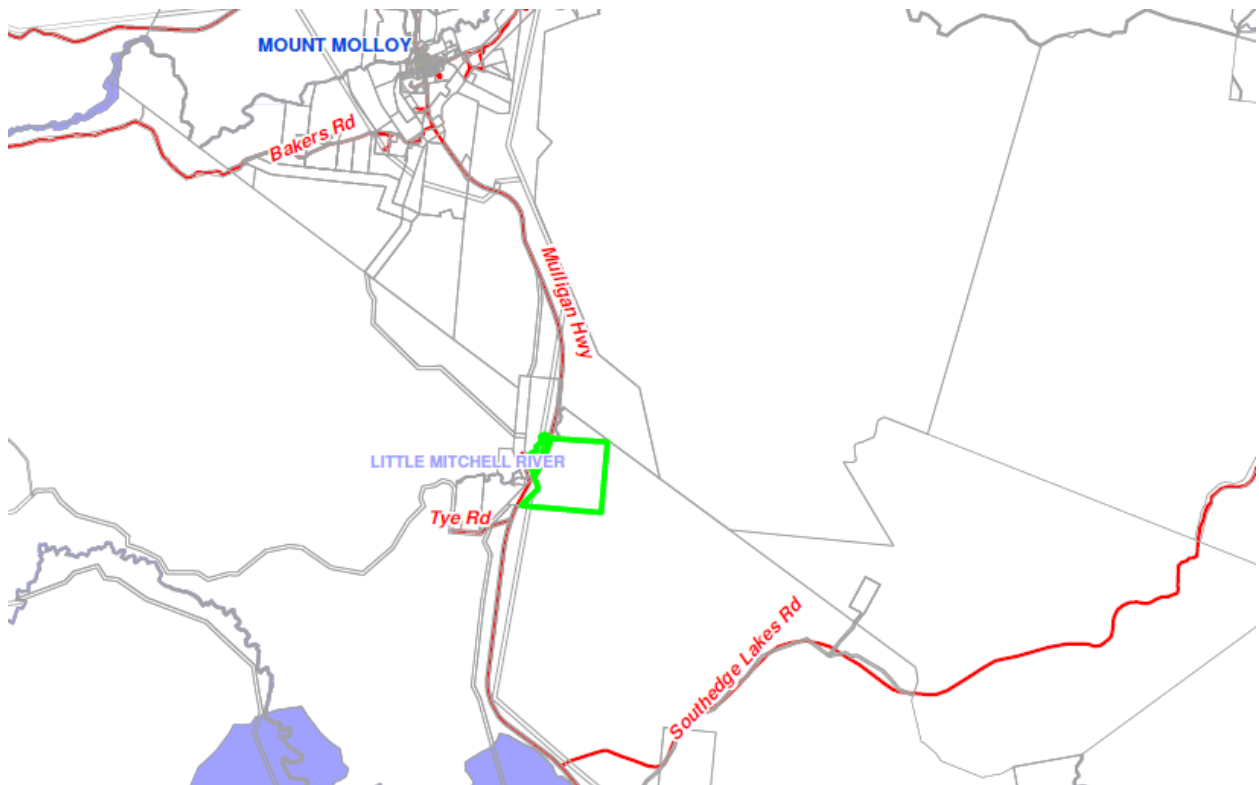
DNRM seeks Council's views in relation to the following:

- *Confirmation that the reserve is still required for its gazetted purpose;*
- *On expiry of the existing lease, would you as Trustee be prepared to offer the current lessee a Trustee Lease or Trustee Permit over the subject area in accordance with Section 57 of the Land Act 1994 and Policy PUX/901/210 - Leases over reserves;*
- *If entering into a Trustee Lease or Trustee Permit is not an option, your views or requirements to the granting of a new Term Lease over the subject area.*



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LINK TO CORPORATE PLAN

Nil

CONSULTATION*Internal*

Governance and Compliance (Land Management)

Council's Governance and Compliance (Land Management) officer advises Council has not had any dealings with this particular parcel of land for an extended period of time and it would appear likely that land management responsibilities have been the responsibility of the lessee.

In the event the lease is not renewed, land management responsibilities and any costs associated with these responsibilities would likely be transferred to Council as trustee of the reserve.

Surrender of the reserve is an option however the land is strategically placed fronting the Mulligan Highway, approximately 8 kilometres south of Mount Molloy and it may be of some future public benefit.

To minimise Council's land management responsibilities it is suggested that the status quo be maintained and Council offer no objection to the renewal of the term lease over this reserve.

External
Nil

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

Nil

POLICY IMPLICATIONS

The subject land is zoned Rural (P2 - Camping & Water Reserve) under the Mareeba Shire Planning Scheme 2004.

The continued use of the subject land for grazing purposes would be consistent with the Planning Scheme.

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

The Department of Natural Resources and Mines will be informed of Council's decision by letter.

ATTACHMENTS

1. Department of Natural Resources and Mines letter dated 7 January 2016

Date Prepared: 2 February 2016

ATTACHMENT 1Department of
Natural Resources and MinesAuthor: Graeme Geisler
File / Ref number: 2015/007273
Directorate / Unit: State Land Asset Management
Phone: (07)47411657

7 January 2016

Mareeba Shire Council
PO Box 154
Mareeba QLD 4880
Via email info@msc.qld.gov.au

Dear Sir/Madam

Renewal of Term Lease 209996, Lot 7 on Crown Plan DA298 over Reserve 7031 for Camping and Water Purposes

The term of the above lease expires on 30 June 2017 and the department is considering the renewal of this lease. The enclosed Smartmap shows the subject land and the surrounding locality.

Please advise if Council has any issues that the Minister should consider in respect of the renewal of this lease, any views or requirements that may affect the future use of the land or if a different form of tenure may be considered.

The Department is seeking Councils comments in regard to the following:

- Confirmation that the reserve is still required for its gazetted purpose;
- On expiry of the existing lease, would you as Trustee be prepared to offer the current lessee a Trustee Lease or Trustee Permit over the subject area in accordance with Section 57 of the *Land Act 1994* and Policy PUX/901/210 – Leases over reserves;
- If entering into a Trustee Lease or Trustee Permit is not an option, your views or requirements to the granting of a new Term Lease over the subject area.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **8 March 2016**. If you offer an objection to the application, a full explanation stating the reason for such an objection should be forwarded to this Office.

Postal :
DNRM Hughenden
PO Box 5318
Townsville 4810 QLD

Telephone : (07)4741 1657
Fax: (07)4741 1412

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

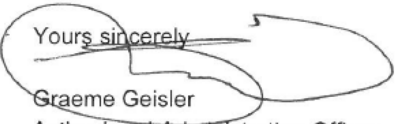
It is mentioned that at this stage the department has not contacted the lessee about the expiry of the current lease, however if an application for renewal of the lease under the *Land Act 1994* is made, then the department will assess the application in terms of section 159 of the Act before making a decision on the application.

If you wish to discuss this matter please contact Graeme Geisler on (07)4741 1657.

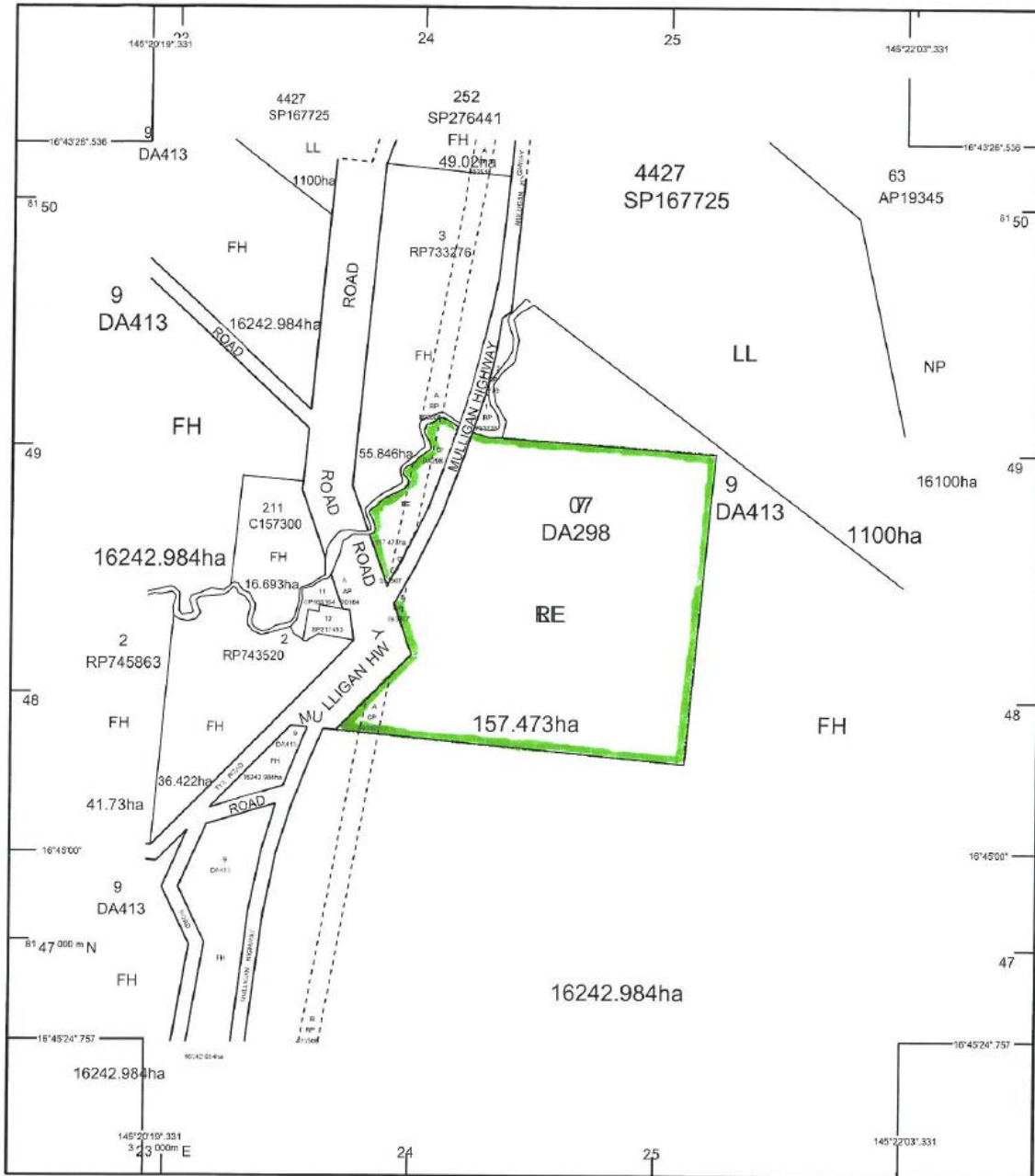
All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to Townsville.SLAMS@dnrm.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2015/007273 in any future correspondence.

Yours sincerely



Graeme Geisler
Acting Land Administration Officer
Service Delivery – North Region
Department of Natural Resources and Mines



STANDARD MAP NUMBER
7964-13223



MAP WINDOW POSITION & NEAREST LOCATION



145°21'17".331 E
16°43'26".536 S
MOUNT MOLLY
1:21,436

SUBJECT PARCEL DESCRIPTION

DCDB	
Lot/Plan	No Lot/Plan Selected.
Area/Volume	No Lot/Plan Selected.
Tenure	No Lot/Plan Selected.
Local Government	No Lot/Plan Selected.
Locality	No Lot/Plan Selected.
Segment/Parcel	No Lot/Plan Selected.

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 15/02/2015

DCDB: 14/12/2015 (Lots with an area less than 3000m² are not shown)

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SmartMap

An External Product of SmartMap Information Services
Based upon an extraction from the Digital Cadastral Data Base



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**ITEM-2 APPLICATION FOR CONVERSION OF GHPL 9/2817 -
LOT 264 ON DA430, PARISH OF GARIOCH**

MEETING: Ordinary

MEETING DATE: 17 February 2016

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

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

Application has been made to the Department of Natural Resources and Mines (DNRM) for the conversion of GHPL 9/2817 over land described as Lot 264 on DA430, Parish of Garioch to freehold.

Should the conversion be successful, it is proposed that the land be used for grazing purposes.

DNRM seeks Council's views on the conversion to freehold and also whether Council has knowledge of any local non-indigenous cultural heritage values associated with the land.

OFFICER'S RECOMMENDATION

"That Council offer no objection to the conversion to freehold of GHPL 9/2817 over land described as Lot 264 on DA430, Parish of Garioch and advise the Department of Natural Resources and Mines that Council has no knowledge of any local non-indigenous cultural heritage values associated with the land."

BACKGROUND

DNRM is currently considering an application for the conversion to freehold of Grazing Homestead Perpetual Lease GHPL 9/2817 over land described as Lot 264 on DA430, Parish of Garioch.

The subject land has an area of 788 hectares and is situated at Rasmussen Road, Julatten. There are no known building improvements on the land.

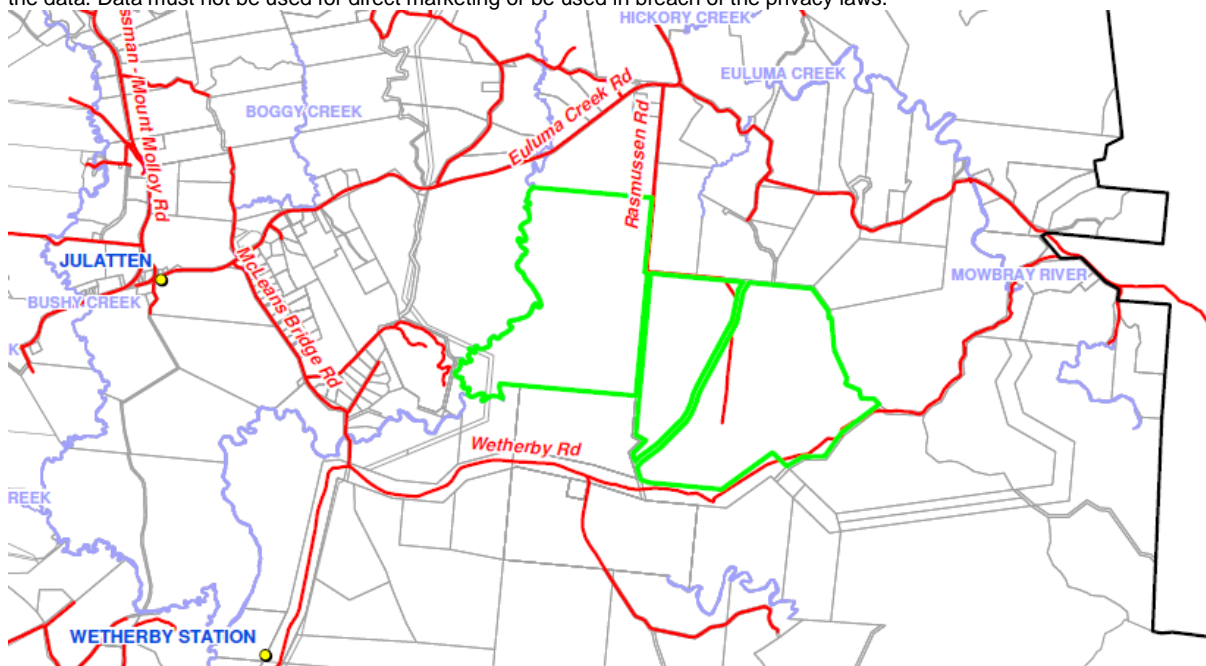
The land is currently used for extensive agricultural and grazing purposes and it is expected that this use will continue if the conversion is successful.

DNRM seeks Council's views on the conversion to freehold and also whether Council has knowledge of any local non-indigenous cultural heritage values associated with the land.



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LINK TO CORPORATE PLAN

Nil

CONSULTATION

Internal

Nil

External

Nil

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

Nil

POLICY IMPLICATIONS

The subject land is zoned Rural under the Mareeba Shire Planning Scheme 2004.

There is no objection to the continued use of the land for agricultural and grazing purposes.

Council officers have no knowledge of any non-indigenous cultural heritage values associated with the subject land.

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

The Department of Natural Resources and Mines will be informed of Council's decision by letter.

ATTACHMENTS

1. Department of Natural Resources and Mines letter dated 21 January 2016

Date Prepared: 29 January 2016

ATTACHMENT 1Department of
Natural Resources and MinesAuthor Jacqui Davies
File / Ref number 2015/007387
Directorate / Unit State Land Asset Management
Phone (07) 4222 5427

21 January 2016

Chief Executive Officer
Mareeba Shire Council
PO Box 154
Mareeba QLD 4880

Dear Sir/Madam

Application for conversion of GHPL 9/2817 over Lot 264 on Plan DA430 to freehold.

The department has received the above application. The proposed use of the land is grazing.

Copies of documents supporting the application are enclosed for your information. The enclosed Smartmap shows the subject land and the surrounding locality.

Please advise the department of your views or requirements including any local non-indigenous cultural heritage values that the department should consider when assessing this application.

Objections to the application, and any views or requirements that may affect the future use of the land should be received by close of business on **Friday 19th February 2016**. If you offer an objection to the application, a full explanation stating the reason for the objection should be forwarded to this Office.

If you wish to provide a response but are unable to do so before the due date, please contact the author before the due date to arrange a more suitable timeframe. An extension to this due date will only be granted in exceptional circumstances.

If a response is not received by the due date and no alternative arrangements have been made, it will be considered you have no objections or requirements in relation to this matter and the department will progress the application without receipt of views.

This information has been provided to you in confidence for the purpose of seeking your views on this matter. It is not to be used for any other purpose, or distributed further to any person, company, or organisation, without the express written permission of the department unless required.

Postal :
DNRM Cairns
PO Box 5318
Townsville
4810 QLDTelephone : (07) 4222 5427
Fax: (07) 4799 7533

If you wish to discuss this matter please contact Jacqui Davies on (07) 4222 5427.

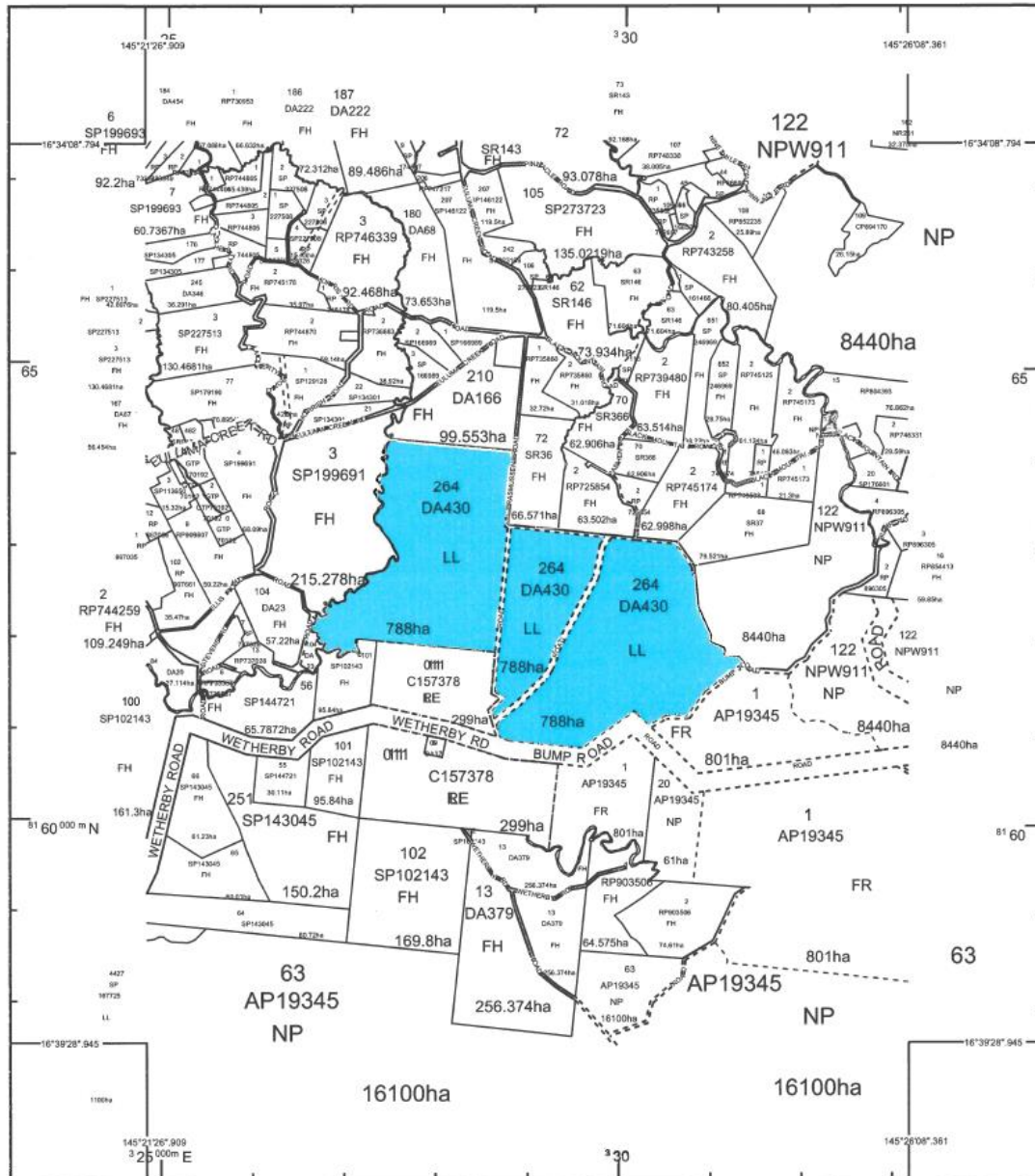
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Please quote reference number 2015/007387 in any future correspondence.

Yours sincerely



Jacqui Davies
Land Administration Officer
Service Delivery – North Region, Cairns



STANDARD MAP NUMBER
7964-11332



MAP WINDOW POSITION & NEAREST LOCATION



SUBJECT PARCEL DESCRIPTION

DCDB	264/DA430
Lot/Plan	788ha
Area/Volume	LANDS LEASE
Tenure	MAREEBA SHIRE
Local Government	JULATTEN
Locality	9183/1
Segment/Parcel	

CLIENT SERVICE STANDARDS

PRINTED (dd/mm/yyyy) 21/01/2016
For additional information regarding this SmartMap see page 2.
Shading Rates have been applied.

DCDB 20/01/2016 (Lots with an area less than 4.000ha are not shown)

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Some works have commenced in relation to the approved development and a cadastral surveyor was engaged in January 2016 to carry out the survey work.

One (1) previous request to extend the relevant period of the approval has been lodged and approved by Council. The relevant period is set to expire on 9 February 2016.

The applicant has subsequently lodged this request to further extend the relevant period by one (1) to two (2) years (**Attachment 2**).

An informal policy position has been established by Council officers whereby any request for extensions beyond the initial extension be granted for a maximum of one (1) year. A one (1) year extension would encourage the developer to act on the approval and also allow Council to reconsider the appropriateness of un-commenced development approvals on a more regular basis.

Given that a previous extension has been granted, it is recommended that the relevant period be extended for a period of one (1) year only, from 9 February 2016 to 9 February 2017.

Notwithstanding the officer's recommendation, Council may approve the requested four year extension if it chooses.

OFFICER'S RECOMMENDATION

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

APPLICATION		PREMISES	
APPLICANT	M Sorbello	ADDRESS	3576 Kennedy Highway, Mareeba
DATE REQUEST FOR EXTENSION OF RELEVANT PERIOD LODGED	22 January 2016	RPD	Lot 1 on RP735873
TYPE OF APPROVAL	Development Permit		
PROPOSED DEVELOPMENT	Reconfiguring a Lot - Subdivision (1 into 2 Lots)		

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

- (A) The relevant period be extended for *one (1) year from 9 February 2016 to 9 February 2017*.
2. A Notice of Council's decision be issued to the applicant/ Department of Infrastructure, Local Government and Planning, State Assessment and Referral Agency (SARA) via email CairnsSARA@dilgp.gov.au (reference: SPD-0216-024771) advising of Council's decision".

THE SITE

The subject land is described as Lot 1 on RP735873, Parish of Dinden, County of Nares, situated at 3576 Kennedy Highway, Mareeba.

The land has an area of 14.07 hectares, with a frontage of 560 metres to the Kennedy Highway.

Improvements on the subject land include a dam, dwelling house and the Tichum Creek Coffee Farm tourist facility. Planning approval for the Tichum Creek Coffee Farm tourist facility was issued in 2002.

The land is generally flat and has been totally cleared of remnant vegetation during previous farming activities. Small pockets of maturing regrowth have re-established in the period following the cessation of active farming. Apart from the land immediately adjacent to the tourist facility, the remainder of the subject land is presently unused.

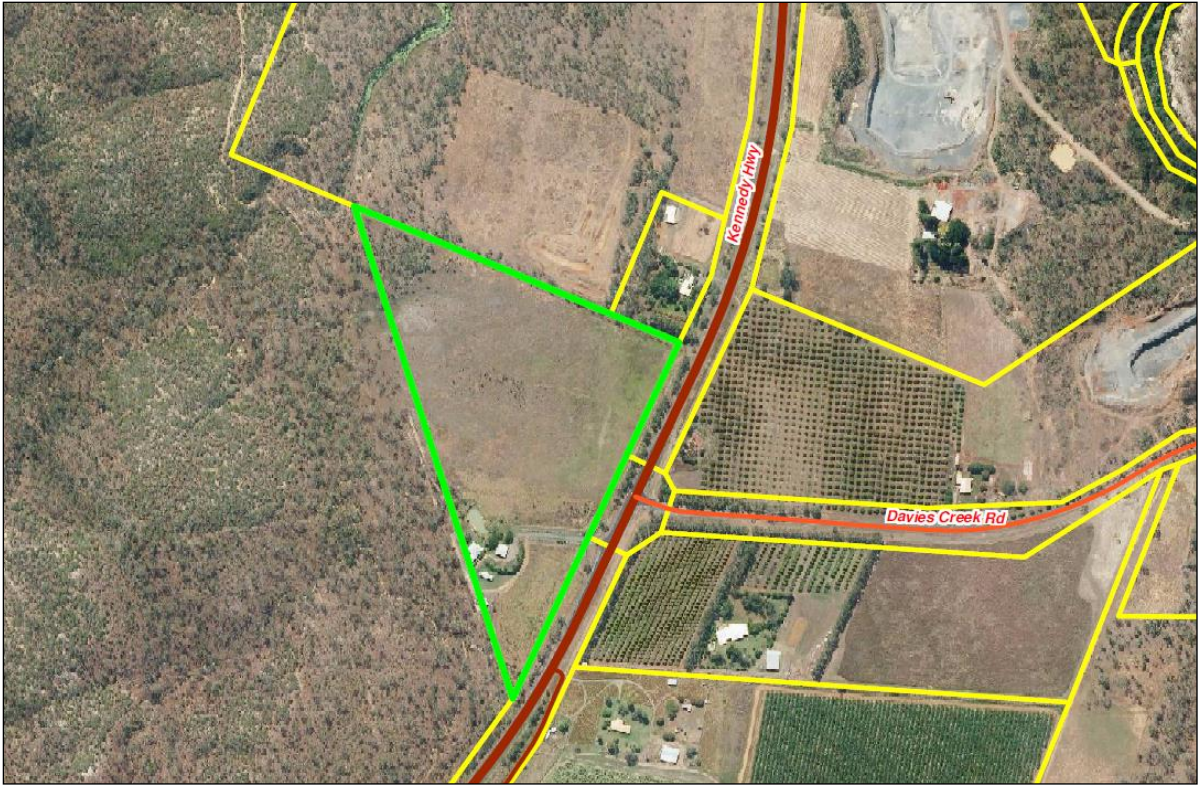
Access to the subject land is via an existing sealed driveway off the Kennedy Highway. An upgraded highway access was constructed by the applicants as part of the tourist facility development.

Surrounding properties are used for various rural and rural living purposes. The Tichum Creek Quarry (operated by Boral) is located to the north-east of the subject land on the opposite side of the Kennedy Highway and a second smaller quarry operation (Redcorp Quarry) is established on land to the north-west of the subject land.



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BACKGROUND AND CONTEXT

Council, at its Ordinary Meeting held on 3 February 2010, resolved to issue a development permit for the application made by M Sorbello for Reconfiguring a Lot - Subdivision (1 into 2 Lots) over land described as Lot 1 on RP735873, Parish of Dinden, situated at 3576 Kennedy Highway, Mareeba.

The approval was granted subject to various conditions (**Attachment 1**).

Some works have commenced in relation to the approved development and a cadastral surveyor was engaged in January 2016 to carry out the survey work.

One previous request to extend the relevant period of the approval has been lodged and approved by Council. The relevant period is set to expire on 9 February 2016. The applicant has subsequently lodged this request to further extend the relevant period by one to two years (**Attachment 2**).

An informal policy position has been established by Council officers whereby any request for extensions beyond the initial extension be granted for a maximum of one year. A one year extension would encourage the developer to act on the approval and also allow Council to reconsider the appropriateness of un-commenced development approvals on a more regular basis.

Given that a previous extension has been granted, it is recommended that the relevant period be extended for a period of one (1) year only, from 9 February 2016 to 9 February 2017.

ASSESSMENT AND DECISION REQUIREMENTS

Assessment rules

Section 388 of SPA requires that Council must have regard to:

- *the consistency of the approval, including its conditions, with the current laws and policies applying to the development, including, for example, the amount and type of infrastructure contributions, or charges payable under chapter 8, part 1.*

If a new application was lodged for this proposal it would be assessed against essentially the same planning instruments as was the 2008 development application, with the exception of the single State Planning Policy (SPP) which commenced on 2 December 2013.

A new application for this proposal would not be in conflict with the intent of the SPP.

Applicable Infrastructure Charges/Contributions

Development Approval REC/08/0029 was not subject to fixed headworks charges/contributions.

- *the community's awareness of the development approval*

The original development application was code assessable and therefore was not subject to public notification.

- *whether, if the request were refused –*

- further rights to make a submission may be available for a further development application; and*
- the likely extent to which those rights may be exercised;*

A further development application would also be code assessable and therefore not subject to public notification.

- *the views of any concurrence agency for the approval given under section 385.*

The original application triggered referral to the Department of Transport and Main Roads (Formerly the Department of Main Roads) as a concurrence agency.

On 1 July 2013, the State Assessment and Referral Agency (SARA) commenced. Under these changes, the Department of State Development, Infrastructure and Planning is the assessment manager or referral agency for all relevant development applications and has become the single lodgement and assessment point where the State has a jurisdiction under SPA.

The Department of Infrastructure, Local Government and Planning (SARA) advised in a letter dated 5 February 2016 that they have no objection to the proposed extension to the relevant period (**Attachment 3**).

Date Prepared: *8 February 2016*

ATTACHMENT 1

Atherton Service Centre
PO Box 573, Atherton QLD 4883
Telephone: 1300 362 242

Urban & Regional Planning Group
Brian Millard, Senior Planner
Telephone: (07) 4043 4371
Facsimile: (07) 4092 3323
Email: info@trc.qld.gov.au

File Ref: REC/08/0029
Our Ref: BM:BN:mh

9 February 2010

Mr Mario Sorbello
PO Box 228
MAREEBA QLD 4880

Decision Notice

Approval

Integrated Planning Act 1997 S 3.5.15

Dear Sir

**APPLICATION FOR RECONFIGURING A LOT – 1 LOT INTO 2 LOTS
LOT 1 ON RP735873
SITUATED AT 3576 KENNEDY HIGHWAY, MAREEBA**

I wish to advise that, at Council's Ordinary Meeting held 3 February 2010, the above development application was -

- Approved in full with conditions.

The conditions relevant to this approval are detailed in section 4 of this notice. These conditions are clearly identified to indicate whether the Assessment Manager or a Concurrence Agency imposed them.

1. Details of the approval –

This Decision Notice approves a **Development Permit for Reconfiguring a Lot – 1 Lot into 2 Lots made assessable by the Mareeba Shire Planning Scheme 2004.**

2. The relevant period for the approval -

The relevant periods stated in section 3.5.21 of the *Integrated Planning Act 1997* (IPA) apply to each aspect of development in this approval, as outlined below—

- Reconfiguring a Lot requiring Operational Works – four (4) years;

If there is one (1) or more subsequent related approvals' for a development approval for a Material Change of Use or a reconfiguration, the relevant period for the approval will be taken to have started on the day the latest related approval takes effect.

DECISION NOTICE - APPROVAL

 2
 9 February 2010

3. Conditions –
(A) DETAILS OF PREMISES AND APPROVED USE

LOCATION: 3576 Kennedy Highway, Mareeba
 PROPERTY DESCRIPTION: Lot 1 on RP735873, Parish of Dinden
 AREA OF LAND: 14.07 hectares
 RECONFIGURING A LOT: 1 lot into 2 lots

(B) APPROVED PLANS

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

Plan/Document Number	Plan/Document Title	Prepared by	Dated	Date received by Council
PR101694-1	Proposed Lots 1 & 2 cancelling Lot 1 on RP735873, Kennedy Highway, Mareeba	Conics (Cairns) Pty Ltd	20/11/09	25 Nov 2009

(C) ASSESSMENT MANAGER'S CONDITIONS (COUNCIL)

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

The conditions of the development permit must be complied with to the satisfaction of Council's delegated officer prior to the endorsement of the plan of survey, except where specified otherwise in these conditions of approval.
3. General
 - 3.1 The applicant/developer is responsible for the cost of necessary alterations to existing public utility mains, services or installations required by works in relation to the proposed development or any works required by condition(s) of this approval.
 - 3.2 All payments required to be made to Council (including contributions, charges and bonds) pursuant to any condition of this approval must be made prior to the endorsement of the plan of survey and at the rate applicable at the time of payment.
 - 3.3 The developer must relocate (in accordance with FNQROC standards) any services such as water, sewer, drainage, telecommunications and electricity that are not wholly located within the lots that are being created/serviced where required by the relevant authority, unless approved by Council's delegated officer.

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- 3.4 Where utilities (such as sewers on non-standard alignments) traverse lots to service another lot, easements must be created in favour of Council for access and maintenance purposes. The developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents.
- 3.5 Where approved existing buildings and structures are to be retained, setbacks to property boundaries are to be in accordance with Planning Scheme requirements for the relevant structure and/or the Queensland Development Code. A plan demonstrating compliance must be submitted prior to endorsement of the plan of survey.
- 3.6 The applicant must provide a letter from any Concurrence Agencies confirming that their conditions have been complied with.
- 3.7 All works must be designed, constructed and carried out in accordance with FNQROC Development Manual requirements (as amended) and to the satisfaction of Council's delegated officer.

- 3.8 **Bushfire Management Plan**

A Bushfire Management Plan must be prepared in accordance with Appendix 8 of State Planning Policy 1/03 - Mitigating the Adverse Impacts of Flood, Bushfire and Landslide to the satisfaction of Council's delegated officer.

The approved use must comply with the requirements of the Management Plan at all times.

- 3.9 **Charges**

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

4. **Infrastructure Services and Standards**

- 4.1 **Access Easement**

An access easement must be provided over the existing access driveway within proposed Lot 2 in favour of proposed Lot 1 for the purposes of access.

Where Council is party to a proposed easement and/or if the proposed easement is in favour of Council the applicant/developer is to pay all costs (including Council's legal expenses) to prepare and register the easement documents, using Council's standard form of easement. The approved easement documents must be submitted at the same time the applicant/developer seeks endorsement of the plan of survey and must be lodged and registered in the Department of Environment and Resource Management in conjunction with the plan of survey.

- 4.2 **Water Supply**

The applicant/developer must provide adequate water supply by water rights to a perennial stream/watercourse, irrigation channel, or via a bore to each lot in accordance with Mareeba Shire Planning Scheme Policy 1 - Water Supply (Outside Reticulated Water Supply Area) to the satisfaction of Council's delegated officer.

The requirements for each bore are as follows:

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- (i) Where a development is approved subject to the provision of domestic water supply from an underground source to service individual lots, water bores shall be installed in accordance with the "Minimum Construction Requirements for Water Bores in Australia" booklet as published by the Agriculture and Resource Management Council of Australia and New Zealand and to the satisfaction of Council.
- (ii) Bores must produce a minimum sustainable yield of one litre per second as determined by a 4 hour pump test in accordance with AS 2368 "Test Pumping of Water Wells" and pump test analysis, including observations of potential interference between bores, by a person qualified in groundwater hydrology.
- (iii) Water samples must be collected from the bores in accordance with AS 2368 and analysed by a N.A.T.A. registered laboratory or other laboratory as approved by Council. Water must be chemically suitable for human consumption in accordance with the "Australian Drinking Water Guidelines" issued by National Health and Medical Research Council.
- (iv) The placement of the bore must be determined by an appropriately qualified person and shall be positioned in conjunction with the placement of any on-site wastewater disposal system to be used on the allotment.
- (v) Boreholes shall be cased and sealed at its surface to prevent the inflow of contaminated surface water.
- (vi) Maximum bores casements size shall be 125mm in diameter.
- (vii) Bores shall be sunk to a minimum depth of 60 metres, or until the bore reaches bedrock.

4.3 On-Site Wastewater Management

The applicant must provide a site and soil evaluation report (or an evaluation report where existing on-site disposal), prepared by an accredited site and soil evaluator, demonstrating the ability of the lots to accommodate an on-site effluent disposal in compliance with the latest version of On-Site Domestic Wastewater Management Standard (ASNZ1547) to the satisfaction of the Council's delegated officer.

4.4 Building Envelope

Any dwelling house on proposed Lot 1 must be located within the approved Building Envelope Area (Plan PR101694-1). Prior to endorsement of the survey plan the approved building envelope area must be defined by survey markers set at each corner, to the satisfaction of Council's delegated officer.

4.5 Agricultural and Extractive Industry Buffering

4.5.1 A 20 metre wide planted vegetation buffer, is to be established within proposed Lot 2 in accordance with the provisions of *Planning Guidelines: Separating Agricultural and Residential Land Uses*. The buffer shall extend along the entire boundary between proposed Lots 1 and 2 (excluding the access to proposed Lot 1). The vegetation must have a minimum height at maturity of 4 metres and shall be mulched and irrigated to ensure appropriate establishment.

The plan depicting species and areas to be planted must be submitted to Council's delegated officer for approval. The buffer must be planted in accordance with the approved plan.

- 4.5.2 A 20 metre wide planted vegetation buffer, is to be established in accordance with the provisions of *Planning Guidelines: Separating Agricultural and Residential Land Uses* along the full northern and eastern sides of the Building Envelope Area (Plan PR101694-1). The vegetation must have a minimum height at maturity of 4 metres and shall be mulched and irrigated to ensure appropriate establishment.

The plan depicting species and areas to be planted must be submitted to Council's delegated officer for approval. The buffer must be planted in accordance with the approved plan.

- 4.5.3 The applicant/owner must enter into a S97A (3) (a) (i) Land Title Act Covenant with Council for those parts of the proposed allotments containing the buffers required under Conditions 4.5.1 and 4.5.2. The covenant shall relate to the protection and maintenance of the vegetation buffers required under Conditions 4.5.1 and 4.5.2.

The covenant will be of a form that is acceptable to the Registrar of Titles. The covenant location and the covenant document provisions will be to the satisfaction of Council's delegated officer.

The covenant agreement shall be signed by the registered owner prior to signing of the survey plan with Council and the signed covenant shall be jointly lodged for registration with the survey plan, in the Department of Environment and Resource Management.

The covenant shall be to the satisfaction of Council's delegated officer, and the applicant shall be responsible for the cost of preparation and registration of the Covenant.

4.6 Electricity provision/supply

The applicant/developer must ensure that an appropriate level of electricity supply is provided to each allotment in accordance with FNQROC Development Manual standards (as amended) to the satisfaction of Council's delegated officer.

Written advice from an electricity service provider is to be provided to Council indicating that an agreement has been made for the provision of power reticulation.

4.7 Telecommunications

The applicant/developer must enter into an agreement with a telecommunication carrier to provide telecommunication services to each allotment and arrange provision of necessary conduits and enveloping pipes.

5. Contributions/Headworks

Rural Addressing

The applicant must pay a contribution per lot for provision of rural addressing at the rate applicable at time of payment.

(D) REFERRAL AGENCY RESPONSE

Department of Main Roads conditions dated 4 April 2008.

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(E) ASSESSMENT MANAGER'S ADVICE
(a) Environmental Protection and Biodiversity Conservation Act 1999

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

(b) Cultural Heritage

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

(c) Compliance with applicable codes/policies

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

4. Other necessary development permits –

Listed below are other development permits that are necessary to allow the development to be carried out –

- Development Permit for Operational Works

5. IDAS referral agencies –

The IDAS Referral Agencies applicable to this application are –

For an application involving	Name of referral agency	Status	Address
RECONFIGURING A LOT			
On land contiguous to a State-controlled road if –	Department of Main Roads	Concurrence or Advice	Department of Main Roads Peninsula District PO Box 6185 CAIRNS QLD 4870
(i) The total number of lots is increased; and			
(ii) The number of lots abutting the State-controlled road is increased			

6. Submissions -

Not applicable

7. Appeal rights –

In accordance with the *Integrated Planning Act 1997* you may negotiate with Council or appeal to the Planning and Environment Court. A copy of the **Implementation Note, Note 16 – Negotiated Decision Notices and Implementation Note, Note 20 – Appeal and**

DECISION NOTICE - APPROVAL7
9 February 2010

Declaratory Powers under the IPA and the form 'Notice of Appeal' is enclosed for your information.

8. When the development approval takes effect -

This development approval takes effect –

- from the time the decision notice is given, if there is no submitter and the applicant does not appeal the decision to the court

OR

- subject to the decision of the court, when the appeal is finally decided, if an appeal is made to the court.

This approval will lapse if—

- for a Material Change of Use, the first change of use under the approval does not start within the relevant period stated in section 2 of this decision notice;
- for a reconfiguration, a plan for the reconfiguration is not given to the local government within the relevant period stated in section 2 of this decision notice;
- for a development approval other than a Material Change of Use or reconfiguration, the development does not substantially start within the relevant period stated in section 2 of this decision notice.

Note that in the case of a development approval for a Material Change of Use or for Reconfiguring a Lot, if there is one or more subsequent related approvals the relevant period for the Material Change of Use or reconfiguration will restart from the date of the related approval taking effect. Please refer to section 3.5.21 of IPA for further information.

Should you require any further information please contact Council's **Senior Planner, Brian Millard** on the above telephone number.

Yours faithfully

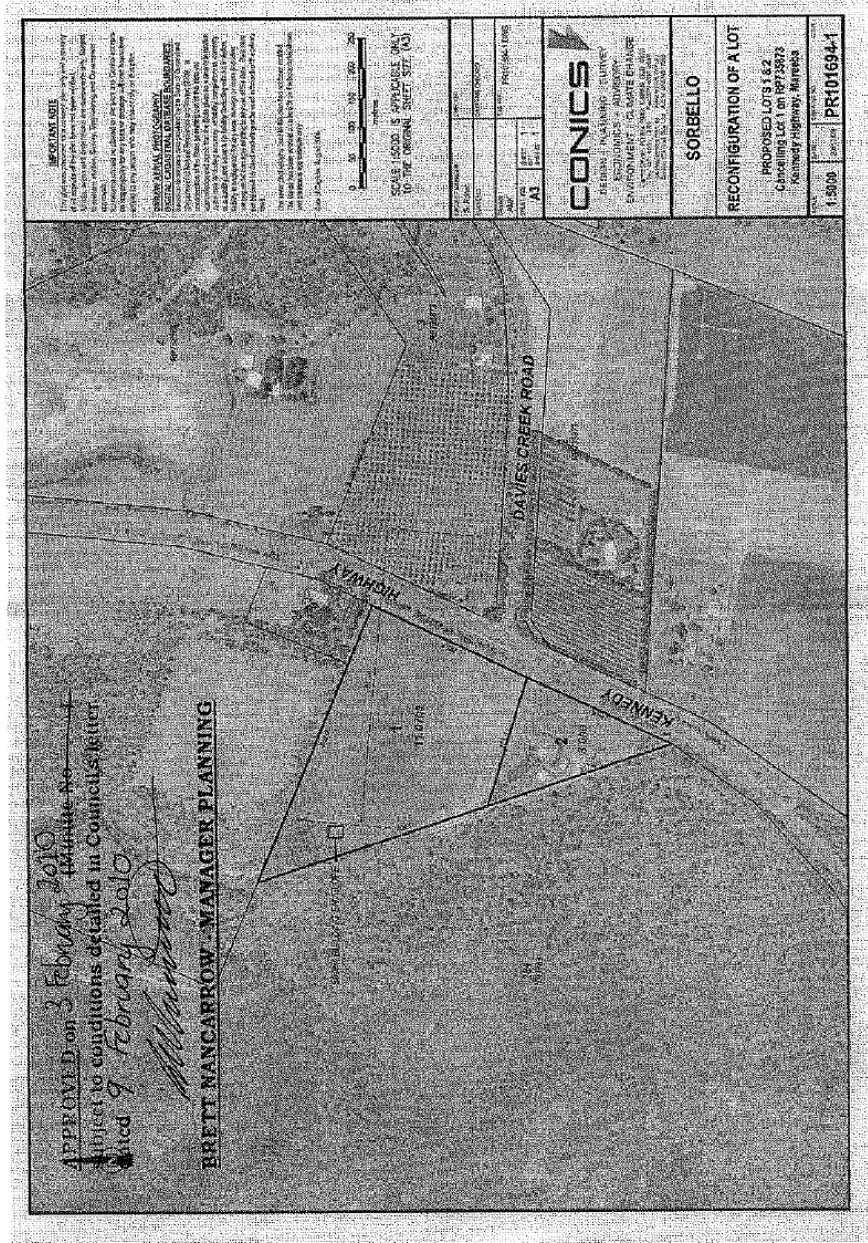
BRETT NANCARROW
MANAGER URBAN & REGIONAL PLANNING

Enclosures – Approved plan/s of development, Implementation Note, Note 16 – Negotiated Decision Notices and Implementation Note, Note 20 – Appeal and Declaratory Powers under the IPA and the form 'Notice of Appeal'

Copy: **Mr Malcolm Hardy**
Department of Main Roads
Peninsula District
PO Box 6185
CAIRNS QLD 4870

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DECISION NOTICE - APPROVAL

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9 February 2010

THE ORIGINAL OF THIS DOCUMENT CAN BE FOUND ON PHYSICAL FILE RECL081029 LOCATION PLANNING	Subject: REC008 Doc No: Action: IR No: 650455 Input:
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Queensland
Government

4 April 2008

Department of **Main Roads**

Mr Ian Church
I/ Chief Executive Officer
Tablelands Regional Council
PO Box 154
Mareeba Qld 4880

Dear Mr Church

Tablelands Regional Council : Kennedy Highway (Cairns-Mareeba)
Located opposite Davies Creek Road intersection, via Mareeba
Lot 1 on RP 735873, Parish of Dinden
M & CE Sorbello
Proposed Reconfiguration of Lot (One Additional Allotment) Application
Referral Agency Response (conditions apply)

I refer to the above application received at the Department 1 April 2008 requesting consideration of the above development.

A CONDITIONS OF DEVELOPMENT

Pursuant to section 3.3.16 of the *Integrated Planning Act 1997*, the Queensland Department of Main Roads, as Concurrence Agency, has assessed the impact of the proposed development on the State-controlled road network and requires that Council include the following conditions of development for the subject application:

1. Permitted Road Access Location

- (i) Access between the State-controlled road (i.e. Kennedy Highway) and the 2 proposed allotments shall be via the existing access located at the common boundary of the 2 proposed allotments, only.
- (ii) No additional direct access between the State-controlled road (i.e. Kennedy Highway) and the subject land is permitted.

2. Building Alignment Setback

A building alignment setback of 40 metres from the Kennedy Highway frontage of the subject land shall apply to all new structures located on the subject land.

Roads Business Group
Far North Regional Office
Floor 4 Cairns Corporate Tower 15 Lake Street
PO Box 6185 CAIRNS Queensland 4870
ABN 57 836 727 711

Our ref 254/32A/102(2973.01)
Your ref REC/08/0029
Enquiries MALCOLM HARDY
Telephone +61 7 4050 5511
Facsimile +61 7 4050 5438



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3. Advertising

No advertising device for the proposed development is permitted within the Kennedy Highway road reserve.

Reasons

The reasons and information used in the setting of conditions detailed above include:

- Department of Main Roads Access Policy,
- Department of Main Roads Involvement in Development Applications Referrals and Assessment Guide, and
- Mareeba Shire Planning Scheme.

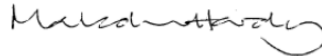
B GENERAL DISCUSSION

Council is requested to reflect the above conditions on its Rtes Record, to ensure that the planning intentions of the conditions are secured.

This Department would appreciate a copy of Council's decision notice regarding the application.

A copy of this letter has been sent to the applicant.

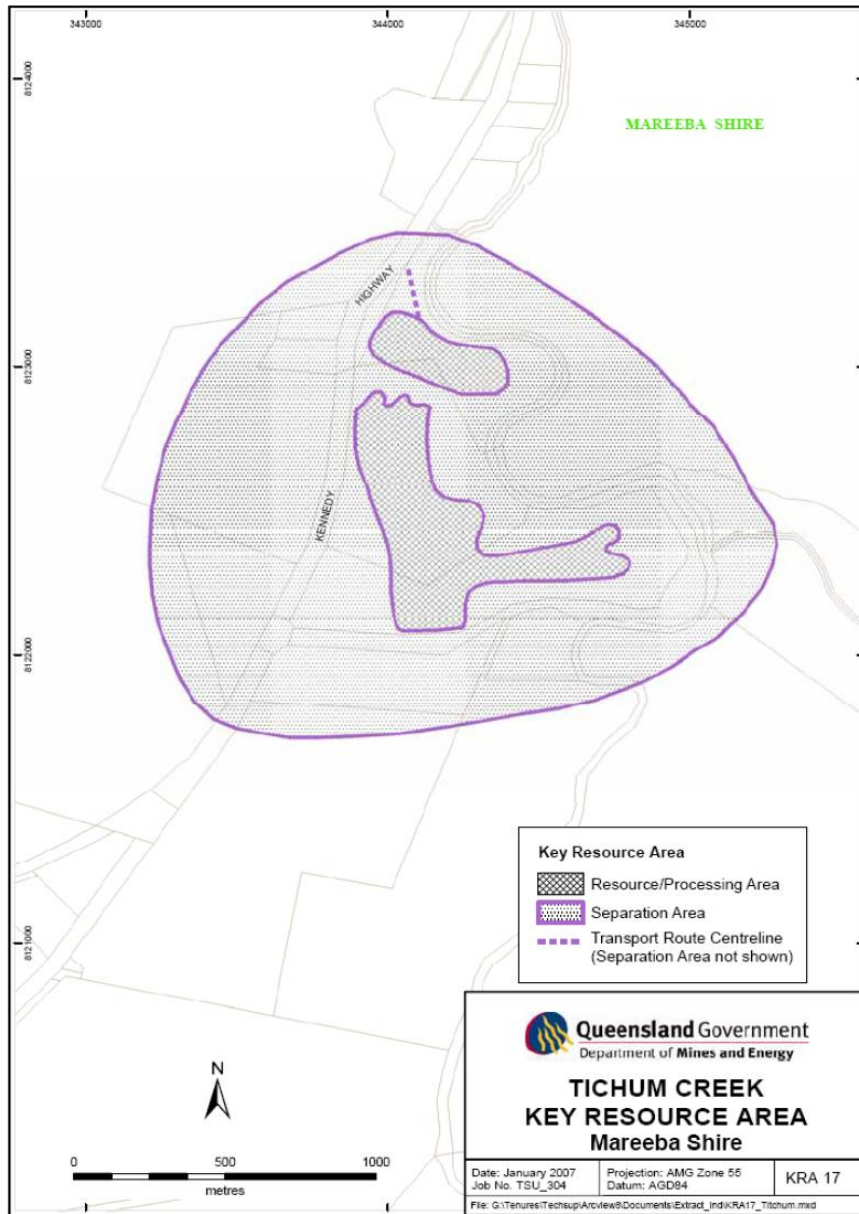
Yours sincerely



Malcolm Hardy
SENIOR PLANNER FAR NORTH

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REC/08/0029
VED-201
Queensland
Government
3. minud

Department of
Mines and Energy



Your Ref: REC/08/0029
Our Ref: MIO9/07854

19 June 2009

Mr Brian Millard
Senior Planner
Tablelands Regional Council
PO Box 573
ATHERTON, QLD 4883

Dear Mr Millard

Thank you for your letter of 28 May 2009 concerning the application for reconfiguration of Lot 1 on RP735873, at 3576 Kennedy Highway.

The subject lot lies within the separation area of the Tichum Creek Key Resource Area (KRA 17) and therefore the State Planning Policy 2/07: Protection of Extractive Resources (SPP 2/07) applies to the proposed development.

Reconfiguration of a lot to increase the number of lots within the separation area is not supported by SPP 2/07, as this may lead to an increase in the number of people living within the separation area.

An acceptable circumstance for not achieving the outcome of the Policy may arise if development is consistent with the planning scheme provisions for the subject lot. Nevertheless any development decision made by an Assessment Manager would take into consideration whether a proposed development is compatible, or can be made so, with the potential effects of extractive industry.

Thank you for bringing this matter to my attention and I trust this information is of assistance. Should you have any further enquiries, please contact Mr Malcolm Irwin Principal Project Officer of Mines and Energy on telephone 3227 6656.

Yours sincerely



MALCOLM IRWIN
Acting Manager, Mineral and Extractive Planning

Mines and Energy
Department of Employment, Economic
Development and Innovation
PO Box 15216
City East
Queensland 4002 Australia
Telephone +61 7 3898 0375
Facsimile +61 7 3238 3088
Website www.dme.qld.gov.au
ABN 24 830 236 406

ATTACHMENT 2

From: Tichum Creek Coffee Farm [mailto:sales@mareebacoffee.com.au]
Sent: Friday, 22 January 2016 10:05 AM
To: Brian Millard
Subject: Extension of time - Reconfiguring a lot - one lot into two lots - Lot 1 on RP735873 situated at 3576 Kennedy Hwy, Mareeba

File Ref DA/130185

22nd January, 2016

Brian Millard,
Senior Planner,
Mareeba Shire Council,
BO Box 154,
MAREEBA. Qld 4880

Brian,

We would like to apply to have the relevant period for the Development Permit extended for a further period of 1 to 2 years to allow us time to complete the requirements. We commenced the process late last year, but realised that we would not have time to meet the requirements before the permit expires on 9th February, 1916.

Thank you.

MARIO AND CLAUDIA SORBELLO.

<http://acm.msc.local/dwroot/dataworks/ctores/default/default/orig/docid/3756512/version> 3/02/2016

ATTACHMENT 3

Department of Infrastructure,
Local Government and Planning

Our reference: SPD-0216-024771
Your reference: DA/13/0185

5 February 2016

Chief Executive Officer
Mareeba Shire Council
PO Box 154
Mareeba QLD 4880
info@msc.qld.gov.au

Dear Sir / Madam

Notice about request to extend relevant period

Development permit for reconfiguration of a lot (1 lot into 2 lots) on land located at 3576 Kennedy Highway, Mareeba and more particularly described as lot 1 on RP735873
(Given under section 385 of the *Sustainable Planning Act 2009*)

The Department of Infrastructure, Local Government and Planning received written notice under section 383(1)(a) of the *Sustainable Planning Act 2009* (the act) on 3 February 2016 advising the department, as a concurrence agency, of the request to extend the relevant period. The proposed extension to the relevant period is for a further two (2) years.

The department has considered the request to extend the relevant period and advises that it has no objection to the extension being approved.

If you require any further information, please contact Joanne Manson, Principal Planning Officer, SARA Far North QLD on 4037 3228 or via email joanne.manson@dilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Brett Nancarrow
A/Manager (Planning)

cc: M & C Sorbello, email: sales@mareebacoffee.com.au

Far North Queensland Regional Office
Ground Floor, Cairns Port Authority
PO Box 2358
Cairns QLD 4870

GOVERNANCE AND COMPLIANCE

ITEM-4 ASSIGNMENT OF LEASE N - MAREEBA AERODROME

MEETING: Ordinary

MEETING DATE: 17 February 2016

**REPORT OFFICER'S
TITLE:** Governance and Compliance Advisor

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

This report is to obtain formal approval for the assignment of Lease 'N' at Mareeba Aerodrome which is currently held by Stearns Investments Pty Ltd to Richard Rudd.

OFFICER'S RECOMMENDATION

"That Council endorse the decision to approve the assignment of Lease 'N' at Mareeba Aerodrome to Richard Rudd, subject to the following conditions being satisfied:

1. All debts owing to Council that exist on the leased area at the time of the assignment being effected are paid in full. These debts include:
 - a. Lease charges due to Council and any interest and associated charges on overdue amounts.
 - b. Rates and charges levied by Council with respect of the lease area including any interest and associated charges on overdue amounts.
2. All costs associated with the assignment of this lease including lodgement of documentation and any other relevant charges, duties and/or fees will be paid by the assignee."
- 3.

BACKGROUND

Council has been approached by the lessee of Lease 'N' at Mareeba Aerodrome, Mr Geoff Stearns (Stearns Investments Pty Ltd) to have his interests in the lease assigned to Mr Richard Rudd.

There has been, for some time, an informal arrangement between both parties whereby Mr Rudd has occupied the hangar constructed on the lease site and has been paying both the lease payments and rates and charges on the lease. It is understood that there has not been any form of sub-lease in place with regard to this arrangement.

Mr Stearns has expressed a desire to divest himself of his interests in the lease and Mr Rudd is desirous of formalising his interests in the lease through the assignment process.

The lease commenced on 1 October 2006 and has a termination date of 30 September 2037. If approved by Council, the lease and all its terms, conditions, covenants and relevant fees, charges and financial and legal commitments as defined in the original lease document will transfer to the assignee.

At the time of preparing this report, all outstanding amounts relevant to lease payments and associated charges as well as rates and charges, have been paid. It is standard practice that, should Council approve the assignment, then once the relevant documentation is prepared and ready for execution, a final check will be made to ensure all amounts due to Council have been paid.

LINK TO CORPORATE PLAN

In partnership with local business, industry groups and economic and regional development organisations, continue to develop strategies to assist, strengthen, develop and promote existing and new businesses and industries.

CONSULTATION

Internal

Councillors
MSC Revenue Control Officer
MSC Rates Coordinator/Technical Officer
MSC Aerodrome Reporting Officer

External

Mr Geoff Stearns (Stearns Investments Pty Ltd)
Mr Richard Rudd

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

If approved, the assignment of the lease to be undertaken by solicitors acting on behalf of the assignee with relevant documentation to be prepared and lodged at no expense to Council.

POLICY IMPLICATIONS

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil. All expenses relevant to effecting the assignment are to be paid by the assignee.

Is the expenditure noted above included in the 2015/2016 budget?

Nil

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

Nil

IMPLEMENTATION/COMMUNICATION

If assignment is approved, documentation to effect the assignment will be executed by the Chief Executive Officer.

ATTACHMENTS

1. Map showing location of Lease 'N' at western end of Mareeba Aerodrome

Date Prepared: 8 February 2016

IDENTIFICATION OF LEASE 'N' AT MAREEBA AERODROME - WESTERN END



FINANCE

ITEM-5 **FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 JANUARY 2016**

MEETING: Ordinary

MEETING DATE: 17 February 2016

REPORT OFFICER'S TITLE: Manager Finance

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an overview of financial matters for the period 1 July 2015 to 31 January 2016.

OFFICER'S RECOMMENDATION

"That Council note the financial report for the period ending 31 January 2016."

BACKGROUND

Financial Summary

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

For the period ending 31 January, 2016 Council shows an operational surplus of \$667,397 compared to a budgeted surplus of \$857,382. There are no major issues to discuss or areas of concern at this stage.

It should be noted that Council's cash position, after the repayment of the de-amalgamation loan, is currently \$23,677,290 and this represents an initial transfer of \$17,000,000 from TRC. The Deputy Premier (Minister for Transport, Minister for Infrastructure, Local Government and Planning and Minister for Trade) made a decision on 8 April regarding the cash split. MSC is to receive a sum total of \$26,053,002 of the total cash of \$52,077,050 which results in MSC receiving a further \$9,053,002 plus interest from TRC. On 22 May 2015, TRC made a part payment of \$1,719,752. Tablelands Regional Council commenced legal action with the trial taking place on 14 & 15 December 2015. The court's decision is pending.

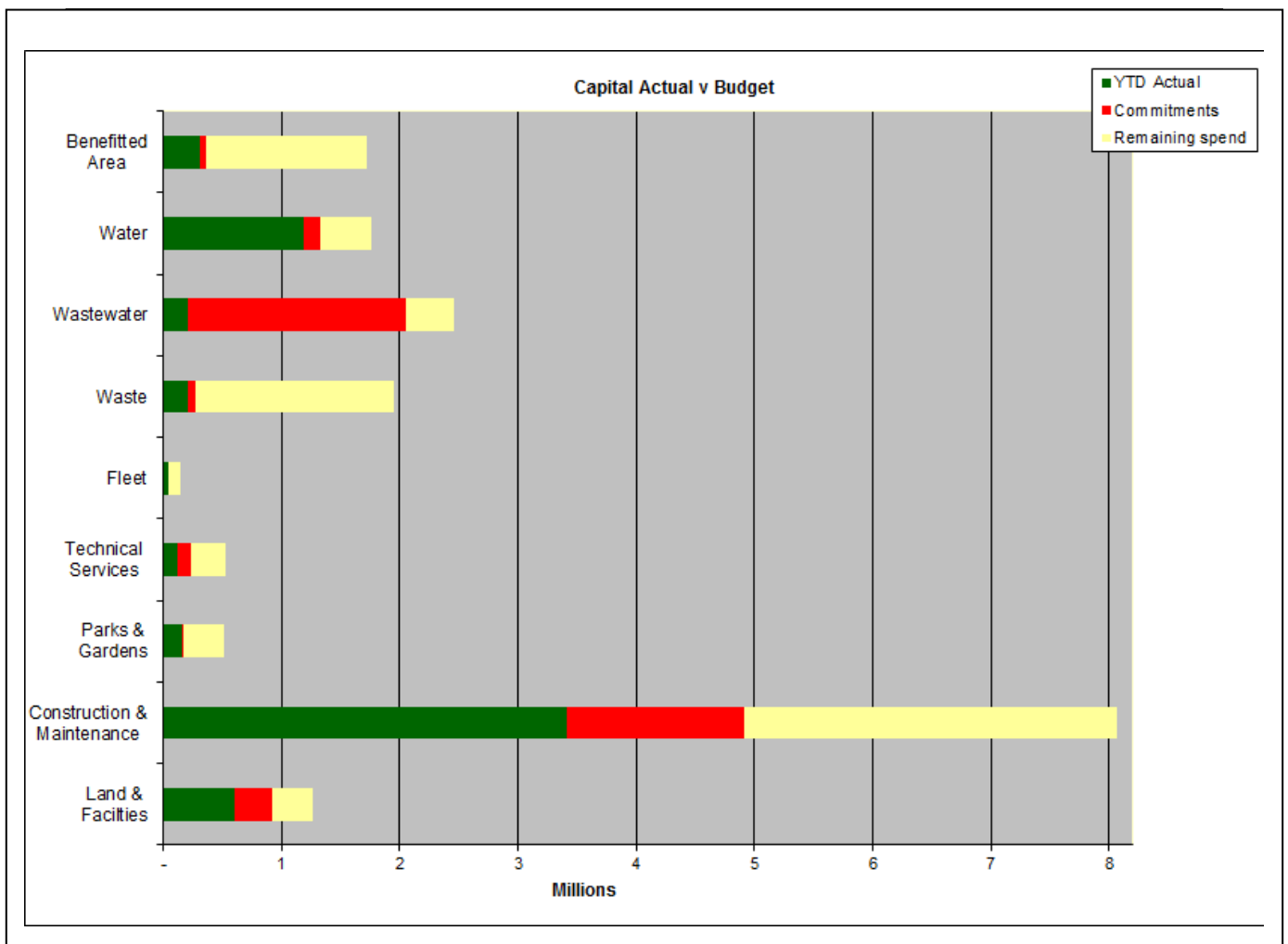
January 2016 - Snapshot

Total Operating Income	\$	25,526,480
Total Operating Expenditure	\$	24,859,083
Operating Surplus	\$	667,397
Total Capital Income (grants, developer contributions)	\$	2,309,492
Net Result - Surplus	\$	2,976,889

Capital Expenditure

Total capital expenditure of \$10,300,111 (including commitments) has been spent for the period ending 31 January 2016 of the annual capital budget of \$18,429,153. Excluded in the figures below are two (2) projects which will span over two (2) financial years; the Mareeba Sewerage Treatment Plant upgrade (\$12.8M) and the Mareeba Airport upgrade (\$13M).

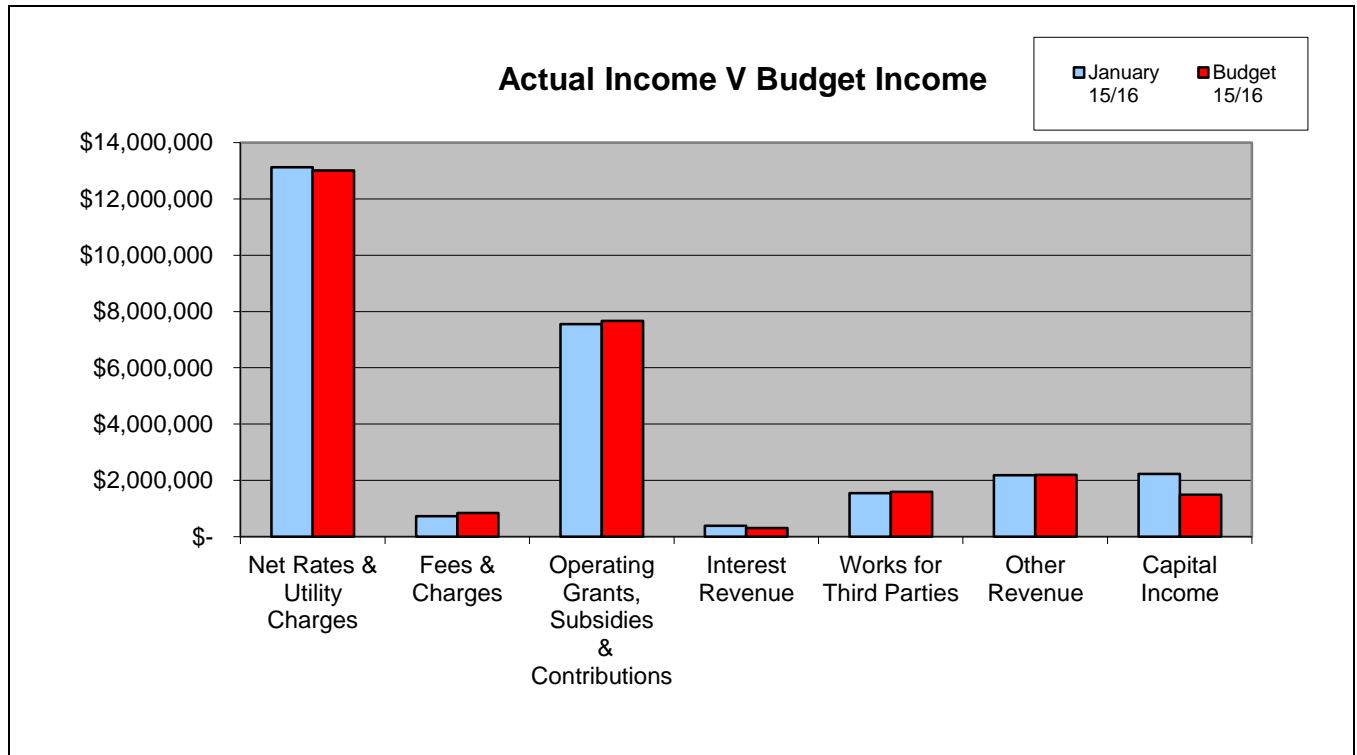
The graph below illustrates actual YTD expenditure and committed costs against the annual budget. It must be noted that the Benefited Area (Therwine Street) has been delayed due to lack of tenders. This will be reprogrammed. Secondly, in the waste area tenders will be called shortly for the capping and dependent on the wet season these works may span two (2) financial years.



Income Analysis

Total income (including capital income of \$2,309,492) for the period ending 31 January 2016 is \$27,835,972.

The graph below shows actual income against budget for the period ending 31 January 2016.



Description	Actual YTD	Budget YTD	Note
Net Rates & Utility Charges	13,121,110	13,013,301	
Fees & Charges	730,884	840,203	1
Operating Grants, Subsidies & Contributions	7,552,087	7,665,371	
Interest Received	389,467	315,647	2
Works for Third Parties	1,548,696	1,595,401	
Other Revenue	2,184,236	2,202,579	
Capital Income	2,233,141	1,488,409	3

Variances to note are:

1. Mareeba cemetery grave and mausoleum (\$42k), building services domestic applications (\$40k) and planning (MCU) applications (\$28k) revenue are all lower than anticipated YTD.
2. Favourable variance as interest revenue has been more than first anticipated, even though commercial interest rates have remained very low. Council invested \$17M in

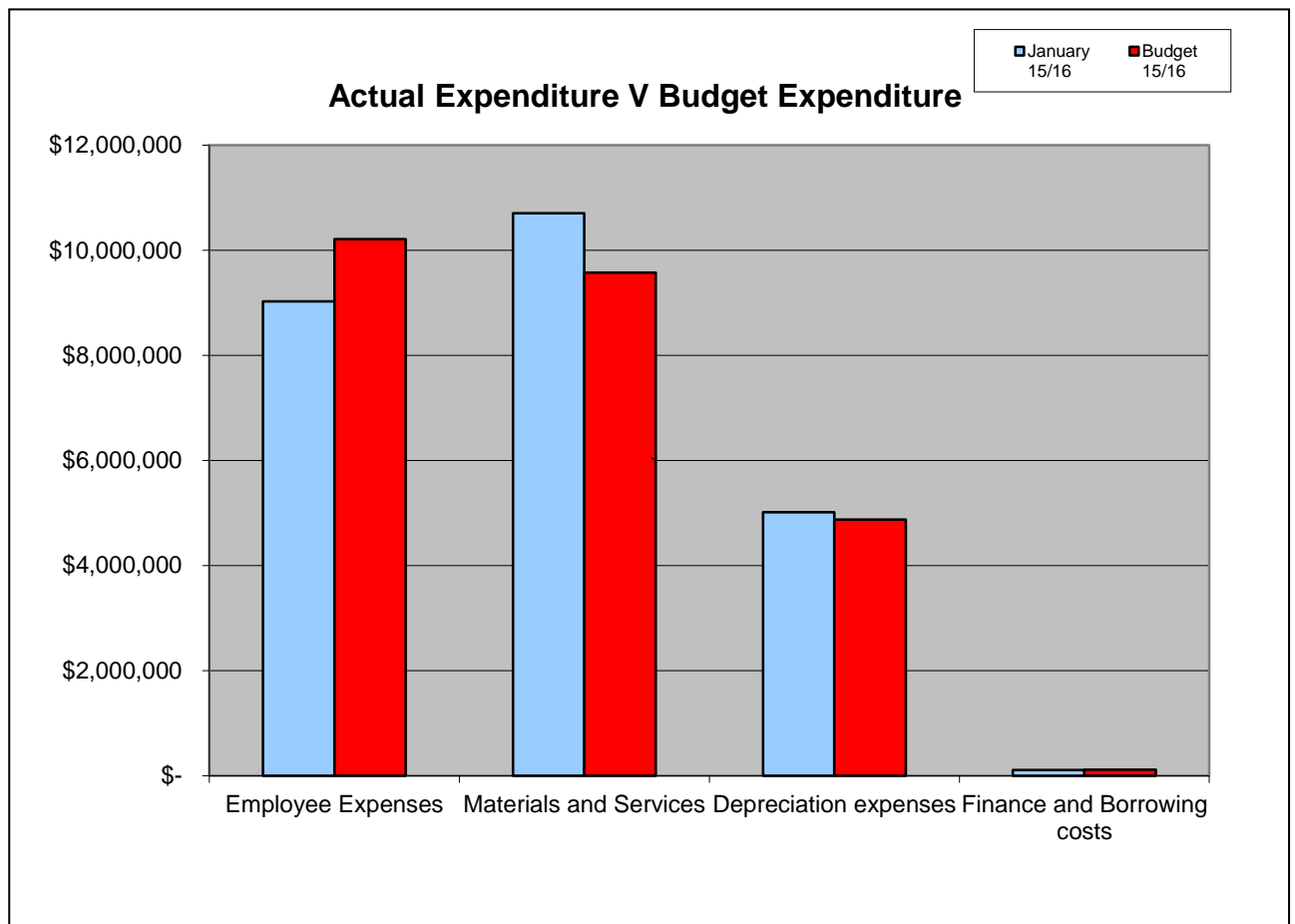
two (2) short term deposits in October. These are due to mature in February and April.

- \$244k relates to developer contributions. Capital grants received totals \$2M mainly relating to Kuranda Water, Mareeba Wastewater, R2R and TIDS.

Expenditure Analysis

Total expenses for the period ending 31 January 2016 is \$24,859,083 compared to the YTD budget of \$24,775,120.

The graph below shows actual expenditure against budget for the period ending 31 January 2016.



Description	Actual YTD	Budget YTD	Note
Employee expenses	9,028,304	10,213,948	1
Materials & Services	10,707,075	9,577,827	
Depreciation expenses	5,016,513	4,872,747	
Finance & Borrowing costs	107,191	110,598	

Variations to note are:

1. The majority of the reported savings in employee expenses relate to staff costs being debited to construction/capital projects. Also contributing to the variance is the amount of leave staff have taken since Christmas which is debited to a leave provision reserve.

Loan Borrowings

Council's loan balance as at 31 January 2016 is as follows:

QTC Loans	\$1,929,729
-----------	-------------

Rates and Sundry Debtors Analysis

Rates and Charges

The total rates and charges payable as at 31 January 2016 is \$1,757,356. Almost half of this is payable on valueless land which is in the process of being transferred into Council's name and will result in a significant reduction in the outstanding amount.

Rates will be issued on 17 February 2016 for the six (6) months January to June 2016, with the discount period closing on 24 March 2016. Total Gross Rates & Charges levied for this six (6) month period will be \$15,012,523.

Collection House collected \$108,295 for the month of January. The outstanding amount for properties currently with debt collection is \$400,685.

Sundry Debtors

The total outstanding for Sundry Debtors as at 31 January 2016 is \$413,983 which is made up of the following:

Current	30 days	60 days	90 + days
\$391,415	\$6,937	\$5,154	\$10,477
94%	2%	1%	3%

LINK TO CORPORATE PLAN

Nil

CONSULTATION

Internal

Director Corporate & Community Services
 Financial Accountant

External

Nil

LEGAL IMPLICATIONS (STATUTORY BASIS, LEGAL RISKS)

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

POLICY IMPLICATIONS

Information has been provided to achieve compliance with Council's Procurement Policy.

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

1. Financial Statements - January 2016 (DW #3133794)

Date Prepared: 5 February 2016

MAREEBA SHIRE COUNCIL
Budgeted Income Statement by Fund
For the period ended 31 January 2016

	Consolidated		General Fund		Waste Services		Sewerage Services		Water Services		Benefitted Areas	
	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD	Actual YTD	Budget YTD
Revenue												
Rates and utility charges	13,880,663	13,865,538	7,791,032	7,701,197	1,632,909	1,617,432	2,074,166	2,060,878	2,311,269	2,323,575	162,687	162,466
Less Discounts and Pensioner Remissions	(859,559)	(852,237)	(859,553)	(852,237)	-	-	-	-	-	-	-	-
Net Rates and Utility Charges	13,121,110	13,013,301	6,931,479	6,848,960	1,632,909	1,617,432	2,074,166	2,060,878	2,311,269	2,323,575	162,687	162,466
Fees and Charges	739,884	840,203	1,300,209	1,300,209	-	-	-	-	-	-	-	-
Operating Grants and Subsidies	7,023,627	7,123,820	14,089,577	7,023,127	-	-	19,859	17,500	500	-	-	-
Government Grants and Subsidies	2,589,002	3,425,765	541,009	541,009	-	-	-	-	-	-	-	-
Interest Revenue	309,467	315,447	186,324	197,078	98,383	46,166	68,790	31,314	27,841	20,217	589,462	641,161
Works for Third Parties	1,548,666	1,595,401	2,812,809	1,512,740	1,195,328	1,245,650	5,288	5,833	30,668	49,933	18,073	20,871
Other Revenue	2,184,236	2,292,579	4,079,809	959,357	1,195,328	1,245,650	-	-	22,920	15,750	6,631	30,286
Total Operating Revenue	25,226,486	25,632,407	49,562,485	17,332,102	2,926,620	2,809,246	2,188,703	2,115,525	2,359,198	2,409,475	715,857	755,074
Expenditure												
Employee Expenses	9,628,394	10,213,848	17,486,142	7,993,420	332,299	362,708	246,674	323,416	423,406	471,547	42,305	49,146
Materials and Services	10,607,675	9,577,627	19,334,372	6,252,119	2,194,360	2,159,950	745,076	659,413	1,374,347	1,488,253	101,174	204,401
Depreciation expense	5,016,513	4,872,747	9,333,479	3,861,105	45,719	42,346	524,948	513,055	721,475	526,756	57,369	61,213
Travel and other minor expenses	2,412,968	2,404,706	4,051,514	1,568,623	502,592	494,748	1,246,843	1,252,184	1,410,969	1,378,476	42,912	43,445
Total Operating Expenses	24,859,853	24,725,128	45,369,823	18,243,810	2,927,378	2,864,106	1,518,620	1,656,864	2,425,228	2,586,556	200,847	204,354
Operating Surplus/(Deficit)	667,397	857,382	4,172,782	(711,708)	354,242	345,142	641,883	419,641	(132,030)	(177,081)	615,010	420,314
Capital Income												
Capital Contributions	244,956	3,400	6,200	3,400	-	-	11,420	-	8,630	-	-	-
Capital Grants and Subsidies	2,684,536	1,485,009	22,795,818	1,066,745	-	-	177,291	-	820,500	400,000	400,000	-
Profit/(Loss) on Sale of Asset	2,809,492	1,489,489	22,891,218	1,251,651	-	-	188,711	-	820,500	400,000	400,000	-
Net Result	2,876,888	2,345,791	26,923,889	579,543	354,242	345,142	830,584	419,641	837,100	222,919	847,925	623,732

COMMUNITY WELLBEING

ITEM-6 **AMENDMENT TO COMMUNITY HOUSING FOR SENIORS POLICY**

MEETING: Ordinary

MEETING DATE: 17 February 2016

REPORT OFFICER'S TITLE: Community Engagement & Development Officer

DEPARTMENT: Corporate and Community Services

EXECUTIVE SUMMARY

Council adopted the updated '*Community Housing for Seniors Policy*' on 20 January 2016. The update included removal of the eligibility criteria for those aged 55 years or over receiving a Disability Pension. However, it has come to light that some of the government funding contracts under which some units were constructed, stipulate that eligibility is for older people with disabilities as well as seniors. The policy has been amended to accommodate this funding program requirement.

OFFICER'S RECOMMENDATION

"That Council adopt the updated *Community Housing for Seniors Policy*.

BACKGROUND

Current policy has no reference to a tenant being aged 55 years or over receiving a Disability Pension as this was removed during a recent review by Councillors. The eligibility criteria are a requirement of some of the funding contracts for the Aged Housing Units. The requirements specify that tenants be in receipt of the Aged Pension, or aged 55 years or over and in receipt of the Disability Pension.

The following amendment to the Community Housing for Seniors Policy is recommended on page 4:

"Section 3.1 Eligibility

..... Applicants must meet all of the common intake eligibility criteria to apply for housing assistance through the Department's Housing Services offices.

In addition, as the Mareeba Shire Council is a service specifically for Seniors, to be eligible to apply for Council housing the applicants must:

- Receive the Age Pension or other approved Pensions ie. Department of Veteran's Affairs;
- OR

- Be aged 55 years or over receiving a Disability Pension in those cases as required by a funding agreement."

LINK TO CORPORATE PLAN

Goal: Community

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

CONSULTATION

Internal

Community Wellbeing Officer
Manager Community Wellbeing

External

Department of Housing and Public Works

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

Nil

POLICY IMPLICATIONS

Amendment to Community Housing for Seniors Policy, Version 2.0, Adopted 20 January 2015

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

The tenants will be advised of the updated Policy and significant changes by letter

ATTACHMENTS

1. Community Housing for Seniors Policy

Date Prepared: 8 February 2016



Community Housing for Seniors Policy

Council Policy <input checked="" type="checkbox"/>	Internal Policy <input type="checkbox"/>	Guideline/Procedure <input type="checkbox"/>
Draft	<input checked="" type="checkbox"/> Final	Version: 2.1
File ref:	POL-ADM-COM	Policy Section: Community Wellbeing
Date Adopted:	17 February 2016	Review Date: February 2017
Author:	Deborah Gillespie, Cristina Aloia	Review Officer: Manager Community Wellbeing

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1. POLICY INTENT

Mareeba Shire Council is committed to providing housing for Seniors in the towns of Mareeba, Mount Molloy, Kuranda and Dimbulah.

This policy establishes a formal process to ensure there is a consistent approach to managing the community housing facilities of the Mareeba Shire Council.

2. SCOPE

This policy shall apply when considering all requests relating to the community housing facilities of the Mareeba Shire Council.

Mareeba Shire Council delivers a Long Term Community Housing Program and has funding agreements with the Department of Housing and Public Works. As a result, Council is obliged to adhere to the relevant Departmental regulation and policy for funded properties. For the properties that do not have a funding agreement, the policy and criteria remains consistent.

As a community housing provider, Mareeba Shire Council is required to abide by the *Residential Tenancies and Rooming Accommodation Act 2008*, administered by the Residential Tenancies Authority (RTA) for all tenancy related matters such as bond, lease agreements and rent.

3. BACKGROUND

3.1 ELIGIBILITY

The Mareeba Shire Council *Community Housing for Seniors Policy* adopts the eligibility process currently used by the Department of Housing and Public Works which involves a need-based assessment for community housing assistance. Implementation of these criteria is a requirement of the *Housing Regulation 2015*, and stipulated in the *Social Housing Eligibility Criteria*.

All applicants for community housing are assessed against the common intake eligibility criteria as identified in the *Social Housing Eligibility Criteria*:

- Australian citizenship or residency;
- Queensland Residency - In addition to the requirements of the *Social Housing Eligibility Criteria*, preference will be given to applicants who have been resident in the Mareeba Shire Council area for five (5) years and over or have relatives living in the Mareeba Shire Council for ten (10) years and over;
- Property Ownership;
- Liquid assets;
- Independent income;
- Household income;
- Appropriateness of current housing;
- Reviewing intake eligibility.

Applicants must meet all of the common intake eligibility criteria to apply for housing assistance through the Department's Housing Services offices.

In addition, as the Mareeba Shire Council is a service specifically for Seniors, to be eligible to apply for Council housing the applicants must:

- Receive the Age Pension or other approved Pensions ie. Department of Veteran's Affairs;
OR
- Be aged 55 years or over receiving a Disability Pension in those cases as required by a funding agreement.

If an applicant referred to Mareeba Shire Council for housing assistance does not meet all eligibility criteria, the Department of Housing and Public Works, Housing Service Office will be contacted immediately.

3.2 ALLOCATION

Mareeba Shire Council is required to adhere to the *Allocations Policy for Funded Social Housing Providers* when allocating new tenants to vacant properties. Implementation of this policy is a requirement for providers funded under the *Housing Act 2003* to deliver community housing services. Mareeba Shire Council aims to match the needs of the tenants to the most suitable available property.

The *Allocations Policy for Funded Social Housing Providers* details the requirements for community housing providers assisting clients into and through the housing system, as appropriate to their needs. The Policy, and related procedures, establish processes for referrals, matching to a vacancy and offers of accommodation.

The movement of a tenant or household from one community housing property to another is managed as per the *Allocations Policy for Funded Social Housing Providers*. The household's needs will be assessed and matched to the property. The intake eligibility criteria will be reviewed to confirm continued suitability to the Long Term Community Housing Program.

3.3 COMMUNITY HOUSING RENT POLICY

Mareeba Shire Council, being a recognised Community Housing Provider, adheres to the principles as outlined in the *Community Housing Rent Policy 2013*, Department of Housing and Public Works Housing Services. The *Community Housing Rent Policy 2013* assists in providing tenants with low to moderate incomes with affordable housing.

All enquiries related to rent, or changes to tenants circumstances, should be addressed to the Community Wellbeing Officer at the Mareeba Shire Council. The Officer is able to provide a copy of a current rent ledger, listing all payments to-date.

3.3.1 Rent Calculation

The rent assessment principles used by the Mareeba Shire Council ensures equity and affordability for tenants in long term community housing. The payment is based on a comparison of:

- 25% of the household's assessable income plus Commonwealth Rent Assistance; OR
- The market rent for the property.

Council uses the Department's Electronic Rent Calculator Tool (ERCT) to determine if the rent for each property is set at the market rent or is no more than 25% of the tenant's assessable income plus rent assistance, with the tenant to pay whichever is the lower amount.

a) Determining 25% of assessable income plus rent assistance

This calculation is determined by the tenant's financial situation.

b) Determining market rent

No more than once every 12 months, an independent property valuer or real estate agent is appointed by Council to conduct a rent appraisal of each property, based on the following criteria:

- Local market rent conditions;
- Individual property characteristics including location, size and age of the property;
- The financial contributions made by tenants to properties;
- The low risk of property damage;
- The long term tenancy of most properties;

This approach ensures that rent is no more than 25% of the tenant's assessable income plus rent assistance.

Subsequent rent increases will be by normal annual increment based on Council Cost Index (approximately 2.6%) to take place annually in April, coinciding with annual Commonwealth pension and income support payment increases.

3.3.2 Rent Reviews

The new Mareeba Shire Council undertook a comprehensive rent review in 2014/15. Independent property services provided a rent appraisal of each property in accordance with 3.3.1 (b).

The independent rent appraisals were all considerably higher than current rents at that time and to minimise the negative impact on tenants, a phased approach to implementing these appraised rent increases by 31 October 2016 has been adopted.

Subsequent rent increases after 31 October 2016 will be by normal annual increment based on Council Cost Index (approximately 2.6%) to take place annually in April, coinciding with annual pension increases.

Further market rent appraisals will be conducted as required to align Council rents with the housing rental market.

As outlined at Section 3.6, it is the responsibility of the tenant to seek approval from Council of any significant improvements added during their tenancy to update Council records. The improvements will be excluded from consideration during rent appraisals for the length of the tenancy. When the tenant responsible for the improvement vacates the property, the rent will be reviewed for prospective tenants, taking into account any property improvements.

Two months' notice will be given prior to any increase in rent.

3.3.3 Rent Payment Methods

There are different methods for payment of rent to suit the tenant's requirements.

- Cash, cheque, debit or credit card at a Mareeba Shire Council Service Centre;
- A bill paying service - Centrepay is a free direct bill paying service for tenants receiving Centrelink payments such as the age pension. Rent can be deducted directly from Centrelink payments and paid directly to the Mareeba Shire Council each fortnight;
- Direct Debit - rental payments are debited from the tenant's bank account and deposited to Mareeba Shire Council's account;
- Electronic Direct Deposit - the tenant can electronically deposit rental payments to Mareeba Shire Council's account.

3.3.4 Rent Arrears

If the tenant is not able to pay their rent, they are required to contact the Mareeba Shire Council's Community Wellbeing Officer immediately to discuss supportive option ie. a rent payment plan.

If the rent is 7 days overdue, the Community Wellbeing Officer may issue a *Notice to Remedy Breach* (RTA Form 11). The tenant will have seven (7) days to pay the outstanding rent. If payment is not received, a Notice to Leave (RTA Form 12) can be sent. This will give a further fourteen (14) days for the tenant to pay their rent. The tenancy may be ended if the tenant has not paid the outstanding rent in accordance with the *Notice to Remedy Breach*.

3.4 CAPITAL WORKS

The purpose of Capital Works is to ensure the assets of the Mareeba Shire Council are maintained in good and working condition and in doing so improves the living conditions of the tenants.

Major capital works is carried out on existing units to improve and maintain the assets where required on an annual basis in accordance with Council's budget review. Examples of capital works include:

- external painting;
- internal painting;
- installation of security screens;
- installation of roofing insulation;
- replace roof guttering and install gutter guard;
- replacement of fencing;
- installation of driveways and path ways;
- general regular upgrades of all units.

3.5 MAINTENANCE

A reliable maintenance service is provided to all Mareeba Shire Council. All maintenance issues or enquiries must be reported to one of Council's Service Centres or directly to the Community Wellbeing Officer (in person or by telephone) before any maintenance or repairs are commenced.

As the lessor, Mareeba Shire Council will make arrangements for any necessary repairs that may be required within Mareeba Shire Council maintenance policies. This maintenance service operates during office hours, and an emergency after hours service is also available.

It is the responsibility of tenants to keep their homes clean and in good condition.

Council will endeavour to respond to urgent enquiries such as flooding within 2 hours of notification. Non-urgent requests for minor repairs, such as leaking taps, Council will contact the tenant within 2 working days to agree on an action.

3.5.1 Garden Maintenance

Tenants are responsible for maintaining their lawns and gardens to satisfactory standard. If large trees or shrubs require pruning, the tenant is required to notify the Community Wellbeing Officer and Council will organise for these works to be completed at Council's cost.

Tenants must avoid planting trees near sewerage and drainage pipes or within three meters of the house as this may cause structural problems to foundations, roof and guttering. Tenants are required to not plant trees and shrubs that exceed 2 to 3 metres in height due to the difficulties of maintenance in the longer term. Vines that cling to property should be avoided.

3.5.2 End of tenancy

When a tenant leaves, the tenant is expected to have maintained his or her home in the same condition as on commencement of the tenancy. Should the community housing property require cleaning to remove mould, repair damage, modifications not approved by Council etc these costs will be charged to the tenant and Mareeba Shire Council will take action to recover costs.

3.6 TENANT REQUESTS FOR FIXTURES OR MODIFICATIONS

All requests for modifications to a community housing property require a formal request by the tenant through the completion of the Mareeba Shire Council *Property Modification Request Form*.

Tenants must obtain written approval before any modification is made to the property. Tenants may have to remove non-approved fixtures/modifications if they are not to Council standard. The property must be returned to its original condition at the tenants cost.

The following are examples for approval by Mareeba Shire Council:

- Modifications and fixtures such as garden sheds, inbuilt cupboards, carports, air-conditioning etc may be added by the tenant subject to approval of Council, permits, plans and regulations (where they apply).
- On approval of a Mareeba Shire Council *Property Modification Request Form* the tenant may proceed with the alteration or fixture to be installed. All costs, with the exception of the building application, will be paid by the tenant. The Mareeba Shire Council will cover the costs related to the building application if required;

- All approved modifications added and paid for by the tenant will remain the tenants responsibility for maintenance and upkeep for the term of the tenancy. At the end of the tenancy, the improvements will become the property of Mareeba Shire Council;
- All improvements added by the tenant at their cost will be excluded from consideration during rent appraisals for the length of the tenancy;
- Mareeba Shire Council will not reimburse tenants for costs expended on improvements and alterations to their units when they vacate units;

3.7 KEYS

Tenants are provided with two (2) keys when they rent a unit. Any extra keys required for family members or friends are to be paid for by the tenant. Additional keys must be organised through Council as the key system in place is registered with a local locksmith.

When tenants have locked themselves out of their unit, it is the tenants responsibility to organise access and all costs will be covered by the tenant. The options include:

- During Office Hours - tenants can go to Rankin Street Office to collect a key. The spare key is signed out to the tenant and returned by the tenant at their earliest convenience. The other option is to call a Locksmith and the tenant will be required to pay for this service.
- After Hours - Council does not guarantee an after hours service for lock outs. The After Hours Call Centre may be able to put the tenant in touch with a local locksmith but this is not guaranteed.
- Tenants are encouraged to make suitable private arrangements if they are concerned that they may lock themselves out and another option for consideration is a key safe fixed to the property.

3.8 CRITERIA FOR PETS

Mareeba Shire Council recognises that pets can provide companionship, security, and contribute to the health and well-being of our tenants. Tenants will be allowed to keep one (1) dog or (1) one cat where the pet and property complies with Mareeba Shire Council Pet Criteria, Local Laws, *Animal Management Act 2008* and Commonwealth and State Statutes.

3.8.1 Principles

- Pets can provide companionship, security, and contribute to the health and well being of people;
- Pets will be assessed on pet type and will not be limited to dogs and cats;
- Pets will only be approved if the pet/property complies with existing laws;
- Not all pets will be approved by Council;
- The pet is right for the lifestyle and environment of both the pet and applicant;
- Tenants in the community have the right to live without interference from other tenant's pets.

3.8.2 Animals Permitted

- All animals require approval from Council;
- One (1) dog or one (1) cat per unit unless otherwise agreed by Council;

- Dogs and cats are to be de-sexed, micro chipped and a Veterinarian Certificate attached to the Application;
- Dogs must be registered as required by *Animal Management (Cats and Dogs) Act 2008*;
- Dogs are not to weigh more than 8 (eight) kilograms;
- Registered service dogs (including all assistance e.g. Guide dog, hearing dog and assistance dog) greater than 8 (eight) kilograms will be permitted. Copy of certification as per Council's Local Law requirements of a guide dog or hearing dog or assistance dog to be supplied with application;
- Appropriate fence/enclosure to be erected with Council approval. The tenant is responsible for the cost associated with the installation and maintenance of the yard and fencing to safely enclose the animal;
- Removal of all unwanted rubbish and pet faeces regularly;
- Inspections outside of annual and safety inspections will be carried out as required;
- Tenants will be required to apply a flea treatment at the end of the tenancy, if relevant.

3.8.3 Nuisances and Complaints

If an approved pet causes a nuisance and if complaints are received that your pet is interfering with the reasonable peace, comfort and privacy of neighbours, Council will investigate. If you are in breach of your Rental Tenancy Agreement or of Local Government laws, Council will withdraw approval to keep a pet; the owner will be required to remove the pet permanently from the unit within a timeframe designated by Council.

3.9 COMPLAINTS AND APPEALS

Mareeba Shire Council is committed to improving its services to clients by resolving complaints and appeals quickly and effectively. If a tenant or applicant is dissatisfied with the service or actions of the Council or Council staff, the tenant or applicant can lodge a complaint or an appeal against that decision.

3.9.1 Neighbourhood Disputes

Complaints about tenants will be accepted by Mareeba Shire Council however, it is not usually Mareeba Shire Council's policy to actively intervene in disputes between neighbours. However, the Mareeba Shire Council will intervene and provide solutions where it is required to do so under the *Residential Tenancies and Rooming Accommodation Act 2008*.

3.9.2 Dispute Resolution Centre

The Dispute Resolution Centre provides mediation services and can help by settling a dispute without legal action. The Dispute Resolution Centre is run by the Department of Justice and Attorney-General and involves guiding discussions between the two parties involved to work out an agreement that suits them both. Mediators will not take sides and will not make judgements. The service maintains the tenant's privacy, is usually free, helps a tenant make their own decisions about the dispute and most importantly, will help to have the problem resolved.

3.9.3 Criminal Offences

Council does not have authority to investigate criminal offences. For example if a neighbour is being either physically or verbally harassed by another neighbour, or illegal substances are being used on Mareeba Shire Council housing property, please contact the police.

All complaints and appeals will be handled in accordance with the confidentiality and privacy policy of the Mareeba Shire Council.

All complaints will be investigated in light of current legislation, by-laws and policies of the Mareeba Shire Council, which are relevant to the type of complaint or appeal.

Management will monitor complaints or appeals and ensure that practices causing concern are addressed in line with resolution of the Complaints and Appeals Principles.

Complaints or appeals will be dealt with as quickly as possible within the due process outlined and the complainant shall be kept informed of the relevant process and timeframes.

4. REVIEW

It is the responsibility of the Manager Community Wellbeing to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed by 31 October 2016.

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

INFRASTRUCTURE SERVICES

TECHNICAL SERVICES

ITEM-7 GATES & GRIDS GUIDELINE REVIEW

MEETING: Ordinary

MEETING DATE: 17 February 2016

**REPORT OFFICER'S
TITLE:** Manager Technical Services

DEPARTMENT: Infrastructure Services, Technical Services

EXECUTIVE SUMMARY

Due to a number of inconsistencies with the Gates and Grids application, assessment and approval process, Council Officers have undertaken a review of the Guidelines with particular focus on the design, fees and charges and the application procedure itself.

This report submits the revised Guidelines for review and adoption by Council, if it is satisfied they meet the necessary requirements for the installation of new gates and grids on Council roads.

OFFICER'S RECOMMENDATION

"That Council adopt the revised Guidelines attached to this report for the installation of Gates and Grids on Council roads."

BACKGROUND

Council receives a number of requests each year for approval to install gates and grids on Council roads. These applications generally originate from the owners/managers of large properties located in the western part of the shire, where road reserves are generally not fenced.

The existing Guidelines required a review to reflect current construction practices and address a number of inconsistencies particularly in regard grid design, approach signage, fees charged etc. These revised Guidelines are now presented for Council adoption.

A list of the key issues addressed as part of the review of the existing guidelines and possible amendments are detailed below.

- The key message to landholders is that grids are the responsibility of the property owner not Council and that ideally, Council would prefer to have all road reserves fenced and not have any gates or grids on its roads. However due to the length of road reserves passing through some of the western properties, fencing is not always practical or economically viable. It should also be noted that gates should

only be approved in locations where there are very low traffic volumes or where the road accesses only one property.

- The plan provided in the current guidelines is the Department of Transport and Main Roads (DTMR) standard grid design. This design is considered to be excessive for Council requirements and has been removed from the Guidelines and replaced by a design used by Charters Towers Regional Council. However, Council still requires sign off by a Registered Professional Engineer Queensland (RPEQ) if the grid is supplied by a steel manufacturer. Should the grid be constructed by the property owner or a local fabricator, then a sketch of the proposed design with RPEQ certification is to be submitted to Council or alternatively the sketch design without the RPEQ certification may be submitted to Council for review and approval by Council's Engineer prior to manufacture.
- The existing Guidelines state that a \$10M Public Liability Insurance is required, however this has now been revised to \$20M in line with current standards. Council is to be named as an "interested party" on the document and the policy is to be kept current with a copy of the renewal notice being provided to Council each year. Council will send out a reminder notice each year to the property owners requesting a copy of the renewed policy.
- The existing Guidelines state that a grid is to be installed to match the existing road formation width. However, due to a number of low volume western roads having very wide existing formation widths, this method of determining the grid width is considered inappropriate. Therefore, it is recommended that the width of the grid should be determined by traffic volumes and existing road geometry and not the existing formation widths. The FNQROC Development Manual determines that a single lane rural road has less than 100 Vehicles per Day (VPD). Therefore, a single lane grid will be constructed on these roads while roads with greater than 100VPD should have double lane grids.
- Advanced warning signage has also been updated to reflect current design standards as determined by the Manual of Uniform Traffic Control Devices (MUTCD).
- A simplified flow chart has been developed which shows the process for the installation of a new gate or grid from application stage to approved installation and forms part of the Guidelines.
- The current fee structure allows for a \$110 application fee and a fee of \$110 per year for existing grids to cover the cost of inspections and administration by Council Officers. The recommended amendment calls for a one off fee of \$535 for a new gate or grid and a \$50 per year administration fee for the processing of insurance renewals. Grid condition assessments will be undertaken as part of normal road inspections carried out by the Asset Officer or Works Foremen and will not require a dedicated gate or grid inspection. The suggested fee of \$535 allows for two (2) inspections by a Council Officer, including an initial inspection on application to determine if the location is suitable to the existing road geometry and a final inspection on completion to make sure of compliance with the standards. An average trip of two hours duration one way has been factored into the equation, as most grids will be in the western part of the Shire, making a total travel time for the two inspections of eight (8) hours.

Other changes have been made to the Guidelines, however these are of a minor nature and generally address inconsistencies within the document or fix typographical errors. The revised Guidelines are attached for Council's review and adoption.

LINK TO CORPORATE PLAN

ECOM 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal

Coordinator Technical Services
Subdivisions and Assets Officer
Cr Pedersen

External

Charters Towers Regional Council

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

IMPLEMENTATION/COMMUNICATION

Should the new Guidelines be adopted by Council, the new Guidelines will be made available on Council's website.

ATTACHMENTS

1. Revised Guidelines for Gates / Grids - 17 February 2016

Date Prepared: 02 February 2016



GUIDELINES FOR:
DRAFT
Gates / Grids

Mareeba Service Centre
65 Rankin Street
Mareeba QLD 4880

Postal Address:
PO Box 154
Mareeba QLD 4880

Telephone No: 1300 308 461
Facsimile No: (07) 4092 3323

Revised : 17 February 2016

Guidelines for Obtaining Gate / Grid Approval

This document sets out Council guidelines regarding the installation of gates/grids. These guidelines should be read in conjunction with Council's Local Laws and Subordinate Local Laws relative to gates and grids. **Gates and Grids are the responsibility of the Landowner and NOT Council.**

1. OBJECT:

The object of the local laws is to regulate the installation of gates and grids across public roads to ensure that they do not interfere with –

- a) the safe movement of pedestrians and vehicles; or
- b) the proper maintenance of the public road.

2. APPLICATION PROCEDURE:

- All applications shall be made in writing on the form provided and shall be accompanied by a plan of the road and the locality where such gate/grid is proposed to be erected.
- The application for a gate/grid shall be refused by Council if received without documentary evidence of public liability insurance.
- The Chief Executive Officer or Council's delegated officer is authorised to approve applications and issue approvals for gates/grids. The applicant is to be notified in writing of the outcome of the application and where the application is not approved, the reasons why.

3. REQUIREMENTS:

Gates

- Grids are the preferred option by Council in the majority of cases, however gates will be approved on roads with very low traffic volumes or where the road provides access to only one property.
- Every gate should be constructed of steel, approved by Council prior to erection and shall provide an opening of 6.0 metres in width depending on the type and volume of traffic using the road.

Grids

- Every grid to be designed as per below:
 - Grids and headwalls which are designed and manufactured by property owner shall be structurally certified by a Registered Professional Engineer Qld (RPEQ) to T44 loading. Approved certified plans of grid and headwall must be provided with application.
 - or,
 - Plans detailing grids and headwalls which are designed and manufactured by property owner shall be submitted to Council for approval by Councils Engineer as part of the application. or
 - Prefabricated grids and headwalls as supplied by a steel manufacturer or similar shall provide Council with the RPEQ certification with the application. or
 - Grid and headwalls to be manufactured to the design as detailed on attached drawings.
- The width of a grid will be determined by the number of vehicles using the road, with the minimum width being 4.0m (single lane) for traffic volumes less than 100 Vehicles per Day (VPD) and a two lane 8.0m wide grid for traffic volumes greater than 100VPD. A two lane grid may also be required where the road geometry does not allow for sufficient sight distance to the structure and where the installation of a single lane grid may be considered unsafe.
- A 6m steel / wire gate to be constructed next to the grid.

Guidelines for Obtaining Gate / Grid Approval

4. RESPONSIBILITY OF APPLICANT:

- An approval will expire on 30 June each year. Applications for renewal of the approval shall be made prior to expiry date.
- If the approval holder fails or neglects to renew their approval, such approval shall lapse and the Chief Executive Officer may give notice to the person concerned for the removal of such gate/grid.

5. PUBLIC LIABILITY INSURANCE:

- The approval holder shall indemnify the Mareeba Shire Council against claims for injury, loss or damage that may result from the existence of the gate/grid and for this purpose shall take out and keep current at all times a public liability insurance policy to the value of at least:
 - \$20 million for gates and grids
- Mareeba Shire Council is to be named as an "interested party" in the insurance policy.
- An application for approval for a gate/grid will not be accepted without a certificate of currency or a copy of the current insurance policy.
- **The public liability insurance policy must be kept in force for the whole of the period that the approval covers. This information will be recorded in Council's register and proof of renewal of the insurance policy is to be provided to Council. Failure to provide Council with proof of renewal of the insurance policy may result in cancellation of the approval.**

6. EXTRA INFORMATION:

• Suppliers

The following companies supply signs and posts:

Mareeba Shire Council (Stores)	Ph: 07 4086 4703
Allen's Tints & Signs (Atherton)	Ph: 07 4091 4740
Appleton Traffic Equipment (Townsville)	Ph: 07 4779 7688
Artcraft (Townsville)	Ph: 07 4725 1288

• Faded Signs

It is the property owner's responsibility to replace these signs when they are damaged, become faded or lose their reflectivity (can't be seen at night).

• Construction

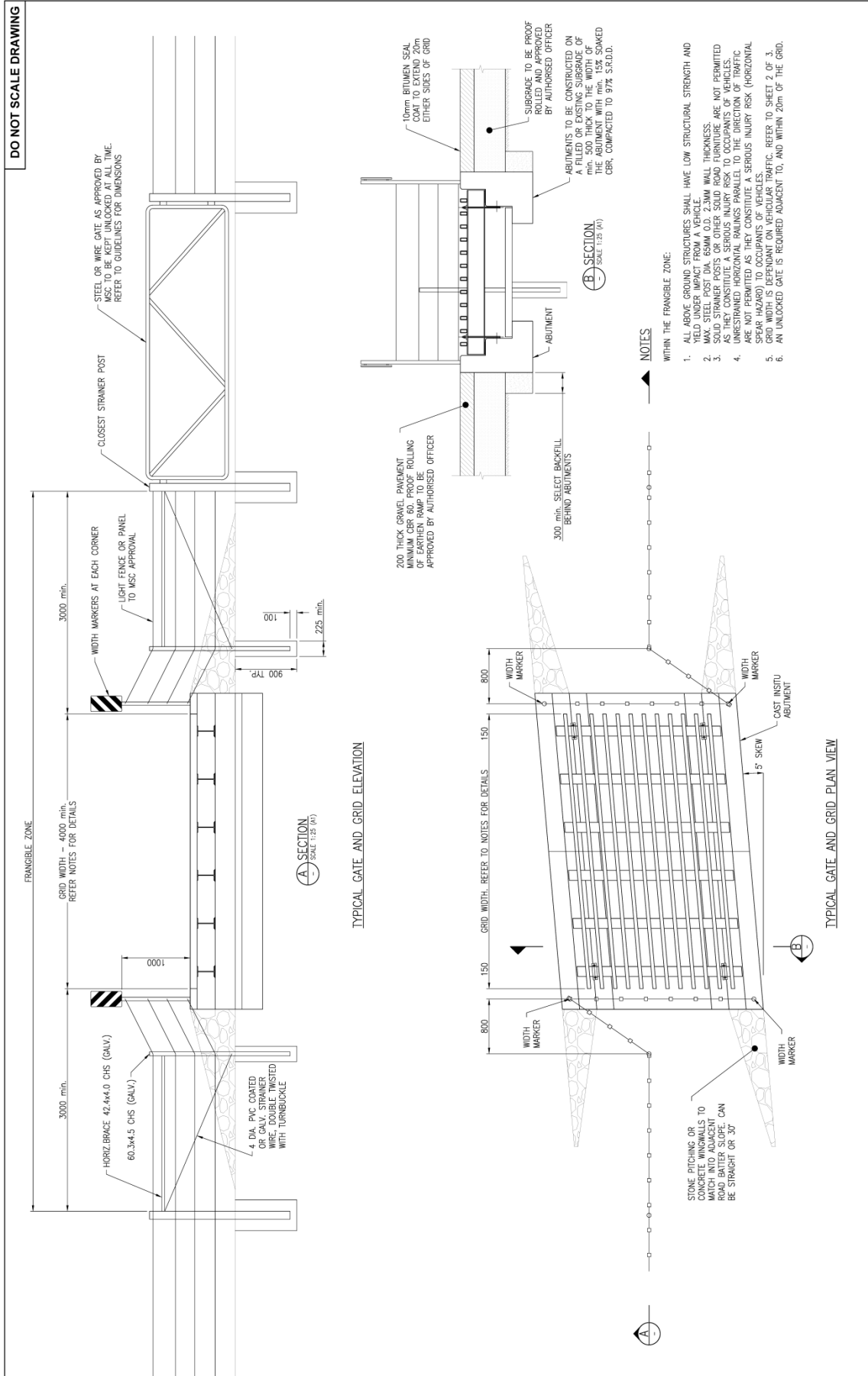
Once approval to construct has been given by Council and prior to any construction taking place, traffic control measures, including signage, side track construction etc, are to be discussed with the Council Inspector who will provide the necessary advice on the development of a Traffic Management Plan.

All signage is to comply with the Manual of Uniform Traffic Control Devices (MUTCD) Part 3.

Once the Traffic Management Plan has been approved, the necessary roadworks warning signs can be hired from Council if required.

7. APPLICATION FEES - NON REFUNDABLE - 01/07/2016 TO 30/06/2017

- Application Fee: \$535.00
- Approval Renewal Fee: \$50.00 per annum (renewable on 30 June each year)



- NOTES**
- WITHIN THE FRANGIBLE_ZONE:
1. ALL ABOVE GROUND STRUCTURES SHALL HAVE LOW STRUCTURAL STRENGTH AND YIELD UNDER IMPACT FROM A VEHICLE.
 2. MAX STEEL POST DIA. 65MM O.D. 2.3MM WALL THICKNESS.
 3. SOLID STRAMMER POSTS OR OTHER SOLID ROAD FURNITURE ARE NOT PERMITTED AS THEY CONSTITUTE A SERIOUS INJURY RISK TO OCCUPANTS OF VEHICLES.
 4. UNRESTRAINED HORIZONTAL RAILINGS PARALLEL TO THE DIRECTION OF TRAFFIC ARE NOT PERMITTED AS THEY CONSTITUTE A SERIOUS INJURY RISK (HORIZONTAL STRAMMERS).
 5. GRID WIDTH IS DEPENDANT ON VEHICULAR TRAFFIC. REFER TO SHEET 2 OF 3.
 6. AN UNLOCKED GATE IS REQUIRED ADJACENT TO, AND WITHIN, 20m OF THE GRID.

DO NOT SCALE		MAREEBA SHIRE COUNCIL		Original Size: A1	
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Drawn: V.MAREED	Design: V.MAREED	Project: This Standard Drawing		Drawing No.: GG-001	
Checked: A.S. SPORN	Approved: A.S. SPORN	Project: This Standard Drawing		Construction Job No.:	
Scale: A3 SPORN	Scale: A3 SPORN	Project: This Standard Drawing		Drawing No.: GG-001	
Mareeba SHIRE COUNCIL 11-15, Knap Street, Mareeba, QLD 4809 Australia P: 07 552 2200 F: 07 552 3223 E: info@mareeba.qld.gov.au		Project: This Standard Drawing		Drawing No.: GG-001	
No	Revision	Date	Drawn	Checked	Date

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4.0m WIDE GRID
6 BEARERS AT 700 CRS.
12 RHS AT APPROX. 191 CRS.
250 UB37.3 x 2400 LONG ON CENTRLINE
150
250
700
150

100x50x6 RHS GRID RAILS
100x50x6 RHS GRID RAILS
5° SKEW

2.4m GRID SPAN SEGMENT
SCALE 1:25 (A1)

WELD ON TOP ONLY EITHER SIDE OF GRID RAILS
100x50x6 RHS GRID RAIL
250 UB37.3 BEARER
100x50x6 RHS BLOCKING PIECE WELDED ALL ROUND AT EACH BEAM
100x50x6 RHS GRID RAIL
200x6 SIS STEEL FOOTING WELDED TO BEARER LENGTH TO SUIT GRID WIDTH
200mm THICK REINFORCED CONCRETE FOOTING WITH L17M TRENCH MESH PLACED CENTRALLY OR 300mm THICK CEMENT STABILISED GRAVEL FOOTING

SECTION
SCALE 1:25 (A1)

OPTIONAL PREFABRICATED STEEL FOOTING
SCALE 1:10 (A1)

GRID CONNECTION DETAIL
SCALE 1:10 (A1)

REINFORCEMENT DETAILS
SCALE 1:10 (A1)

HOLD-DOWN BOLT DETAIL
SCALE 1:10 (A1)

DETAIL
SCALE 1.5 (A1)

DETAIL
SCALE 1.5 (A1)

240x65x16 PLATE GRADE 250 TO AS/NZS 3678. HOT DIP GALV. TO AS/NZS 4680

42x4 HOLES

200x100x8 PLATE - FULL LENGTH FILLET WELD TO HOLD DOWN BOLTS

Ø14 HOLES

NOTES

- THE SPAN OF GRIDS ARE 2400mm.
- STANDARD SIZES OF GRIDS FOR NORMAL INSTALLATION ARE SHOWN BELOW.
- GRID WIDTH
<100 vpd - SINGLE GRID SEGMENT
>100 vpd - DOUBLE GRID SEGMENT
- *GEOMETRY OF EXISTING ROAD WILL ALSO DETERMINE GRID WIDTH AND BE DETERMINED BY AUTHORISED OFFICER
- TRANSPORT OPERATORS ARE RESPONSIBLE FOR ARRANGING FOR WIDE LOAD PERMITS WITH OVERHAULS REQUIRED FOR LOADS LESS THAN 100 TONNES PER AXLE.
- COMMERCIAL MANUFACTURED GRIDS MAY BE USED PROVIDED THEY ARE RPEO CERTIFIED TO MEET AUSTRASOLS (1992) T44 AND W70 LOADING CONDITIONS
- WHERE A GRID IS COMPOSED OF TWO OR MORE SEGMENTS, THE MAX. SPACING BETWEEN SHALL BE 40mm.
- FOR ALL GRID SEGMENTS, THE MAX. SPACING BETWEEN SHALL BE 40mm. FROM A PRACTISING STRUCTURAL ENGINEER THAT THESE SIZES WILL BE SUITABLE FOR AUSTRASOLS (1992) T44 AND W70 LOADING CONDITIONS.
- ALL WELDING TO AUSTRALIAN STANDARDS AS/NZS 1554.1
- CONCRETE TO BE 32MPa/20
- 4 HOLDING-DOWN BOLT ARRANGEMENTS ARE TO BE INSTALLED - ONE PER CORNER OF EACH GRID SEGMENT.
- 100 TONNES FOR 4.0m SEGMENT
- PREFABRICATED PRE-CAST CONCRETE ABUTMENTS MAY BE USED PROVIDED THEY ARE APPROVED BY MSC, AND BOTH THE ABUTMENTS AND THE BEDDING ARE RPEO CERTIFIED BY A PRACTISING STRUCTURAL ENGINEER.
- PREFABRICATED STEEL FOOTINGS MAY BE USED PROVIDED THEY ARE APPROVED BY MSC, AND BOTH THE FOOTINGS AND THE BEDDING ARE RPEO CERTIFIED BY A PRACTISING STRUCTURAL ENGINEER.
- IF PREFABRICATED STEEL FOOTINGS ARE USED THEY SHALL BE FOUNDED UPON A 200mm THICK REINFORCED CONCRETE FOOTING OR A 300mm DEEP CEMENT STABILISED GRAVEL FOOTING COMPACTED TO 97% S.R.O.D.

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Scale: AS SHOWN

Date: _____

Drawn: V. MARRICHO
Checked: _____
Design: _____

Mareeba SHIRE COUNCIL
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No.	Revision	Notes	Drawn	Checked	Date

Project: **MAREEBA SHIRE COUNCIL**
Title: **GATES AND GRIDS STANDARD DRAWING**
Sheet No: **2 of 3**

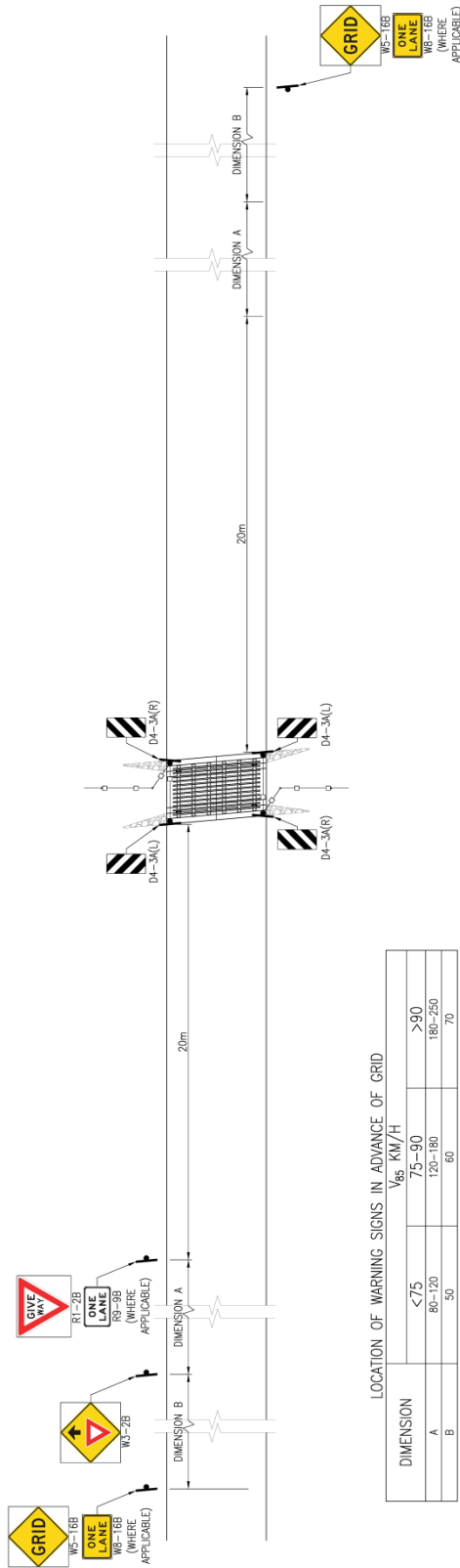
Construction Job No: **GG-002**

Original Size: **A1**

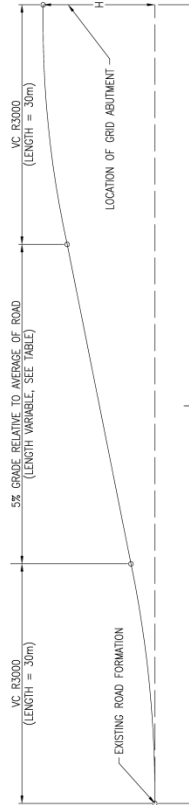
Pub. Ref. No. 102758 (MARRICHO)
Cat. File No. Mareeba\Projects\GG002\Drawings\2 - Gate\Gates and Grids.dwg

File Date: 22/02/14 4:10:29 PM

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GRID SIGNAGE PLAN
SCALE 1:100 (A1)



ROAD APPROACH RAMP GRADIENT DETAILS
N.T.S.

HEIGHT (M)	LENGTH (M)		LENGTH OF GRADE (M)
	H	L	
1.0	80	20	
0.9	78	18	
0.8	76	16	
0.7	74	14	
0.6	72	12	
0.5	70	10	
0.4	68	8	
0.3	66	6	

INSTALLATION OF SIGNS FOR GRIDS ON MSC CONTROLLED ROADS

- GRID SIGNS
- TO BE INSTALLED ON EACH SIDE OF THE GRID AS PER TABLE SHOWN
- ALL SIGNS
- REFER TO MUTCO FOR INSTALLATION PROCEDURES AND GUIDELINES
- GIVE WAY SIGN
- A "GIVE WAY" SIGN IS TO BE INSTALLED ON THE APPROACH TO A ONE LANE GRID WITH PRIORITY TRAFFIC FLOW GIVEN TO THE APPROACH WITH LESSER SIGHT DISTANCE
 - A "ONE LANE" SIGN IS TO BE INSTALLED WHERE ONE GRID SEGMENT IS INSTALLED
- HAZARD MARKERS
- HAZARD MARKERS ARE TO BE INSTALLED ON EACH SIDE OF THE GRID AS SHOWN
- GRID SIGNS REQUIRED
- 2x "GRID" WARNING SIGNS (WS-16B)
 - 2x "ONE LANE" WARNING SIGNS (WB-16A) SINGLE GRIDS ONLY
 - 1x "GIVE WAY" REGULATORY SIGN (RT-2B) SINGLE GRIDS ONLY
 - 1x "ONE LANE" REGULATORY SIGN (RG-9A) SINGLE GRIDS ONLY
 - 1x "GIVE WAY AHEAD" WARNING SIGN (W3-2B) WHERE GIVE WAY SIGN IS INSTALLED
 - 2x WIDTH MARKER - LEFT (D4-3B (L))
 - 2x WIDTH MARKER - RIGHT (D4-3B (R))
- GATE SIGNS REQUIRED
- 2x "GATE" WARNING SIGNS (WS-16B)
- *ALL SIGNS TO BE INSTALLED AS PER ENROCC STD. DMC. S1041

<p>Mareeba Shire Council 11-15 Kees Street, Mareeba, QLD 4880 Australia T: 07 539 358 F: 07 539 359 E: info@mareeba.qld.gov.au</p>	<p>Design: V.M.C.R.D. Drawing: V.M.C.R.D. Checked: V.M.C.R.D. Approved: V.M.C.R.D. Date: AS SHOWN</p>	<p>Project: MAREEBA SHIRE COUNCIL Title: GATES AND SIGNS STANDARD DRAWING SUBJECT: APPROACH DETAILS AND SIGNAGE LAYOUT PLAN AND DETAILS</p>	<p>Original Size: A1 Sheet No: 3 of 3</p>
	<p>DO NOT SCALE Conditions of Use: This document is the property of Mareeba Shire Council. It is to be used for the purposes specified in the contract. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Mareeba Shire Council.</p>	<p>Construction Job No: GG-003 Drawing No: GG-003</p>	<p>Rev:</p>

ITEM-8 KOWA STREET COTTAGE AND OLD KURANDA LIBRARY - BUILDING OCCUPANCY**MEETING:** Ordinary**MEETING DATE:** 17 February 2016**REPORT OFFICER'S TITLE:** Facilities Officer**DEPARTMENT:** Infrastructure Services, Technical Services

EXECUTIVE SUMMARY

Due to the vacancy of two (2) Council facility buildings located at 11-15 Kowa Street, Mareeba "the Mareeba Cottage" and 4-12 Thooree Street, Kuranda, "Old Kuranda Library", it is suggested that Council obtain occupancy for these buildings.

OFFICER'S RECOMMENDATION

"That Council:

1. appoint Rogato Bros Real Estate Agent to manage the renting of the Mareeba Cottage in Kowa Street; and
2. approve the calling of tenders for the leasing of the Old Kuranda library building."

BACKGROUND

The Mareeba Cottage, has in previous TRC times housed offices for staff, however since the de-amalgamation has been vacant. It currently is viable to be utilised as a two (2) bedroom house. To do this will require some upgrades to the facility to be able to be rented out. These include a separate electricity account and water meter to be initiated, smoke alarms to be fitted, an oven to be installed and general housekeeping eg initial clean and pest control.

The Old Kuranda Library has become vacant since the relocation of the library facility to Arara Street. This has the potential to be utilised for a commercial property. Depending on the tenders received it may also require some maintenance work before it could be occupied. This may include internal painting, initial clean including carpets, cracked tiles to be replaced, pest control and separate electricity account and water meter to be initiated. As this property is in freehold title the term of the lease can be decided by Council. Depending on the amount tendered it is recommended that a lease up to 15 years be considered.

The table below show approximate costs to Council to present the Mareeba Cottage to a rentable standard and the approximate revenue that Council could receive. Agencies that have been contacted for input have provided Council with management fees and the market value rental.

Kowa St Cottage	Cost to improve to rentable standard	Yearly Income (approx)	Yearly management cost (approx)
Ray White Rural Mareeba	\$3,000	\$11,440	\$1,0291
Mareeba Property Management		\$11,440	\$1,0280
Rogato Real Estate		\$11,960	\$1,279

The intention to rent this property out is not only for the revenue that it will earn and the reduced operational costs but also that having this property occupied will reduce vandalism to the buildings. To have these properties managed by rental agencies would mean that the responsibility of tenant selection would have to pass through the agencies application checks. This option is preferable.

It is recommended that the Mareeba Cottage be listed with Rogato Bros not only because of the proposed lower fees but the management procedures of the agency.

LINK TO CORPORATE PLAN

ECOM 3 Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal

Facilities Officer
 Manager Technical Services

External

Mareeba Property Management
 Rogato Brothers Real Estate
 Ray White Rural Mareeba
 Kuranda Real Estate
 Professionals Kuranda
 Koah Realty

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS*Capital*

Nil

Operating

Yes, approximately \$3000 is required to bring the Mareeba Cottage up to a rentable standard.

Is the expenditure noted above included in the 2015/2016 budget?

No

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

Budget has not been included for upgrade to Cottages however current maintenance budget can accommodate these costs.

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: 8 February 2016

**ITEM-9 INFRASTRUCTURE SERVICES - TECHNICAL SERVICES
- MONTHLY ACTIVITIES REPORT - JANUARY 2016****MEETING:** Ordinary**MEETING DATE:** 17 February 2016**REPORT OFFICER'S
TITLE:** Manager Technical Services**DEPARTMENT:** Infrastructure Services, Technical Services

EXECUTIVE SUMMARY

This report summaries Council's Technical Services activities undertaken by Fleet, Design, Soils Lab, Survey, Quality, GIS, Project Management and Investigation Sections of Infrastructure Services during the month of January 2016.

OFFICER'S RECOMMENDATION

"That Council receive and note the Infrastructure Services Technical Services Monthly Report for the month of January 2016."

BACKGROUND**TECHNICAL SUPPORT SECTION****Design**

- 2015/16 Capital Works
 - Anzac Avenue and Ceola Drive, Mareeba - roundabout location agreed and design in final stages
 - Monaro Close, Kuranda - Design complete, documentation prepared and distributed to Works for construction
 - High Chaparral Road, Kuranda - Design complete, documentation prepared and distributed to Works for construction
 - Cater Road, Mareeba Bus Parking - Design prepared and reviews undertaken
 - Cobra Road, Mareeba - Preliminary design complete and reviews undertaken
 - McIver Road, Mareeba - Preliminary design complete and being reviewed.
 - Small Projects - WW&W
 - Pavement marking plan MBA Landfill
 - Guardrail design Ibis Dam
 - Evacuation Plans
 - Kuranda Library
 - Mareeba Heritage Centre
 - Rankin Street
 - Concept Designs for Grant Submissions
 - Springmount Road
 - Chewko Road
-

- As Constructed Plans - Third Party Requests
- As Constructed Plans - Internal Requests

Soils Lab

- MSC
 - Grove Creek Bridge, Speewah - Construction field tests ongoing through construction stage
 - Therwine Street, Kuranda - Construction field tests for Ergon trenching ongoing for duration of works
- External Contractors
 - EarthTech NQ - Various aggregate tests and concrete tests
 - Mt Carbine and Mossman Quarries - Various quality control tests carried out on aggregates, cover aggregates and road base
 - The Dirt Professionals - Various aggregate tests and quality tests
 - Kinder Concrete - Quality testing of concrete
 - Kidner Contracting - Testing of quarry products
 - TRC Truck Pad Tumoulin - Gravel investigations
 - MCQ NDRRA Quality

Survey

- 2015/16 Capital Works
 - Sunbird Park, Mareeba - Detail survey for construction of a footpath completed and delivered to design
 - Seary Road and Kenneally Road, Mareeba - Detail survey for drainage works completed and delivered to design
- Mareeba Landfill - Monthly Survey
- Dimbulah Pony Club lease setout - Accreditation complete and with Governance and Compliance Section for submission to DNRM
- Kuranda Depot boundary adjustment - Boundary adjustment. Accreditation complete and with Governance and Compliance Section for submission to DNRM
- Dimbulah Soccer Club
 - Survey for lease area complete. Plans sent for checking and accreditation by an external party
- Keeble Street, Mareeba - Detail drainage easement survey over an existing drain that runs through the property
- Bicentennial Lake, Mareeba - Detail survey for new reserve that runs parallel with the lakes to provide access to a property that will become land locked due to a road closure
- Kuranda Pony Club, Oak Forest Road - Detail survey for a road opening request from Council's Governance and Compliance section
- Oakey Creek Bridge, Springmount - Detail survey of existing bridge for deck replacement and minor road approach works
- Coronet Drive, Mareeba - Detail survey works of existing drainage paths
- Water Reservoir
 - Platypus Reservoir on Mason Road - Detail survey field works undertaken and currently being processing
 - Hilltop Close Reservoir on Warril Drive - Detail survey field works undertaken currently being processed

Quality

- Review new NATA Application Document for the Soils Laboratory's Quality System.
- Update Design Services Quality Manual to suit current process
- Follow up road closure for Australia Day celebrations with Dimbulah Community Centre
- Complete and submit final gating questionnaire for the new Traffic Management Design training course
- Submit application for the TMR Traffic Management Registration Scheme renewal.
- Development of Traffic Guidance Schemes (TGS's) for the following;
 - Monaro Close (Capital Works Projects)
 - High Chaparral (Capital Works Projects)
 - Almaden - Annual Wheelbarrow race
 - RMPC slashing in areas with poor sight distances
- Develop Authority to Drive Airside Policy, application and induction for Chillagoe Aerodrome
- Aerodrome Reporting Officer Duties

GIS

- Producing new allroads layer and matching assets register IDs
- Producing new bridges GIS layer (bridges, causeways & major culverts) from old load limits and rural features layers, as well as creating new points, for assets management integration with GIS
- Updating benefitted areas, sewerage and water, GIS layers
- CRs in general such as liaising with NBN regarding rural addressing and NBN connections
- External maps and layers: Boyles Road road reserves, Imagery and Lidar contours to drawing files Fairyland Road
- Installing rural addresses
- Weed maps
- Liaising with Biosecurity regarding Koster's curse GIS data and generating layers in kml format for Google Earth and gpx format for Garmin GPS as well as setting up the Garmin GPSs

Project Management

- Building
 - Assisting Facilities with Project Management Work as well as budget for proposed 2016/17 Capital Works
 - Mausoleum Wall, Mareeba Cemetery - Construction has started, concrete floor slab has been poured
 - Rising Main, Mareeba - Installation of new line to the MWWTP, works commenced
 - Pensioner Cottages, Mareeba - Fencing installation, preliminary works commenced, awaiting contractor to finish prior obligations of work
 - Pensioner Units, Kuranda - Insulation in ceiling - Works completed
 - MSC Soils Lab - Concrete slab and open car port - Design plans received, quotes for actual works have been called
- Civil
 - 2015/2016 Asphalt Reseal Programme - Asphalt overly works to commence in February

- 2015/2016 Bitumen Reseal Programme - Complete and pavement marking works currently underway
- Queensland Rail Interface Agreement works - Documentation for audits received from QR
- 2016/2017 Reseal Programme - Preparing a draft programme for Council's consideration

Aerodromes

- Mareeba Aerodrome
 - Serviceability Inspections
 - Periodic Inspections
 - Avdata
 - Preparation of monthly aircraft parking report
 - Avdata power supply unit has not been sending information to Avdata. Avdata Technician has requested unit be sent to Canberra for repair
 - Fire Pump issues - Mareeba Electrical installed new modem for advice when pumps are switched on. Testing continuing

Disaster Management

- AllIMS training - QFES contacted to request training awaiting response for next availability

Subdivisions

- Operational Works
 - Current
 - Christianson Road Stage 2, Kuranda - Currently on hold by developer
 - Amaroo Stage 7 - Approximately 70% complete
 - On Maintenance
 - Bellevue Estate
 - Rhane (Keegan Road)
 - Kimalo Feedlot
 - O'Brien (Anzac Avenue)
 - Gateway Development (Landgold)
 - Jill Fisher (Henry Hannam Drive)
 - Amaroo Stage 6
 - Sunwater (Costin Street)
 - Bright Acquisitions (Tinaroo Creek Road)
 - Blacks Road
 - Metzger Road (Mutchilba)
 - Kuranda Springs, Stage 3B
- Development Applications
 - DA/15/0056 (Reconfigure - Koah Road, Koah)
 - DA/15/0057 (MCU - Thora Cleland, MIP)
 - DA/16/0001 (MCU - Martin Avenue, Mareeba)
 - DA/16/0002 (Reconfigure - Emerald End Road, Mareeba)
- Driveway Application Inspections

Asset Management

- Maintenance of various registers i.e. roads; bridges; footpaths; culverts and pipes
- Maintenance of PPT with proposed projects
- Capital Works 'As Constructed' works capitalisation

Investigations

- Footpaths
 - Casali's Mower - Inspections of footpath upgrade. Works completed
- Gates and Grids
 - Accessing existing applications/installations/issues
 - Review of Gates and Grids MSC Policy
- Dealing with Pipeline Authorities

FLEET & WORKSHOP SECTION

- The monitoring and updating of the BigMate Fleet Management System
- Fleet Allocations Officers monthly report to Director Infrastructure services external plant hire and external services
- Hiring of internal and external plant and the processing of purchase orders and invoices
- Monitoring and checking of internal timesheet and plant and equipment booking

Mareeba Workshop (January)

- | | |
|----------------------------------|-----|
| • Routine Vehicle/Plant Services | 25 |
| • Planned routine maintenance | 35 |
| • Breakdowns < 8 hrs Downtime | 1 |
| • Breakdowns > 8 Hrs Downtime | Nil |

Warranty Claims

- Asset 644 Modify tailgate (Savannah Engineering)

Fabrication Works completed By Mareeba Workshop Nil**Reported Damage and Repairs**

- Caterpillar Grader Unit 14 remove ripper frame and straighten frame and refit (In-house)

Minor Plant purchases <\$5,000

- | | |
|--|---------|
| • Stihl backpack blower | \$839 |
| • Stihl Combination brush cutter, edge trimmer | \$1,188 |

FACILITIES SECTION

Caravan Parks

Dimbulah Caravan Park

In January 2016, 1,098 total bookings were recorded for Dimbulah Caravan Park, while in January 2015 the total was 886, showing an increase of 212.

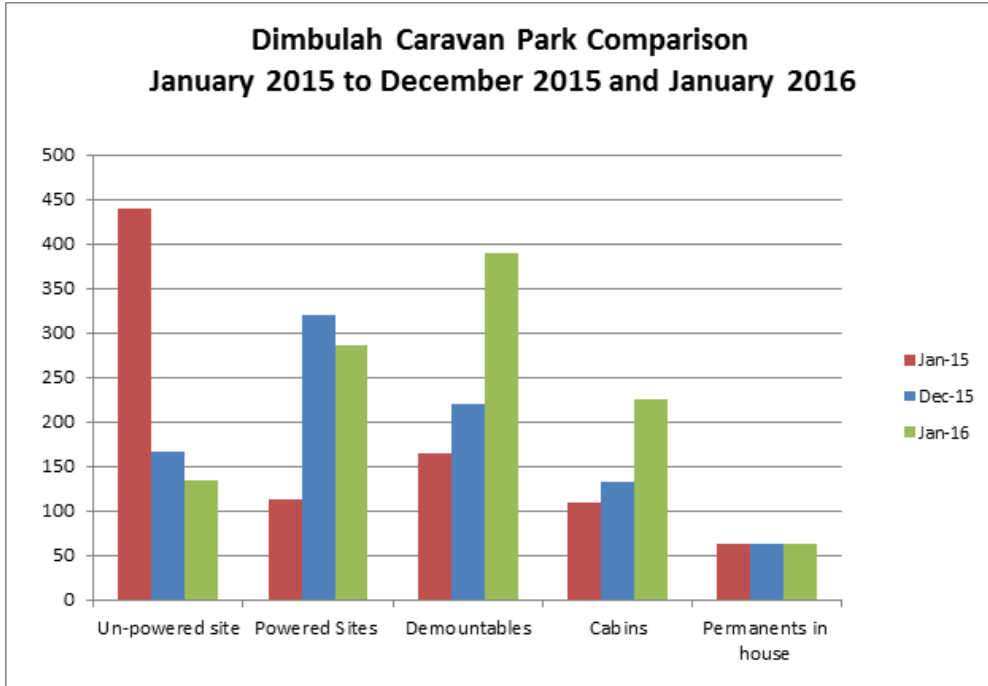


Figure 1. Monthly comparison Dimbulah Caravan Park

Mareeba Riverside Caravan Park

Riverside Caravan Park has slightly decreased in numbers by 10 for the powered sites this month compared to last month. The permanent tenants and unpowered sites numbers of 1,302 have stayed the same as last month.

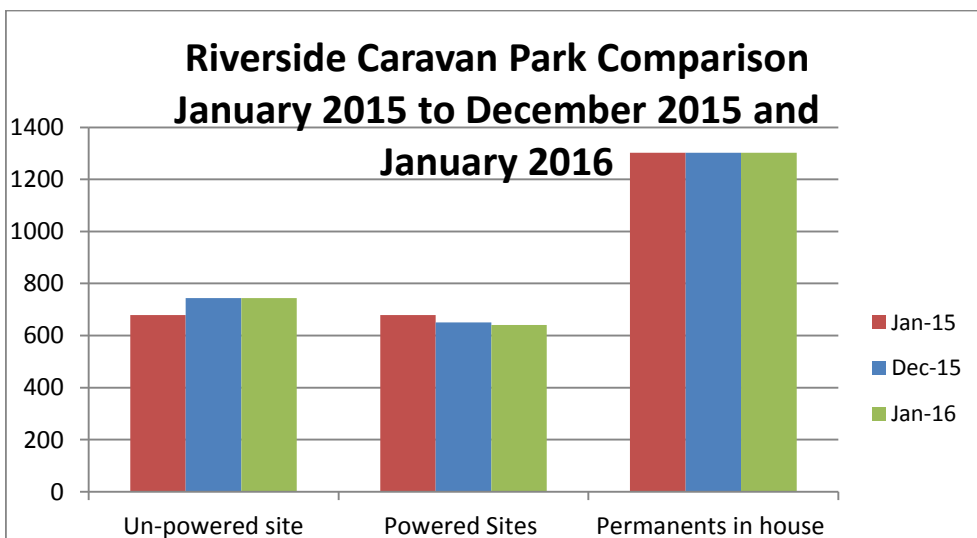


Figure 2. Monthly comparison Mareeba Riverside Caravan Park

Public Halls

The total number of hall bookings in January 2016 had reduced to 21 days from the previous month of 42. The hall hire in comparison to January 2015 has reduced by 14 days. Dimbulah Hall usage was primarily used for sporting activities re Zumba and Rhee Tae Kwon Do classes. Kuranda Precinct hosted Community meetings and JobFind hired one of the rooms for 5 days of this period. Koah Community Hall usage recorded 7 days of hire. This was the same number recorded for December 2015.

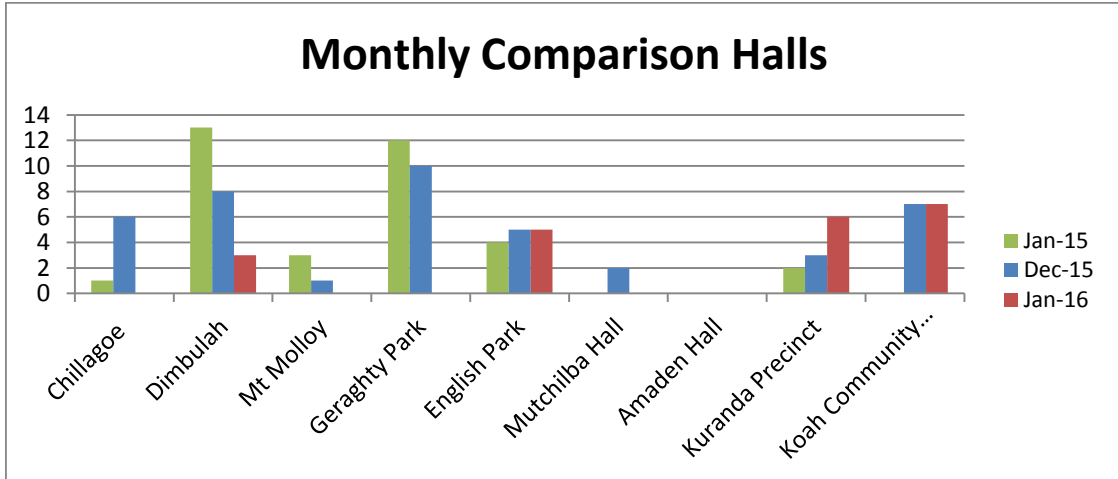


Figure 3. Monthly comparison halls

Swimming Pools

All pools have seen an increase in attendance figures for January by 1,146.

For the month prior comparison from December 2015 to January 2016 Mareeba Swimming Pool increased by 712, Kuranda figures increased by 424 and Dimbulah increased by 10.

Both Mareeba and Kuranda Pools have both seen an increase compared from January 2015 to January 2016 while Dimbulah Pool has seen a decrease.

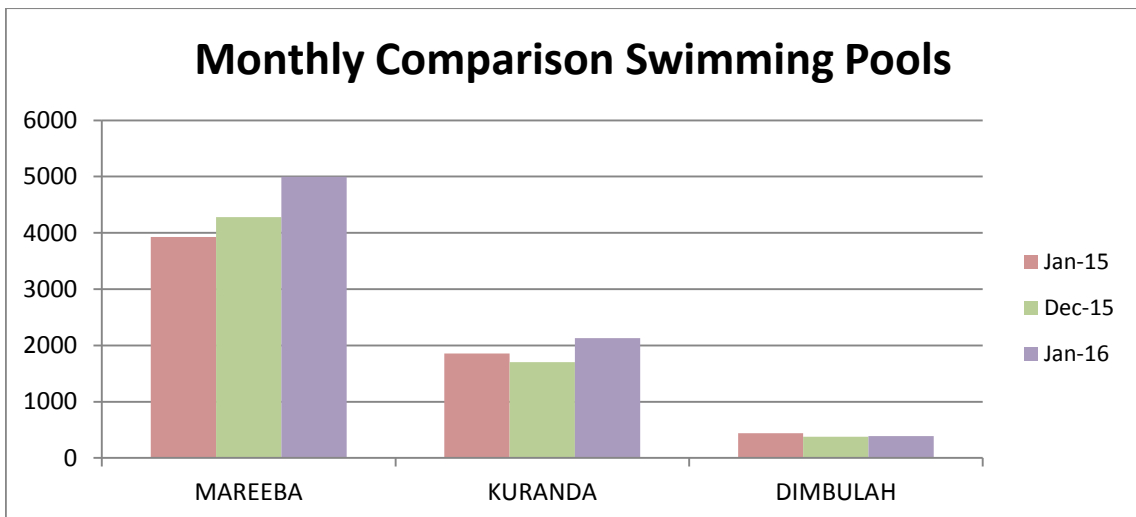


Figure 4. Monthly comparison swimming pools

Vandalism and Graffiti

During January 2016 Facilities received reports of vandalism and graffiti occurring at the Kuranda Centenary Park toilets and the Kuranda Visitors Information Centre.

Kuranda Visitor Information Centre

A hardi-panel on an exterior wall at the KVIC was vandalised, back wall was kicked in leaving a large hole in the hardie-panel exposing the insulation.

**Kuranda Centenary Park Toilets**

The toilets are opened at 6:30AM each morning and locked every night at 5:00PM. The damage has been sustained in January 2016 during the opening hours as follows:

- Toilet roll dispensers ripped off the wall;
- Hand towels dispensers ripped off the wall;
- Toilet seats ripped off;
- Whole toilet pulled from wall;
- Lights smashed;
- Toilet paper stuffed down drains.

This damage has subsequently been repaired.



LINK TO CORPORATE PLAN

ECON 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
Nil

External
Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital
Nil

Operating
Nil

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *7 February 2016*

WORKS

ITEM-10 INFRASTRUCTURE SERVICES - WORKS SECTION PROGRESS REPORT - JANUARY 2016

MEETING: Ordinary Meeting

MEETING DATE: 17 February 2016

**REPORT OFFICER'S
TITLE:** Manager Works

DEPARTMENT: Infrastructure Services, Works Group

EXECUTIVE SUMMARY

This report sets out works undertaken by the Transport Infrastructure, Parks and Gardens and Bridge Sections of Infrastructure Services during the month of January 2016.

OFFICER'S RECOMMENDATION

"That Council receive and note the Infrastructure Services Transport Infrastructure, Parks and Gardens and Bridge Sections - Progress Report for the month of January 2016."

BACKGROUND

Works Group

Maintenance Activities

Maintenance activities accruing more than \$1,000 in expenditure were carried out in January at the following locations:

Location	Activity
Ashfield Close, Mareeba	Culvert repairs, road inspections
Bakers Road, Mount Molloy	Grading unsealed roads, road inspections, slashing
Bilwon Road, Biboohra	Bitumen patching, road furniture
Chewko Road, Mareeba	Bitumen Patching, clean inlet/outlets culverts, road furniture, road furniture, unallocated budget road maintenance
Fraser Road, Mount Molloy	Grading unsealed roads, slashing
Inveradi Road, Dimbulah	Grading unsealed roads
Leadingham Creek Road, Dimbulah	Bitumen patching, road furniture, slashing
Leafgold Weir Road, Dimbulah	Bitumen patching, slashing
Mason Street, Mareeba	Bitumen patching, road inspections
McGrath Road, Mareeba	Bitumen patching, clean inlet/outlets culverts, road furniture, road furniture
Nine Mile Road, Julatten	Grading unsealed roads, road inspections, slashing
Raleigh Street, Dimbulah	Mowing, slashing
Springmount Road -Mutchilba	Bitumen patching, road furniture
Springs Road, Paddy's Green	Bitumen Patching, clean inlet/outlets culverts, slashing, spraying
Top Eureka Road, Dimbulah	Road furniture, slashing
Veness Road, Dimbulah	Slashing
Wolfram Road, Dimbulah	Slashing
Black Mountain Road, Julatten	Grading unsealed roads, road inspections, slashing

The table below shows the current budget position of road maintenance for Mareeba Shire Council.

Annual Budget	Year to Date Budget	Year to Date Actual
\$3,216,730	\$1,874,672	\$1,261,488

Capital Work

Therwine Street Underground Power Installation

The installation of conduit at Therwine Street in preparation for the undergrounding of power commenced in November. Council has entered into a cost sharing arrangement with Ergon, which includes the installation of underground PVC conduits by Council and the follow up installation of power supply cables by Ergon. The work extends the full length of Therwine Street from the intersection of Coondoo Street to the bottom of Therwine Street past the intersection of Thooree Street.

Works are expected to be completed in early February weather permitting.



TMR Routine Maintenance Performance Contract (RMPC)

Routine maintenance activities were undertaken during January at the following locations;

Primary Location	Activity Name
Kennedy Highway / Cairns / Mareeba	Herbicide spraying, includes traffic control
Kennedy Highway / Cairns / Mareeba	Tractor slashing, urban, includes (2) traffic control
Kennedy Highway / Cairns / Mareeba	Rest area servicing
Kennedy Highway / Mareeba / Ravenshoe	Tractor slashing, urban, includes (2) traffic control
Mulligan Highway / Mareeba / Molloy Road	Pothole patching, includes traffic control
Mulligan Highway / Mareeba / Molloy Road	Tractor slashing, urban
Mulligan Highway / Mareeba / Molloy Road	Roadside litter collection, rural
Mulligan Highway / Mareeba / Molloy Road	Emergency call out / traffic accident
Mulligan Highway / Mareeba / Molloy Road	Rest area servicing
Mossman / Mt Molloy Road	Herbicide spraying, includes traffic control
Mossman / Mt Molloy Road	Other roadside work
Mossman / Mt Molloy Road	Roadside litter collection, rural
Mossman / Mt Molloy Road	Emergency call out / traffic accident
Mossman / Mt Molloy Road	Herbicide spraying, includes traffic control
Mareeba Connection Road	Tractor slashing, urban, includes (2) traffic control
Herberton / Petford Road	Repair Signs (excluding guide signs)
Mareeba / Dimbulah Road	Herbicide spraying, includes traffic control
Mareeba / Dimbulah Road	Other sign work
Mareeba / Dimbulah Road	Herbicide spraying, includes traffic control
Mareeba / Dimbulah Road	Other surface drain work
Mareeba / Dimbulah Road	Other roadside work
Mareeba / Dimbulah Road	Other surface drain work
Burke Developmental Road	Emergency call out / traffic accident
Burke Developmental Road	Medium formation grading (western) with extras and 2 watercarts, excludes traffic control
Burke Developmental Road	Other formation work, inspect temporary bus turn-around site
Burke Developmental Road	Other sign work, erect temp warning signs

The total claim to DTMR for the works listed above for the month of January was \$85,940.83.

Parks and Gardens Section

Maintenance Activities

Parks and Gardens maintenance activities accruing more than \$1,000 in expenditure were carried out in January at the following locations:

Location
Basalt Gully and Bi-Centennial Lakes, Mareeba
Mary Andrews Gardens, Mareeba
Arnold Park, Mareeba
Centenary Park, Mareeba
Barron Esplanade, Mareeba
Byrnes Street Medians, Mareeba
Parks, Library, CBD and Streets, Kuranda
Town Hall Park, Dimbulah
Borzi Park, Mareeba
Davies Park, Mareeba
Mareeba Racecourse (Road Reserve), Mareeba
Vains Park, Mt Molloy
Mowing Mareeba Streets
Tree Removal, Kuranda
Sunset / Sunbird Park, Mareeba

The table below shows the current budget position of Parks and Gardens maintenance for Mareeba Shire Council.

Annual Budget	Year to Date Budget	Year to Date Actual
\$1,605,751	\$933,580	\$767,529

Bridge Section

Maintenance Activities

Bridge maintenance activities accruing more than \$1,000 in expenditure were carried out in January at the following locations:

Location
Davies Creek Road Bridge, Kuranda
Jeffrey Road Timber Bridge
Springmount Road Oakey Creek Bridge
Jum Rum Footbridge
Inspections and General Expenses
Culvert and Causeway Inspections and Maintenance

The table below shows the current budget position of Bridge maintenance for Mareeba Shire Council.

Annual Budget	Year to Date Budget	Year to Date Actual
\$535,950	\$312,050	\$266,725

LINK TO CORPORATE PLAN

ECOM 3 - Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

CONSULTATION

Internal
 Infrastructure Services staff

External
 Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Included in 2015/2016 budget

Operating

Included in 2015/2016 budget

Is the expenditure noted above included in the 2015/2016 budget?

Yes

IMPLEMENTATION/COMMUNICATION

Advice is provided to residents and businesses affected by any activities.

ATTACHMENTS

Nil

Date Prepared: *8 February 2016*

WATER & WASTE

ITEM-11 INFRASTRUCTURE SERVICES - WASTE OPERATIONS REPORT - JANUARY 2016

MEETING: Ordinary

MEETING DATE: 17 February 2016

**REPORT OFFICER'S
TITLE:** Manager Water and Waste

DEPARTMENT: Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

This report summarises Council's Waste activities undertaken by the Infrastructure Services Department during the month of January 2016.

OFFICER'S RECOMMENDATION

"That Council receive and note the Infrastructure Services, Waste Operations Progress Report, January 2016."

BACKGROUND

The following is a summary of the waste activities undertaken during the month of January 2016.

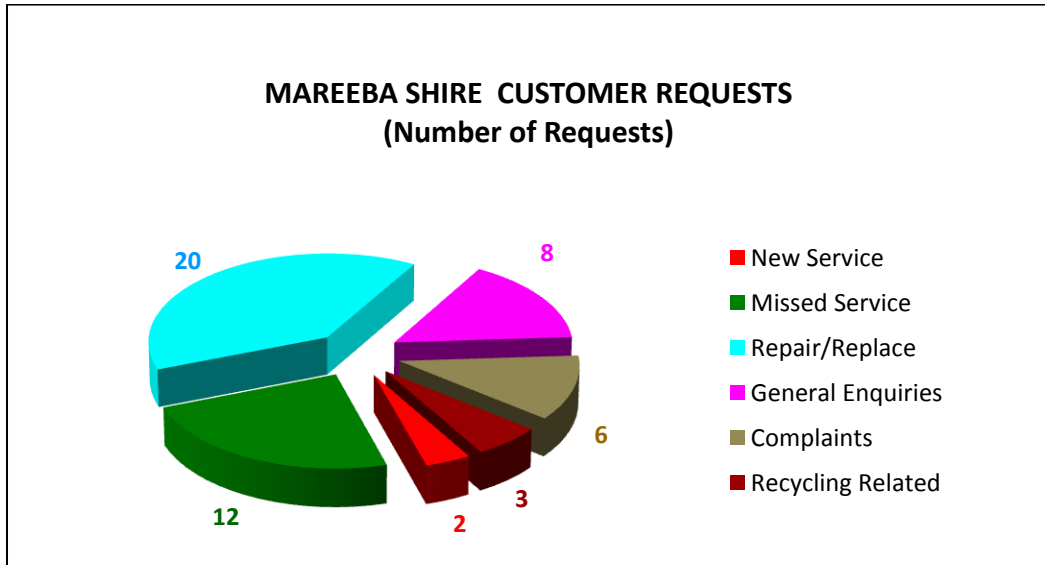
1. Waste Operations

- 4,878 vehicles entered Mareeba Waste Facility (to drop off or pick waste)
 - 542 vehicles deposited waste to Mareeba Landfill (total)
 - 333 Suez vehicles deposited waste to Mareeba Landfill
 - 42 Suez vehicles removed waste from Mareeba WTS to recycling facility in Cairns
 - 153 cubic metres of mulch sold (73 in bulk sales and 80 in small lots less than 2 m³)
 - 4.1 tonnes of recyclable material transported to Cairns MRF
 - There have been numerous 'break-ins' at the Kuranda WTS over the past few weeks, with tools from the site shed and 220 litres of distillate being taken from the SIMS Metals Excavator fuel tank
 - Surveillance cameras have been set up at two locations at the Kuranda Waste Transfer Station in an attempt to photograph the perpetrators;
-

- The chain and locks have been replaced with herc alloy heavy duty material and the lock has been put in a steel shroud to prevent it from being cut;
- The break-ins have been reported to Queensland Police Service
- All transfer stations and Mareeba landfill are currently operational.

2. Customer Service Waste Statistics

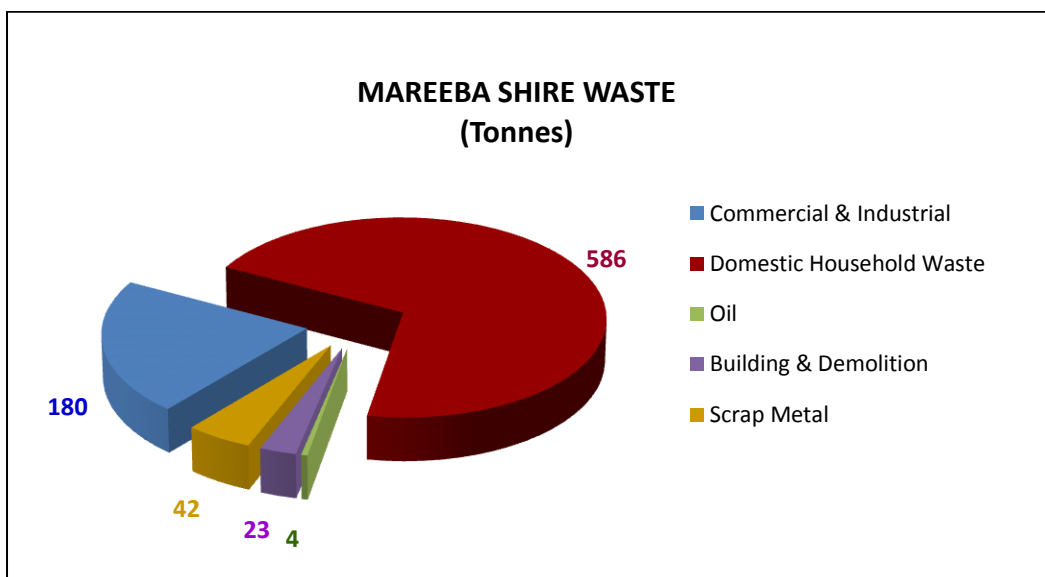
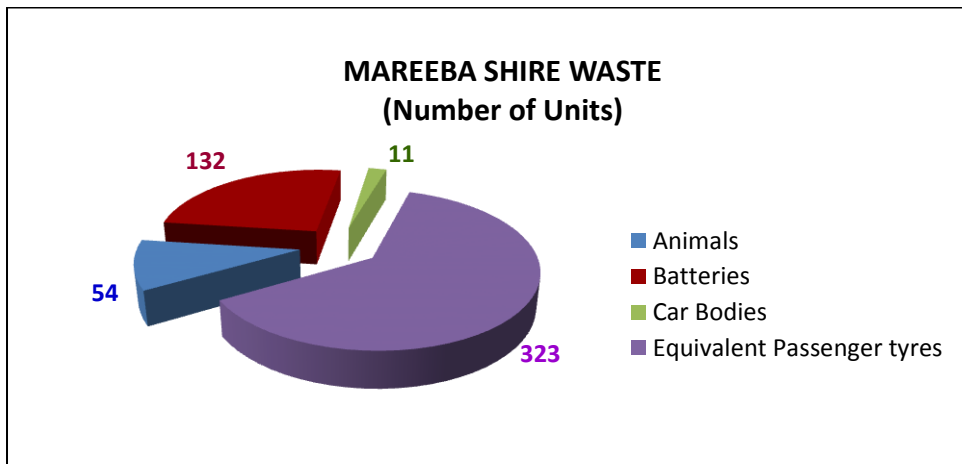
The following graph displays customer requests logged in the Customer Request Management (CRM) system during the month of January 2016.



3. Waste Collected at Each of the Transfer Stations

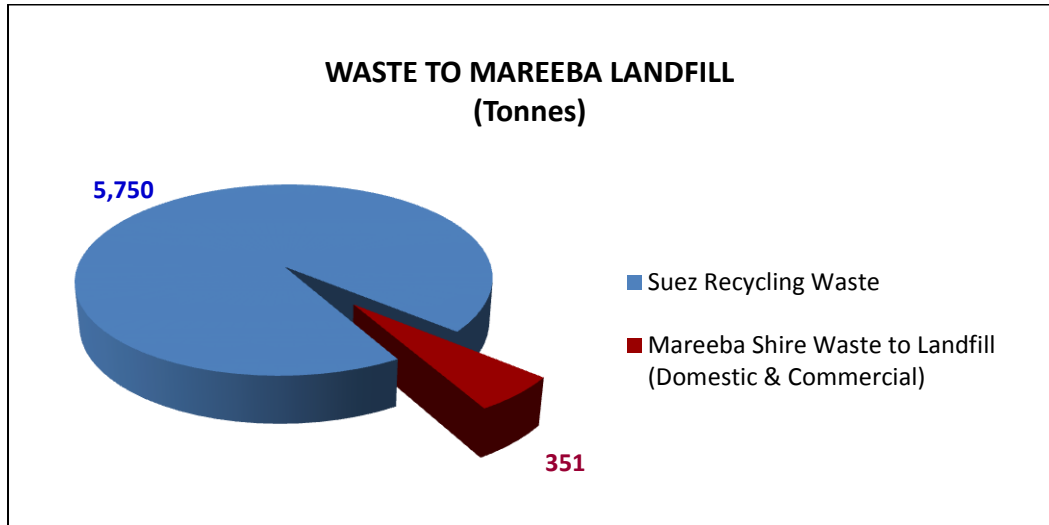
Waste material collected at each of the waste transfer stations is either deposited directly to the Mareeba landfill, recycled or transported to the Suez facility in Cairns for processing.

The following pie charts are separated into waste received as whole units and waste received as accrued tonnage.



4. Waste to Mareeba Landfill

The Mareeba Shire waste shown in the pie chart below is the waste collected at each of the waste transfer stations (Mareeba included), and deposited directly to the Mareeba landfill. The commercial waste shown below is derived from the Suez recycling plant in Cairns and deposited into the Mareeba landfill.



5. Revenue

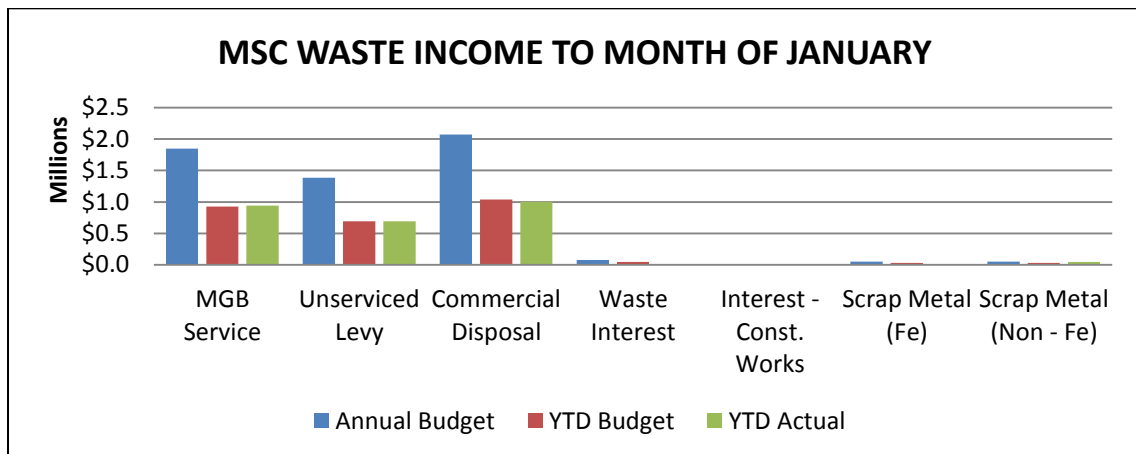
The income is derived from:

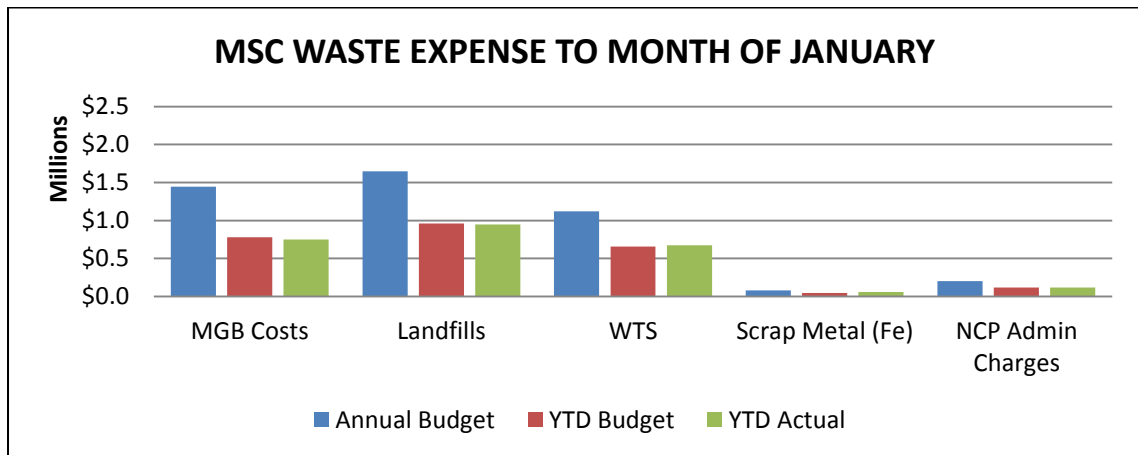
- Commercial disposal (predominantly Suez)
- Interest earned
- Interest on Constrained Works
- Recycling (steel, batteries)
- Rates

The expenditure is derived from:

- Waste administration
- Landfill management
- Transfer station management

6. Financial Operational Budget Information Per Budget Section Overall





LINK TO CORPORATE PLAN

ECON 3 Undertake the management of Council's assets in accordance with the long term asset management plans developed for all infrastructure asset classes to ensure the Shire's infrastructure networks are maintained and renewed to maximise their long term benefit to industry and the community.

GOV 3 Undertake a whole of council service level review to establish sustainable operational costs across core local government business and consult with communities.

CONSULTATION

Internal

Director Infrastructure Services
 Waste Staff

External

Nil

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

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL & RESOURCE IMPLICATIONS

Capital

Nil

Operating

Nil

Is the expenditure noted above included in the 2015/2016 budget?

Yes

IMPLEMENTATION/COMMUNICATION

Nil

ATTACHMENTS

Nil

Date Prepared: *5 February 2016*

**ITEM-12 INFRASTRUCTURE SERVICES - WATER AND
WASTEWATER GROUP - MONTHLY OPERATIONS
REPORT - JANUARY 2016****MEETING:** Ordinary**MEETING DATE:** 17 February 2016**REPORT OFFICER'S
TITLE:** Manager Water and Waste**DEPARTMENT:** Infrastructure Services, Water and Waste Group

EXECUTIVE SUMMARY

The purpose of this report is to summarise Council's Water and Wastewater activities undertaken by the Infrastructure Services Department during the month of January 2016.

OFFICER'S RECOMMENDATION

"That Council receive and note the January 2016 Monthly Water and Wastewater Report."

LINK TO CORPORATE PLAN

GOV 3 Undertake a whole of Council service level review to establish sustainable operational costs across core local government business and consult with communities.

1. Capital and Maintenance Works Projects

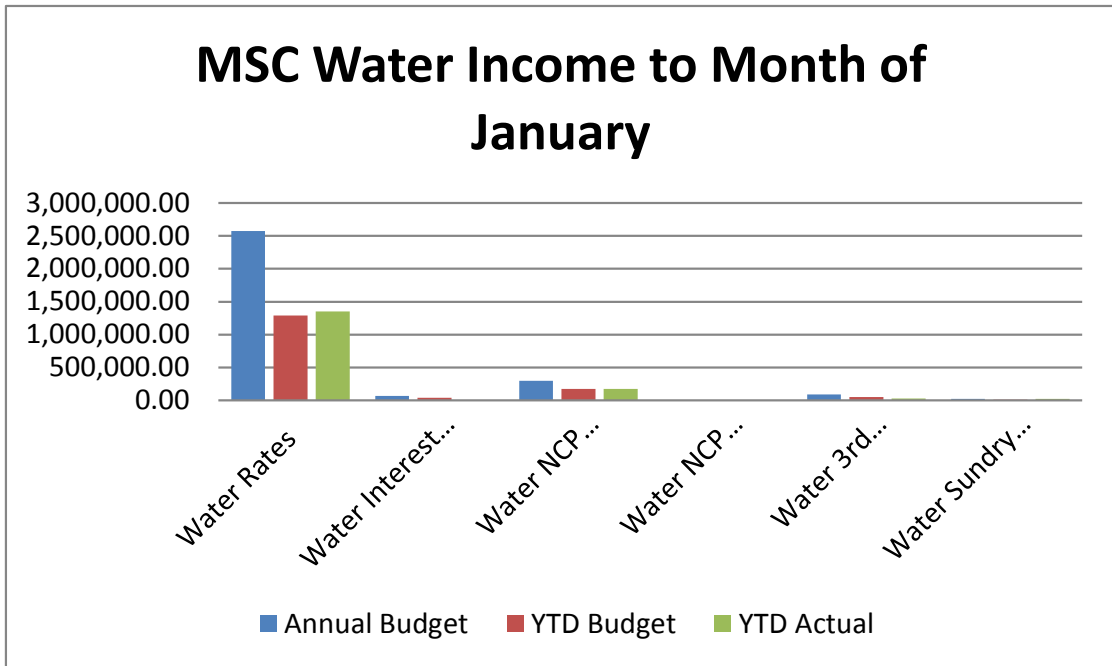
- Mareeba STP Refurbishment Design and Construct Tender awarded to Downer Utilities.
- Mareeba STP Critical Infrastructure Upgrade - Rising Main works commenced 11 January with the delivery of the ductile iron piping with majority of pipes and fittings now located on site and service locations potholing works began on 1 February along with site work establishment.
- Kuranda Sludge Management Project tender awarded to Abergeldie Constructions.
- Taggle device installations and water meter replacement program complete except for a small number (approximately 28) that are across the entire Shire Region of difficult installations which require new meter pits and raising of meters. These outstanding installations will be completed late January and February 2016.

2. Environmental Monitoring - Treatment

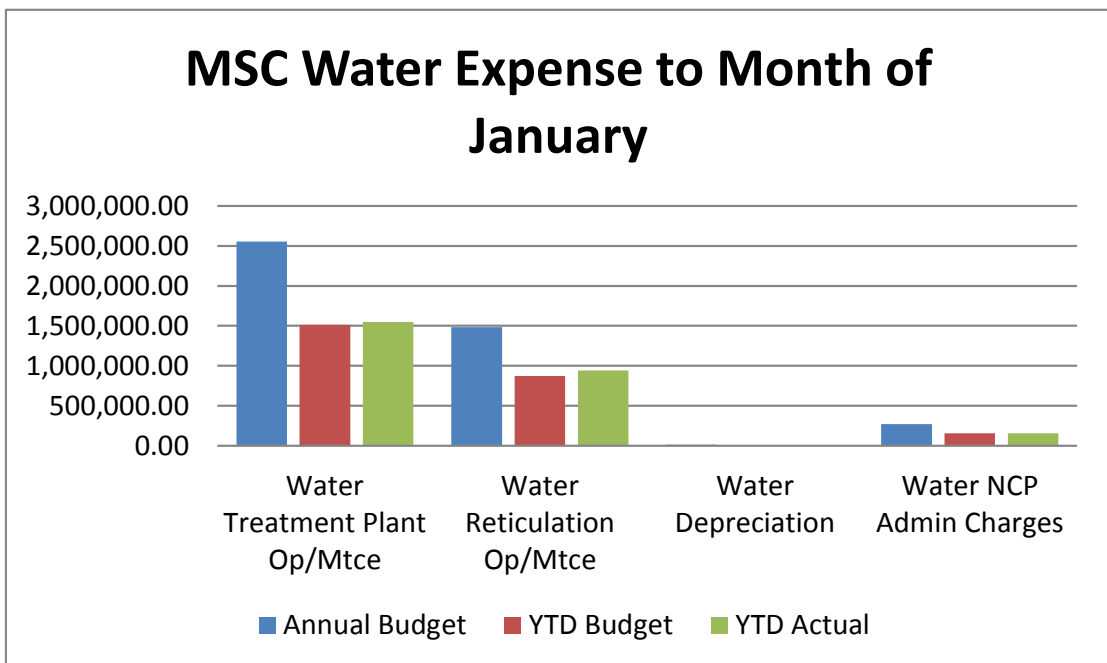
- Mareeba STP non-compliant, exceedance on Ammonia.
- Kuranda STP remains compliant with licence conditions.

3. Budget - Water

Graphical - Revenue



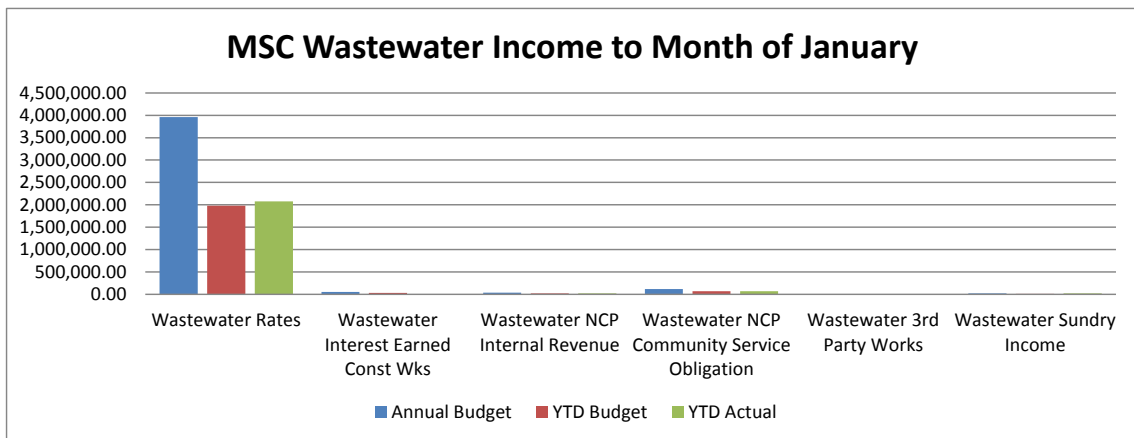
Graphical – Expense



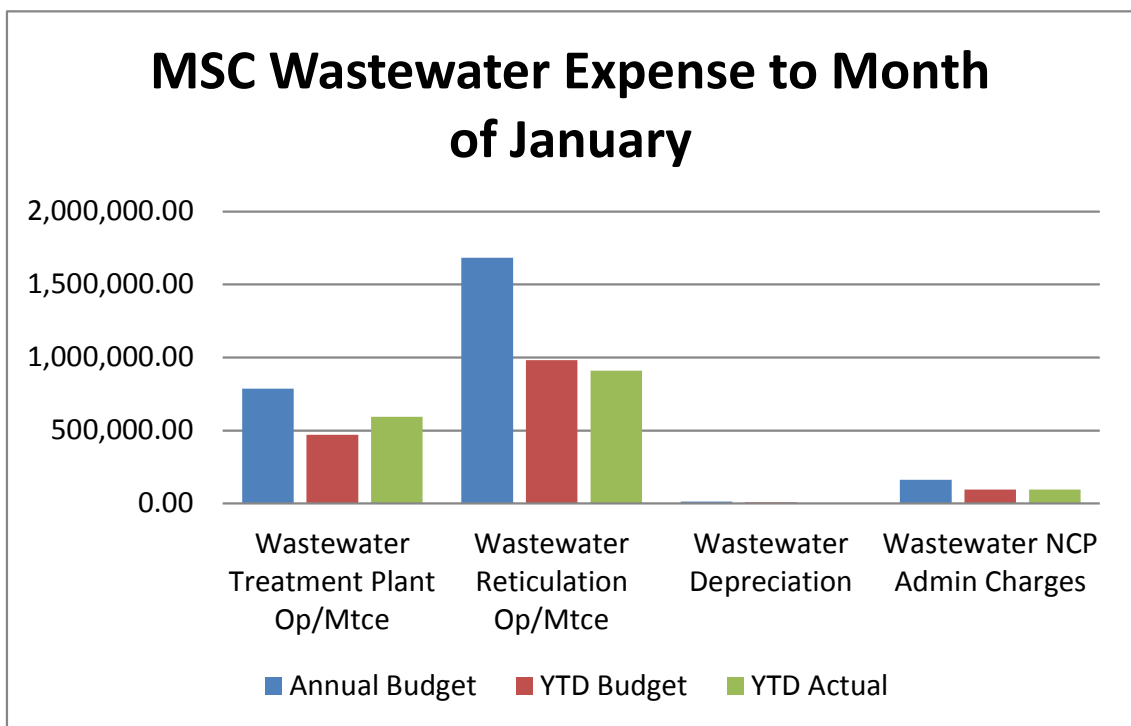
* Depreciation costs are now part of the operational expense

4. Budget - Wastewater

Graphical - Revenue



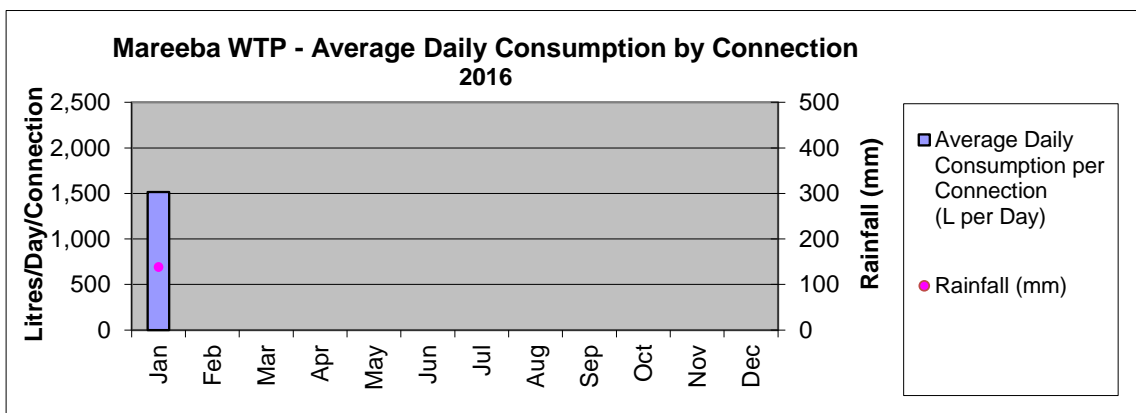
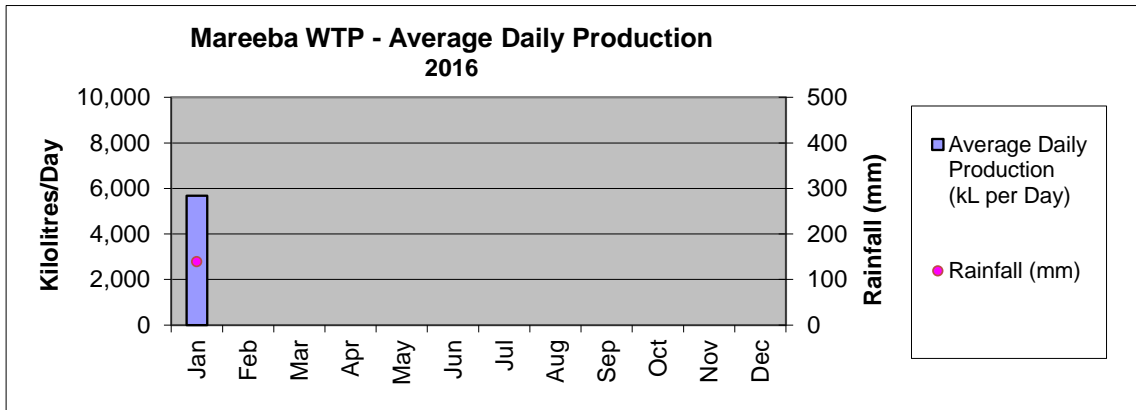
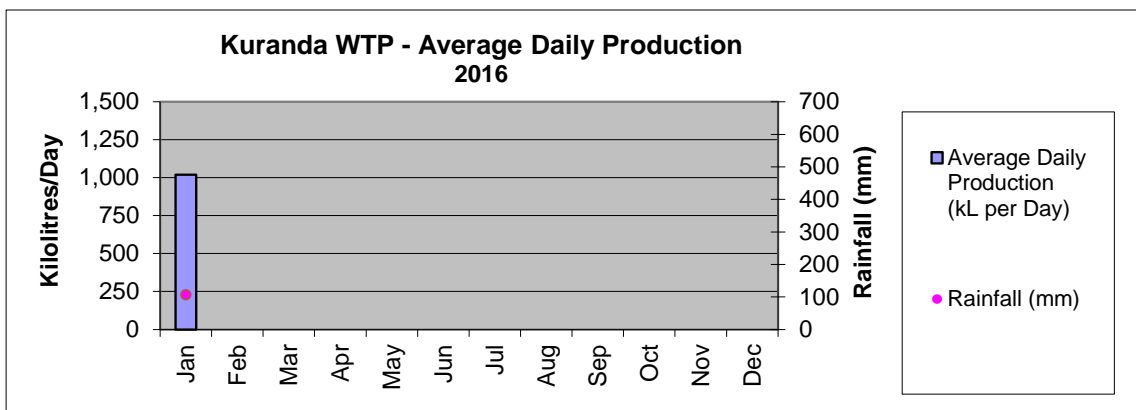
Graphical – Expense

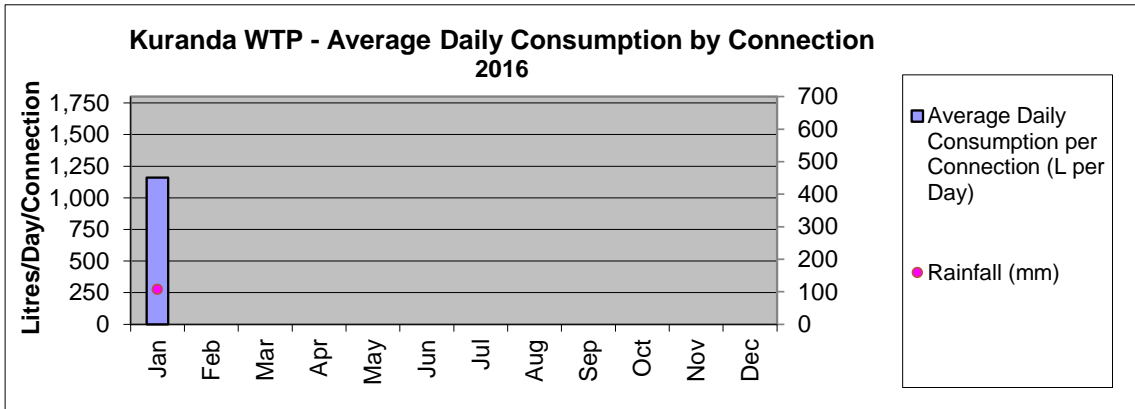


* Depreciation costs are now part of the operational expense

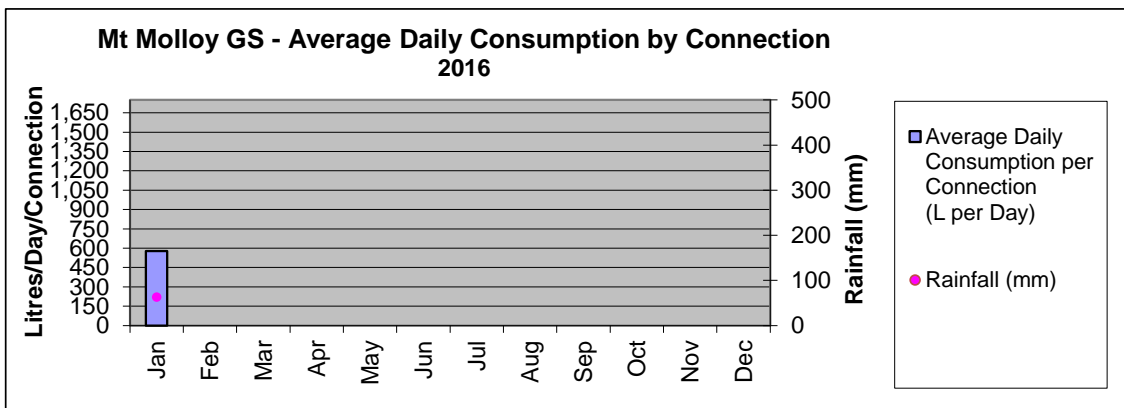
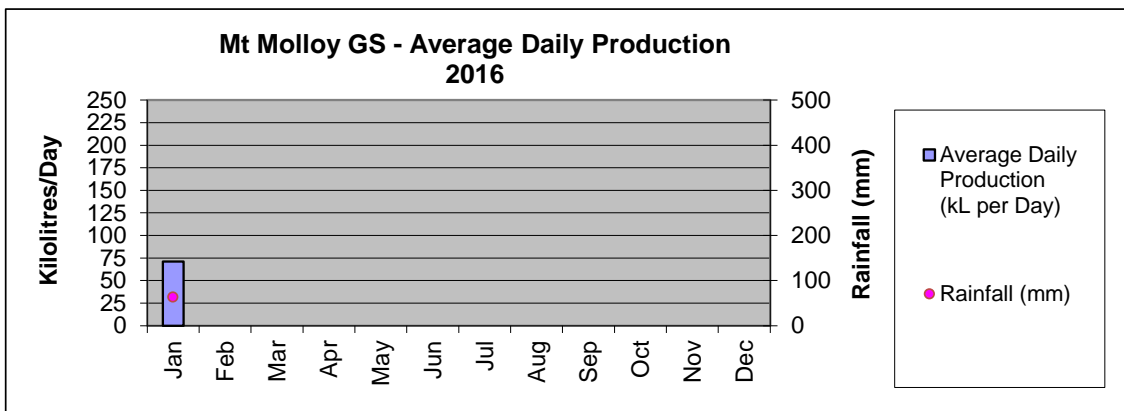
5. Chlorine Residual Readings

January 2016	Chlorine Residual Readings 2016 Australian Drinking Water Guidelines Maximum 5mg/L												
	Fri 1st	Mon 4th	Wed 6th	Fri 8th	Mon 11th	Wed 13th	Fri 15th	Mon 18th	Wed 20th	Fri 22nd	Mon 25th	Wed 27th	Fri 29th
Mareeba Rankine St	N/S	0.88	0.98	1.58	1.28	1.16	1.24	1.55	1.30	1.08	1.10	1.14	1.08
Wylandra Drive Mareeba	N/S	0.44	0.33	0.52	0.60	0.49	0.52	0.84	0.84	1.02	0.72	0.52	0.74
Gregory Terrace Kuranda	N/S	0.38	0.36	0.76	0.40	0.50	1.07	0.81	0.65	0.82	1.02	0.99	1.19
Mason Rd PS Kuranda	N/S	0.81	0.59	0.89	0.82	1.02	1.67	1.00	0.90	1.18	1.12	1.01	1.20
Chillagoe	N/S	0.45	0.49	0.49	0.45	0.44	0.51	0.39	0.34	0.31	0.37	0.25	0.28
Dimbulah	N/S	0.88	0.95	0.92	1.01	0.82	1.00	1.06	1.18	1.16	1.14	1.01	0.86

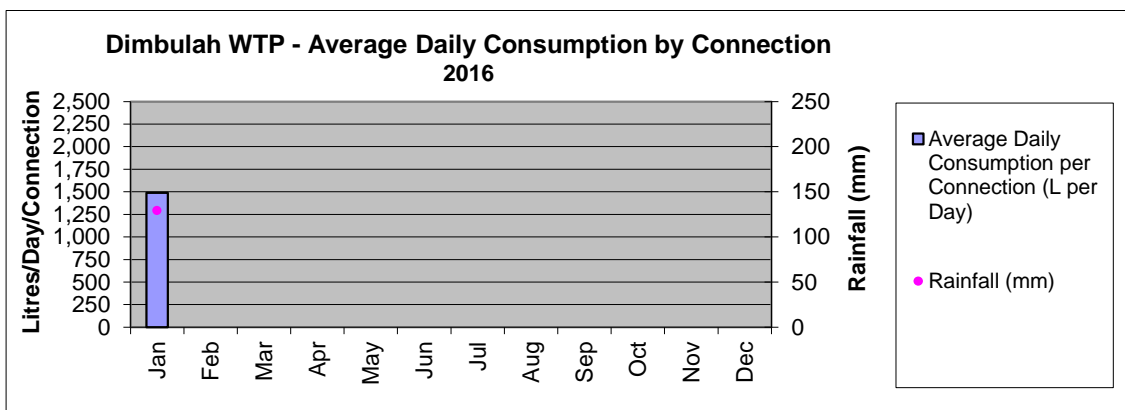
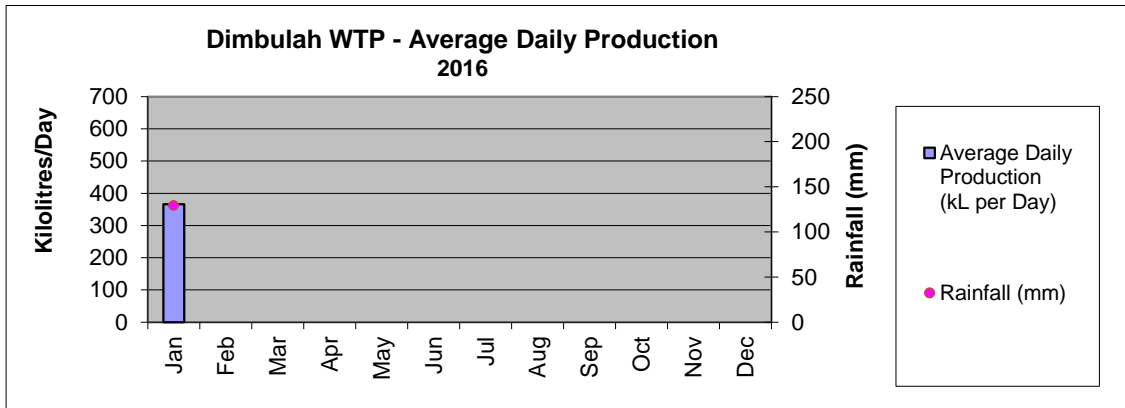
6. Mareeba Water Supply Scheme – Operations Data

7. Kuranda Water Supply Scheme - Operations Data




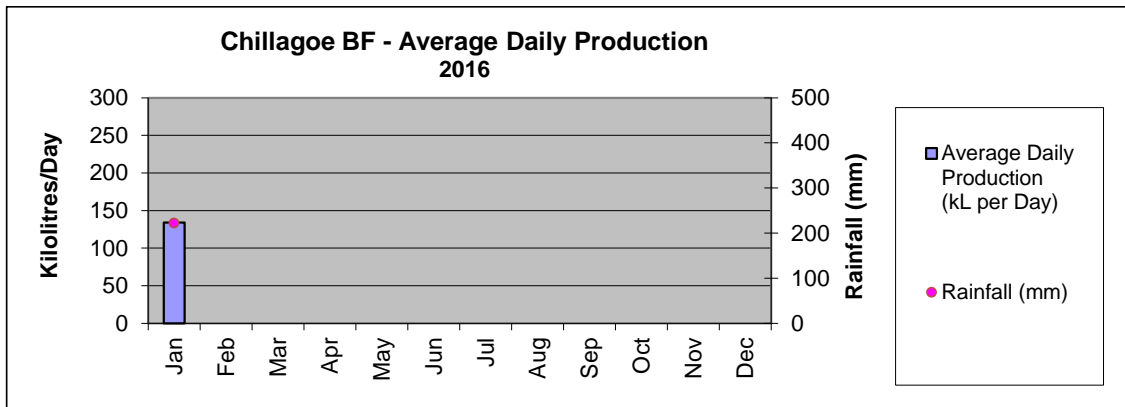
8. Mount Molloy Water Supply Scheme - Operations Data

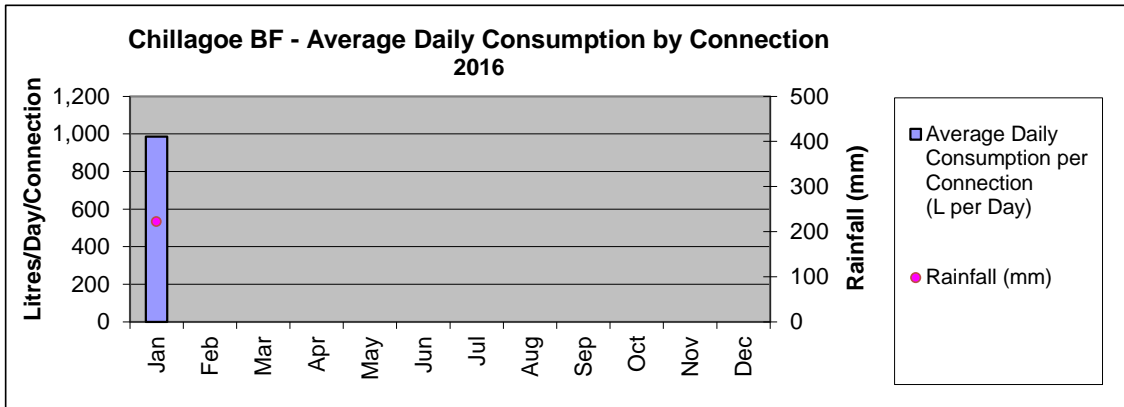


9. Dimbulah Water Supply Scheme - Operations Data

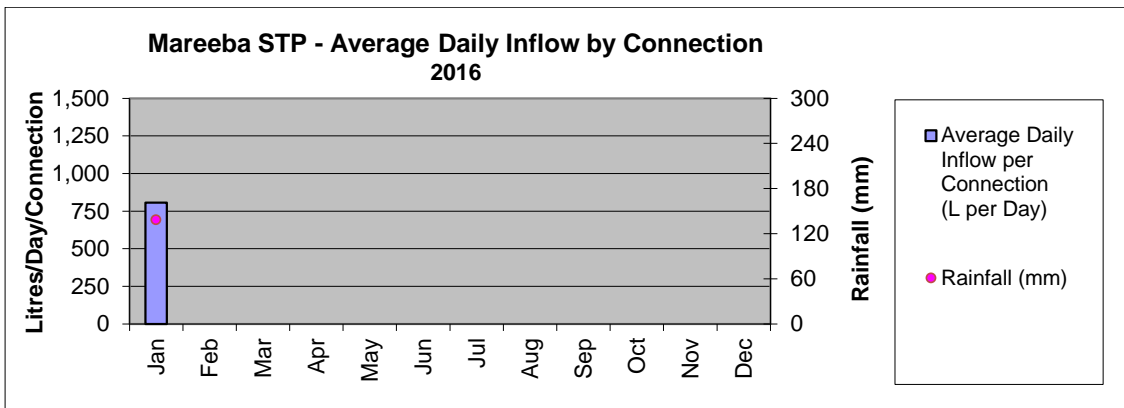
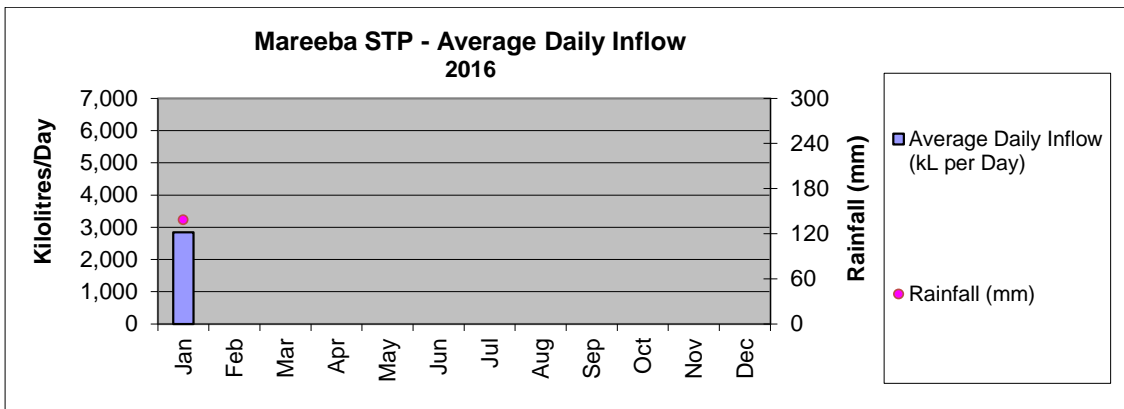


10. Chillagoe Water Supply Scheme - Operations Data

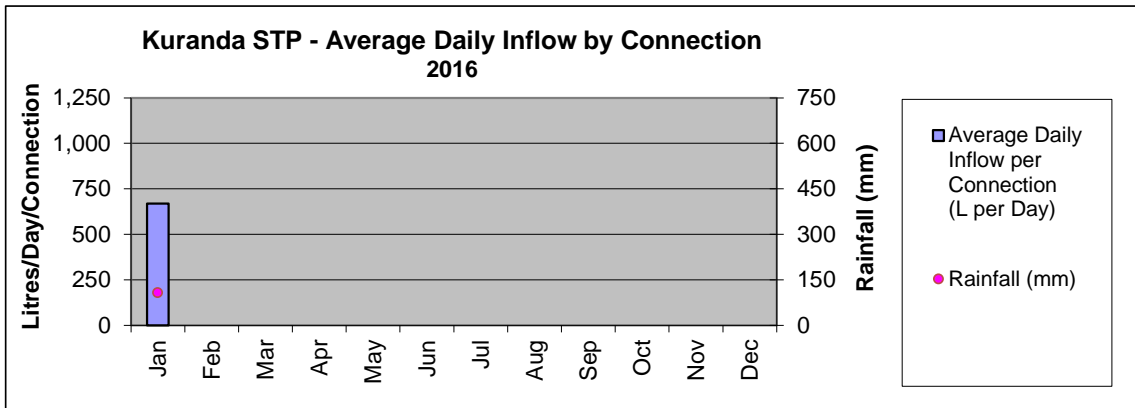
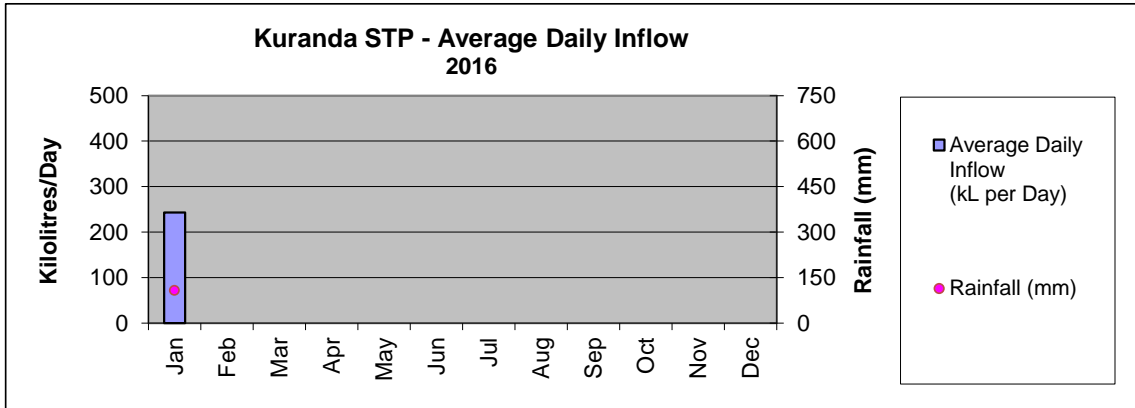




11. Mareeba Wastewater Treatment Plant - Operations Data



12. Kuranda Wastewater Treatment Plant - Operations Data



Date Prepared: 3 February 2016

BUSINESS WITHOUT NOTICE

NEXT MEETING OF COUNCIL

The next meeting of Council will be held at 9:00 am on Wednesday 4 March 2016